

NOTICE OF A REGULAR MEETING

The Board of Library Trustees of the Barrington Public Library District will hold a Regular Meeting on Monday, January 13, 2020 at 7:00 p.m. in the first floor Meeting Room of the Barrington Area Library, 505 North Northwest Highway, Barrington, Illinois.

Secretary

BARRINGTON PUBLIC LIBRARY DISTRICT
AGENDA FOR A REGULAR MEETING OF JANUARY 13, 2020
7:00 P.M.

Order of Business

I. CALL TO ORDER

President

II. ROLL CALL

Secretary

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

Public Comment

Presentation: Facilities Master Plan and Capital Replacement Plan (*Action Required*)

IV. APPROVAL OF MINUTES

Regular Meeting of December 9, 2019 (*Action Required*)

Review Executive Session Minutes (*Action Required*)

V. MISCELLANEOUS REPORTS/BUSINESS

President

President's report

Treasurer

Treasurer's report/Bills for payment (*Action Required*)

Executive Director's Report

VI. REPORTS OF COMMITTEES

VII. OLD BUSINESS

VIII. NEW BUSINESS

Consideration of Payroll and Human Capital Management Services Agreement with Paycom Payroll, LLC (*Action Required*)

Consideration of Resolution 2020-1 Sexual Harassment Policy (*Action Required*)

Closed Session pursuant to 5 ILCS 120/2(c)(11) to discuss pending litigation (*Action Required*)

IX. GENERAL INFORMATION

X. ADJOURNMENT

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 December 9, 2019, at 7:00 p.m. in the Conference Room of the Barrington Area Library pursuant to notices sent to the board and the press on December 6, 2019.

Present and acting as trustees were:

Donald F. Minner, President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Denise Devereux-Peters
Jan Miller
William Pizzi

Absent was:

Carolyn Clifford

Also in attendance were:

Jesse Henning, Executive Director
Karen McBride, Public Information Manager
Vicki Rakowski, Head of Operations
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

No members of the public were present.

President Minner invited Ms. Karen McBride, BALibrary's Public Information Manager, to present the 2019 Annual Report. This year's report is organized by our mission statement and goals, and tells a story of how the library is used by the community. The Annual Report will be available on our website, and will be shared with the community via social media, the email newsletter, and highlighted as a slide on public information screens. President Minner asked that a copy be given to all of the groups that the library has collaborated with this year as well as to the local government agencies within the library district boundaries. The board was impressed with the final result and thanked Ms. McBride for her outstanding work on this project.

President Minner invited Ms. Rakowski, Head of Operations, to begin her presentation on customer feedback. Ms. Rakowski discussed an initiative that has been in place since March of 2018 to informally collect feedback from our customers. Staff have been trained to document comments that customers make in passing. These comments are informal, often conversational, and can be positive, negative, or neutral. They are a good representation of the constant feedback staff receive from the public on a daily basis. The data is then analyzed by building leadership to spot trends, create solutions to persistent issues, and gather perspective on known issues to create better experiences for customers. Notably, of the comments collected, 66.8% have been positive; 17.6% have been suggestions; and 15.6% have been critiques. In some cases, the suggestions and critiques have led to opportunities to create a better experience for our customers. The board was appreciative of the information learned from the presentation and thanked Ms. Rakowski for sharing it with them.

IV. APPROVAL OF THE MINUTES

A motion to approve the minutes of the November 11, 2019 Board Meeting was made by President Minner, seconded by Ms. Tenyer. There were no questions or corrections.

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

V. MISCELLANEOUS REPORTS / BUSINESS

President's Report

Treasurer's Report

Ms. Carr presented the financial report for November 2019. The balance brought forward was \$10,648,046.28. Revenue received in November totaled \$106,195.58, with expenditures amounting to \$453,402.79; leaving an ending balance of \$10,300,839.07. Five months into the fiscal year, revenues are 49.85% of anticipated, and expenditures equal 29.12% of the budget.

Ms. Carr indicated how much she likes the new format for the monthly financial statement, stating that it is easy to navigate and understand. Director Henning and the board thanked Ms. Riendeau, the finance manager, for a job well done.

A motion to approve the November bills for payment was made by Ms. Carr, seconded by Mr. Pizzi.

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

Executive Director's Report

Director Henning began by thanking the Board for their support of the annual staff in-service day, which was held last week on Thursday, December 5th. This year's training focused on curiosity and featured guest speaker, Steven Adams, a Northwestern University Librarian.

The first program to be funded by the new Pilot Programs budget line will be a seed library that will make its debut in the spring of 2020. The seed library will be located on the first floor, near the stairs, and will allow customers to pick up seeds to use in their own private gardens.

Director Henning announced that DVD fines have been adjusted down from \$1.00 per day to \$0.20 per day beginning December 2nd. The change was made to bring the daily fine and the replacement cost of DVDs in line with each other. As a side benefit, the library will track overdue data to see if the decrease in the fine amount creates any appreciable change in the overdue rate for DVD items. This is also a first step in determining if going fine-free is right for our community and library.

In construction news, the final punch list items for the exterior maintenance and interior refinishing are being executed. The work on the new chiller should be completed by the end of the year and bid packages are being prepared for the upper parking lot project.

In programming notes, the ever-popular "12 Days of Make" ran through the middle weeks of November and allowed customers to participate in craft and maker-inspired programs in the library's atrium. Final's Café, our biggest program for our high school population, will be taking place during the week of December 16th.

VI. REPORTS OF COMMITTEE

VII. OLD BUSINESS

VIII. NEW BUSINESS

In New Business, the board reviewed a Maintenance Agreement with Jensen's Plumbing and Heating, Inc. Director Henning explained that Jensen's is the company that installed the new chiller and they have been great to work with. A motion to approve the Maintenance Agreement with Jensen's Plumbing and Heating, Inc and authorize the Executive Director to sign was made by President Minner, seconded by Ms. Devereux-Peters.

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

The board reviewed a Support Agreement with Gregg Communications Systems, Inc. Ms. Carr moved to approve the Support Agreement with Gregg Communications and authorized the Executive Director to sign. Ms. Miller seconded the motion.

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

Director Henning thanked the Board for fulfilling the Trustee requirements for the Illinois Per Capita Grant, and noted that it is ready for submittal pending the board's approval. A motion to approve and submit the Per Capita Grant was made by Ms. Tenyer, seconded by President Minner.

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

The board reviewed the new Remote Work Policy Amendment. Director Henning explained that this policy will bring us more in line with other libraries in the Chicagoland area, and will join the employee policy manual upon board approval. Ms. Carr made a motion to approve the Remote Work Amendment to the Personnel Manual effective March 1, 2020. Ms. Tenyer seconded the motion.

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

The board reviewed the new Paid Parental Leave Policy. Director Henning explained that many libraries already have a policy similar to this in place and that it will help us compete with other local libraries in hiring and maintaining an excellent staff. Ms. Tenyer made a motion to approve the Paid Parental Leave amendment to the Personnel Manual, effective December 15, 2019. Ms. Carr seconded the motion.

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

VI: ADJOURNMENT

There being no further business, President Minner moved, and Ms. Tenyer seconded, to adjourn the meeting.

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

The meeting adjourned at 8:35 p.m.

Secretary

Barrington Public Library District
Statement of Activities and Changes in Fund Balances
As of December 31, 2019

	All Funds	All Funds	% of Annual
	12/1/2019 to 12/31/2019	7/1/2019-12/31/2019	Budget
Revenue			
Property Tax	\$38,965.50	\$3,621,478.72	50.22 %
Other Taxes	\$2,133.76	\$23,250.52	77.50 %
Impact Fees	\$1,471.56	\$2,809.88	29.58 %
Operating Revenue	\$5,990.22	\$47,996.94	56.47 %
Grants	\$55,196.25	\$55,196.25	100.00 %
Donations	\$675.00	\$685.00	54.80 %
Rental Income	\$100.00	\$600.00	50.00 %
Interest Income & Unrealized Gain (Loss)	\$13,841.58	\$113,231.95	90.59 %
Miscellaneous Income	\$206.74	\$2,357.07	98.21 %
Total Revenue	\$118,580.61	\$3,867,606.33	51.42 %
Expenditures			
Salaries	\$338,702.76	\$1,610,177.51	50.32 %
Benefits	\$62,611.60	\$376,370.96	45.54 %
Staff Development & Training	\$9,144.01	\$39,699.89	32.17 %
Library Materials	\$79,364.40	\$340,348.33	40.82 %
Electronic Information	\$1,826.96	\$74,970.09	44.08 %
Library Programs	\$7,692.15	\$24,775.34	24.94 %
District Admin & Operating Expense	\$5,155.08	\$27,541.37	18.57 %
Facility Operating Expense	\$45,646.72	\$269,461.27	40.84 %
Capital Assets	\$422,098.22	\$682,200.11	30.00 %
Furniture, Fixtures & Equipment	\$2,554.99	\$7,389.05	5.19 %
Technology Hardware & Software	\$8,841.18	\$153,039.50	31.74 %
Professional Services	\$1,657.05	\$37,912.47	22.32 %
Trustee Expenses	\$102.95	\$848.72	25.26 %
Total Expenditures	\$985,398.07	\$3,644,734.61	39.91 %
NET SURPLUS/(DEFICIT)	(\$866,817.46)	\$222,871.72	
FUND BALANCE BEGINNING OF PERIOD	\$10,300,839.07	\$9,211,149.89	
FUND BALANCE DECEMBER 31, 2019	\$9,434,021.61	\$9,434,021.61	

Barrington Public Library District

Asset Balance Analysis

	December 31, 2019	December 31, 2018	Change
<u>Fund Balances</u>			
Operational Checking-Barrington Bank (.6%)	\$869,669.17	\$297,923.96	\$571,745.21
Payroll Checking-Barrington Bank	\$4,785.33	\$118,657.04	(\$113,871.71)
Merchant Account-Barrington Bank	\$9,799.51	\$10,725.51	(\$926.00)
Petty Cash - Administration	\$200.00	\$200.00	\$0.00
Petty Cash - Circulation	\$600.00	\$600.00	\$0.00
Sawyer Falduto	\$1,056,897.92	\$1,016,749.62	\$40,148.30
Barrington Bank - MAX safe Saving (1.8%)	\$7,465,226.45	\$7,067,693.66	\$397,532.79
Accounts Receivable	\$32,364.09	\$0.00	\$32,364.09
Total Fund Balances	\$9,439,542.47	\$8,512,549.79	\$926,992.68



Schwab One® Account of
BARRINGTON PUBLIC LIBRARY DIST

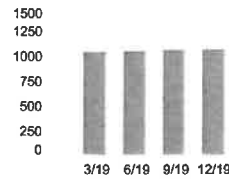
Account Number
9383-4772

Statement Period
December 1-31, 2019

Account Value as of 12/31/2019: \$ 1,056,897.92

Change in Account Value

	This Period	Year to Date	Account Value [in Thousands]
Starting Value	\$ 1,056,223.81	\$ 1,016,749.62	
Credits	2,341.89	23,154.91	
Debits	0.00	(1,038.00)	
Transfer of Securities (In/Out)	0.00	0.00	
Income Reinvested	(21.81)	(354.27)	
Change in Value of Investments	(1,645.97)	18,385.66	
Ending Value on 12/31/2019	\$ 1,056,897.92	\$ 1,056,897.92	
Accrued Income ^d	5,584.02		
Ending Value with Accrued Income^d	\$ 1,062,481.94		
Total Change in Account Value	\$ 674.11	\$ 40,148.30	
Total Change with Accrued Income^d	\$ 6,258.13		



Asset Composition

	Market Value	% of Account Assets
Money Market Funds [Sweep]	\$ 17,758.62	2%
Fixed Income	1,039,139.30	98%
Total Assets Long	\$ 1,056,897.92	
Total Account Value	\$ 1,056,897.92	100%

Overview



*Annualized, as calculated by Finance Manager



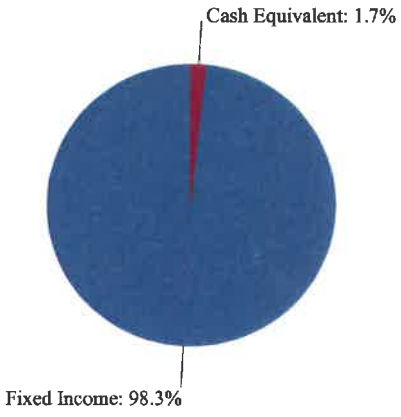
Your Independent Investment Advisor is not affiliated with or an agent of Schwab and Schwab does not supervise or endorse your Advisor.



Portfolio Statement
As of 12/31/2019

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	50,879.85	2.9%	1,500.00
	Accrued Income			653.42		
1.5%	Capital One Bank 09/23/2020 2.30%	140420VX5	16,000	16,064.88	2.3%	368.00
	Accrued Income			100.82		
2.8%	Capital One N.A. 09/28/2020 1.95%	14042RHZ7	30,000	30,046.83	1.9%	585.00
	Accrued Income			153.86		
7.2%	Citibank, N.A. 12/27/2021 3.20%	17312QY45	75,000	76,969.43	3.1%	2,400.00
	Accrued Income			39.45		
3.8%	Comenity Capital Bank 09/21/2020 2.25%	20033AMR4	40,000	40,147.36	2.2%	900.00
	Accrued Income			27.12		
4.0%	Comenity Capital Bank 05/02/2022 2.55%	20033AV45	42,000	42,628.40	2.5%	1,071.00
	Accrued Income			5.87		
2.2%	Cross River Bank 04/11/2022 2.50%	227563AL7	23,000	23,304.54	2.5%	575.00
	Accrued Income			130.75		
4.7%	Cross River Bank 10/31/2022 1.90%	227563BF9	50,000	49,933.35	1.9%	950.00
	Accrued Income			163.97		
4.8%	Flagstar Bank 06/13/2022 2.50%	33847E2J5	50,000	50,713.45	2.5%	1,250.00
	Accrued Income			68.49		

Portfolio Statement

As of 12/31/2019

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	51,234.85	3.0%	1,550.00
	Accrued Income			747.40		
4.3%	Hanmi Finl Corp 02/17/2021 2.80%	410493DK3	45,000	45,499.28	2.8%	1,260.00
	Accrued Income			51.78		
2.0%	Morgan Stanley Bank 01/11/2022 2.40%	61747MF55	21,000	21,225.69	2.4%	504.00
	Accrued Income			240.26		
4.4%	Morgan Stanley Bank 01/10/2022 3.05%	61760ATY5	45,000	46,061.37	3.0%	1,372.50
	Accrued Income			658.05		
2.9%	Sallie Mae Bank 04/18/2022 2.60%	7954502J3	30,000	30,482.46	2.6%	780.00
	Accrued Income			162.41		
1.9%	Sallie Mae Bank 05/11/2020 2.70%	795450P58	20,000	20,072.28	2.7%	540.00
	Accrued Income			78.41		
2.4%	Sallie Mae Bank 08/16/2021 3.00%	795450V28	25,000	25,455.78	2.9%	750.00
	Accrued Income			285.62		
4.8%	Synchrony Bank 05/25/2021 3.00%	87165FVZ4	50,000	50,792.55	3.0%	1,500.00
	Accrued Income			152.05		
7.2%	TIAA FSB Holdings 05/17/2022 2.50%	87270LCE1	75,000	76,043.25	2.5%	1,875.00
	Accrued Income			231.16		
4.8%	Wells Fargo Bank 12/14/2021 3.25%	949763VW3	50,000	51,347.30	3.2%	1,625.00
	Accrued Income			80.14		
75.6%				802,933.93	2.7%	21,355.50
Taxable Bonds						
U. S. Treasury						
2.4%	US Treas Note 01/31/2020 2.00%	9128283S7	25,000	25,007.81	2.0%	500.00
	Accrued Income			209.24		
4.7%	US Treas Note 01/31/2020 1.375%	912828UL2	50,000	49,992.19	1.4%	687.50
	Accrued Income			287.70		
7.1%				75,496.94	1.6%	1,187.50
U.S. Government Agency						
4.3%	Fed Farm Cr Bk 08/05/2020 2.46%	3133ECW91	45,000	45,217.04	2.4%	1,107.00
	Accrued Income			448.95		
1.9%	Fed Home Ln Bk 11/25/2020 1.81%	3130A6SX6	20,000	20,027.16	1.8%	362.00
	Accrued Income			36.20		

Portfolio Statement

As of 12/31/2019

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	50,019.50	1.9%	950.00
	Accrued Income			335.14		
10.9%				116,083.99	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	49,972.70	1.8%	875.00
	Call 09/24/2020, 100.00 Accrued Income			235.76		
22.8%				241,789.39	1.9%	4,481.50
98.3%				1,044,723.32	2.5%	25,837.00
Cash Equivalent						
Cash Equivalent						
Cash Equivalent						
1.7%	Schwab Government Money Fund	SWGXX		17,758.62	1.8%	321.43
99.5%				1,056,897.92	2.5%	26,158.43
	Total Accrued Income			5,584.02		
100.0%				1,062,481.94		

Barrington Public Library District
Treasurer's Report
As of December 31, 2019

	General	Working Cash	IMRF	FICA	Audit	Special Reserve	Building	Insurance	Donations/ Grants	Total
Assets										
Operational Checking-Barrington Bank	\$869,669.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$869,669.17
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	\$9,799.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,799.51
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	\$1,056,897.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,056,897.92
Barrington Bank - MAX safe Saving	\$7,465,226.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,465,226.45
Due To/From Other Funds	(\$5,161,171.43)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,161,171.43)
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	\$620,870.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$620,870.66
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$167,079.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167,079.89
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	\$2,702,985.90	\$0.00	\$0.00	\$0.00	\$2,702,985.90
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,106.94	\$0.00	\$51,106.94
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$697,009.86	\$0.00	\$0.00	\$697,009.86
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378,854.52	\$378,854.52
Total Assets	\$4,278,371.04	\$541,237.28	\$620,870.66	\$167,079.89	\$2,026.38	\$2,702,985.90	\$697,009.86	\$51,106.94	\$378,854.52	\$9,439,542.47
Liabilities and Fund Balance										
Liabilities										
IMRF Withheld	\$5,520.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,520.86
Total Liabilities	\$5,520.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,520.86
Fund Balance										
Fund Balance	\$4,272,850.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,272,850.18
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	\$620,870.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$620,870.66
Fund Balance	\$0.00	\$0.00	\$0.00	\$167,079.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167,079.89
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	\$2,702,985.90	\$0.00	\$0.00	\$0.00	\$2,702,985.90
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,106.94	\$0.00	\$51,106.94
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$697,009.86	\$0.00	\$0.00	\$697,009.86
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378,854.52	\$378,854.52
Total Fund Balance	\$4,272,850.18	\$541,237.28	\$620,870.66	\$167,079.89	\$2,026.38	\$2,702,985.90	\$697,009.86	\$51,106.94	\$378,854.52	\$9,434,021.61
Total Liabilities and Fund Balance	\$4,278,371.04	\$541,237.28	\$620,870.66	\$167,079.89	\$2,026.38	\$2,702,985.90	\$697,009.86	\$51,106.94	\$378,854.52	\$9,439,542.47
BEGINNING BALANCE WITH CURRENT YEA	\$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)	\$748,123.66	\$0.00	\$59,687.49	(\$56,905.30)	(\$12,000.00)	(\$660,835.64)	\$135,904.52	\$14,642.36	(\$5,745.37)	\$222,871.72
ENDING FUND BALANCE	\$4,272,850.18	\$541,237.28	\$620,870.66	\$167,079.89	\$2,026.38	\$2,702,985.90	\$697,009.86	\$51,106.94	\$378,854.52	\$9,434,021.61

Barrington Public Library District
Revenues - All Funds
For the Period Ended December 31, 2019

Revenue	Month Actual Total Funds	Y-T-D Actual Total Funds	% Collected	Budgeted Receipts	Uncollected Receipts
Property Tax					
Tax Levy-Cook County	\$5,974.81	\$1,711,678.68	47.95 %	\$3,569,727.11	(\$1,858,048.43)
Tax Levy-Lake County	\$32,990.69	\$1,695,482.08	52.39 %	\$3,236,307.92	(\$1,540,825.84)
Tax Levy-McHenry County	\$0.00	\$210,661.25	52.41 %	\$401,950.44	(\$191,289.19)
Tax Levy-Kane County	\$0.00	\$3,656.71	102.44 %	\$3,569.72	\$86.99
Total Property Tax	\$38,965.50	\$3,621,478.72	50.22 %	\$7,211,555.19	(\$3,590,076.47)
Other Taxes					
Personal Property Tax	\$2,133.76	\$23,250.52	77.50 %	\$30,000.00	(\$6,749.48)
Total Other Taxes	\$2,133.76	\$23,250.52	77.50 %	\$30,000.00	(\$6,749.48)
Impact Fees					
Impact Fees- Barrington	\$557.56	\$1,895.88	0.00 %	\$0.00	\$1,895.88
Impact Fees- Lake Barrington	\$914.00	\$914.00	0.00 %	\$0.00	\$914.00
Impact Fees- Other	\$0.00	\$0.00	0.00 %	\$9,500.00	(\$9,500.00)
Total Impact Fees	\$1,471.56	\$2,809.88	29.58 %	\$9,500.00	(\$6,690.12)
Operating Revenue					
Fines	\$5,363.97	\$43,407.94	54.26 %	\$80,000.00	(\$36,592.06)
Copies	\$626.25	\$4,589.00	91.78 %	\$5,000.00	(\$411.00)
Total Operating Revenue	\$5,990.22	\$47,996.94	56.47 %	\$85,000.00	(\$37,003.06)
Grants					
Per Capita Grant	\$55,196.25	\$55,196.25	100.00 %	\$55,196.00	\$0.25
Total Grants	\$55,196.25	\$55,196.25	100.00 %	\$55,196.00	\$0.25
Donations					
Donations- Other	\$675.00	\$685.00	54.80 %	\$1,250.00	(\$565.00)
Total Donations	\$675.00	\$685.00	54.80 %	\$1,250.00	(\$565.00)
Rental Income					
Rental- Verizon	\$100.00	\$600.00	50.00 %	\$1,200.00	(\$600.00)
Total Rental Income	\$100.00	\$600.00	50.00 %	\$1,200.00	(\$600.00)
Interest Income					
Interest Income	\$15,487.55	\$107,250.54	85.80 %	\$125,000.00	(\$17,749.46)
Unrealized Gain (Loss) on investments	(\$1,645.97)	\$5,981.41	0.00 %	\$0.00	\$5,981.41
Total Interest Income	\$13,841.58	\$113,231.95	90.59 %	\$125,000.00	(\$11,768.05)
Miscellaneous Income					
Miscellaneous Income & Reimbursements	\$206.74	\$2,357.07	98.21 %	\$2,400.00	(\$42.93)
Total Miscellaneous Income	\$206.74	\$2,357.07	98.21 %	\$2,400.00	(\$42.93)
Total Revenue	\$118,580.61	\$3,867,606.33	51.42 %	\$7,521,101.19	(\$3,653,494.86)

Barrington Public Library District
Expenditures-All Funds
For the Period Ended December 31, 2019

Expenditures	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Salaries						
Salaries	\$338,702.76	\$1,610,177.51	50.32 %	\$3,199,593.88		
Total Salaries	\$338,702.76	\$1,610,177.51	50.32 %	\$3,199,593.88	40.25 %	\$4,000,000.00
Benefits						
FICA employer	\$20,582.74	\$98,035.11	49.42 %	\$198,374.82		
Medicare employer	\$4,813.71	\$22,927.64	49.42 %	\$46,394.11		
IMRF	\$19,522.69	\$134,244.21	47.94 %	\$280,000.00		
Insurance-medical and life	\$17,692.46	\$121,164.00	40.17 %	\$301,620.00		
Total Benefits	\$62,611.60	\$376,370.96	45.54 %	\$826,388.93	19.71 %	\$1,909,396.00
Staff Development & Training						
Hiring	\$303.71	\$704.23	23.47 %	\$3,000.00		
Staff Development	\$5,661.95	\$31,371.25	30.55 %	\$102,701.54		
Dues & Memberships	\$1,073.00	\$3,466.00	70.35 %	\$4,927.00		
Staff Expenses	\$2,105.35	\$4,158.41	32.58 %	\$12,764.00		
Total Staff Development & Training	\$9,144.01	\$39,699.89	32.17 %	\$123,392.54	15.88 %	\$250,000.00
Library Materials						
Books	\$20,135.61	\$77,900.14	32.46 %	\$240,000.00		
Books-Grab & Go	\$472.24	\$3,644.61	36.45 %	\$10,000.00		
Periodicals	\$13,252.92	\$13,423.31	74.57 %	\$18,000.00		
E-Periodicals	\$0.00	\$5,220.74	30.76 %	\$16,975.00		
Circulating Equipment	\$0.00	\$500.81	11.13 %	\$4,500.00		
Audio books-spoken	\$1,874.80	\$7,530.94	45.64 %	\$16,500.00		
CDs	\$385.33	\$1,925.16	25.67 %	\$7,500.00		
Digital Music	\$0.00	\$1,950.00	11.99 %	\$16,267.00		
E-Books	\$24,168.92	\$96,154.68	46.45 %	\$207,000.00		
DVDs	\$5,698.58	\$29,797.10	34.05 %	\$87,500.00		
DVDs Grab & Go	\$995.61	\$3,982.78	30.64 %	\$13,000.00		
E-DVDs	\$0.00	\$22,350.00	50.00 %	\$44,700.00		
E-Audio Books	\$11,192.81	\$38,346.80	45.11 %	\$85,000.00		
Refund for Materials lost & paid	\$244.29	\$777.74	0.00 %	\$0.00		
AV Video Games	\$904.45	\$3,681.76	25.39 %	\$14,500.00		
Realia	\$0.00	\$302.37	15.12 %	\$2,000.00		
Processing supplies	\$38.84	\$2,212.76	11.23 %	\$19,706.00		
Online Computer Library Center	\$0.00	\$30,646.63	100.00 %	\$30,646.63		
Total Library Materials	\$79,364.40	\$340,348.33	40.82 %	\$833,794.63	23.72 %	\$1,434,616.00
Electronic Information						
Electronic information	\$1,826.96	\$74,970.09	44.08 %	\$170,096.00		
Total Electronic Information	\$1,826.96	\$74,970.09	44.08 %	\$170,096.00	29.99 %	\$250,000.00

Barrington Public Library District
Expenditures-All Funds
For the Period Ended December 31, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Library Programs						
Pilot Programs	\$954.11	\$954.11	4.77 %	\$20,000.00		
Library programs	\$6,738.04	\$23,821.23	30.03 %	\$79,325.00		
Total Library Programs	\$7,692.15	\$24,775.34	24.94 %	\$99,325.00	6.17 %	\$401,232.00
District Admin & Operating Expense						
Departmental supplies	\$841.28	\$3,168.85	15.91 %	\$19,920.00		
Collection agency	\$107.40	\$545.95	27.30 %	\$2,000.00		
Office supplies	\$60.37	\$2,614.12	34.85 %	\$7,500.00		
Postage	\$319.36	\$364.16	2.16 %	\$16,825.00		
Promotional & display materials	\$2,482.25	\$7,463.97	45.93 %	\$16,250.00		
Fees & Service Charges	\$1,344.42	\$8,291.69	43.46 %	\$19,077.00		
Business Insurance	\$0.00	\$5,092.63	7.66 %	\$66,500.00		
Items Purchased & Resold	\$0.00	\$0.00	0.00 %	\$200.00		
Total District Admin & Operating Expense	\$5,155.08	\$27,541.37	18.57 %	\$148,272.00	7.80 %	\$352,963.00
Facility Operating Expense						
Rental Spaces	\$0.00	\$840.00	100.00 %	\$840.00		
Security	\$0.00	\$1,362.00	95.92 %	\$1,420.00		
Utilities-electric	\$7,281.12	\$55,539.84	50.49 %	\$110,000.00		
Utilities-gas	\$1,434.16	\$4,398.47	17.59 %	\$25,000.00		
Utilities-water, sewer	\$1,399.43	\$10,963.46	42.17 %	\$26,000.00		
Utilities-Garbage	\$322.43	\$1,934.58	42.99 %	\$4,500.00		
Telephone	\$3,063.81	\$17,088.17	51.04 %	\$33,480.00		
Building maintenance & repair	\$6,982.45	\$51,595.53	35.46 %	\$145,515.00		
Bldg maintenance supplies	\$3,415.45	\$12,237.28	62.76 %	\$19,500.00		
Repair Contingency	\$340.00	\$19,592.34	39.18 %	\$50,000.00		
Equipment maintenance	\$19,456.00	\$50,659.68	39.06 %	\$129,700.00		
Piano maintenance	\$0.00	\$0.00	0.00 %	\$3,000.00		
Traffic light	\$0.00	\$2,733.00	49.69 %	\$5,500.00		
Site maintenance	\$1,495.00	\$35,330.00	45.27 %	\$78,050.00		
Site Contingency	\$0.00	\$810.00	4.05 %	\$20,000.00		
Vehicle operation & maintenance	\$456.87	\$4,376.92	59.96 %	\$7,300.00		
Total Facility Operating Expense	\$45,646.72	\$269,461.27	40.84 %	\$659,805.00	17.73 %	\$1,520,123.00
Capital Assets						
Capital Assets	\$0.00	\$1,967.00	2.19 %	\$90,000.00		
Library Building & Grounds Renovation	\$422,098.22	\$680,233.11	31.16 %	\$2,183,330.00		
Total Capital Assets	\$422,098.22	\$682,200.11	30.00 %	\$2,273,330.00	12.95 %	\$5,269,895.00

Barrington Public Library District
Expenditures-All Funds
For the Period Ended December 31, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Furniture, Fixtures & Equipment						
Furniture, Fixtures & Equipment	\$2,554.99	\$7,389.05	5.19 %	\$142,350.00		
Total Furniture, Fixtures & Equipment	\$2,554.99	\$7,389.05	5.19 %	\$142,350.00	2.69 %	\$275,000.00
Technology Hardware & Software						
Technology Hardware	\$1,619.21	\$57,901.49	28.26 %	\$204,915.00		
Software & Subscriptions	\$7,221.97	\$95,138.01	34.31 %	\$277,258.00		
Total Technology Hardware & Software	\$8,841.18	\$153,039.50	31.74 %	\$482,173.00	20.41 %	\$750,000.00
Professional Services						
Legal fees	\$1,623.30	\$4,919.20	24.60 %	\$20,000.00		
Legal expenses	\$33.75	\$403.27	3.50 %	\$11,500.00		
Consultant fees	\$0.00	\$20,590.00	16.36 %	\$125,840.00		
Audit expense	\$0.00	\$12,000.00	96.00 %	\$12,500.00		
Total Professional Services	\$1,657.05	\$37,912.47	22.32 %	\$169,840.00	12.07 %	\$314,026.00
Trustee Expenses						
Trustee expense	\$102.95	\$848.72	25.26 %	\$3,360.00		
Total Trustee Expenses	\$102.95	\$848.72	25.26 %	\$3,360.00	16.97 %	\$5,000.00
Total Expenditures	\$985,398.07	\$3,644,734.61	39.91 %	\$9,131,720.98	21.78 %	\$16,732,251.00

Barrington Public Library District
Expenditures-General Fund
For the Period Ended December 31, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Expenditures						
Salaries						
Salaries	\$338,702.76	\$1,610,177.51	50.32 %	\$3,199,593.88		
Total Salaries	\$338,702.76	\$1,610,177.51	50.32 %	\$3,199,593.88	40.25 %	\$4,000,000.00
Benefits						
Insurance-medical and life	\$17,692.46	\$121,164.00	40.17 %	\$301,620.00		
Total Benefits	\$17,692.46	\$121,164.00	40.17 %	\$301,620.00	20.19 %	\$600,000.00
Staff Development & Training						
Hiring	\$303.71	\$704.23	23.47 %	\$3,000.00		
Staff Development	\$5,661.95	\$31,371.25	30.55 %	\$102,701.54		
Dues & Memberships	\$1,073.00	\$3,466.00	70.35 %	\$4,927.00		
Staff Expenses	\$2,105.35	\$4,158.41	32.58 %	\$12,764.00		
Total Staff Development & Training	\$9,144.01	\$39,699.89	32.17 %	\$123,392.54	15.88 %	\$250,000.00
Library Materials						
Books	\$20,135.61	\$77,900.14	32.46 %	\$240,000.00		
Books-Grab & Go	\$472.24	\$3,644.61	36.45 %	\$10,000.00		
Periodicals	\$13,252.92	\$13,423.31	74.57 %	\$18,000.00		
E-Periodicals	\$0.00	\$5,220.74	30.76 %	\$16,975.00		
Circulating Equipment	\$0.00	\$500.81	11.13 %	\$4,500.00		
Audio books-spoken	\$667.12	\$2,617.18	40.26 %	\$6,500.00		
CDs	\$370.09	\$1,909.92	25.47 %	\$7,500.00		
Digital Music	\$0.00	\$1,950.00	11.99 %	\$16,267.00		
E-Books	\$24,168.92	\$96,154.68	46.45 %	\$207,000.00		
DVDs	\$5,698.58	\$29,797.10	34.05 %	\$87,500.00		
DVDs Grab & Go	\$995.61	\$3,982.78	30.64 %	\$13,000.00		
E-DVDs	\$0.00	\$22,350.00	50.00 %	\$44,700.00		
E-Audio Books	\$11,192.81	\$38,346.80	45.11 %	\$85,000.00		
Refund for Materials lost & paid	\$244.29	\$777.74	0.00 %	\$0.00		
AV Video Games	\$904.45	\$3,681.76	25.39 %	\$14,500.00		
Realia	\$0.00	\$302.37	15.12 %	\$2,000.00		
Processing supplies	\$38.84	\$2,212.76	11.23 %	\$19,706.00		
Online Computer Library Center	\$0.00	\$30,646.63	100.00 %	\$30,646.63		
Total Library Materials	\$78,141.48	\$335,419.33	40.72 %	\$823,794.63	26.83 %	\$1,250,000.00
Electronic Information						
Electronic information	\$1,826.96	\$74,970.09	44.08 %	\$170,096.00		
Total Electronic Information	\$1,826.96	\$74,970.09	44.08 %	\$170,096.00	29.99 %	\$250,000.00

Barrington Public Library District
Expenditures-General Fund
For the Period Ended December 31, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Library Programs						
Pilot Programs	\$954.11	\$954.11	4.77 %	\$20,000.00		
Library programs	\$6,738.04	\$22,166.89	32.40 %	\$68,425.00		
Total Library Programs	\$7,692.15	\$23,121.00	26.15 %	\$88,425.00	11.56 %	\$200,000.00
District Admin & Operating Expense						
Departmental supplies	\$841.28	\$3,168.85	15.91 %	\$19,920.00		
Collection agency	\$107.40	\$545.95	27.30 %	\$2,000.00		
Office supplies	\$60.37	\$2,614.12	34.85 %	\$7,500.00		
Postage	\$319.36	\$364.16	2.16 %	\$16,825.00		
Promotional & display materials	\$2,482.25	\$7,463.97	45.93 %	\$16,250.00		
Fees & Service Charges	\$1,344.42	\$8,291.69	43.46 %	\$19,077.00		
Items Purchased & Resold	\$0.00	\$0.00	0.00 %	\$200.00		
Total District Admin & Operating Expense	\$5,155.08	\$22,448.74	27.45 %	\$81,772.00	8.98 %	\$250,000.00
Facility Operating Expense						
Security	\$0.00	\$1,362.00	95.92 %	\$1,420.00		
Utilities-electric	\$7,281.12	\$55,539.84	50.49 %	\$110,000.00		
Utilities-gas	\$1,434.16	\$4,398.47	17.59 %	\$25,000.00		
Utilities-water, sewer	\$1,399.43	\$10,963.46	42.17 %	\$26,000.00		
Utilities-Garbage	\$322.43	\$1,934.58	42.99 %	\$4,500.00		
Telephone	\$3,063.81	\$17,088.17	51.04 %	\$33,480.00		
Total Facility Operating Expense	\$13,500.95	\$91,286.52	45.55 %	\$200,400.00	18.26 %	\$500,000.00
Capital Assets						
Capital Assets	\$0.00	\$1,967.00	2.19 %	\$90,000.00		
Total Capital Assets	\$0.00	\$1,967.00	2.19 %	\$90,000.00	0.10 %	\$1,906,073.00
Furniture, Fixtures & Equipment						
Furniture, Fixtures & Equipment	\$2,554.99	\$7,389.05	5.19 %	\$142,350.00		
Total Furniture, Fixtures & Equipment	\$2,554.99	\$7,389.05	5.19 %	\$142,350.00	2.69 %	\$275,000.00
Technology Hardware & Software						
Technology Hardware	\$1,619.21	\$57,901.49	28.26 %	\$204,915.00		
Software & Subscriptions	\$7,221.97	\$95,138.01	34.31 %	\$277,258.00		
Total Technology Hardware & Software	\$8,841.18	\$153,039.50	31.74 %	\$482,173.00	20.41 %	\$750,000.00
Professional Services						
Legal fees	\$1,623.30	\$4,919.20	24.60 %	\$20,000.00		
Legal expenses	\$33.75	\$403.27	3.50 %	\$11,500.00		
Consultant fees	\$0.00	\$20,590.00	16.36 %	\$125,840.00		
Total Professional Services	\$1,657.05	\$25,912.47	16.46 %	\$157,340.00	8.64 %	\$300,000.00
Trustee Expenses						
Trustee expense	\$102.95	\$848.72	25.26 %	\$3,360.00		
Total Trustee Expenses	\$102.95	\$848.72	25.26 %	\$3,360.00	16.97 %	\$5,000.00
Total Expenditures	\$485,012.02	\$2,507,443.82	42.76 %	\$5,864,317.05	23.80 %	\$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)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,271,474.75
12/3/2019	7308-14	Journal Entry	Record expenses for 12/6/19 payroll	\$112,493.03		
12/17/2019	7315-11	Journal Entry	Record expenses for 12/20/19 payroll	\$115,473.33		
12/30/2019	7338-10	Journal Entry	Record expenses for 1/3/20 payroll	\$110,736.40		
			<i>Account Subtotals</i>	<u>\$338,702.76</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$338,702.76</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$1,610,177.51</u></u>
10-4600-00						
Account: 10-4600-00 (Insurance-medical and life)						
12/1/2019			<i>Account Beginning Balance</i>			\$103,471.54
12/3/2019	7308-10	Journal Entry	Record expenses for 12/6/19 payroll		\$2,262.65	
12/4/2019	7319-2	Journal Entry	Deposit 12/4/19-Reimbursements, Ver		\$255.00	
12/6/2019	7304-429	Accounts Payable	Wellness Insurance N-December 2019	\$25,432.66		
12/17/2019	7315-10	Journal Entry	Record expenses for 12/20/19 payroll		\$2,262.65	
12/30/2019	7338-11	Journal Entry	Record expenses for 1/3/20 payroll		\$2,361.90	
12/31/2019	7340-1	Journal Entry	January Medical insurance premium I		\$598.00	
			<i>Account Subtotals</i>	<u>\$25,432.66</u>	<u>\$7,740.20</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$17,692.46</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$121,164.00</u></u>
10-4700-00						
Account: 10-4700-00 (Hiring)						
12/1/2019			<i>Account Beginning Balance</i>			\$400.52
12/6/2019	7304-451	Accounts Payable	First Bankcard-College Central Networ	\$195.00		
12/6/2019	7304-463	Accounts Payable	First Bankcard-CM5315-101719		\$176.52	
12/27/2019	7332-29	Accounts Payable	First Bankcard-Linkedin-Job ads	\$285.23		
			<i>Account Subtotals</i>	<u>\$480.23</u>	<u>\$176.52</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$303.71</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$704.23</u></u>
10-4800-00						
Account: 10-4800-00 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,480.00
12/4/2019	7302-1	Journal Entry	Correct coding on CK#8577-Michael F	\$750.00		
12/6/2019	7304-82	Accounts Payable	Amazon Capital Servi-Staff In-service :	\$232.13		
12/20/2019	7313-1	Accounts Payable	Amazon Capital Servi-Staff In-service :	\$24.86		
			<i>Account Subtotals</i>	<u>\$1,006.99</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$1,006.99</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$3,486.99</u></u>
10-4800-10						
Account: 10-4800-10 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$4,048.22
12/6/2019	7304-457	Accounts Payable	First Bankcard-HR Source Law Confer	\$400.50		
12/17/2019	7315-12	Journal Entry	Record staff reimbursements for 12/20	\$171.50		
12/30/2019	7338-15	Journal Entry	Record expenses for 1/3/20 payroll-m	\$18.21		

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Account: 10-4800-10 (Staff Development)						
			<i>Account Subtotals</i>	\$590.21	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$590.21
12/31/2019			<i>Account Ending Balance</i>			<u>\$4,638.43</u>
10-4800-11						
Account: 10-4800-11 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,544.85
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,544.85</u>
10-4800-12						
Account: 10-4800-12 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$200.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$200.00</u>
10-4800-13						
Account: 10-4800-13 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,957.16
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,957.16</u>
10-4800-20						
Account: 10-4800-20 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$5,664.34
12/17/2019	7315-13	Journal Entry	Record staff reimbursements for 12/20	\$13.83		
12/27/2019	7332-3	Accounts Payable	Barrington Area Cham-Annual Chamb	\$50.00		
12/30/2019	7338-12	Journal Entry	Record expenses for 1/3/20 payroll-t	\$579.00		
12/30/2019	7338-16	Journal Entry	Record expenses for 1/3/20 payroll-B	\$15.13		
			<i>Account Subtotals</i>	\$657.96	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$657.96
12/31/2019			<i>Account Ending Balance</i>			<u>\$6,322.30</u>
10-4800-40						
Account: 10-4800-40 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$4,794.02
12/3/2019	7308-11	Journal Entry	Record expenses for 12/6/19 payroll-	\$429.57		
12/6/2019	7304-453	Accounts Payable	First Bankcard-Hyatt Place-Zingerman	\$859.14		
			<i>Account Subtotals</i>	\$1,288.71	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,288.71
12/31/2019			<i>Account Ending Balance</i>			<u>\$6,082.73</u>
10-4800-50						
Account: 10-4800-50 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,164.11
12/3/2019	7308-12	Journal Entry	Record expenses for 12/6/19 payroll-	\$26.56		
12/17/2019	7315-14	Journal Entry	Record staff reimbursements for 12/20	\$88.77		
12/30/2019	7338-13	Journal Entry	Record expenses for 1/3/20 payroll-t	\$1,272.00		
12/30/2019	7338-17	Journal Entry	Record expenses for 1/3/20 payroll-m	\$46.41		

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Account: 10-4800-50 (Staff Development)						
			<i>Account Subtotals</i>	\$1,433.74	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,433.74
12/31/2019			<i>Account Ending Balance</i>			<u>\$4,597.85</u>
10-4800-60						
Account: 10-4800-60 (Staff Development)						
12/1/2019			<i>Account Beginning Balance</i>			\$856.60
12/6/2019	7304-425	Accounts Payable	First Bankcard-ILA conference registr	\$200.00		
12/17/2019	7315-15	Journal Entry	Record staff reimbursements for 12/20	\$377.85		
12/20/2019	7313-24	Accounts Payable	Amazon Capital Servi-Move, Play, L	\$47.99		
12/27/2019	7332-35	Accounts Payable	First Bankcard-ALA-Creating Collabor	\$58.50		
			<i>Account Subtotals</i>	\$684.34	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$684.34
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,540.94</u>
10-4810-10						
Account: 10-4810-10 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,263.00
12/6/2019	7304-189	Accounts Payable	Barrington Area Cham-Membership F	\$355.00		
12/27/2019	7332-9	Accounts Payable	First Bankcard-GFOA membership-Ric	\$160.00		
			<i>Account Subtotals</i>	\$515.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$515.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,778.00</u>
10-4810-12						
Account: 10-4810-12 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/27/2019	7332-67	Accounts Payable	First Bankcard-ALA Membership rene	\$148.00		
			<i>Account Subtotals</i>	\$148.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$148.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$148.00</u>
10-4810-13						
Account: 10-4810-13 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$200.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$200.00</u>
10-4810-20						
Account: 10-4810-20 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$470.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$470.00</u>
10-4810-40						
Account: 10-4810-40 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$50.00

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Account: 10-4810-40 (Dues & Memberships)						
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$50.00</u>
10-4810-50						
Account: 10-4810-50 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$40.00
12/6/2019	7304-325	Accounts Payable	American Library Ass-ALA membersh:	\$148.00		
			<i>Account Subtotals</i>	<u>\$148.00</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$148.00</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$188.00</u>
10-4810-60						
Account: 10-4810-60 (Dues & Memberships)						
12/1/2019			<i>Account Beginning Balance</i>			\$370.00
12/6/2019	7304-398	Accounts Payable	First Bankcard-ALA membership-Badi	\$112.00		
12/6/2019	7304-423	Accounts Payable	First Bankcard-ILA Membership-Walk	\$150.00		
			<i>Account Subtotals</i>	<u>\$262.00</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$262.00</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$632.00</u>
10-4820-00						
Account: 10-4820-00 (Staff Expenses)						
12/1/2019			<i>Account Beginning Balance</i>			\$750.00
12/4/2019	7302-2	Journal Entry	Correct coding on CK#8577-Michael F		\$750.00	
12/5/2019	7303-1	Accounts Payable	Ciao Baby-One-Time Check-8605	\$494.80		
12/5/2019	7303-3	Accounts Payable	Gnarly Knots-One-Time Check-8606	\$105.00		
12/5/2019	7303-5	Accounts Payable	Paul's Burrito Expre-One-Time Check-	\$448.00		
12/6/2019	7304-34	Accounts Payable	Peapod-Supplies for Staff in-service a	\$64.12		
12/6/2019	7304-112	Accounts Payable	Amazon Capital Servi-Popcorn Bags, M	\$41.94		
12/20/2019	7313-40	Accounts Payable	Petty Cash-Reimburse Petty Cash for S	\$105.00		
12/27/2019	7332-17	Accounts Payable	First Bankcard-Mariano's-In-service De	\$160.26		
12/27/2019	7332-19	Accounts Payable	First Bankcard-Panera-In-Service Day	\$255.85		
			<i>Account Subtotals</i>	<u>\$1,674.97</u>	<u>\$750.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$924.97</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,674.97</u>
10-4820-10						
Account: 10-4820-10 (Staff Expenses)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,303.06
12/6/2019	7304-32	Accounts Payable	Peapod-Supplies for Staff in-service a	\$112.27		
12/6/2019	7304-187	Accounts Payable	A H Office Coffee Se-Staff Lounge Wa	\$126.50		
12/6/2019	7304-387	Accounts Payable	First Bankcard-Heinens-Cookie & Bro	\$59.40		
12/6/2019	7304-389	Accounts Payable	First Bankcard-Panera-Staff Celebra	\$76.87		
12/6/2019	7304-391	Accounts Payable	First Bankcard-Award of Choice-Galla	\$100.00		
12/6/2019	7304-400	Accounts Payable	First Bankcard-Einstein Bagels-Netwo	\$25.99		
12/18/2019	7325-5	Journal Entry	Reimbursement of Business Mileage o		\$63.27	
12/20/2019	7313-19	Accounts Payable	Amazon Capital Servi-Staff Celebra	\$24.98		
12/20/2019	7313-84	Accounts Payable	A H Office Coffee Se-Staff Lounge su	\$392.05		
12/27/2019	7332-11	Accounts Payable	First Bankcard-Panera-YS networking	\$77.34		
12/27/2019	7332-23	Accounts Payable	First Bankcard-Nothing Bundt Cakes-S	\$105.00		
12/27/2019	7332-31	Accounts Payable	First Bankcard-FirstCard-Business Mil	\$63.27		

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Account: 10-4820-10 (Staff Expenses)						
12/27/2019	7332-76	Accounts Payable	First Bankcard-Amazon-Dinner forks &	\$79.98		
			<i>Account Subtotals</i>	\$1,243.65	\$63.27	
12/31/2019			<i>Account Net Change</i>			\$1,180.38
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,483.44</u>
10-5100-20						
Account: 10-5100-20 (Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$39,315.20
12/6/2019	7304-41	Accounts Payable	Baker & Taylor Books-AS Books	\$1,370.83		
12/6/2019	7304-45	Accounts Payable	Baker & Taylor Books-AS Books & G	\$14.86		
12/6/2019	7304-46	Accounts Payable	Baker & Taylor Books-AS Books & G	\$2,019.51		
12/6/2019	7304-49	Accounts Payable	Baker & Taylor Books-AS Books & G	\$247.87		
12/6/2019	7304-52	Accounts Payable	Baker & Taylor Books-AS Books	\$1,335.85		
12/6/2019	7304-54	Accounts Payable	Baker & Taylor Books-AS Books & G	\$239.61		
12/6/2019	7304-57	Accounts Payable	Baker & Taylor Books-AS Books	\$245.32		
12/6/2019	7304-61	Accounts Payable	Baker & Taylor Books-AS Books	\$86.61		
12/6/2019	7304-63	Accounts Payable	Baker & Taylor Books-AS Books & G	\$1,125.35		
12/6/2019	7304-333	Accounts Payable	Amazon/GECRB-Statement 11/10/2	\$798.54		
12/6/2019	7304-340	Accounts Payable	Baker & Taylor Books-AS Books & G	\$236.72		
12/6/2019	7304-343	Accounts Payable	Baker & Taylor Books-AS Books & G	\$188.74		
12/6/2019	7304-346	Accounts Payable	Baker & Taylor Books-AS Books & G	\$1,585.30		
12/6/2019	7304-347	Accounts Payable	Baker & Taylor Books-AS Books	\$135.68		
12/6/2019	7304-349	Accounts Payable	Baker & Taylor Books-AS Books	\$66.65		
12/6/2019	7304-351	Accounts Payable	Baker & Taylor Books-AS Books	\$400.40		
12/6/2019	7304-353	Accounts Payable	Baker & Taylor Books-AS Books	\$1,540.33		
12/6/2019	7304-355	Accounts Payable	Baker & Taylor Books-AS Books	\$810.28		
12/6/2019	7304-357	Accounts Payable	Baker & Taylor Books-AS Books	\$88.72		
12/6/2019	7304-359	Accounts Payable	Baker & Taylor Books-AS Books	\$40.36		
12/6/2019	7304-363	Accounts Payable	Baker & Taylor Books-AS Books	\$616.10		
12/6/2019	7304-367	Accounts Payable	Baker & Taylor Books-AS Books	\$10.73		
12/6/2019	7304-371	Accounts Payable	Baker & Taylor Books-AS Books	\$929.64		
			<i>Account Subtotals</i>	\$14,134.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$14,134.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$53,449.20</u>
10-5100-60						
Account: 10-5100-60 (Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$18,449.33
12/6/2019	7304-39	Accounts Payable	Baker & Taylor Books-YS Books	\$967.44		
12/6/2019	7304-59	Accounts Payable	Baker & Taylor Books-YS Books	\$496.23		
12/6/2019	7304-183	Accounts Payable	Baker & Taylor Books-YS Books	\$879.38		
12/6/2019	7304-361	Accounts Payable	Baker & Taylor Books-YS Books	\$494.19		
12/6/2019	7304-365	Accounts Payable	Baker & Taylor Books-YS Books	\$1,329.02		
12/6/2019	7304-369	Accounts Payable	Baker & Taylor Books-YS Books	\$301.16		
12/6/2019	7304-373	Accounts Payable	Baker & Taylor Books-YS Books	\$1,247.22		
12/6/2019	7304-375	Accounts Payable	Baker & Taylor Books-YS Books	\$286.97		
			<i>Account Subtotals</i>	\$6,001.61	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$6,001.61
12/31/2019			<i>Account Ending Balance</i>			<u>\$24,450.94</u>
10-5101-20						
Account: 10-5101-20 (Books-Grab & Go)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,172.37

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Account: 10-5101-20 (Books-Grab & Go)						
12/6/2019	7304-43	Accounts Payable	Baker & Taylor Books-AS Books & G	\$14.72		
12/6/2019	7304-48	Accounts Payable	Baker & Taylor Books-AS Books & G	\$16.96		
12/6/2019	7304-51	Accounts Payable	Baker & Taylor Books-AS Books & G	\$82.94		
12/6/2019	7304-56	Accounts Payable	Baker & Taylor Books-AS Books & G	\$109.77		
12/6/2019	7304-65	Accounts Payable	Baker & Taylor Books-AS Books & G	\$32.26		
12/6/2019	7304-338	Accounts Payable	Baker & Taylor Books-AS Books & G	\$134.46		
12/6/2019	7304-341	Accounts Payable	Baker & Taylor Books-AS Books & G	\$46.03		
12/6/2019	7304-344	Accounts Payable	Baker & Taylor Books-AS Books & G	\$35.10		
			<i>Account Subtotals</i>	\$472.24	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$472.24
12/31/2019			<i>Account Ending Balance</i>			<u>\$3,644.61</u>
10-5200-20						
Account: 10-5200-20 (Periodicals)						
			<i>Account Beginning Balance</i>			\$170.39
12/6/2019	7304-191	Accounts Payable	Ebsco Information Se-Periodicals	\$13,251.24		
12/6/2019	7304-475	Accounts Payable	Ebsco Information Se-1907956		\$41.95	
12/6/2019	7304-479	Accounts Payable	Ebsco Information Se-2000347		\$24.00	
12/6/2019	7304-483	Accounts Payable	Ebsco Information Se-2002363		\$33.28	
12/27/2019	7332-33	Accounts Payable	First Bankcard-Audubon Periodical	\$20.00		
12/31/2019	7347-1	Journal Entry	Correct coding on Stereophile magazin	\$80.91		
			<i>Account Subtotals</i>	\$13,352.15	\$99.23	
12/31/2019			<i>Account Net Change</i>			\$13,252.92
12/31/2019			<i>Account Ending Balance</i>			<u>\$13,423.31</u>
10-5200-50						
Account: 10-5200-50 (Periodicals)						
			<i>Account Beginning Balance</i>			\$0.00
12/20/2019	7313-90	Accounts Payable	Stereophile-Stereophile magazine subs	\$80.91		
12/31/2019	7347-2	Journal Entry	Correct coding on Stereophile magazin		\$80.91	
			<i>Account Subtotals</i>	\$80.91	\$80.91	
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$0.00</u>
10-5210-20						
Account: 10-5210-20 (E-Periodicals)						
			<i>Account Beginning Balance</i>			\$5,220.74
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$5,220.74</u>
10-5300-60						
Account: 10-5300-60 (Circulating Equipment)						
			<i>Account Beginning Balance</i>			\$500.81
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$500.81</u>
10-5310-20						
Account: 10-5310-20 (Audio books-spoken)						
			<i>Account Beginning Balance</i>			\$0.00
12/6/2019	7304-284	Accounts Payable	Midwest Tape-Schutt & YS Audiobook	\$59.98		

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Account: 10-5310-20 (Audio books-spoken)						
12/27/2019	7334-2	Journal Entry	Correct coding on MWT invoice 98157		\$59.98	
12/31/2019	7349-1	Journal Entry	Correct coding on Midwest Tape invo		\$51.99	
12/31/2019	7350-1	Journal Entry	<Reversal>Correct coding on Midwest	\$51.99		
			<i>Account Subtotals</i>	\$111.97	\$111.97	
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$0.00
10-5310-60						
Account: 10-5310-60 (Audio books-spoken)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,950.06
12/6/2019	7304-163	Accounts Payable	Midwest Tape-Shutt & YS Audiobook	\$114.97		
12/6/2019	7304-247	Accounts Payable	Recorded Books, LLC-YS Audiobook	\$160.80		
12/6/2019	7304-249	Accounts Payable	Recorded Books, LLC-YS Audiobook	\$53.40		
12/6/2019	7304-251	Accounts Payable	Recorded Books, LLC-YS Audiobook	\$115.60		
12/6/2019	7304-408	Accounts Payable	Recorded Books, LLC-YS Audiobook	\$53.40		
12/6/2019	7304-414	Accounts Payable	Midwest Tape-Schutt/YS Audiobooks	\$56.98		
12/27/2019	7334-1	Journal Entry	Correct coding on MWT invoice 98157	\$59.98		
12/31/2019	7349-2	Journal Entry	Correct coding on Midwest Tape invo	\$51.99		
12/31/2019	7350-2	Journal Entry	<Reversal>Correct coding on Midwest		\$51.99	
12/31/2019	7351-2	Journal Entry	Correct coding on Midwest Tape invo	\$51.99		
			<i>Account Subtotals</i>	\$719.11	\$51.99	
12/31/2019			<i>Account Net Change</i>			\$667.12
12/31/2019			<i>Account Ending Balance</i>			\$2,617.18
10-5311-20						
Account: 10-5311-20 (CDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,355.45
12/6/2019	7304-135	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$41.22		
12/6/2019	7304-144	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$14.49		
12/6/2019	7304-164	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$59.46		
12/6/2019	7304-175	Accounts Payable	Midwest Tape-AS Music CDs	\$54.36		
12/6/2019	7304-285	Accounts Payable	Midwest Tape-AS Music CDs	\$27.48		
12/6/2019	7304-301	Accounts Payable	Midwest Tape-AS Music CDs	\$26.73		
12/6/2019	7304-321	Accounts Payable	Midwest Tape-AS Music CDs	\$56.91		
12/31/2019	7348-1	Journal Entry	Correct coding on Midwest Tape invo	\$42.22		
			<i>Account Subtotals</i>	\$322.87	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$322.87
12/31/2019			<i>Account Ending Balance</i>			\$1,678.32
10-5311-60						
Account: 10-5311-60 (CDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$184.38
12/6/2019	7304-133	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$31.98		
12/6/2019	7304-166	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$15.24		
12/6/2019	7304-299	Accounts Payable	Midwest Tape-AS Music Cds	\$42.22		
12/31/2019	7348-2	Journal Entry	Correct coding on Midwest Tape invo		\$42.22	
			<i>Account Subtotals</i>	\$89.44	\$42.22	
12/31/2019			<i>Account Net Change</i>			\$47.22
12/31/2019			<i>Account Ending Balance</i>			\$231.60
10-5312-20						

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Account: 10-5312-20 (Digital Music)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,950.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,950.00</u>
10-5315-20						
Account: 10-5315-20 (E-Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$57,727.62
12/6/2019	7304-11	Accounts Payable	OverDrive Inc.-AS eAudio & eBooks	\$9.99		
12/6/2019	7304-14	Accounts Payable	OverDrive Inc.-AS eBooks	\$559.95		
12/6/2019	7304-16	Accounts Payable	OverDrive Inc.-AS eBooks	\$778.92		
12/6/2019	7304-18	Accounts Payable	OverDrive Inc.-AS eBooks	\$318.95		
12/6/2019	7304-20	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,335.80		
12/6/2019	7304-22	Accounts Payable	OverDrive Inc.-AS eBooks	\$240.00		
12/6/2019	7304-24	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,423.91		
12/6/2019	7304-26	Accounts Payable	OverDrive Inc.-AS eBooks	\$8,942.64		
12/6/2019	7304-223	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,178.93		
12/6/2019	7304-225	Accounts Payable	OverDrive Inc.-AS eBooks	\$307.94		
12/6/2019	7304-227	Accounts Payable	OverDrive Inc.-AS eBooks	\$964.94		
12/6/2019	7304-229	Accounts Payable	OverDrive Inc.-AS eBooks	\$248.98		
12/6/2019	7304-231	Accounts Payable	OverDrive Inc.-AS eBooks	\$259.96		
12/6/2019	7304-233	Accounts Payable	OverDrive Inc.-AS eBooks	\$225.00		
12/6/2019	7304-235	Accounts Payable	OverDrive Inc.-AS eBooks	\$97.99		
12/6/2019	7304-237	Accounts Payable	OverDrive Inc.-AS eBooks	\$649.06		
12/6/2019	7304-239	Accounts Payable	OverDrive Inc.-AS eBooks	\$59.98		
12/6/2019	7304-404	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,484.85		
12/6/2019	7304-406	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,795.83		
			<i>Account Subtotals</i>	\$20,883.62	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$20,883.62
12/31/2019			<i>Account Ending Balance</i>			<u>\$78,611.24</u>
10-5315-60						
Account: 10-5315-60 (E-Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$14,258.14
12/6/2019	7304-12	Accounts Payable	OverDrive Inc.-YS eBooks	\$308.93		
12/6/2019	7304-215	Accounts Payable	OverDrive Inc.-YS eBooks	\$933.30		
12/6/2019	7304-217	Accounts Payable	OverDrive Inc.-YS eBooks	\$845.92		
12/6/2019	7304-219	Accounts Payable	OverDrive Inc.-YS e-books	\$719.79		
12/6/2019	7304-221	Accounts Payable	OverDrive Inc.-YS eBooks	\$477.36		
			<i>Account Subtotals</i>	\$3,285.30	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$3,285.30
12/31/2019			<i>Account Ending Balance</i>			<u>\$17,543.44</u>
10-5320-20						
Account: 10-5320-20 (DVDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$18,287.27
12/6/2019	7304-125	Accounts Payable	Midwest Tape-AS DVDs	\$18.49		
12/6/2019	7304-127	Accounts Payable	Midwest Tape-AS DVDs	\$109.70		
12/6/2019	7304-131	Accounts Payable	Midwest Tape-AS DVDs	\$16.99		
12/6/2019	7304-136	Accounts Payable	Midwest Tape-AS DVDs	\$231.92		
12/6/2019	7304-142	Accounts Payable	Midwest Tape-AS DVDs	\$87.97		
12/6/2019	7304-153	Accounts Payable	Midwest Tape-AS DVDs & GG	\$176.94		
12/6/2019	7304-156	Accounts Payable	Midwest Tape-AS DVDs & GG	\$308.36		
12/6/2019	7304-169	Accounts Payable	Midwest Tape-AS DVDs & GG	\$563.82		

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Account: 10-5320-20 (DVDs)						
12/6/2019	7304-172	Accounts Payable	Midwest Tape-AS DVDs & GG	\$229.90		
12/6/2019	7304-173	Accounts Payable	Midwest Tape-AS DVDs	\$300.15		
12/6/2019	7304-177	Accounts Payable	Midwest Tape-AS DVDs	\$20.74		
12/6/2019	7304-179	Accounts Payable	Midwest Tape-AS DVDs	\$86.46		
12/6/2019	7304-181	Accounts Payable	Midwest Tape-AS DVDs	\$34.24		
12/6/2019	7304-253	Accounts Payable	Midwest Tape-AS DVDs	\$52.98		
12/6/2019	7304-267	Accounts Payable	Midwest Tape-AS DVDs	\$39.49		
12/6/2019	7304-273	Accounts Payable	Midwest Tape-AS DVDs	\$30.49		
12/6/2019	7304-277	Accounts Payable	Midwest Tape-AS DVDs & GG	\$137.96		
12/6/2019	7304-278	Accounts Payable	Midwest Tape-YS Audiobooks	\$51.99		
12/6/2019	7304-287	Accounts Payable	Midwest Tape-AS DVDs	\$30.49		
12/6/2019	7304-291	Accounts Payable	Midwest Tape-AS DVDs	\$58.47		
12/6/2019	7304-293	Accounts Payable	Midwest Tape-AS DVDs	\$191.68		
12/6/2019	7304-297	Accounts Payable	Midwest Tape-AS DVDs	\$69.73		
12/6/2019	7304-305	Accounts Payable	Midwest Tape-AS DVDs & GG	\$574.49		
12/6/2019	7304-308	Accounts Payable	Midwest Tape-AS DVDs & GG	\$146.05		
12/6/2019	7304-311	Accounts Payable	Midwest Tape-AS DVDs & GG	\$133.44		
12/6/2019	7304-312	Accounts Payable	Midwest Tape-AS DVDs	\$209.16		
12/6/2019	7304-314	Accounts Payable	Midwest Tape-AS DVDs	\$24.98		
12/6/2019	7304-316	Accounts Payable	Midwest Tape-AS DVDs	\$6.49		
12/6/2019	7304-320	Accounts Payable	Midwest Tape-AS DVDs & GG	\$492.55		
12/6/2019	7304-323	Accounts Payable	Midwest Tape-AS DVDs	\$16.24		
12/6/2019	7304-335	Accounts Payable	Amazon/GECRB-Statement 11/10/2	\$12.96		
12/6/2019	7304-402	Accounts Payable	Midwest Tape-AS DVDs	\$38.48		
12/6/2019	7304-471	Accounts Payable	Midwest Tape-98109316		\$46.99	
12/31/2019	7351-1	Journal Entry	Correct coding on Midwest Tape invo		\$51.99	
			<i>Account Subtotals</i>	\$4,503.80	\$98.98	
12/31/2019			<i>Account Net Change</i>			\$4,404.82
12/31/2019			<i>Account Ending Balance</i>			\$22,692.09
10-5320-60						
Account: 10-5320-60 (DVDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$5,811.25
12/6/2019	7304-123	Accounts Payable	Midwest Tape-YS DVDs	\$14.74		
12/6/2019	7304-129	Accounts Payable	Midwest Tape-YS DVDs	\$346.65		
12/6/2019	7304-138	Accounts Payable	Midwest Tape-YS DVDs	\$9.49		
12/6/2019	7304-140	Accounts Payable	Midwest Tape-YS DVDs	\$94.44		
12/6/2019	7304-149	Accounts Payable	Midwest Tape-YS DVDs	\$23.24		
12/6/2019	7304-157	Accounts Payable	Midwest Tape-YS DVDs	\$50.22		
12/6/2019	7304-255	Accounts Payable	Midwest Tape-YS DVDs	\$50.97		
12/6/2019	7304-257	Accounts Payable	Midwest Tape-YS DVDs	\$31.24		
12/6/2019	7304-269	Accounts Payable	Midwest Tape-YS DVDs	\$97.44		
12/6/2019	7304-271	Accounts Payable	Midwest Tape-YS DVDs	\$130.21		
12/6/2019	7304-289	Accounts Payable	Midwest Tape-YS DVDs	\$42.49		
12/6/2019	7304-295	Accounts Payable	Midwest Tape-YS DVDs	\$402.63		
			<i>Account Subtotals</i>	\$1,293.76	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,293.76
12/31/2019			<i>Account Ending Balance</i>			\$7,105.01
10-5321-20						
Account: 10-5321-20 (DVDs Grab & Go)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,987.17
12/6/2019	7304-151	Accounts Payable	Midwest Tape-AS DVDs & GG	\$88.47		
12/6/2019	7304-154	Accounts Payable	Midwest Tape-AS DVDs & GG	\$71.22		
12/6/2019	7304-167	Accounts Payable	Midwest Tape-AS DVDs & GG	\$281.91		

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Account: 10-5321-20 (DVDs Grab & Go)						
12/6/2019	7304-170	Accounts Payable	Midwest Tape-AS DVDs & GG	\$73.47		
12/6/2019	7304-275	Accounts Payable	Midwest Tape-AS DVDs & GG	\$68.98		
12/6/2019	7304-303	Accounts Payable	Midwest Tape-AS DVDs & GG	\$177.66		
12/6/2019	7304-306	Accounts Payable	Midwest Tape-AS DVDs & GG	\$58.98		
12/6/2019	7304-309	Accounts Payable	Midwest Tape-AS DVDs & GG	\$47.48		
12/6/2019	7304-318	Accounts Payable	Midwest Tape-AS DVDs & GG	\$127.44		
			<i>Account Subtotals</i>	\$995.61	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$995.61
12/31/2019			<i>Account Ending Balance</i>			\$3,982.78
10-5325-20						
Account: 10-5325-20 (E-DVDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$22,350.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$22,350.00
10-5330-20						
Account: 10-5330-20 (E-Audio Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$23,298.76
12/6/2019	7304-5	Accounts Payable	OverDrive Inc.-AS eAudio	\$650.98		
12/6/2019	7304-7	Accounts Payable	OverDrive Inc.-AS eAudio	\$5,324.19		
12/6/2019	7304-9	Accounts Payable	OverDrive Inc.-AS eAudio & eBooks	\$99.78		
12/6/2019	7304-66	Accounts Payable	OverDrive Inc.-AS eAudio	\$352.45		
12/6/2019	7304-68	Accounts Payable	OverDrive Inc.-AS eAudio	\$603.90		
12/6/2019	7304-121	Accounts Payable	OverDrive Inc.-AS eAudio	\$449.93		
12/6/2019	7304-199	Accounts Payable	OverDrive Inc.-AS eAudio	\$893.95		
12/6/2019	7304-201	Accounts Payable	OverDrive Inc.-AS eAudio	\$404.98		
12/6/2019	7304-203	Accounts Payable	OverDrive Inc.-AS eAudio	\$161.50		
12/6/2019	7304-205	Accounts Payable	OverDrive Inc.-AS eAudio	\$463.91		
12/6/2019	7304-207	Accounts Payable	OverDrive Inc.-AS eAudio	\$625.48		
12/6/2019	7304-209	Accounts Payable	OverDrive Inc.-AS eAudio	\$328.97		
12/6/2019	7304-211	Accounts Payable	OverDrive Inc.-AS eAudio	\$388.44		
			<i>Account Subtotals</i>	\$10,748.46	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$10,748.46
12/31/2019			<i>Account Ending Balance</i>			\$34,047.22
10-5330-60						
Account: 10-5330-60 (E-Audio Books)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,855.23
12/6/2019	7304-213	Accounts Payable	OverDrive Inc.-YS eAudio	\$444.35		
			<i>Account Subtotals</i>	\$444.35	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$444.35
12/31/2019			<i>Account Ending Balance</i>			\$4,299.58
10-5335-00						
Account: 10-5335-00 (Refund for Materials lost & paid)						
12/1/2019			<i>Account Beginning Balance</i>			\$533.45
12/9/2019	7306-1	Accounts Payable	Northbrook Public Li-One-Time Check	\$26.95		
12/9/2019	7306-3	Accounts Payable	Karen Frisella-One-Time Check-8646	\$25.99		
12/9/2019	7306-5	Accounts Payable	Donald Eustice-One-Time Check-864	\$36.97		
12/9/2019	7306-7	Accounts Payable	Hannah Blakely-One-Time Check-864	\$23.99		

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Account: 10-5335-00 (Refund for Materials lost & paid)						
12/9/2019	7306-9	Accounts Payable	James Hamill-One-Time Check-8649	\$26.00		
12/9/2019	7306-11	Accounts Payable	Evanston Public Libr-One-Time Check	\$15.00		
12/9/2019	7306-13	Accounts Payable	Jennifer Naddeo-One-Time Check-865	\$12.99		
12/20/2019	7329-59	Accounts Payable	Nova Southeastern Un-One-Time Che	\$47.41		
12/20/2019	7329-61	Accounts Payable	Peru Public Library-One-Time Check-8	\$28.99		
			<i>Account Subtotals</i>	\$244.29	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$244.29
12/31/2019			<i>Account Ending Balance</i>			\$777.74
10-5350-20						
Account: 10-5350-20 (AV Video Games)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,447.59
12/6/2019	7304-241	Accounts Payable	Thomas Klise/Crimson-AS Video Gam	\$405.61		
12/6/2019	7304-336	Accounts Payable	Amazon/GECRB-Statement 11/10/2	\$23.95		
			<i>Account Subtotals</i>	\$429.56	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$429.56
12/31/2019			<i>Account Ending Balance</i>			\$1,877.15
10-5350-60						
Account: 10-5350-60 (AV Video Games)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,329.72
12/6/2019	7304-35	Accounts Payable	Ingram Library Servi-YS Video Game	\$189.95		
12/6/2019	7304-37	Accounts Payable	Ingram Library Servi-YS Video Game	\$56.99		
12/6/2019	7304-243	Accounts Payable	Ingram Library Servi-YS Video Game	\$113.98		
12/6/2019	7304-245	Accounts Payable	Ingram Library Servi-YS Video Game	\$113.97		
			<i>Account Subtotals</i>	\$474.89	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$474.89
12/31/2019			<i>Account Ending Balance</i>			\$1,804.61
10-5400-60						
Account: 10-5400-60 (Realia)						
12/1/2019			<i>Account Beginning Balance</i>			\$302.37
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$302.37
10-5500-20						
Account: 10-5500-20 (Electronic information)						
12/1/2019			<i>Account Beginning Balance</i>			\$65,726.13
12/20/2019	7313-54	Accounts Payable	Thomson Reuters-West-West Inform	\$496.96		
12/20/2019	7313-56	Accounts Payable	Record Information S-Public Record &	\$1,330.00		
			<i>Account Subtotals</i>	\$1,826.96	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,826.96
12/31/2019			<i>Account Ending Balance</i>			\$67,553.09
10-5500-60						
Account: 10-5500-60 (Electronic information)						
12/1/2019			<i>Account Beginning Balance</i>			\$7,417.00
12/31/2019			<i>Account Net Change</i>			\$0.00

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Account: 10-5500-60 (Electronic information)						
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$7,417.00</u></u>
10-5600-00						
Account: 10-5600-00 (Pilot Programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/6/2019	7304-94	Accounts Payable	Amazon Capital Servi-supplies for se	\$544.59		
12/27/2019	7332-13	Accounts Payable	First Bankcard-Johnny's-Seeds	\$409.52		
			<i>Account Subtotals</i>	<u>\$954.11</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$954.11</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$954.11</u></u>
10-5610-10						
Account: 10-5610-10 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$37.94
12/6/2019	7304-449	Accounts Payable	First Bankcard-Heinens-Kindness Day	\$71.05		
			<i>Account Subtotals</i>	<u>\$71.05</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$71.05</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$108.99</u></u>
10-5610-12						
Account: 10-5610-12 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,231.91
12/6/2019	7304-443	Accounts Payable	First Bankcard-3D Universe-Filaments	\$233.70		
12/27/2019	7332-65	Accounts Payable	First Bankcard-Ocooch Hardwoods	\$503.80		
12/27/2019	7332-72	Accounts Payable	First Bankcard-Etsy-Harry Potter .svg f	\$3.00		
12/27/2019	7332-74	Accounts Payable	First Bankcard-Amazon-Sketch Pens &	\$22.81		
			<i>Account Subtotals</i>	<u>\$763.31</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$763.31</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$1,995.22</u></u>
10-5610-20						
Account: 10-5610-20 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$10,161.77
12/6/2019	7304-115	Accounts Payable	Amazon Capital Servi-Finals Cafe	\$406.09		
12/6/2019	7304-197	Accounts Payable	Sonanta LLC-December Second Frid	\$750.00		
12/6/2019	7304-377	Accounts Payable	First Bankcard-Ciao Baby -LIT progra	\$158.62		
12/6/2019	7304-379	Accounts Payable	First Bankcard-Heinens-Media Fair	\$49.00		
12/6/2019	7304-381	Accounts Payable	First Bankcard-Heinens-Monday Matir	\$19.96		
12/6/2019	7304-383	Accounts Payable	First Bankcard-Jewel-LIT program	\$98.96		
12/6/2019	7304-395	Accounts Payable	First Bankcard-Swank Movie License t	\$352.00		
12/6/2019	7304-419	Accounts Payable	First Bankcard-Heinens-Second Friday	\$83.30		
12/6/2019	7304-427	Accounts Payable	Amazon Capital Servi-Treat bags, ci	\$125.85		
12/17/2019	7315-16	Journal Entry	Record staff reimbursements for 12/20	\$57.39		
12/20/2019	7313-17	Accounts Payable	Amazon Capital Servi-Popcom Bags	\$34.75		
12/20/2019	7313-22	Accounts Payable	Peapod-Finals Cafe	\$355.51		
12/20/2019	7313-36	Accounts Payable	Alanne Ori-Book Discussion 1/16/20	\$50.00		
12/20/2019	7313-76	Accounts Payable	Chicago Diamond Trio-Remainder-S	\$425.00		
12/20/2019	7313-78	Accounts Payable	Stephen E. Askins-January Silver Stag	\$225.00		
12/20/2019	7313-80	Accounts Payable	Mindful Living, LLC-Self Compassion	\$125.00		
12/20/2019	7313-82	Accounts Payable	Nostalgia Entertainm-Cole Porter & t	\$495.00		
12/27/2019	7332-7	Accounts Payable	First Bankcard-Panera-Business Intere	\$125.20		

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Account: 10-5610-20 (Library programs)						
12/27/2019	7332-44	Accounts Payable	First Bankcard-Ciao Baby-LIT progra	\$118.30		
12/27/2019	7332-80	Accounts Payable	First Bankcard-One Life-Cooks with B	\$492.00		
			<i>Account Subtotals</i>	\$4,546.93	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$4,546.93
12/31/2019			<i>Account Ending Balance</i>			<u>\$14,708.70</u>
10-5610-60						
Account: 10-5610-60 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,997.23
12/6/2019	7304-385	Accounts Payable	First Bankcard-Kodo Kids-Sensory Sta	\$223.36		
12/6/2019	7304-393	Accounts Payable	First Bankcard-Swank Movie License t	\$352.00		
12/17/2019	7315-17	Journal Entry	Record staff reimbursements for 12/20	\$15.00		
12/20/2019	7313-3	Accounts Payable	Amazon Capital Servi-Program supp	\$62.14		
12/20/2019	7313-9	Accounts Payable	Amazon Capital Servi-Yule Ball	\$96.65		
12/20/2019	7313-11	Accounts Payable	Amazon Capital Servi-Yule Ball Hot C	\$44.85		
12/20/2019	7313-26	Accounts Payable	Amazon Capital Servi-Craft Foam, H	\$43.98		
12/20/2019	7313-62	Accounts Payable	Moeller Music Events-Yule Ball Final	\$400.00		
12/27/2019	7332-86	Accounts Payable	Discount School Supp-Paint for Progr	\$123.27		
12/27/2019	7332-88	Accounts Payable	Discount School Supp-10000597442		\$4.50	
			<i>Account Subtotals</i>	\$1,361.25	\$4.50	
12/31/2019			<i>Account Net Change</i>			\$1,356.75
12/31/2019			<i>Account Ending Balance</i>			<u>\$5,353.98</u>
10-5700-50						
Account: 10-5700-50 (Processing supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,173.92
12/6/2019	7304-337	Accounts Payable	Amazon/GECRB-Statement 11/10/2	\$38.84		
			<i>Account Subtotals</i>	\$38.84	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$38.84
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,212.76</u>
10-5710-50						
Account: 10-5710-50 (Online Computer Library Center)						
12/1/2019			<i>Account Beginning Balance</i>			\$30,646.63
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$30,646.63</u>
10-6100-10						
Account: 10-6100-10 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$239.51
12/27/2019	7332-15	Accounts Payable	First Bankcard-Financial Edge Checks	\$341.10		
			<i>Account Subtotals</i>	\$341.10	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$341.10
12/31/2019			<i>Account Ending Balance</i>			<u>\$580.61</u>
10-6100-11						
Account: 10-6100-11 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$765.36
12/27/2019	7332-39	Accounts Payable	First Bankcard-B&H Photo Laminated	\$232.63		

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: 10-6100-11 (Departmental supplies)						
			<i>Account Subtotals</i>	\$232.63	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$232.63
12/31/2019			<i>Account Ending Balance</i>			<u>\$997.99</u>
10-6100-12						
Account: 10-6100-12 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$64.70
12/27/2019	7332-71	Accounts Payable	First Bankcard-Amazon Wii U Battery	\$4.99		
			<i>Account Subtotals</i>	\$4.99	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$4.99
12/31/2019			<i>Account Ending Balance</i>			<u>\$69.69</u>
10-6100-13						
Account: 10-6100-13 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$211.78
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$211.78</u>
10-6100-20						
Account: 10-6100-20 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$242.43
12/27/2019	7332-27	Accounts Payable	First Bankcard-A Rifkin Co-Homeboui	\$247.56		
			<i>Account Subtotals</i>	\$247.56	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$247.56
12/31/2019			<i>Account Ending Balance</i>			<u>\$489.99</u>
10-6100-40						
Account: 10-6100-40 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$764.94
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$764.94</u>
10-6100-60						
Account: 10-6100-60 (Departmental supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$38.85
12/17/2019	7315-18	Journal Entry	Record staff reimbursements for 12/20	\$15.00		
			<i>Account Subtotals</i>	\$15.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$15.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$53.85</u>
10-6110-40						
Account: 10-6110-40 (Collection agency)						
12/1/2019			<i>Account Beginning Balance</i>			\$438.55
12/20/2019	7313-86	Accounts Payable	Unique Management Se-November pl	\$107.40		
			<i>Account Subtotals</i>	\$107.40	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$107.40

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: 10-6110-40 (Collection agency)						
12/31/2019			<i>Account Ending Balance</i>			<u>\$545.95</u>
10-6200-10						
Account: 10-6200-10 (Office supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,553.75
12/6/2019	7304-84	Accounts Payable	Amazon Capital Servi-Moleskine not	\$25.30		
12/9/2019	7312-1	Journal Entry	Correct coding on Amazon CK#8609-I	\$13.85		
12/20/2019	7313-21	Accounts Payable	Amazon Capital Servi-Staff Celebra	\$7.85		
12/27/2019	7332-52	Accounts Payable	Discount School Supp-Crayola Artist P	\$13.37		
			<i>Account Subtotals</i>	<u>\$60.37</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$60.37</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,614.12</u>
10-6200-20						
Account: 10-6200-20 (Office supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/6/2019	7304-114	Accounts Payable	Amazon Capital Servi-Popcorn Bags, N	\$13.85		
12/9/2019	7312-2	Journal Entry	Correct coding on Amazon CK#8609-I		\$13.85	
			<i>Account Subtotals</i>	<u>\$13.85</u>	<u>\$13.85</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$0.00</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$0.00</u>
10-6300-10						
Account: 10-6300-10 (Postage)						
12/1/2019			<i>Account Beginning Balance</i>			\$44.80
12/6/2019	7304-396	Accounts Payable	First Bankcard-USPS-Certified Mail	\$29.80		
12/20/2019	7313-34	Accounts Payable	United States Postal-Bulk Permit Fee	\$235.00		
12/20/2019	7313-46	Accounts Payable	The UPS Store #2509-UPS shipping-	\$17.31		
12/27/2019	7332-25	Accounts Payable	First Bankcard-USPS-Certified Mail	\$37.25		
			<i>Account Subtotals</i>	<u>\$319.36</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$319.36</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$364.16</u>
10-6400-13						
Account: 10-6400-13 (Promotional & display materials)						
12/1/2019			<i>Account Beginning Balance</i>			\$4,981.72
12/6/2019	7304-70	Accounts Payable	Amazon Capital Servi-Binders for em	\$59.20		
12/6/2019	7304-431	Accounts Payable	Creekside Printing-Winter 2020 Newsl	\$1,958.00		
12/6/2019	7304-445	Accounts Payable	First Bankcard-Facebook Ads for progr	\$58.98		
12/6/2019	7304-455	Accounts Payable	First Bankcard-Adobe Stock images-m	\$79.99		
12/27/2019	7332-1	Accounts Payable	Amazon Capital Servi-Picture Hangers	\$22.95		
12/27/2019	7332-57	Accounts Payable	First Bankcard-Vistaprint-Outreach ch	\$20.99		
12/27/2019	7332-59	Accounts Payable	First Bankcard-Vistaprint-Managing y	\$100.57		
12/27/2019	7332-61	Accounts Payable	First Bankcard-Facebook Ads	\$63.78		
12/27/2019	7332-84	Accounts Payable	First Bankcard-UPrinting-Yule Ball Ba	\$117.79		
			<i>Account Subtotals</i>	<u>\$2,482.25</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$2,482.25</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$7,463.97</u>
10-6500-10						

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: 10-6500-10 (Fees & Service Charges)						
12/1/2019			<i>Account Beginning Balance</i>			\$6,947.27
12/3/2019	7307-11	Journal Entry	Payroll funding for 12/6/19 payroll	\$489.60		
12/17/2019	7314-11	Journal Entry	Payroll funding for 12/20/19 payroll &	\$172.84		
12/30/2019	7337-11	Journal Entry	Payroll funding for 1/3/20 payroll	\$182.84		
12/31/2019	7339-2	Journal Entry	December 2019 BOA Merchant A/C f	\$432.79		
12/31/2019	7339-5	Journal Entry	December 2019 Nayax fees	\$23.85		
12/31/2019	7341-1	Journal Entry	Barrington Bank Fees December 2019	\$42.50		
			<i>Account Subtotals</i>	\$1,344.42	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,344.42
12/31/2019			<i>Account Ending Balance</i>			\$8,291.69
10-7500-10						
Account: 10-7500-10 (Security)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,362.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$1,362.00
10-7600-10						
Account: 10-7600-10 (Utilities-electric)						
12/1/2019			<i>Account Beginning Balance</i>			\$48,258.72
12/6/2019	7304-417	Accounts Payable	MidAmerican Energy C-Utilities: Ele	\$7,281.12		
			<i>Account Subtotals</i>	\$7,281.12	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$7,281.12
12/31/2019			<i>Account Ending Balance</i>			\$55,539.84
10-7610-10						
Account: 10-7610-10 (Utilities-gas)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,964.31
12/6/2019	7304-331	Accounts Payable	Nicor Gas-Utilities-Gas 10/22/19-11/2	\$1,434.16		
			<i>Account Subtotals</i>	\$1,434.16	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,434.16
12/31/2019			<i>Account Ending Balance</i>			\$4,398.47
10-7620-10						
Account: 10-7620-10 (Utilities-water, sewer)						
12/1/2019			<i>Account Beginning Balance</i>			\$9,564.03
12/6/2019	7304-439	Accounts Payable	Village of Barrington-Water/Sewer Octo	\$1,399.43		
			<i>Account Subtotals</i>	\$1,399.43	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,399.43
12/31/2019			<i>Account Ending Balance</i>			\$10,963.46
10-7630-10						
Account: 10-7630-10 (Utilities-Garbage)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,612.15
12/20/2019	7313-28	Accounts Payable	Groot Inc-Garbage Service December 2	\$322.43		
			<i>Account Subtotals</i>	\$322.43	\$0.00	

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>
Account: 10-7630-10 (Utilities-Garbage)						
12/31/2019			<i>Account Net Change</i>			\$322.43
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,934.58</u>
10-7700-10						
Account: 10-7700-10 (Telephone)						
12/1/2019			<i>Account Beginning Balance</i>			\$14,024.36
12/3/2019	7308-13	Journal Entry	Record expenses for 12/6/19 payroll-	\$90.00		
12/6/2019	7304-185	Accounts Payable	Comcast-Smart Room Technology	\$92.48		
12/6/2019	7304-415	Accounts Payable	AT&T-Service 11/16/19-12/15/19	\$503.10		
12/6/2019	7304-459	Accounts Payable	AT&T-Telephone POTS 11/22/19-1	\$130.51		
12/6/2019	7304-461	Accounts Payable	AT&T Mobility-Cellular Service 11/	\$262.09		
12/20/2019	7313-15	Accounts Payable	Call One-Telephone Service 12/19/19-	\$501.30		
12/20/2019	7313-38	Accounts Payable	Technology Managemen-October Com	\$950.00		
12/20/2019	7313-72	Accounts Payable	Comcast-Smart Room Technology	\$92.48		
12/20/2019	7313-74	Accounts Payable	Comcast-Business Internet 12/12/19-	\$351.85		
12/30/2019	7338-14	Journal Entry	Record expenses for 1/3/20 payroll-p	\$90.00		
			<i>Account Subtotals</i>	\$3,063.81	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$3,063.81
12/31/2019			<i>Account Ending Balance</i>			<u>\$17,088.17</u>
10-8100-00						
Account: 10-8100-00 (Capital Assets)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,967.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$1,967.00</u>
10-8300-10						
Account: 10-8300-10 (Furniture, Fixtures & Equipment)						
12/1/2019			<i>Account Beginning Balance</i>			\$366.98
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$366.98</u>
10-8300-20						
Account: 10-8300-20 (Furniture, Fixtures & Equipment)						
12/1/2019			<i>Account Beginning Balance</i>			\$928.08
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$928.08</u>
10-8300-40						
Account: 10-8300-40 (Furniture, Fixtures & Equipment)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,539.00
12/20/2019	7313-48	Accounts Payable	Interior Investments-Remainder-Operat	\$1,657.99		
12/27/2019	7332-78	Accounts Payable	First Bankcard-Seating Mind-Leap Chr	\$897.00		
			<i>Account Subtotals</i>	\$2,554.99	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$2,554.99
12/31/2019			<i>Account Ending Balance</i>			<u>\$6,093.99</u>
10-8400-11						
Account: 10-8400-11 (Technology Hardware)						
12/1/2019			<i>Account Beginning Balance</i>			\$55,380.68

Barrington Public Library District

Account Distribution

General Fund

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
Account: 10-8400-11 (Technology Hardware)						
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$55,380.68</u>
10-8400-12						
Account: 10-8400-12 (Technology Hardware)						
12/1/2019			<i>Account Beginning Balance</i>			\$901.60
12/6/2019	7304-441	Accounts Payable	Purex Inc-Twin Chemical Filter & Pre	\$1,603.22		
12/27/2019	7332-69	Accounts Payable	First Bankcard-Amazon Wii U Battery	\$15.99		
			<i>Account Subtotals</i>	<u>\$1,619.21</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$1,619.21</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,520.81</u>
10-8500-11						
Account: 10-8500-11 (Software & Subscriptions)						
12/1/2019			<i>Account Beginning Balance</i>			\$86,453.09
12/6/2019	7304-72	Accounts Payable	CDW Government-Cisco Threat Def	\$3,724.25		
12/6/2019	7304-467	Accounts Payable	CDW Government-VVX7455		\$1,256.83	
12/20/2019	7313-13	Accounts Payable	Library Market-Library Calendar-Annu	\$2,000.00		
12/27/2019	7332-37	Accounts Payable	First Bankcard-Network Solutions Don	\$77.98		
12/27/2019	7332-41	Accounts Payable	First Bankcard-Team Software-Public	\$125.00		
12/27/2019	7332-43	Accounts Payable	First Bankcard-Digicert-EZProxy Wild	\$1,307.00		
			<i>Account Subtotals</i>	<u>\$7,234.23</u>	<u>\$1,256.83</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$5,977.40</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$92,430.49</u>
10-8500-13						
Account: 10-8500-13 (Software & Subscriptions)						
12/1/2019			<i>Account Beginning Balance</i>			\$1,462.95
12/6/2019	7304-447	Accounts Payable	First Bankcard-Mailchimp monthly bil	\$76.49		
12/27/2019	7332-47	Accounts Payable	First Bankcard-Survey Monkey subscri	\$384.00		
12/27/2019	7332-49	Accounts Payable	First Bankcard-Hootsuite annual renew	\$228.00		
12/27/2019	7332-51	Accounts Payable	First Bankcard-Adobe stock images	\$79.99		
12/27/2019	7332-55	Accounts Payable	First Bankcard-Issuu annual subscrip	\$228.00		
12/27/2019	7332-63	Accounts Payable	First Bankcard-Animoto subscription	\$171.60		
12/27/2019	7332-82	Accounts Payable	First Bankcard-Mail Chimp monthly p	\$76.49		
			<i>Account Subtotals</i>	<u>\$1,244.57</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$1,244.57</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,707.52</u>
10-9100-00						
Account: 10-9100-00 (Legal fees)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,295.90
12/9/2019	7311-1	Journal Entry	Correct coding on Klein Thorpe & Jen	\$516.60		
12/27/2019	7335-1	Journal Entry	Correct coding on Klein Thorpe invo	\$1,106.70		
			<i>Account Subtotals</i>	<u>\$1,623.30</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$1,623.30</u>
12/31/2019			<i>Account Ending Balance</i>			<u>\$4,919.20</u>
10-9110-00						

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>
Account: 10-9110-00 (Legal expenses)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/6/2019	7304-437	Accounts Payable	Klein, Thorpe and Je-Legal service thr	\$516.60		
12/9/2019	7311-2	Journal Entry	Correct coding on Klein Thorpe & Jen		\$516.60	
12/27/2019	7332-5	Accounts Payable	Klein, Thorpe and Je-Legal Services t	\$1,106.70		
12/27/2019	7335-2	Journal Entry	Correct coding on Klein Thorpe invoi		\$1,106.70	
			<i>Account Subtotals</i>	\$1,623.30	\$1,623.30	
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$0.00
10-9110-10						
Account: 10-9110-10 (Legal expenses)						
12/1/2019			<i>Account Beginning Balance</i>			\$369.52
12/20/2019	7313-88	Accounts Payable	Paddock Publications-Legal Notice-A	\$33.75		
			<i>Account Subtotals</i>	\$33.75	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$33.75
12/31/2019			<i>Account Ending Balance</i>			\$403.27
10-9200-10						
Account: 10-9200-10 (Consultant fees)						
12/1/2019			<i>Account Beginning Balance</i>			\$6,710.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$6,710.00
10-9200-11						
Account: 10-9200-11 (Consultant fees)						
12/1/2019			<i>Account Beginning Balance</i>			\$13,700.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$13,700.00
10-9200-13						
Account: 10-9200-13 (Consultant fees)						
12/1/2019			<i>Account Beginning Balance</i>			\$180.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$180.00
10-9500-10						
Account: 10-9500-10 (Trustee expense)						
12/1/2019			<i>Account Beginning Balance</i>			\$745.77
12/6/2019	7304-421	Accounts Payable	First Bankcard-Panera-Policy Committ	\$81.95		
12/27/2019	7332-21	Accounts Payable	First Bankcard-Nothing Bundt Cakes-E	\$21.00		
			<i>Account Subtotals</i>	\$102.95	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$102.95
12/31/2019			<i>Account Ending Balance</i>			\$848.72
12/1/2019					<i>Fund Beginning Balance</i>	\$2,022,431.80
12/31/2019					<i>Fund Net Change</i>	\$485,012.02
12/31/2019					<i>Fund Ending Balance</i>	\$2,507,443.82

Barrington Public Library District
Account Distribution
General Fund

12/1/2019
12/31/2019
12/31/2019

<i>Grand Total Beginning Balance</i>	\$2,022,431.80
<i>Grand Total Net Change</i>	<u>\$485,012.02</u>
<i>Grand Total Ending Balance</i>	<u><u>\$2,507,443.82</u></u>

Barrington Public Library District
Expenditures-Other Funds
For the Period Ended December 31, 2019

Expenditures	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Benefits						
FICA employer	\$20,582.74	\$98,035.11	49.42 %	\$198,374.82		
Medicare employer	\$4,813.71	\$22,927.64	49.42 %	\$46,394.11		
IMRF	\$19,522.69	\$134,244.21	47.94 %	\$280,000.00		
Total Benefits	\$44,919.14	\$255,206.96	48.63 %	\$524,768.93	19.49 %	\$1,309,396.00
Library Materials						
Audio books-spoken	\$1,207.68	\$4,913.76	49.14 %	\$10,000.00		
CDs	\$15.24	\$15.24	0.00 %	\$0.00		
Total Library Materials	\$1,222.92	\$4,929.00	49.29 %	\$10,000.00	2.67 %	\$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	\$0.00	\$5,092.63	7.66 %	\$66,500.00		
Total District Admin & Operating Expense	\$0.00	\$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	\$6,982.45	\$51,595.53	35.46 %	\$145,515.00		
Bldg maintenance supplies	\$3,415.45	\$12,237.28	62.76 %	\$19,500.00		
Repair Contingency	\$340.00	\$19,592.34	39.18 %	\$50,000.00		
Equipment maintenance	\$19,456.00	\$50,659.68	39.06 %	\$129,700.00		
Piano maintenance	\$0.00	\$0.00	0.00 %	\$3,000.00		
Traffic light	\$0.00	\$2,733.00	49.69 %	\$5,500.00		
Site maintenance	\$1,495.00	\$35,330.00	45.27 %	\$78,050.00		
Site Contingency	\$0.00	\$810.00	4.05 %	\$20,000.00		
Vehicle operation & maintenance	\$456.87	\$4,376.92	59.96 %	\$7,300.00		
Total Facility Operating Expense	\$32,145.77	\$178,174.75	38.78 %	\$459,405.00	17.47 %	\$1,020,123.00
Capital Assets						
Library Building & Grounds Renovation	\$422,098.22	\$680,233.11	31.16 %	\$2,183,330.00		
Total Capital Assets	\$422,098.22	\$680,233.11	31.16 %	\$2,183,330.00	20.22 %	\$3,363,822.00
Professional Services						
Audit expense	\$0.00	\$12,000.00	96.00 %	\$12,500.00		
Total Professional Services	\$0.00	\$12,000.00	96.00 %	\$12,500.00	85.56 %	\$14,026.00
Total Expenditures	\$500,386.05	\$1,137,290.79	34.81 %	\$3,267,403.93	18.35 %	\$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)						
12/1/2019			<i>Account Beginning Balance</i>			\$114,721.52
12/17/2019	7314-14	Journal Entry	Payroll funding for 12/20/19 payroll &	\$19,522.69		
			<i>Account Subtotals</i>	\$19,522.69	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$19,522.69
12/31/2019			<i>Account Ending Balance</i>			\$134,244.21
12/1/2019					<i>Fund Beginning Balance</i>	\$114,721.52
12/31/2019					<i>Fund Net Change</i>	\$19,522.69
12/31/2019					<i>Fund Ending Balance</i>	\$134,244.21
35-4100-00						
Account: 35-4100-00 (FICA employer)						
12/1/2019			<i>Account Beginning Balance</i>			\$77,452.37
12/3/2019	7307-6	Journal Entry	Payroll funding for 12/6/19 payroll	\$6,837.76		
12/17/2019	7314-6	Journal Entry	Payroll funding for 12/20/19 payroll &	\$7,022.44		
12/30/2019	7337-6	Journal Entry	Payroll funding for 1/3/20 payroll	\$6,722.54		
			<i>Account Subtotals</i>	\$20,582.74	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$20,582.74
12/31/2019			<i>Account Ending Balance</i>			\$98,035.11
35-4200-00						
Account: 35-4200-00 (Medicare employer)						
12/1/2019			<i>Account Beginning Balance</i>			\$18,113.93
12/3/2019	7307-7	Journal Entry	Payroll funding for 12/6/19 payroll	\$1,599.14		
12/17/2019	7314-7	Journal Entry	Payroll funding for 12/20/19 payroll &	\$1,642.38		
12/30/2019	7337-7	Journal Entry	Payroll funding for 1/3/20 payroll	\$1,572.19		
			<i>Account Subtotals</i>	\$4,813.71	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$4,813.71
12/31/2019			<i>Account Ending Balance</i>			\$22,927.64
12/1/2019					<i>Fund Beginning Balance</i>	\$95,566.30
12/31/2019					<i>Fund Net Change</i>	\$25,396.45
12/31/2019					<i>Fund Ending Balance</i>	\$120,962.75
40-9600-00						
Account: 40-9600-00 (Audit expense)						
12/1/2019			<i>Account Beginning Balance</i>			\$12,000.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$12,000.00
12/1/2019					<i>Fund Beginning Balance</i>	\$12,000.00
12/31/2019					<i>Fund Net Change</i>	\$0.00
12/31/2019					<i>Fund Ending Balance</i>	\$12,000.00
50-8200-00						
Account: 50-8200-00 (Library Building & Grounds Renovation)						

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)						
12/1/2019			<i>Account Beginning Balance</i>			\$258,134.89
12/6/2019	7304-1	Accounts Payable	ShalesMcNutt Constru-2019 Chiller &	\$422,098.22		
			<i>Account Subtotals</i>	\$422,098.22	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$422,098.22
12/31/2019			<i>Account Ending Balance</i>			\$680,233.11
12/1/2019					<i>Fund Beginning Balance</i>	\$258,134.89
12/31/2019					<i>Fund Net Change</i>	\$422,098.22
12/31/2019					<i>Fund Ending Balance</i>	\$680,233.11
60-7400-10						
Account: 60-7400-10 (Business Insurance)						
12/1/2019			<i>Account Beginning Balance</i>			\$5,092.63
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$5,092.63
12/1/2019					<i>Fund Beginning Balance</i>	\$5,092.63
12/31/2019					<i>Fund Net Change</i>	\$0.00
12/31/2019					<i>Fund Ending Balance</i>	\$5,092.63
70-7300-00						
Account: 70-7300-00 (Rental Spaces)						
12/1/2019			<i>Account Beginning Balance</i>			\$840.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			\$840.00
70-7810-30						
Account: 70-7810-30 (Building maintenance & repair)						
12/1/2019			<i>Account Beginning Balance</i>			\$44,613.08
12/6/2019	7304-74	Accounts Payable	Program One-Window Cleaning	\$985.00		
12/6/2019	7304-86	Accounts Payable	Complete Cleaning Co-Additional ti	\$140.00		
12/6/2019	7304-90	Accounts Payable	Complete Cleaning Co-Additional ti	\$210.00		
12/6/2019	7304-104	Accounts Payable	Complete Cleaning Co-December Cl	\$5,135.00		
12/6/2019	7304-108	Accounts Payable	Oak Brook Mechanical-Supply actua	\$107.82		
12/20/2019	7313-5	Accounts Payable	AQUALAB Water Treatm-Water Tr	\$175.00		
12/20/2019	7313-30	Accounts Payable	Orkin Pest Control-December 2019	\$147.13		
12/20/2019	7313-64	Accounts Payable	Dust Catchers Inc-Mat Service	\$41.25		
12/20/2019	7313-68	Accounts Payable	Dust Catchers Inc-Mat Service	\$41.25		
			<i>Account Subtotals</i>	\$6,982.45	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$6,982.45
12/31/2019			<i>Account Ending Balance</i>			\$51,595.53
70-7811-30						
Account: 70-7811-30 (Bldg maintenance supplies)						
12/1/2019			<i>Account Beginning Balance</i>			\$8,821.83
12/6/2019	7304-28	Accounts Payable	Idlewood Electric Su-10 Flu Ballasta	\$419.90		
12/6/2019	7304-78	Accounts Payable	Warehouse Direct-Building supplies	\$2,783.27		
12/6/2019	7304-96	Accounts Payable	Amazon Capital Servi-Waterproof LE	\$64.98		
12/6/2019	7304-100	Accounts Payable	Warehouse Direct-Laundry Detergent	\$81.87		
12/20/2019	7313-58	Accounts Payable	Barrington Ace LLC-Building Supplie	\$65.43		

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: 70-7811-30 (Bldg maintenance supplies)						
			<i>Account Subtotals</i>	\$3,415.45	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$3,415.45
12/31/2019			<i>Account Ending Balance</i>			<u>\$12,237.28</u>
70-7812-30						
Account: 70-7812-30 (Repair Contingency)						
12/1/2019			<i>Account Beginning Balance</i>			\$19,252.34
12/6/2019	7304-117	Accounts Payable	Hartwig Plumbing and-Service call-F	\$340.00		
			<i>Account Subtotals</i>	\$340.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$340.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$19,592.34</u>
70-7820-10						
Account: 70-7820-10 (Equipment maintenance)						
12/1/2019			<i>Account Beginning Balance</i>			\$31,203.68
12/6/2019	7304-327	Accounts Payable	Bibliotheca LLC-Monitor, Printer, Sca	\$19,456.00		
			<i>Account Subtotals</i>	\$19,456.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$19,456.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$50,659.68</u>
70-7830-30						
Account: 70-7830-30 (Traffic light)						
12/1/2019			<i>Account Beginning Balance</i>			\$2,733.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$2,733.00</u>
70-7840-30						
Account: 70-7840-30 (Site maintenance)						
12/1/2019			<i>Account Beginning Balance</i>			\$33,835.00
12/6/2019	7304-193	Accounts Payable	Damgaard Landscape M-Spring Bulbs	\$1,250.00		
12/20/2019	7313-42	Accounts Payable	Lucky Locators-Located electric in is	\$245.00		
			<i>Account Subtotals</i>	\$1,495.00	\$0.00	
12/31/2019			<i>Account Net Change</i>			\$1,495.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$35,330.00</u>
70-7841-30						
Account: 70-7841-30 (Site Contingency)						
12/1/2019			<i>Account Beginning Balance</i>			\$810.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</i>			<u>\$810.00</u>
70-7870-00						
Account: 70-7870-00 (Vehicle operation & maintenance)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/31/2019			<i>Account Net Change</i>			\$0.00
12/31/2019			<i>Account Ending Balance</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>
70-7870-40						
Account: 70-7870-40 (Vehicle operation & maintenance)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,920.05
12/6/2019	7304-433	Accounts Payable	ExxonMobil-Fuel for Van	\$296.54		
12/20/2019	7313-50	Accounts Payable	Wickstrom-Van maintenance	\$160.33		
			<i>Account Subtotals</i>	<u>\$456.87</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$456.87</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$4,376.92</u></u>
12/1/2019					<i>Fund Beginning Balance</i>	\$146,028.98
12/31/2019					<i>Fund Net Change</i>	<u>\$32,145.77</u>
12/31/2019					<i>Fund Ending Balance</i>	<u><u>\$178,174.75</u></u>
90-5310-20						
Account: 90-5310-20 (Audio books-spoken)						
12/1/2019			<i>Account Beginning Balance</i>			\$3,706.08
12/6/2019	7304-159	Accounts Payable	Midwest Tape-Shutt & YS Audiobook	\$89.98		
12/6/2019	7304-259	Accounts Payable	Midwest Tape-Schutt audiobooks	\$543.86		
12/6/2019	7304-263	Accounts Payable	Midwest Tape-Schutt audiobooks	\$241.93		
12/6/2019	7304-280	Accounts Payable	Midwest Tape-Schutt & YS Audioboo	\$101.97		
12/6/2019	7304-410	Accounts Payable	Midwest Tape-Schutt/YS Audiobooks	\$229.94		
			<i>Account Subtotals</i>	<u>\$1,207.68</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$1,207.68</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$4,913.76</u></u>
90-5311-60						
Account: 90-5311-60 (CDs)						
12/1/2019			<i>Account Beginning Balance</i>			\$0.00
12/6/2019	7304-146	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$15.24		
			<i>Account Subtotals</i>	<u>\$15.24</u>	<u>\$0.00</u>	
12/31/2019			<i>Account Net Change</i>			<u>\$15.24</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$15.24</u></u>
90-5610-20						
Account: 90-5610-20 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$658.00
12/31/2019			<i>Account Net Change</i>			<u>\$0.00</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$658.00</u></u>
90-5610-60						
Account: 90-5610-60 (Library programs)						
12/1/2019			<i>Account Beginning Balance</i>			\$996.34
12/31/2019			<i>Account Net Change</i>			<u>\$0.00</u>
12/31/2019			<i>Account Ending Balance</i>			<u><u>\$996.34</u></u>
12/1/2019					<i>Fund Beginning Balance</i>	\$5,360.42
12/31/2019					<i>Fund Net Change</i>	<u>\$1,222.92</u>
12/31/2019					<i>Fund Ending Balance</i>	<u><u>\$6,583.34</u></u>

**Barrington Public Library District
Account Distribution**

Other Funds

12/1/2019
12/31/2019
12/31/2019

<i>Grand Total Beginning Balance</i>	\$636,904.74
<i>Grand Total Net Change</i>	<u>\$500,386.05</u>
<i>Grand Total Ending Balance</i>	<u><u>\$1,137,290.79</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Post Date	Status
8605	12/05/2019	Ciao Baby	\$494.80	12/05/2019	Cleared
8606	12/05/2019	Gnarly Knots	\$105.00	12/05/2019	Cleared
8607	12/05/2019	Paul's Burrito Express	\$448.00	12/05/2019	Cleared
8608	12/06/2019	A H Office Coffee Services	\$126.50	12/06/2019	Cleared
8609	12/06/2019	Amazon Capital Services	\$1,513.93	12/06/2019	Cleared
8610	12/06/2019	Amazon/GECRB	\$874.29	12/06/2019	Cleared
8611	12/06/2019	American Library Association	\$148.00	12/06/2019	Cleared
8612	12/06/2019	AT&T	\$503.10	12/06/2019	Cleared
8613	12/06/2019	AT&T	\$130.51	12/06/2019	Cleared
8614	12/06/2019	AT&T Mobility	\$262.09	12/06/2019	Cleared
8615	12/06/2019	Baker & Taylor Books	\$19,809.31	12/06/2019	Cleared
8616	12/06/2019	Barrington Area Chamber of Commerce	\$355.00	12/06/2019	Cleared
8617	12/06/2019	Bibliotheca LLC	\$19,456.00	12/06/2019	Cleared
8618	12/06/2019	CDW Government	\$2,467.42	12/06/2019	Cleared
8619	12/06/2019	Comcast	\$92.48	12/06/2019	Cleared
8620	12/06/2019	Complete Cleaning Company	\$5,485.00	12/06/2019	Cleared
8621	12/06/2019	Creekside Printing	\$1,958.00	12/06/2019	Cleared
8622	12/06/2019	Damgaard Landscape Management	\$1,250.00	12/06/2019	Outstanding
8623	12/06/2019	Ebsco Information Services	\$13,152.01	12/06/2019	Cleared
8624	12/06/2019	ExxonMobil	\$296.54	12/06/2019	Cleared
8625	12/06/2019	First Bankcard	\$3,971.54	12/06/2019	Cleared
8626	12/06/2019	Hartwig Plumbing and Heating Inc	\$340.00	12/06/2019	Cleared
8627	12/06/2019	Idlewood Electric Supply, Inc	\$419.90	12/06/2019	Cleared
8628	12/06/2019	Ingram Library Services	\$474.89	12/06/2019	Cleared
8629	12/06/2019	Klein, Thorpe and Jenkins, Ltd.	\$516.60	12/06/2019	Cleared
8630	12/06/2019	MidAmerican Energy Company	\$7,281.12	12/06/2019	Cleared
8631	12/06/2019	Midwest Tape	\$8,558.16	12/06/2019	Cleared
8632	12/06/2019	Nicor Gas	\$1,434.16	12/06/2019	Cleared
8633	12/06/2019	Oak Brook Mechanical Services Inc	\$107.82	12/06/2019	Cleared
8634	12/06/2019	OverDrive Inc.	\$35,361.73	12/06/2019	Cleared
8635	12/06/2019	Peapod	\$176.39	12/06/2019	Cleared
8636	12/06/2019	Program One	\$985.00	12/06/2019	Outstanding
8637	12/06/2019	Purex Inc	\$1,603.22	12/06/2019	Cleared
8638	12/06/2019	Recorded Books, LLC	\$383.20	12/06/2019	Cleared
8639	12/06/2019	ShalesMcnutt Construction	\$422,098.22	12/06/2019	Cleared
8640	12/06/2019	Sonanta LLC	\$750.00	12/06/2019	Cleared
8641	12/06/2019	Thomas Klise/Crimson Multimedia	\$405.61	12/06/2019	Cleared
8642	12/06/2019	Village of Barrington	\$1,399.43	12/06/2019	Cleared
8643	12/06/2019	Warehouse Direct	\$2,865.14	12/06/2019	Cleared
8644	12/06/2019	Wellness Insurance Network	\$25,432.66	12/06/2019	Cleared
8645	12/09/2019	Northbrook Public Library	\$26.95	12/09/2019	Cleared
8646	12/09/2019	Karen Frisella	\$25.99	12/09/2019	Cleared
8647	12/09/2019	Donald Eustice	\$36.97	12/09/2019	Outstanding
8648	12/09/2019	Hannah Blakely	\$23.99	12/09/2019	Cleared
8649	12/09/2019	James Hamill	\$26.00	12/09/2019	Outstanding
8650	12/09/2019	Evanston Public Library	\$15.00	12/09/2019	Cleared

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

Transaction Number	Transaction Date	Reference	Payments	Post Date	Status
8651	12/09/2019	Jennifer Naddeo	\$12.99	12/09/2019	Outstanding
8652	12/20/2019	A H Office Coffee Services	\$392.05	12/20/2019	Outstanding
8653	12/20/2019	Amazon Capital Services	\$388.05	12/20/2019	Cleared
8654	12/20/2019	AQUALAB Water Treatment	\$175.00	12/20/2019	Outstanding
8655	12/20/2019	Barrington Ace LLC	\$65.43	12/20/2019	Cleared
8656	12/20/2019	Call One	\$501.30	12/20/2019	Cleared
8657	12/20/2019	Chicago Diamond Trio	\$425.00	12/20/2019	Outstanding
8658	12/20/2019	Comcast	\$444.33	12/20/2019	Cleared
8659	12/20/2019	Dust Catchers Inc	\$82.50	12/20/2019	Cleared
8660	12/20/2019	Stephen E. Askins	\$225.00	12/20/2019	Outstanding
8661	12/20/2019	Groot Inc	\$322.43	12/20/2019	Cleared
8662	12/20/2019	Interior Investments LLC	\$1,657.99	12/20/2019	Cleared
8663	12/20/2019	Library Market	\$2,000.00	12/20/2019	Cleared
8664	12/20/2019	Lucky Locators	\$245.00	12/20/2019	Cleared
8665	12/20/2019	Mindful Living, LLC	\$125.00	12/20/2019	Outstanding
8666	12/20/2019	Moeller Music Events	\$400.00	12/20/2019	Outstanding
8667	12/20/2019	Nostalgia Entertainment	\$495.00	12/20/2019	Outstanding
8668	12/20/2019	Alanne Ori	\$50.00	12/20/2019	Outstanding
8669	12/20/2019	Orkin Pest Control	\$147.13	12/20/2019	Cleared
8670	12/20/2019	Paddock Publications, Inc	\$33.75	12/20/2019	Cleared
8671	12/20/2019	Peapod	\$355.51	12/20/2019	Cleared
8672	12/20/2019	Petty Cash	\$105.00	12/20/2019	Outstanding
8673	12/20/2019	Record Information Services, Inc	\$1,330.00	12/20/2019	Cleared
8674	12/20/2019	Stereophile	\$80.91	12/20/2019	Cleared
8675	12/20/2019	Technology Management Rev Fund	\$950.00	12/20/2019	Cleared
8676	12/20/2019	Thomson Reuters-West Publishing	\$496.96	12/20/2019	Cleared
8677	12/20/2019	Unique Management Services, Inc	\$107.40	12/20/2019	Cleared
8678	12/20/2019	United States Postal Service	\$235.00	12/20/2019	Outstanding
8679	12/20/2019	The UPS Store #2509	\$17.31	12/20/2019	Outstanding
8680	12/20/2019	Wickstrom	\$160.33	12/20/2019	Outstanding
8681	12/20/2019	Nova Southeastern University, ILL Department	\$47.41	12/20/2019	Outstanding
8682	12/20/2019	Peru Public Library	\$28.99	12/20/2019	Outstanding
8683	12/27/2019	Amazon Capital Services	\$22.95	12/27/2019	Cleared
8684	12/27/2019	Barrington Area Chamber of Commerce	\$50.00	12/27/2019	Outstanding
8685	12/27/2019	Discount School Supply	\$13.37	12/27/2019	Outstanding
8686	12/27/2019	Discount School Supply	\$118.77	12/27/2019	Outstanding
8687	12/27/2019	First Bankcard	\$7,866.77	12/27/2019	Cleared
8688	12/27/2019	Klein, Thorpe and Jenkins, Ltd.	\$1,106.70	12/27/2019	Outstanding

TOTAL CHECKS WRITTEN FOR DECEMBER 2019

\$604,929.00



Transfer Approval Confirmation

The requests below have been transmitted successfully.

Transmitted: 12/04/2019 10:13:00 AM (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	\$114,318.06	334342475	1 of 1 received
	Total	\$114,318.06		



Transfer Approval Confirmation

The requests below have been transmitted successfully.

Transmitted: 12/04/2019 10:13:24 AM (ET)

Transmitted by: [REDACTED]

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Confirmation</i>	<i>Approval Status</i>
Barrington Library - Maxsafe - Savings - *2781	Operating Account - Checking - *8965	\$900,000.00	2148949276	1 of 1 received
	Total	\$900,000.00		



Welcome Reports ▼ Transfers and Payments ▼ Account Services ▼ Administration ▼

Transfer money - internal

Approve transfers - internal

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Transmitted: 12/06/2019 10:15:56 AM (ET)

Transmitted by: ██████████

From Account	To Account	Amount	Confirmation	Approval Status
Merchant Account - Checking - *1244	Operating Account - Checking - *8965	\$10,000.00	561527393	1 of 1 received
		Total \$10,000.00		

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Transfer Approval Confirmation

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Transmitted: 12/17/2019 03:47:08 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	\$147,695.32	3894160919	1 of 1 received
	Total	\$147,695.32		

Illinois Municipal Retirement Fund System

Payment Acknowledgement 12/17/2019 14:18:18

Your Reference Number is: 76810

Business Name:	BARRINGTON PUBLIC LIB DIST
IMRF EFT Number:	
Payment Type Description:	Wage Report Contribution (Regular Contribution, SLEP, ECO I, ECO II, Minimum Contribu
Month and Year during which the wages were paid:	1219
Payment Amount:	30351.88
Bank Account Debit Date:	122019



Transfer Approval Confirmation

The requests below have been transmitted successfully.

Transmitted: 12/26/2019 10:57:26 AM (ET)

Transmitted by: [REDACTED]

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Confirmation</i>	<i>Approval Status</i>
Barrington Library - Maxsafe - Savings - *2781	Operating Account - Checking - *8965	\$625,000.00	3438934572	1 of 1 received
	Total	\$625,000.00		



Welcome Reports ▼ Transfers and Payments ▼ Account Services ▼ Administration ▼

Transfer money - internal

Approve transfers - internal

View completed transfers - internal

Quick Links:

- Manage next scheduled requests
- Manage alerts

Transfer Approval Confirmation

[Print this page](#)

The requests below have been transmitted successfully.

New selection

Transmitted: 12/30/2019 02:19:31 PM (ET)

Transmitted by: [REDACTED]

From Account	To Account	Amount	Confirmation	Approval Status
Operating Account - Checking - *8965	Payroll Account - Checking - *1236	\$113,351.96	3770746775	1 of 1 received
Total		\$113,351.96		

How Do I... Terms FAQs



**Barrington Public Library District
Encumbrances
December 31, 2019**

Materials

Library Materials Expenditures at 12/31/19 per Expenditures Report	340,348.33
Encumbered Materials -12/31/19	93,092.98
Encumbered e-Materials - 12/31/19	39,850.74
Total	<u>473,292.05</u>
Library Materials Working Budget	<u>833,794.63</u>
Estimated % to Budget	<u><u>56.76%</u></u>

Programs

Library Program Expenditures at 12/31/19 per Expenditures Report	23,821.23
Encumbered Programs - 12/31/19	850.00
Total	<u>24,671.23</u>
Library Programs Working Budget	<u>79,325.00</u>
Estimated % to Budget	<u><u>31.10%</u></u>

Director's Report January 2020

Project: Policy Revisions

- Policy Manual formatting complete.
- Staff training beginning in January.
- The Board Policy Manual still requires one edit before all of the policies are approved – this edit will be submitted to the Board in February.

Project: Space Needs Assessment

- Presentation planned for January meeting, goal complete after acceptance of the Facility Master Plan.

Project: Pilot Programs Budget Line

- Purchasing underway for first pilot program.

Project: Staff Benefits

- Preparing estimates for expanded healthcare benefit options for employees.

Construction

- Punch list items continuing for current project.
- Some exterior tuckpointing will need to be completed in 2020.
- Bids will be solicited in 2020 with Board bid awards occurring in February for the upper parking lot project.
- Doors have been added to the first floor study alcoves, some glass fine-tuning is underway.

Administrative Notes

- The Digital Services Specialist position has been filled.
- The Adult Services Librarian position has completed the interview phase.

Library Notes

- We will be starting our budgeting process for FY21 in late February with working budget presentation to the Board taking place in June 2020.

Community Notes

- We are working with BACOG and local municipalities to spread the word about the 2020 Census – BALibrary will be hosting a community-wide training and Adult Services will be providing assistance to community members completing the census online.
- I have been invited to serve on the Good Shepherd Community Health Council, the group tasked with designing and implementing the Community Health Needs Assessment.
- Met at Sana Wellness to discuss District mental health and LGBTQ needs.
- Attended the December North Suburban Library Directors meeting.
- Attended CUSD 300 EDA informational meeting.

RESOLUTION 2020-1

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BARRINGTON AREA PUBLIC LIBRARY DISTRICT, COOK, LAKE, MCHENRY AND KANE COUNTIES,
ILLINOIS, REGARDING SEXUAL HARASSMENT POLICY**

WHEREAS, Public Act 101-0221, referred to as the Workplace Transparency Act, requires all local governmental employers to adopt certain amendments to their existing sexual harassment policies and to approve those amendments by Resolution; and

WHEREAS, the Barrington Area Library at all relevant times has prohibited sexual harassment and has had an aggressive and appropriate policy in place prohibiting sexual harassment; and

WHEREAS, the Board of Trustees of the Barrington Area Public Library District have caused the Library's Harassment Policy to be amended to comply with the new legal requirements imposed by the Workplace Transparency Act, and desire to comply with that Act by adopting those amendments by Resolution; and

WHEREAS, the Board of Library Trustees of the Barrington Area Public Library District find it appropriate to amend the Library's Harassment Policy as set forth in the Amended Harassment Policy, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Barrington Area Public Library District, Cook, Lake McHenry and Kane Counties, Illinois, as follows:

Section 1: Policy. The policy attached hereto as Exhibit A entitled "Harassment Policy" is hereby adopted and approved.

Section 2: Application. All employees, elected officials, vendors, clients, customers, patrons, contractors, consultants and visitors are subject to the Harassment Policy as set forth therein and shall at all times observe and comply with the provisions of the policy attached hereto as Exhibit A.

Section 3: This Resolution shall take effect upon its passage as provided by law.

ADOPTED this 13th day of January, 2020, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this _____ day of _____, 20__.

President, Board of Trustees of the
Barrington Area Public Library District, Cook,
Lake, McHenry and Kane Counties, Illinois

ATTEST:

Secretary, Board of Trustees of the
Barrington Area Public Library District,
Cook, Lake, McHenry and Kane Counties,
Illinois

EXHIBIT A

8.21 Anti-Harassment and Anti-Discrimination (Including Sexual Harassment)

It is the policy of the Library to maintain a work environment free from all forms of harassment, bullying, and discrimination. It will be a violation of this policy for any employee to harass, bully, or discriminate against another individual in the workplace based upon actual or perceived race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, veteran status, military status, unfavorable discharge from military status, marital status, citizenship status, order of protection status or any other protected category as defined by applicable law. The Library will not tolerate harassment anyone, including any manager, co-worker, vendor, client, contractor, customer, or other visitor of the Library. Willful violation of this policy will be subject to disciplinary action up to and including discharge.

For purposes of this policy, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

Definition of Sexual Harassment

“Sexual harassment” is illegal and consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
- Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment, as defined above, may include, but is not limited to:
 - Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
 - Graphic or suggestive comments about an individual’s dress or body;
 - Displaying sexually explicit or offensive objects, photographs or drawings;
 - Unwelcome touching, such as patting, pinching, or constant brushing against another’s body; or

- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual's protected category as set forth above and as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written, graphic or displayed items within, shared or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Investigation Procedure

Any individual who believes that they have been subjected to harassment or discrimination as prohibited by this policy or who has witnessed harassment or discrimination should submit a complaint to their manager, Person in Charge or Human Resources, in accordance with the following complaint procedures. If a manager receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the Executive Director, or their designee.

Any employee wishing to submit a complaint (i.e., the "complainant") should submit a written statement to Human Resources. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by Human Resources because the complainant has shown good cause for such an extension.

Human Resources or their designee shall promptly investigate the complaint. Human Resources or their designee shall make all reasonable efforts, including but not limited to convening a conference with the complainant, or the accused harasser/discriminator, to discuss the complaint and the results of the investigation, to resolve the matter informally.

If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision.

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

A substantiated charge against an employee will subject the employee to disciplinary action, up to and including discharge. The filing of a complaint under the procedures described herein shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, State, federal agency or court.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Executive Director. The Executive Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

Training

The Library shall provide sexual harassment prevention training on an annual basis as required by law.

Retaliation

Reporting harassment, discrimination or retaliation, or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. Retaliation against anyone for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act is prohibited and is grounds for discipline up to and including termination. Victims and witnesses are encouraged to come forward.

Legal Procedure

It is hoped that sexual harassment complaints and incidents can be resolved through the Library's internal complaint process established above. However, an individual has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (100 W. Randolph St., Suite 10-100, Chicago, IL 60601, 312-814-6200), the Illinois Human Rights Commission (100 W. Randolph St., Suite 5-100, Chicago, IL 60601, 312-814-6269), and the U.S. Equal Employment Opportunity Commission (500 W. Madison St., Suite 2800, Chicago, IL 60661, 312-353-2713).

STATE OF ILLINOIS)
COUNTIES OF COOK,) SS.
LAKE, MCHENRY AND KANE)

SECRETARY'S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Trustees of the Barrington Area Public Library District, Cook, Lake, McHenry and Kane Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION 2020-1

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BARRINGTON AREA PUBLIC LIBRARY DISTRICT, COOK, LAKE, MCHENRY AND KANE COUNTIES,
ILLINOIS, REGARDING SEXUAL HARASSMENT POLICY**

passed by the Board of Trustees of the Barrington Area Public Library District at a regular meeting of said Board of Trustees at which a quorum was present, held pursuant to the Illinois Open Meetings Act on the 13th day of January, 2020.

I do further certify that said Resolution is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Barrington Area Public Library District, including the journal of proceedings or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of January, 2020.

Secretary, Board of Trustees of the Barrington Area Public Library District, Cook, Lake, McHenry and Kane Counties, Illinois

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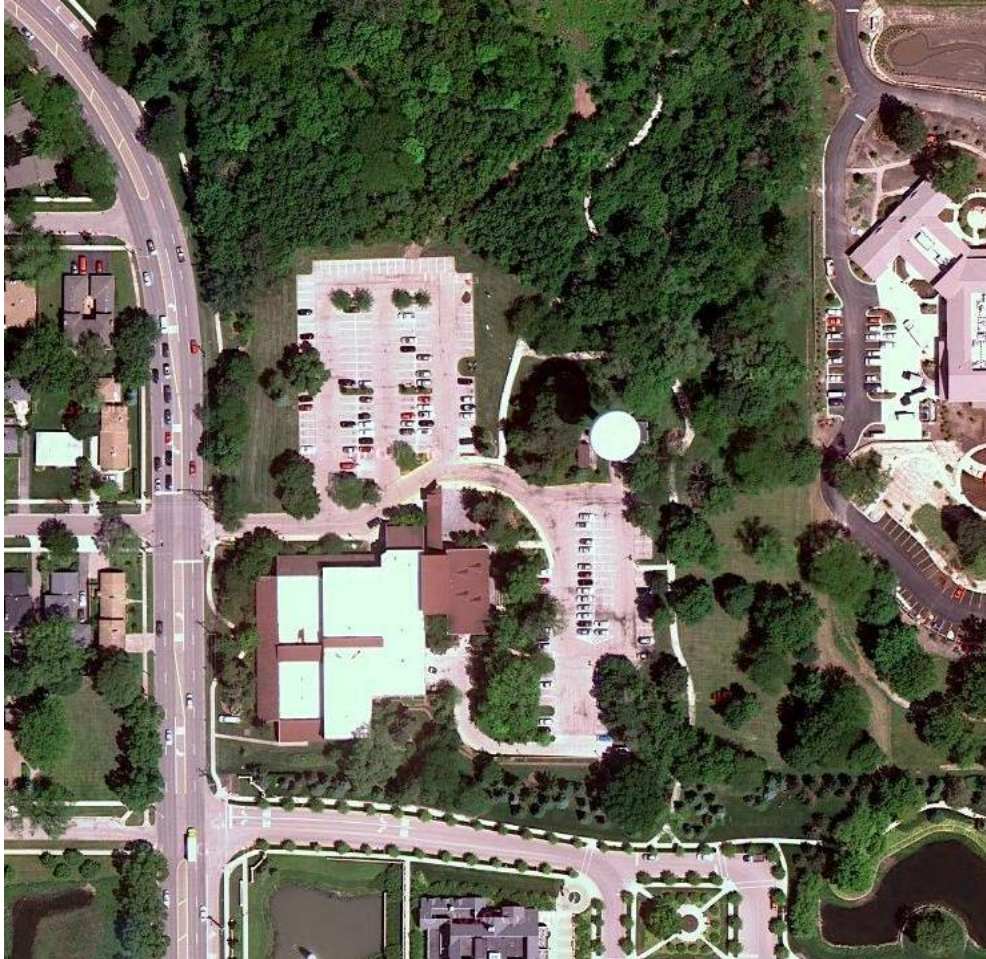
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2019 FACILITY MASTER PLAN UPDATE

Barrington Area Library



ENGBERG ANDERSON ARCHITECTS WITH LIBRARY PLANNING ASSOCIATES



Acknowledgements

Our thanks to the Library's management team for their active participation and insight into the issues at hand.

- Jesse Henning
- Mike Campagna
- Thomas Nielsen
- Maripat Olson
- Jason Pinshower
- Aly Prchal
- Vicki Rakowski

Special thanks to John Shales of Shales McNutt Construction for cost data and analysis.

Study Team Members

Consulting Librarian
Library Planning Associates | Anders C. Dahlgren

Civil Engineering
RTM Consulting Engineers |

Mechanical Electrical Plumbing Engineering
IMEG Corporation |

Architecture and Interiors
Engberg Anderson | Sarah Ponto, Shaun Kelly, Nathan Van Zuidam, and Joe Huberty

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EXECUTIVE SUMMARY

OVERVIEW

Having gone through a series of repairs and replacements as well as significant alterations, the Library is nearing the completion of the 2009 and 2014 Facility Master Plan. This plan addressed the physical integrity of the building as well as its effectiveness in supporting contemporary library services needed by the community. The most significant of the projects arising from the Master Plan was a 2011 – 2014 renovation. Smaller but still significant projects (to renovate parking areas, repair roofs, windows and soffits, and replace the chiller) are or are nearly complete.

While far reaching, the repairs, replacements and alterations identified in the Master Plan did not address all of the needs of the facility. Some components of the Master Plan were postponed to align with funding levels, while other system or space modifications were deferred based on an expectation of remaining utility. In addition to the deferrals and the postponements, the Master Plan Update reflects the improvements made in recent years and provides the Library a revised assessment of condition, effectiveness and probable costs to maintain the facility in support of its mission.

As with the initial Master Plan, this Update consists of a systematic review of the Library's major physical infrastructure, and its ability to support community focused library services.

In the Capital Reserve Study (CRS) part of the Update, a team of architects and engineers has compiled a *Schedule* of likely repairs or replacements. These items fall into two categories: Capital Repairs are those costs that

exceed \$10,000 each. In addition to the Capital Repairs, Major Maintenance items are also anticipated. Though these costs are individually below the threshold to be considered a capital cost, these can, in aggregate, become a financial burden on the Library if they are unexpected.

CAPITAL REPAIRS

The *Capital Repairs Summary, Maintenance Summary, and Furnishings Repair/Replacement Schedules* from the *Schedule* are limited to a 20-year planning horizon. This limits the cumulative impact of the presumptive escalation rate. The likely costs for each year are calculated and then grouped into 5-year windows to acknowledge that the replacement year is an indicator of a range of probable replacement dates and not an absolute point of system or component failure. This also allows the Library to consider grouping similar projects together into larger, more cost-effective repair efforts, and a potential reduction in the amount of time that the Library is impacted by repair efforts.

A total of \$9.25 million is needed over the next 20 years to maintain the physical integrity and appearance of the building and its furnishings. This is an average of \$462,000 per year. Based on the anticipated timing of the various systems reaching the end of their anticipated lifespan, a more tailored assessment indicates spikes at the usual intervals of 10 and 20 years after installation. Within a series of 5-year planning windows, anticipated expenses average

- \$586,000 from 2020 through 2024 or a total of \$2.9 million,
- \$235,000 from 2026 through 2030 or a total of \$1.2 million,
- \$772,000 from 2031 through 2035 or a total of \$3.8 million, and
- \$257,000 from 2036 through 2040 or a total of \$1.3 million.

A year by year summary within each category can be found in Table 1.

Table 1 Summary of Capital, Maintenance & Furnishing Costs, 2019-2039

SUMMARY	1 Life Safety	2 Building Integrity	3 Functional Obsolescence	4 Aesthetic Obsolescence	Sum of Groups 1-4	Annual Average of 5-year Total
2020	\$45,063	\$225,416	\$85,419	\$409,944	\$765,841	\$585,976
2021	\$0	\$3,448	\$0	\$0	\$3,448	\$585,976
2022	\$0	\$23,903	\$0	\$0	\$23,903	\$585,976
2023	\$69,641	\$9,874	\$246,205	\$379,907	\$705,626	\$585,976
2024	\$0	\$404,863	\$960,872	\$65,325	\$1,431,060	\$585,976
5 Year Group	\$114,703	\$667,504	\$1,292,496	\$855,176	\$2,929,879	\$2,929,879
2025	\$0	\$39,590	\$3,881	\$0	\$43,471	\$234,991
2026	\$0	\$5,285	\$28,370	\$0	\$33,655	\$234,991
2027	\$0	\$675,347	\$0	\$0	\$675,347	\$234,991
2028	\$0	\$0	\$87,681	\$0	\$87,681	\$234,991
2029	\$0	\$326,068	\$8,735	\$0	\$334,803	\$234,991
5 Year Group	\$0	\$1,046,289	\$128,667	\$0	\$1,174,956	\$1,174,956
2030	\$0	\$0	\$81,151	\$0	\$81,151	\$771,552
2031	\$0	\$5,347	\$160,398	\$0	\$165,745	\$771,552
2032	\$0	\$111,765	\$0	\$0	\$111,765	\$771,552
2033	\$0	\$323,694	\$1,229,995	\$1,069,590	\$2,623,280	\$771,552
2034	\$0	\$211,738	\$664,084	\$0	\$875,821	\$771,552
5 Year Group	\$0	\$652,543	\$2,135,628	\$1,069,590	\$3,857,761	\$3,857,761
2035	\$0	\$0	\$38,112	\$0	\$38,112	\$257,615
2036	\$0	\$0	\$0	\$0	\$0	\$257,615
2037	\$0	\$0	\$0	\$0	\$0	\$257,615
2038	\$0	\$108,279	\$219,188	\$186,310	\$513,777	\$257,615
2039	\$0	\$686,067	\$16,255	\$33,865	\$736,187	\$257,615
5 Year Group	\$0	\$794,346	\$273,555	\$220,175	\$1,288,076	\$1,288,076
TOTAL	\$114,703	\$3,160,682	\$3,830,346	\$2,144,941	\$9,250,672	\$9,250,672

FACILITY IMPROVEMENT

The Library management team and the consulting team arrived at a two level grouping of the 4 sets of projects. The first group addresses current need. The second group is an initial assessment of future options.

Address Current Need

Priority 1: Address Public Comments

Priority 1 projects go directly to addressing frustrations expressed by the Library's customers. The proposed modifications are largely furnishing based and therefore relatively inexpensive (as compared to hard construction projects). They are also natural extensions of the underlying concept that organizes the building into active (first floor) and quiet (2nd floor) zones. The changes maintain overall flexibility and can be further adjusted to meet future space demands.

This group of projects addresses the public's interest in a quiet computing area, easier access to curated collections and new materials, convenience for nursing mothers, and additional places to read. Specific projects include:

- Create a Quiet Computing Area on the 2nd Floor including open computing, enclosed one and 2 person study rooms, and conversion of the Teen Gaming Alcove into a new fully enclosed Group Activity Room.
- Add Seating to the 2nd Floor Balcony including conversion of the "bleachers" into group study booths.
- Create a Nursing Mother's Room in Youth Services
- Create a Power Wall in the Café Area
- Reorganize the Adult Media Collection to ease browsing and increase capacity

The project budget for Priority 1 is \$500,000.

Priority 2: Complete Deferred Improvements

Priority 2 projects complete the vision of the 2011 Master Plan. The primary benefits are to establish the public nature of board meetings and develop the efficient, effective staff work zone envisioned in the original plan. Existing staff spaces are purposefully tailored to maximize public space on the first floor and close to the entry on both floors. This condensing of staff space presumed shared staff work spaces for collaboration, group projects, supplies, and central resources in the existing administrative zone. Completing the administrative suite provides the spaces needed to make the staff zones fully effective.

This group of projects acknowledges the limitations imposed by continuing to reuse the existing arrangement of space in the "administrative suite". While not a facility improvement project, the Library should consider moving Board meetings to the Zimmerman Room on a permanent basis. Longer term, the current Board Room could be part of reconfigured staff zone that is more effective in supporting staff needs. This bigger picture for this space is:

- Consolidation of truly administrative functions into a smaller block of space
- Relocation of Digital Services to spaces closer to the areas served
- Creation of a shared staff huddle zone for coordination meetings and group projects
- Expansion and refreshing of the Staff Lunch Room, including additional restrooms, to support use levels and team building activities
- Transfer of space to public use for better access to the Local History Collection

The project budget for Priority 2 is \$1,010,000.

Future Options

Priorities 3 and 4 are explorations of "possibilities". These are in response to the continuing community interest in hands on learning spaces and in developing programs and services that meet the needs of tween, teens

and young adults. There is more study needed on the service side of this evaluation before committing to significant physical modifications to the building. Part of this will be to evaluate the impact of the Priority 1 and Priority 2 changes, both of which can impact the satisfaction of hands on learners and the tween, teen and young adult groups.

Priority 3: Address Emerging Services

Priority 3 projects acknowledge the continuing importance of hands-on learning spaces and the need to present flexible spaces to the public in a premier location with easy, comfortable access for a wide range of users. As part of the 2014 Renovation, the Barrington Area Library was one of the first in the region to introduce dedicated space for hands on learning. Since then there has been a huge increase in patron interest and in the range of learning experiences available. Much of this has been experimental and continues to be dynamic. The size, location, features, and capabilities of the space require a clear understanding of the service aspect of digital services. The combine planning team believes additional study is warranted before performance criteria can be established for the space.

In addition to the maker spaces proper, consideration should be given to the nature of the shifts in space use implied by constructing a new Maker environment. The current diagrams suggest relocating the maker space but there are other options including expanding the existing Maker spaces north or east. In any of the scenarios, the spaces that currently separate Youth Services from the Technology Center/Business Center come into play. The existing Media Labs as well as the existing Maker Lab. The need for varying types of space in Youth Services, Technology Center, Maker Space and the Media Labs should be considered as a group that needs to find a balanced distribution of space. That balance will be altered by the prosed shift of some technology to the second floor to create a Quiet Computing Zone. Accordingly, the planning group recommends that any Priority 3 projects be revisited after patron satisfaction with the Priority 1 projects can be assessed.

The common themes in evidence in this study are the need to:

- Bring hands-on learning into a more visible and accessible location. Many patrons of the Library do not know of the range of services, classes, equipment and instruction available within current programs. Part of this is due to the hidden location of the Maker Lab.
- Hands-on learning space should support larger and multiple groups. Part of this is goal should include supporting open-house types of events as well as larger groups without having to relocate the event to the multi-purpose rooms off the lobby.
- Tailor Media Labs and related technology space to Video, Audio and editing. The current spaces are generic and behind the times in attracting and supporting patrons interested in media. There is a desire to avoid competing with or duplicating high quality media services available in the school systems.
- Staff support spaces (office space, storage) should be adjacent to and readily accessible from the technology and maker spaces.
- Depending on the success of the Quiet Computing defined in Priority 1, modifications of the remaining technology zone, envisioned as Social Technology, should be made to support a variety of collaborative activities with or without either analog or digital technology.
- Whether on the Youth Services side or on the Social Technology side, additional space may be devoted to small group study or other enclosed activities. These spaces continue to be in high demand.

The project budget for this version of Priority 3 is \$1,020,000.

Priority 4: Maximize Building Utility

Priority 4 projects are presented as a space resource available to the Library as and when needed. The current plan diagrams this as an extension of a multi-use zone that could serve various small group activates over the course of a day. It may be desirable to associate the space with a particular user group (teens) but the overall pattern of library services may be better served by an association with location (the balcony) or with activity level (on the quieter second floor). As with the Priority 3 projects, the proposed shift of some technology to the second floor to create a Quiet Computing Zone will impact overall use patterns. Use of the “Attic” should be evaluated as new services and customer needs are identified.

A preliminary budget for Priority 4 is \$540,000.

Cost models were developed for the full set of priorities and reviewed by Shales McNutt Construction. It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information. More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

- Priority 1: Address Public Comments..... \$503,800
 - Power Wall
 - Audio-Visual Collection Reorganization
 - Nursing Mothers’ Room
 - Quiet Computing
 - Balcony
- Priority 2: Complete Renovation Master Plan..... \$1,018,600
 - Administrative Suite
 - First Floor Office
- Priority 3: Address Emerging Services..... \$1,026,300
 - Digital Services Work Room
 - Maker Lab & Audio Pod
 - Video Studio
 - Old Maker Room Conversion
 - Social Technology & Middle School Area
- Priority 4: Maximize Building Utility..... \$543,400
 - Attic Renovation

All costs are based on 4th quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

PART 1 | CAPITAL REPAIRS

The Barrington Area Library has identified a need to evaluate its facility and assess the condition of the facility. This evaluation considered the current conditions of equipment and systems, likely life expectancy and probable replacement date and cost for the various components of the facility. The purpose of this study is to identify appropriate funding levels to replace those building systems or components using designated funds.

METHODOLOGY

In preparation for the systems evaluations we reviewed available documentation including construction drawings and specifications as provided by the Library.

Next, we convened a group of engineers familiar with library building systems for a review of the facility. Mechanical, electrical, plumbing, fire protection and civil engineering systems were reviewed by RTM Engineers. Structural items were reviewed by Spire Engineering. As part of this session we met with building maintenance personnel and management to identify areas of known or suspected issues related to building performance.

The results of these conversations and the review became the basis for development of specific life-expectancy and replacement cost schedules. These schedules were based on established industry standards, consultation with system or component vendors/suppliers, and our individual experience. General notes relating to abnormal wear or deterioration in the condition of the components are noted on the schedules.

Furnishings systems and Information Technology (IT) systems were not included in the scope of this evaluation.

The draft of the replacement schedule was submitted to the Library for review and comment. Refinements based on that review have been incorporated into this report.

CAPITAL REPAIRS IN THE CONTEXT OF OVERALL MAINTENANCE

This Capital Repairs Study is one element of a comprehensive evaluation and planning processes necessary to maintain the facility in proper condition and tuned to the service needs of the District. Major maintenance and renewal/replacement are part of a series of maintenance programs and budgets associated with long term stewardship of the facility. A full range of building related maintenance programs consists of:

- Custodial Care: Day to day periodic cleaning, painting and replacement of disposable supplies to keep the facility in safe, clean and orderly condition. Such efforts, while essential to the smooth operation and long-term care of the facility are not part of this study and are addressed by other means by the Library.
- Preventative Maintenance: Regularly scheduled activities that carry out the diagnostic and corrective actions necessary to prevent premature failure or maximize or extend the useful life of a facility or its components. This includes a program of inspection, servicing, testing and replacement of systems and components that is cost effective on a life-cycle basis. Annual service agreements and testing regimens are not included in the study.
- Major Maintenance: Larger repair or rehabilitation efforts to protect the building and correct building code deficiencies. Major Maintenance is differentiated from Capital Repairs by the scale of the repair or replacement. Major Maintenance consists of activities less than \$10,000 in aggregate expense or with product life cycles less than 10 years.
- Capital Repair or Replacement: Scheduled and anticipated systematic upgrading of a system or component to a renewed functioning standard. The detailed schedules are provided as an excel workbook for the Library's use. The schedules include opinions of both

anticipated repair or replacement dates and probable cost. All entries are subjective, and each item requires ongoing monitoring to assess the impact of continued building use, maintenance procedures, exposure and other factors that will influence the longevity of products and assemblies. Major Maintenance is differentiated from Capital Repairs by the scale of the repair or replacement. Capital Repairs consists of activities greater than \$10,000 in aggregate expense or with product life cycles greater than 10 years.

In the course of development, the schedule has evolved to include a number of items that the library may deem to be more appropriately scheduled as preventative maintenance or custodial care (painting is an example). In the interest of being inclusive, such items are included in the schedule and can be reassigned as appropriate to the library's management and budgeting model.

Other items may be deemed to be facility renewal to keep the building effective in its ability to support modern library service (upgrades to power and data networks and furnishings systems are an example).

FIT WITHIN STRATEGIC EVALUATIONS AND PLANNING

The projected costs are based on the current service models and delivery methodology. These are aspects of the building other than general wear and particular use that need to be considered in order to assure that the building is meeting the library's needs in serving the community. Repairs or replacements are typically one for one unless there has been a service or other paradigm described that suggests a different approach is required. An example is the replacement of large fixed service desks with smaller, more interactive staff/public service points. This report does not replace a Strategic Plan, a Facilities Plan, a Space/Needs Assessment or Program. Aesthetic quality, fit with programmatic requirements, and comparisons with other facilities in the Library's peer group are outside the scope of this study. Just as the Library has recently completed extensive renovations of the public spaces on the first and second floors,

it is important that the same underlying evaluations are made periodically for other areas of the library.

The Library should consider expenditures in a broader context. Deferrals, repairs or replacements can be timed so as to

- spread the financial impact out,
- align multiple repairs into major renovations to limit the impact of overhead expenses, or
- coincide with strategic service changes and the associated remodeling.

LIMITATIONS

The appended schedules include opinions of both anticipated repair or replacement dates and probable cost. All costs have a subjective component and require ongoing monitoring to assess the impact of continued building use, maintenance procedures, weather and other factors that will influence the longevity of products and assemblies.

The schedules do not include

- routine maintenance,
- changes to accommodate changes in service models or delivery methodology,
- information technology systems.

All costs and anticipated budgets are based on 2019 data and escalated at a rate of 3% per annum. Cost data is assembled from Library records, industry standards and current construction cost review by local construction and construction management firms. Unit costs include allowances for installation, removal of existing components or material, preparation of substrates, overhead expenses associated with public sector projects, engineering or architectural design costs, permitting and other "ancillary" expenses. With these components added to the basic cost of the material, many unit costs will appear to be higher than many observers might expect. This is intentional.

Within this framework, it is important to remember that:

- No unit cost can anticipate all of the circumstances associated with procuring a specific repair or replacement.
- Many decisions regarding material selection, system development and project parameters have yet to be defined.
- Market conditions, as always, are beyond the control of the architect or estimator and will vary over time.

Thus, no guarantee can be given nor inferred that costs will not vary from these schedules. In order to ensure conformance with projected costs it is imperative that additional estimates are prepared, or specific proposals sought from potential vendors or contractors as the projected replacement or repair date nears.

Finally, the Library should review projected replacement dates based on both condition and reasonable financial planning parameters. Structuring repairs and replacements to coincide with major strategic planning initiatives, building renovations or replacements and revenue streams will maximize the community's return on its investment.

BUILDING HISTORY

This Report does not include an exhaustive history of the building. The intent is to summarize the detail found in the Schedules and provide context for the costs identified.

The current size of the library is approximately 61,000 square feet spread across a 2-story building. The first floor has three meeting rooms, the circulation department, adult services, young adult services, historic society, and two major mechanical and electrical rooms. The second floor has youth services, teens, library administration, technical services, an activity room and two mechanical & electrical rooms. Restrooms are located on both floors for both staff and patrons.

Existing Building Floor Areas

- Basement Mechanical Room 1,900 gsf
- First Floor 39,337 gsf
- Second Floor 20,133 gsf
- Total Library Area..... 61,370 gsf

The Original building was constructed in 1976 and consisted of 27,000 square feet on a 2-story structure

In 1991 a significant addition was added to bring the total building are to 61,000 square feet. The addition was added to the south and east of the 1976 structure. Key additions to the building included a large meeting room and doubling the size of both the adult and youth services department.

In 2008 the library renovated the circulation department to accommodate the use of an automated book return sorting system and a self-check-out system. Between 2008 and 2010 the library has made minor building improvements such as upgrading a meeting room to a smart room, transforming a study room into a creation station, and upgrading some shelving and finishes throughout the library.

Between 2011 and 2014, the Library completed a major renovation of most of the interior of the building. The largest exception to the renovation was a large block of staff space generally referred to as the administrative wing even though the area included many functions beyond library administration. Major improvements were made to the mechanical and electrical systems, finishes were replaced and, with the exception noted above, the internal functions of the building were reorganized.

Between 2014 and 2019, the library undertook incremental replacements of most of the roof, repaved the parking areas, repaired windows and is currently replacing the chiller.

CONDITION SUMMARIES

The focus of this portion of the study is the excel workbook documenting expected lifespan, current evaluation, evaluated lifespan, probable repair or replacement date and probable replacement cost. Brief narrative summaries of major systems or building components are provided to assist in guidance through the excel workbook and give an introduction to the overall condition of those components.

SITE ELEMENTS

The site is, or soon will be, in very good condition. The lower parking lot was just reconstructed last year (2018). The upper parking lot is already designed, permitted and budgeted for reconstruction starting this spring (2020). However, there are a few items that worth pointing out that are discussed below.

Service Drive

The largest site condition that will need attention in the near future is the rear concrete drive bordered by concrete retaining walls leading to and encompassing the lower loading area. The concrete pavement has extensive cracking (see Figures 1 and 2). Repairs should be made to these cracks to seal them from keeping water from entering the subgrade of the pavement. Eventually the concrete pavement must be replaced. The retaining walls have cracks that should be analyzed by a structural engineer to determine if they are becoming structurally deficient (see Figures 3 through 5). There may be some options to repair the wall before becoming structurally deficient. The cost to replace these walls will be extremely high.

Figure 1: Pavement cracks at Service Drive



Figure 2: Pavement cracks at Service Drive



Figure 3: Cracks at Retaining Wall



Figure 4: Cracks at Retaining Wall



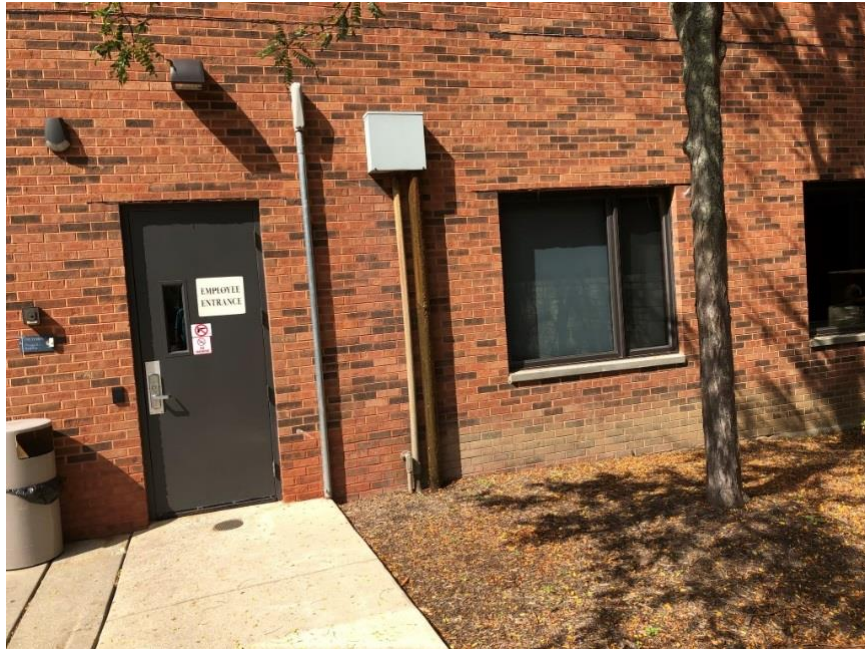
Figure 5: Cracks at Retaining Wall



Fiber Optic Conduit

There is a fiber optic steel conduit located vertically on the rear (north) wall on the lower level loading area (see below Figure 6). As described by the owner's representative, water squirts out of the top of the conduit during rainfall events. Per Figure 6, there is evidence of water on the exterior of the conduit from the corrosion of this pipe. Rainwater must be entering this conduit on the higher elevation causing head pressure to force this water out of the opening on top of the conduit riser. The upstream end of this conduit must be located and sealed to stop the water from entering the conduit.

Figure 6: Fiber Optic Conduit



Flooding

It was reported that the sidewalk along the front (west side) of the library south of the entrance drive onto Rte. 14 floods during larger rainfall events (see Figure 7). From reviewing the topographic survey, this sidewalk is the

overflow of the detention basin that straddles north and south of the entrance drive. The solution would be to try and raise this sidewalk without raising the high-water level of the detention basin. More detailed topographic surveying may be needed to properly analyze and try to correct this problem.

The Library indicated that there is a standing water issue along the sidewalk fronting Rte. 14 north of the entrance drive where recent work was done on the water main in this area (see Figure 8). Additional topographic surveying must be done in this area to determine the problem and solution.

Lake Zurich Road Realignment

The Village of Barrington and the Illinois Department of Transportation (IDOT) are in the process of refining realignment concepts for US Highway 14 (Northwest Highway) as it passes the Library. Work associated with the realignment, the reconfiguration of Lake Zurich Road as it meets USH 14, and temporary measures needed to maintain traffic flow during construction will impact storm water management, pedestrian paths landscape buffers, vehicular access associated with the Library. This includes the areas identified in the previous section on flooding. The Library should seek updates from the planning agencies responsible for the road work to understand the impact of the project including any interim road configurations as well as the final design.

Figure 7: Area of Flooding at South Sidewalk



Figure 8: Area of Flooding at North Sidewalk



ARCHITECTURAL SYSTEMS

The building shows the impact of recent investments. Architectural repairs and replacements over the past few years will not need significant work for 10 to 20 years. There are several building components that had remaining utility at the time of the 2011 renovation and have since become worn to the point of needing attention. There are also portions of the building that did not get renovated in 2011 in order to devote needed funding to higher priority spaces. These areas are noted in the system descriptions below.

Concrete, Masonry, Metals & Millwork

These systems are in generally sound condition and utility and should not need extensive repair or replacement for a significant period of time. Repairs should be anticipated in the early to mid-2030. Changes in services may cause renovation based on functional needs before the systems reach the end of their physical integrity.

Roof

Through a series of recent repair/replacement projects, the roof is in sound condition. There are number of near-term reviews needed to gauge the longevity of asphalt shingle roof systems. Although scheduled for mid-2020s repair or replacement, many of these systems should last longer.

Wood Windows

Window refinishing, repairs and in a few instances, component replacements, are being completed. Refinishing of wood window components should be planned on revolving 5-year increments to prevent significant damage to the systems.

Other Windows & Doors

Some repair and replacement of aged metal doors and frames is needed. The service zone is in particular need of repair. Exterior hardware is due to be replaced. Improvements from the existing level of security to an access control system should be considered.

Other Exterior Cladding Systems

There are a few incidental building systems that comprise the non-masonry, non-glass portions of the Library and it's out-building. The primary nearer-term concern is the routine inspection and repair or replacement of sealants.

Finishes – Exterior

Refinishing of the exterior wood should be part of a revolving 5-year cycle.

MECHANICAL SYSTEMS

Heating Ventilating & Air Conditioning Systems

The buildings Ventilation and conditioning is served by (3) Variable Air Volume AHUs located throughout the facility. Conditioned/dehumidified air is distributed from each AHU to individual zones. Each zone is provided with thermostatically controlled Terminal air box. Many of the zones Terminal air boxes are also equipped with integral hydronic reheat coil to prevent sub cooling while maintain ventilation requirements of the zone. Each AHU is provided with pre-heating coil and chilled water coil. The AHU's were installed around 6 years ago, and appear to be in very good condition and well maintained.

A (4) pipe chilled water/heating water system is distributed through the building to serve Air handling units, terminal air reheat boxes, and other unitary fan coils, unit heaters, baseboard, etc.

The heating water plant is served by (2) gas fired hot water boilers utilizing a primary and secondary hot water loop. The boilers were installed around 6 years ago and appear to be in very good condition and well maintained. Each boiler is provided with its own circulation pump in the Primary boiler loop. The Secondary loop, or building side system, is provided with (2) heating water distribution pumps. The heating water serves the AHU pre-heating water coils, reheat water coils, and other random unitary devices. All the pumps were installed/replaced during the last remodel back in 2013. The pumps may last 10 to 15 more years if well maintained.

The chilled water plant is currently under construction to replace the current chiller and cooling tower with new chiller and remote air-cooled condenser. Once this work is completed, the system should last in excess of 25 years if well maintained.

There is a Carrier i-Vu controls system in the building and appears to be in good working condition. All local unitary controls are DDC with electric actuation. There were no known issues with the current controls system.

Any remaining pneumatically controlled or actuated devices were intended to be removed in the 2019 chiller plant upgrades project.

Based on the system condition, we would anticipate that only zone level modifications would be required moving forward with any renovation work. This would include, but not limited to, adding and deleting zones based on new architectural requirements, extending new branch ductwork off main to zones and new ceiling layout, replacing existing diffusers in existing zones to match new ceiling requirement, extending and modifying any reheat water to new TAB box locations.

Plumbing Systems

There is 3" domestic water service that enters the lower mechanical room. There is a 3" RPZ backflow prevention device on the domestic water service appears to be in good working condition. The 3" water service should be more than adequate to handle any current or added fixtures for the library.

The majority of the domestic water distribution piping within the facility was replaced in the 2013 Building Renovation project. Any piping that was not replaced does not appear to have any issues. This would include piping that serves hose bibs on the exterior.

There is one central high efficiency condensing type domestic hot water heater located in the main mechanical room that serves the building. This was installed in the 2013 Building Renovation project and appears to be in good working condition.

There is a large water softener located adjacent to the domestic hot water heater. This was installed in the 2013 Building Renovation project. The vessel itself is in good working condition, but according to the owner, there has been multiple failures with the regeneration valve getting stuck and causing multiple gallons of water to be dumped to sewer main. Valve actuator was recently replaced to operate on water pressure in lieu of compressed air.

There is one large duplex sewage ejector and one large duplex sump pump located in the lower level mechanical room. These do not appear to be original but do appear to be past their useful life expectancy of (10 years).

There were two sanitary service exits identified in the building. There is an existing 4" sanitary service that leaves the North end of the building. This is original to the building and we do not recommend adding much if any additional load to this service. There is a 6" sanitary service that exists the East side of the building near the main mechanical room. We recommend that any additional plumbing fixtures that are added to the building connect to this 6" service exit.

FIRE PROTECTION

Water Service Code Changes

There is an 8" water main that enters the south end of the main mechanical room, and then transitions down to a 4" fire service, backflow preventer and risers to serve the building. This service was installed as part of the 2013 Building Renovation project. However, this single type Fire Protection service no longer meets code in Illinois and inspectors are beginning to force owners to provide combined water services. The issue is Legionella forming in stagnant "dead legs". Dedicated fire protection water services that connect to the municipal main water supply lines are essentially a large dead leg.

The fix is to make the existing fire service a combined water service with domestic water so that there is continual flow through the line avoiding any stagnant water. A new domestic water RPZ backflow preventer will be installed. The new domestic water service will back-feed the existing building's domestic water supply, and the original incoming water service will be capped off at the main, so the building's domestic water is served by a single metered entrance.

The Fire Protection piping system appears to be in excellent condition. Based on the systems condition, we anticipate that only minor

modifications will be required such as providing new sprinkler heads and arm over branch piping based on the new zoning, walls and ceiling grid to meet NFPA 13 requirements

LIGHTING

Most of the lights are in good condition with exception of the second-floor office space. The Library should consider replacing these lights with LED and providing automatic OFF sensors with manual dimming. Spaces with enough daylight will be provided with daylight harvesting system.

POWER DISTRIBUTION SYSTEM

The facility is served by a 2,000 Amp, 208/120V switchboard located on the east wall of the Mechanical Rm 132. Switchboard is served by a pad mounted utility transformer located outside, east of the Mechanical Rm.

Branch Panel Replacement

Power for lights and receptacles is distributed via branch panels located throughout the facility. Switchboard and most of the branch panels are in good condition with exception of (2) two branch panels located on the second floor in Hall 230. We recommend replacing these panels along with feeders during any renovation work.

Motor Control Center Replacement

Power to mechanical equipment is distributed via branch panels, distribution panels and motor control centers (MCC). The motor control center located in the Mechanical RM 132 is past its rated life plus majority of the loads have been removed. We recommend replacing it with standard distribution panel. For the motor loads fed from this MCC we recommend providing standalone full voltage starters or VFDs as dictated by the mechanical design.

Emergency Generator Requirements

The server room is served by a 40 KW UPS system scalable up to 100 KW. The UPS is provided with battery backup with a limited run time. The dedicated mechanical system serving data room is not backed up. In order to provide backup power for extended power outages, an emergency generator will be needed. We estimate a 180 KW natural gas generator will be required to provide backup power to UPS, mechanical system for the server room, boilers and associated hot water pumps and controls.

Fire Alarm Control System

The entire fire alarm system has been recently replaced. The system consists of the voice notification style main fire alarm control panel. This panel is located in the Entry Lobby 101. Speakers and visual notification devices along with area smoke area detectors are located throughout the facility. Pull stations are located by the exit doors. Mechanical AHUs are provided with duct smoke detectors and local shutdown relays. Devices located in the second-floor offices will need to be rearranged during any renovation work.

FURNISHINGS

Furnishings in the building are generally in good condition. The high standard to which the Library maintains both the building and its contents is evident in the condition of most of the furnishings. This is especially true given the very high level of use seen by the building. Having noted this general condition, there are exceptions that can be addressed. For the most part, the exceptions relate to soil build up and abrasion of certain materials. There are methods to clean fabrics and furnishings that can be explored on an as need basis. There is also the possibility of accelerating a refinishing or reupholstering schedule beyond that shown in this study. Most of the furnishings have been scheduled for a refinishing / reupholstering or replacement based on loss of physical integrity basis. The Library's expectations for quality suggest that some of these replacements should be scheduled on a "loss of aesthetic value" basis.

After 20 years, wholesale replacement should be considered both as a function of condition and in review of fit with prevailing use patterns in 2034.

In the interim, averaging the repair and replacement costs into a proactive series of furniture projects will keep the building attractive, and functional and even out the replacement costs. The cost to address the 10-year lifespan furnishings is substantial. An annual program of \$260,000 per year over the next 5 years will offset a \$1,300,000 effort in 2024. Similar strategies can be assessed for the 2025 to 2029 and 2030 to 2034 planning periods.

Calendar Year	3 Function	4 Aesthetics	Sum	Average of 5 Year Total
2020	\$85,419	\$185,722	\$271,141	\$259,468
2021	\$0	\$0	\$0	\$259,468
2022	\$0	\$0	\$0	\$259,468
2023	\$0	\$0	\$0	\$259,468
2024	\$960,872	\$65,325	\$1,026,197	\$259,468
5 Year Group	\$1,046,291	\$251,047	\$1,297,338	\$1,297,338
2025	\$3,881	\$0	\$3,881	\$4,011
2026	\$0	\$0	\$0	\$4,011
2027	\$0	\$0	\$0	\$4,011
2028	\$7,437	\$0	\$7,437	\$4,011
2029	\$8,735	\$0	\$8,735	\$4,011
5 Year Group	\$20,053	\$0	\$20,053	\$20,053
2030	\$50,005	\$0	\$50,005	\$142,818
2031	\$0	\$0	\$0	\$142,818
2032	\$0	\$0	\$0	\$142,818
2033	\$0	\$0	\$0	\$142,818
2034	\$664,084	\$0	\$664,084	\$142,818
5 Year Group	\$714,089	\$0	\$714,089	\$714,089
TOTAL	\$1,780,433	\$251,047	\$2,031,480	\$2,031,480

SUMMARY OF ANTICIPATED COSTS

This report consists of several parts. The initial component is a *Capital Repair Schedule*. This is an assessment of the remaining life of the various large scale or complex components that constitute the building’s shell, mechanical and electrical systems, and interior finishes. This assessment reflects the recent renovations and repairs.

It is important to note that the Schedule extends well past reasonable planning horizons and, by virtue of the impact of assumed rates of escalation in construction costs, can quickly become artificially inflated. Of limited value for financial planning purposes, these longer-range schedules are provided to facilitate future efforts to manage the longer-range items as they enter a more reasonable planning window.

Summary of Prioritized Costs

Within each year, the compiled data is sorted by Priority to identify the relative urgency for various repairs. The prioritization categories used in this Study are:

- Level 1 - Life Safety issue: health or safety is at risk. These must be addressed as the items in question near their point of failure.
- Level 2 - Building Integrity issue: significant on-going damage to building is possible. These items should be addressed without delay as they fail in order to maintain the physical integrity of the structure and prevent accelerating deterioration.
- Level 3 - Functionally Obsolete: The component or system no longer performs at a level sufficient to meet its intended purpose, generally worn out or outdated. These should not be deferred any longer than necessary. Some items will, if left unattended, impair the utility and effectiveness of Library operations, increase operating expenses, cause additional and accelerated wear of other building components or systems, and, potentially, jeopardize the health of occupants.
- Level 4 - Aesthetically Obsolete: Worn, dated, unattractive and thus reducing the effectiveness of the space. Many of the repairs in Level 4 – Aesthetic obsolescence, while impactful to a patron’s library

experience are not truly required to be remedied until the deterioration impacts performance. An example is carpet. Carpet is typically considered to have “uglied-out” before it has frayed or delaminated to the point where it is a tripping hazard. Once it has become a tripping hazard, it is reclassified as a safety issue.

Table 2 | Capital Repairs & Maintenance by Priority through 2113

Priority		CR	M	FF&E
1	Life Safety Issue	\$43,750	\$0	\$0
2	Building Integrity At Risk	\$1,114,741	\$96,821	\$0
3	Functionally Obsolete	\$1,955,819	\$87,996	\$1,805,671
4	Aesthetically Obsolete	\$2,412,956	\$69,369	\$245,638
		\$5,527,265	\$254,186	\$2,051,309

Table 3 | Capital Repairs & Maintenance by System through 2113

		CR	M	FF&E
03	Concrete	\$0	\$1,625	\$0
04	Masonry	\$392,271	\$28,413	\$0
05	Metals	\$227,171	\$6,670	\$0
06	Wood	\$421,847	\$0	\$0
07	Thermal & Moisture	\$57,768	\$10,684	\$0
07R	Roof	\$1,729,220	\$55,910	\$0
07W	Wood Windows	\$485,090	\$24,833	\$0
08	Metal Doors & Windows	\$597,868	\$43,723	\$0
09	Finishes	\$1,461,328	\$65,249	\$0
10	Specialties	\$124,789	\$11,910	\$0
11	Equipment	\$404,406	\$5,501	\$0
12	Furnishings	\$246,205	\$0	\$2,051,309
13	Special Construction	\$0	\$0	\$0
14	Conveying Devices	\$186,310	\$0	\$0
21	Fire Protection	\$43,750	\$0	\$0
22	Plumbing	\$1,242,211	\$38,843	\$0
23	HVAC	\$1,175,897	\$89,692	\$0
26	Electrical	\$787,682	\$12,522	\$0
27	Technology	\$0	\$0	\$0
28	Electronic Security	\$0	\$0	\$0
31	Earthwork	\$0	\$0	\$0
32	Site	\$764,693	\$2,321	\$0
33	Utilities	\$0	\$0	\$0
		\$10,348,507	\$397,897	\$2,051,309

A TWENTY YEAR PLAN

It is important to note that in addition to the Capital Repairs, Major Maintenance items are also anticipated. Though below the threshold to be considered a capital cost, these major repairs can, in aggregate, become a financial burden on the Library if they are unexpected.

The *Capital Repairs Summary* and the *Maintenance Summary* are limited to 20-year planning horizons. This limits the cumulative impact of the presumptive escalation rate. The likely costs for each year are calculated and then grouped into 5-year windows to acknowledge that the replacement year is an indicator of a range of probable replacement dates and not an absolute point of system or component failure. This also allows the Library to consider grouping similar projects together into larger, more cost-effective repair efforts, and a potential reduction in the amount of time that the Library is impacted by repair efforts.

These schedules represent a conservative look at the Library's potential financial need. As such it is likely that the actual reserves needed to protect the community's resource and the investment in the building will be less than the totals shown.

With this in mind, we recommend that the Library consider its risk tolerance, its ability to address capital reserve shortfalls, and formulate a plan to fund both the capital repairs and the major maintained items scheduled at something between 80 percent and 100 percent of the amounts identified herein.

Table 4 | Capital Repairs, Maintenance & Furnishings by Year through 2039

SUMMARY	1 Life Safety	2 Building Integrity	3 Functional Obsolescence	4 Aesthetic Obsolescence	Sum of Groups 1-4	Annual Average of 5-year Total
2020	\$45,063	\$225,416	\$85,419	\$409,944	\$765,841	\$585,976
2021	\$0	\$3,448	\$0	\$0	\$3,448	\$585,976
2022	\$0	\$23,903	\$0	\$0	\$23,903	\$585,976
2023	\$69,641	\$9,874	\$246,205	\$379,907	\$705,626	\$585,976
2024	\$0	\$404,863	\$960,872	\$65,325	\$1,431,060	\$585,976
5 Year Group	\$114,703	\$667,504	\$1,292,496	\$855,176	\$2,929,879	\$2,929,879
2025	\$0	\$39,590	\$3,881	\$0	\$43,471	\$234,991
2026	\$0	\$5,285	\$28,370	\$0	\$33,655	\$234,991
2027	\$0	\$675,347	\$0	\$0	\$675,347	\$234,991
2028	\$0	\$0	\$87,681	\$0	\$87,681	\$234,991
2029	\$0	\$326,068	\$8,735	\$0	\$334,803	\$234,991
5 Year Group	\$0	\$1,046,289	\$128,667	\$0	\$1,174,956	\$1,174,956
2030	\$0	\$0	\$81,151	\$0	\$81,151	\$771,552
2031	\$0	\$5,347	\$160,398	\$0	\$165,745	\$771,552
2032	\$0	\$111,765	\$0	\$0	\$111,765	\$771,552
2033	\$0	\$323,694	\$1,229,995	\$1,069,590	\$2,623,280	\$771,552
2034	\$0	\$211,738	\$664,084	\$0	\$875,821	\$771,552
5 Year Group	\$0	\$652,543	\$2,135,628	\$1,069,590	\$3,857,761	\$3,857,761
2035	\$0	\$0	\$38,112	\$0	\$38,112	\$257,615
2036	\$0	\$0	\$0	\$0	\$0	\$257,615
2037	\$0	\$0	\$0	\$0	\$0	\$257,615
2038	\$0	\$108,279	\$219,188	\$186,310	\$513,777	\$257,615
2039	\$0	\$686,067	\$16,255	\$33,865	\$736,187	\$257,615
5 Year Group	\$0	\$794,346	\$273,555	\$220,175	\$1,288,076	\$1,288,076
TOTAL	\$114,703	\$3,160,682	\$3,830,346	\$2,144,941	\$9,250,672	\$9,250,672

Table 5 | Capital Repairs by Year through 2039

SUMMARY OF CR COSTS	1 Life Safety	2 Building Integrity	3 Functional Obsolescence	4 Aesthetic Obsolescence	Sum of Groups 1-4
2020	\$45,063	\$187,460	\$0	\$190,067	\$422,590
2021	\$0	\$0	\$0	\$0	\$0
2022	\$0	\$23,903	\$0	\$0	\$23,903
2023	\$69,641	\$0	\$246,205	\$361,471	\$677,317
2024	\$0	\$341,174	\$0	\$0	\$341,174
5 Year Group	\$114,703	\$552,538	\$246,205	\$551,538	\$1,464,985
2025	\$0	\$39,590	\$0	\$0	\$39,590
2026	\$0	\$0	\$28,370	\$0	\$28,370
2027	\$0	\$675,347	\$0	\$0	\$675,347
2028	\$0	\$0	\$80,244	\$0	\$80,244
2029	\$0	\$317,500	\$0	\$0	\$317,500
5 Year Group	\$0	\$1,032,437	\$108,614	\$0	\$1,141,051
2030	\$0	\$0	\$31,145	\$0	\$31,145
2031	\$0	\$0	\$160,398	\$0	\$160,398
2032	\$0	\$111,021	\$0	\$0	\$111,021
2033	\$0	\$323,694	\$1,229,995	\$1,051,817	\$2,605,507
2034	\$0	\$195,720	\$0	\$0	\$195,720
5 Year Group	\$0	\$630,435	\$1,421,539	\$1,051,817	\$3,103,791
2035	\$0	\$0	\$38,112	\$0	\$38,112
2036	\$0	\$0	\$0	\$0	\$0
2037	\$0	\$0	\$0	\$0	\$0
2038	\$0	\$108,279	\$219,188	\$186,310	\$513,777
2039	\$0	\$686,067	\$16,255	\$33,865	\$736,187
5 Year Group	\$0	\$794,346	\$273,555	\$220,175	\$1,288,076
TOTAL	\$114,703	\$3,009,756	\$2,049,913	\$1,823,530	\$6,997,902

Table 6 | Capital Repairs - Building Exterior by Year through 2039

SUMMARY	Masonry	Metals	Wood	Thermal & Moisture	Roof	Wood Windows	Metal Doors & Windows
2020	\$104,288	\$0	\$0	\$0	\$0	\$18,991	\$45,320
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022	\$0	\$0	\$0	\$23,903	\$0	\$0	\$0
2023	\$0	\$69,641	\$0	\$0	\$0	\$0	\$0
2024	\$0	\$0	\$0	\$0	\$0	\$145,634	\$11,593
5 Year Group	\$104,288	\$69,641	\$0	\$23,903	\$0	\$164,624	\$56,913
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 Year Group	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2030	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2031	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2032	\$0	\$0	\$0	\$0	\$0	\$0	\$111,021
2033	\$0	\$0	\$421,847	\$0	\$0	\$0	\$323,694
2034	\$0	\$0	\$0	\$0	\$0	\$195,720	\$0
5 Year Group	\$0	\$0	\$421,847	\$0	\$0	\$195,720	\$434,715
2035	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2036	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2037	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2038	\$0	\$0	\$0	\$0	\$31,563	\$0	\$0
2039	\$129,984	\$0	\$0	\$33,865	\$430,785	\$125,299	\$0
5 Year Group	\$129,984	\$0	\$0	\$33,865	\$462,348	\$125,299	\$0
TOTAL	\$234,271	\$69,641	\$421,847	\$57,768	\$462,348	\$485,643	\$491,628

Table 7 | Capital Repairs - Building Interior by Year through 2039

SUMMARY	Finishes	Specialties	Equipment	Furnishings (Architectural Walls)	Special Construction	Conveying Devices	
2020	\$104,320	\$0	\$0	\$0	\$0	\$0	
2021	\$0	\$0	\$0	\$0	\$0	\$0	
2022	\$0	\$0	\$0	\$0	\$0	\$0	
2023	\$313,356	\$0	\$48,116	\$246,205	\$0	\$0	
2024	\$183,948	\$0	\$0	\$0	\$0	\$0	
5 Year Group	\$601,623	\$0	\$48,116	\$246,205	\$0	\$0	
2025	\$0	\$0	\$0	\$0	\$0	\$0	
2026	\$0	\$0	\$0	\$0	\$0	\$0	
2027	\$0	\$0	\$0	\$0	\$0	\$0	
2028	\$0	\$0	\$0	\$0	\$0	\$0	
2029	\$0	\$0	\$0	\$0	\$0	\$0	
5 Year Group	\$0	\$0	\$0	\$0	\$0	\$0	
2030	\$0	\$0	\$0	\$0	\$0	\$0	
2031	\$0	\$0	\$0	\$0	\$0	\$0	
2032	\$0	\$0	\$0	\$0	\$0	\$0	
2033	\$862,743	\$124,789	\$0	\$0	\$0	\$0	
2034	\$0	\$0	\$0	\$0	\$0	\$0	
5 Year Group	\$862,743	\$124,789	\$0	\$0	\$0	\$0	
2035	\$0	\$0	\$0	\$0	\$0	\$0	
2036	\$0	\$0	\$0	\$0	\$0	\$0	
2037	\$0	\$0	\$0	\$0	\$0	\$0	
2038	\$0	\$0	\$0	\$0	\$0	\$186,310	
2039	\$0	\$0	\$0	\$0	\$0	\$0	
5 Year Group	\$0	\$0	\$0	\$0	\$0	\$186,310	
TOTAL	\$1,464,367	\$124,789	\$48,116	\$246,205	\$0	\$186,310	

Table 8 | Capital Repairs - MEP Systems & Site by Year through 2039

SUMMARY	Fire Protection	Plumbing	HVAC	Electrical	Technology	Electronic Security	Site
2020	\$45,063	\$0	\$0	\$0	\$0	\$0	\$104,609
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 Year Group	\$45,063	\$0	\$0	\$0	\$0	\$0	\$104,609
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$39,590
2026	\$0	\$28,370	\$0	\$0	\$0	\$0	\$0
2027	\$0	\$0	\$0	\$0	\$0	\$0	\$675,347
2028	\$0	\$0	\$80,244	\$0	\$0	\$0	\$0
2029	\$0	\$0	\$0	\$0	\$0	\$0	\$317,500
5 Year Group	\$0	\$28,370	\$80,244	\$0	\$0	\$0	\$1,032,437
2030	\$0	\$0	\$31,145	\$0	\$0	\$0	\$0
2031	\$0	\$0	\$0	\$160,398	\$0	\$0	\$0
2032	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2033	\$18,907	\$18,907	\$456,471	\$378,147	\$0	\$0	\$0
2034	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 Year Group	\$18,907	\$18,907	\$487,616	\$538,546	\$0	\$0	\$0
2035	\$0	\$0	\$38,112	\$0	\$0	\$0	\$0
2036	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2037	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2038	\$0	\$0	\$219,188	\$0	\$0	\$0	\$76,716
2039	\$0	\$0	\$16,255	\$0	\$0	\$0	\$0
5 Year Group	\$0	\$0	\$273,555	\$0	\$0	\$0	\$76,716
TOTAL	\$63,970	\$47,277	\$841,415	\$538,546	\$0	\$0	\$1,213,763

Table 9 | Maintenance by Year through 2039

SUMMARY OF M COSTS	1 Life Safety	2 Building Integrity	3 Functional Obsolescence	4 Aesthetic Obsolescence	Sum of Groups 1-4
2020	\$0	\$37,956	\$0	\$34,155	\$72,110
2021	\$0	\$3,448	\$0	\$0	\$3,448
2022	\$0	\$0	\$0	\$0	\$0
2023	\$0	\$9,874	\$0	\$18,436	\$28,309
2024	\$0	\$63,689	\$0	\$0	\$63,689
5 Year Group	\$0	\$114,966	\$0	\$52,591	\$167,557
2025	\$0	\$0	\$0	\$0	\$0
2026	\$0	\$5,285	\$0	\$0	\$5,285
2027	\$0	\$0	\$0	\$0	\$0
2028	\$0	\$0	\$0	\$0	\$0
2029	\$0	\$8,567	\$0	\$0	\$8,567
5 Year Group	\$0	\$13,852	\$0	\$0	\$13,852
2030	\$0	\$0	\$0	\$0	\$0
2031	\$0	\$5,347	\$0	\$0	\$5,347
2032	\$0	\$743	\$0	\$0	\$743
2033	\$0	\$0	\$0	\$17,773	\$17,773
2034	\$0	\$16,018	\$0	\$0	\$16,018
5 Year Group	\$0	\$22,108	\$0	\$17,773	\$39,881
2035	\$0	\$0	\$0	\$0	\$0
2036	\$0	\$0	\$0	\$0	\$0
2037	\$0	\$0	\$0	\$0	\$0
2038	\$0	\$0	\$0	\$0	\$0
2039	\$0	\$0	\$0	\$0	\$0
5 Year Group	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$107,554	\$112,687	\$36,209	\$256,450

Table 10 | Furnishing Costs by Year through 2034

SUMMARY	1 Life Safety	2 Building Integrity	3 Functional Obsolescence	4 Aesthetic Obsolescence	Sum of Groups 1-4	Annual Average of 5-year Total
2020	\$0	\$0	\$85,419	\$185,722	\$271,141	\$259,468
2021	\$0	\$0	\$0	\$0	\$0	\$259,468
2022	\$0	\$0	\$0	\$0	\$0	\$259,468
2023	\$0	\$0	\$0	\$0	\$0	\$259,468
2024	\$0	\$0	\$960,872	\$65,325	\$1,026,197	\$259,468
5 Year Group	\$0	\$0	\$1,046,291	\$251,047	\$1,297,338	\$1,297,338
2025	\$0	\$0	\$3,881	\$0	\$3,881	\$4,011
2026	\$0	\$0	\$0	\$0	\$0	\$4,011
2027	\$0	\$0	\$0	\$0	\$0	\$4,011
2028	\$0	\$0	\$7,437	\$0	\$7,437	\$4,011
2029	\$0	\$0	\$8,735	\$0	\$8,735	\$4,011
5 Year Group	\$0	\$0	\$20,053	\$0	\$20,053	\$20,053
2030	\$0	\$0	\$50,005	\$0	\$50,005	\$142,818
2031	\$0	\$0	\$0	\$0	\$0	\$142,818
2032	\$0	\$0	\$0	\$0	\$0	\$142,818
2033	\$0	\$0	\$0	\$0	\$0	\$142,818
2034	\$0	\$0	\$664,084	\$0	\$664,084	\$142,818
5 Year Group	\$0	\$0	\$714,089	\$0	\$714,089	\$714,089
TOTAL	\$0	\$0	\$1,780,433	\$251,047		\$2,031,480

PART 2 | FACILITY IMPROVEMENTS

The Barrington Area Library strives for excellence in all aspects of library service to the District. Part of this is understanding the role of the library building as a tool for delivering that service and understanding that the space within the building is one of the services. The current facility is recognized as a “game changing” approach to public library space. There are numerous innovative environments and approaches to blending service and space that have been emulated throughout the metropolitan area. As with any building that embodies a new paradigm, there is the need to evaluate the experimental elements of the design and calibrate the space to actual use. After five years of use, there is much to be learned by direct observation and from patron feedback. This Updated Strategic Facilities Plan looks at the effectiveness of the recent renovations to the existing building, evaluates emerging service patterns, builds on customer feedback, revisits secondary priorities from the 2015 plan, and makes recommendations for physical improvements that support patron use of the facility. This update was crafted to be a balance of pragmatic improvements to the building along with an open-minded assessment of missing services or spaces. The intent was to make effective “lessons learned” improvements without a wholesale renovation.

An initial group of challenges to be addressed includes both the public spaces and the staff work areas. In the public areas, an initial set of challenges included

- mitigation of noise from the Youth Services area into the technology area, perhaps by introducing additional technology environments to support a broader range of user needs (active or group computing separate from quiet, individual, reflective computing);
- identification or creation of comfortable places to linger and read;
- accommodation of needs/preferences of older customers;
- marking the genealogical and archival collections/services with some form of space or place-making elements;
- underutilization of teen space, including an assessment of space use patterns created by teen customers, consideration of dedicated or

blended space options to serve teen customers, and location of teen services with respect to other services;

- growth in the role of hands-on learning and activity services, the size, location, and capabilities of the existing maker spaces;
- wayfinding through the building;
- better accommodation of nursing mothers; and
- second priority improvements from the 2010 Master Plan that did not get included in the recent renovation projects such as renovation of staff lunchroom.

In the staff areas, the initial set of challenges included:

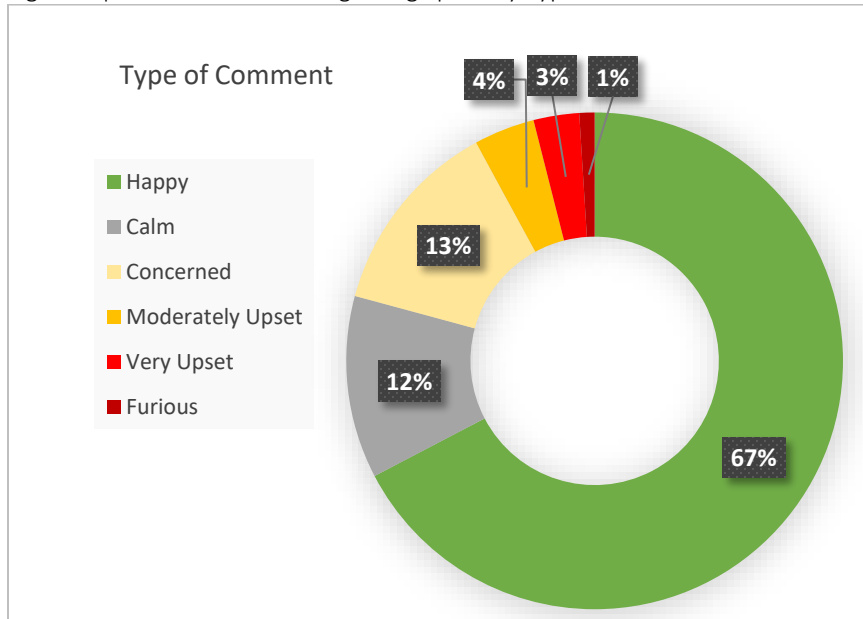
- visibility of the relatively hidden of administrative suite;
- inefficiency of the bifurcated digital services department;

FACILITY PERFORMANCE ASSESSMENTS

Public Comment

The Library has gathered public comment on a variety of topics. The focus of this analysis is of course to address shortcomings and thus the analysis highlights deficiencies. It is important to note that there are significant comments offered by the public extolling the virtues of both the building and the services offered. The Facility Assessment seeks to remedy the shortcomings without undermining the qualities that make the building a unique environment.

Figure 9 | Public Comments Regarding Space by Type



The relatively small number of complaints or concerns does not diminish their significance.

The single furious comment related to the ease of identifying whether a room was occupied by those who had signed the space out:

ELA library has a system where the librarian hands you a bright orange card with the name of the room on it after you sign up to use a room. When they walk around they must look for those orange cards to know if you actually booked the room or not. Its kinda nice to know that. When I need a room I can look around and figure out if a space is actually available or if someone just snuck in and took it.

The three Very upset comments related to acoustics and access to technology:

Customer was angry about the kids in youth services being loud. She was sitting by computers in tech area. Wanted us to go tell them to be quiet.

Customer (who I believe has a card at Schaumburg) was very upset that he could hear the conversation in the bar from study room A. He did not mention it until he was leaving, so there was no opportunity to do anything to help fix the situation for him. He seems particularly unhappy that we spent money for a renovation and still have these issues. As he talked more, it sounded as if the issue was actually that he had suggested we get cable locks for the study room doors and we declined to do so. The customer seemed less angry when he left (venting about it seemed to help) but was not willing to do a pink slip.

A child with special needs who is a regular visitor to YS was upset because the iPads were not in the department. The mom was not upset, but the child was. I explained that the iPads would be back on Monday.

The two topics recur within the 17 comments in the Moderately Upset and Concerned groups of comments. Seven of the 17 comments (41%) were about acoustics.

A female patron walked up to desk wanting to know why we allow children to use the computers in the Bus Tech area. She commented how the library spent a lot of money for a designated children's area and yet there are children using the computers in the adult section. She seemed quite upset, mentioning how she didn't like the children's chattering and how she didn't like this new library set-up.

"Are there computers in any quieter areas? It got so loud down here." In reference to a tutoring group working in the Forum.

The customer was concerned about the noise level in Youth services and some of the aspects of the space design, such as the slide and the iPads.

Adult customer commented on the large number of kids using the computers in Bus Tech area. Suggested kids use computers only in the YS area to leave computers available for adults.

Customer commenting on the loudness of the Bus Tech area where he is trying to work on the computer suggests putting at least some computers upstairs where it is quiet.

Would like more sound proof walls in youth area. When out in café area, he says he can hear lots of noise coming from there. Suggest maybe doors put in.

The Calm group of comments included several suggestions covering a wide array of topics.

A customer said, "Do you ever change the interactive floor to the fish pond/ ocean scene?" I said we change it every couple of months.

Elderly customer requested that we look into getting a garbage can near the return machines to prevent having to walk to the trash cans to throw old receipts away.

It would be nice to have a hook to hang a coat on in the restroom so that you can wash your hands without getting your coat sleeves wet or trying to hang onto your coat with your elbows as you're washing. (Note from Head of Operations: we have done this.)

Customer requests charging stations for her phone

Customer requested a self-check for upstairs.

The customer loves our library, however, she would like a space that is quiet. She commented that upstairs is not quiet and that children run around and make a lot of noise.

A patron was looking for a recycling place in YS department

A mother with a new infant asked me if we had a nursing area so she could feed her baby privately.

"If there is a way to be able to enter multiple dates/data on the reservations system (Evanced) without have to re-enter one's library card each time that would be helpful.

An older female patron was quite winded from her walk from the car park and made comment it would be nice to have a chair here. She waited for some time in the atrium area before continuing into the library. She did have a cane.

"You need a sign!" after receiving directions to the restroom.

The plugs in the floor beneath the tables in the meeting room are either missing or broken and they've been like that for a while. Wish you'd get them fixed.

"Those benches bleacher things they have over there are so dumb. It'd be way better if there was, like, a long desk."

Customer said "it would be nice" if we had coat hooks in the youth services area.

Customer would like coat racks in meeting rooms when they have big events.

Staff Assessment

To establish a foundation for the updated facilities master plan for the Barrington Area Library District, the Engberg Anderson study team returned to the 2011 facilities master plan the team had completed for the library. That study identified possible improvements to make in the building, existing services to enhance, and new services to introduce. In concert with the library's management team, the EA study team arranged those "decision packages" in priority order, and those priorities became the basis for the 2012 remodeling project.

In 2019, the EA study team repeated that earlier process, seeding a list of potential new priorities with the elements from the prior master plan that were not incorporated into the prior remodeling project. Some of the unrealized possibilities identified in 2011 had a lower priority, some were explored but were challenging to implement, or fell beyond the scope of that project's budget. For example, one of the possibilities identified for

the 2012 remodeling was a reconfiguration of the administrative areas. In 2012, a choice was made to emphasize improvements to the public service spaces, and a possible remodel of the administrative offices slid beyond the scope of the renovation budget. "Carry-overs" such as this formed the initial core of a list of updated priorities for 2019.

In discussions with the library director in preparation for the facilities master plan study additional potential priorities emerged, and these were added to the mix for consideration. For example, a high priority identified in the 2012 study was to increase the visibility and accessibility of the library's technology for public use. As part of the 2012 remodeling plan, the technology stations were moved into a prominent location easily viewed from the entry. But that new location proved unexpectedly problematic owing to a proximity to the children's department. Activities in the children's department sometimes disturbed library users at the technology stations. Staff had acquired an interest in exploring strategies to resolve that concern.

Starting from this input, a preliminary list of priorities was prepared and conveyed to the library's management staff. This was the focus of a discussion with library managers at which time, additional possible priorities were identified.

At the following planning meeting with the managers, the managers were presented with a randomized list of possible renovation priorities and asked individually to rank each according to the same four-point scale that has been used to establish priorities in the 2011 master plan study:

- 3 = mission critical
- 2 = important
- 1 = deferrable
- 0 = not important

Managers' individual scores were combined to produce the following ranking list, which guided the study team's efforts to develop new strategies for remodeling the library's existing space:

The highest priority issues are summarized in the following table.

Figure 10 | Staff Prioritization of Key Issues

Concept	Score
Feature curated collections in multiple locations	18
Make better accommodations for nursing mothers	15
Create quiet space for adult computing	15
Increase the visibility of new material display	14
Create a huddle space for staff	13
Rethink the technology bar	12
Rethink the young adult game room	12
Rethink the underutilized young adult / teen space	12
Create a space for quiet reading	12
Improve the staff break room	12
Improve wayfinding throughout the building	10
Expand young adults	10
Create more small group study rooms	10
Improve visibility of administrative area (board room)	8

Other issues that did not receive significant scores included

- Touch points for roving staff
- Better support for craft oriented "maker" capabilities
- Accommodate needs / preferences of older customers
- Recombine split digital services department
- Identify / create comfortable places to linger and read
- Added self-check deeper in the adult department
- Plug 'n' play check-out capabilities
- Create place-making presence for genealogy / archival collections

A review of the high priority issues allowed the planning team to consider the decisions that led to the current building configuration. The goal was to be sure that in addressing shortcomings, the goals of the original plan could be considered and reevaluated rather than lost by virtue of an overly narrow focus.

Feature curated collections in multiple locations In the case of the “feature curated collections” and “increase the visibility of new material display”, these items are a response to points of emphasis in the 2014 renovation. The emphasis on new and non-traditional service resulted in a plan that located some of the more traditional elements, such as collection display, in secondary locations. Some of this was intentional, some of it a reflection of the limited space available on the first floor of the building. While the Library does want to continue to present emerging services, there is a desire to provide space that reflects a “value added” element to Library’s curation of print and other physical collections. Special presentation areas and methods will be developed to increase awareness of materials that are of interest in the community.

Create quiet space for adult computing There are number of elements that relate to the placement of certain activities within the building. The centralization of all computing in a “business, technology, maker” zone adjacent to Youth Services has left those needing a quiet computing environment or workspace in a less than ideal environment. Defining multiple computing zones, for individual, group, quiet and collaborative uses would meet the needs of a more of the user population.

Rethink the underutilized young adult / teen space There are related aspects to the various items related to teen and young adult spaces. Following some discussion of whether the challenges are related more to space size, location, amenities and service or to the broad and varying nature of use by users that are not a homogenous in their needs or preferences, the exploration of various space related improvements attempted to think of the itemized challenges and both spatial and behavioral in nature.

Observations

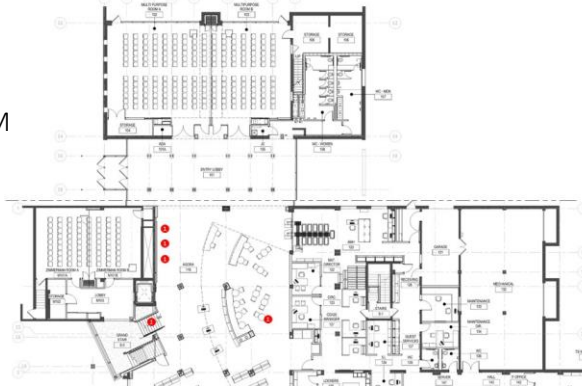
The use patterns of various user groups was mapped over two days. This mapping was used to determine shifts in space use over the course of a day. The time spent in the various public areas allowed the planning team

a rough equivalent to the typical customer's experience of the environments. Customer locations were mapped at 10:00 am, 12:00 pm, 2:30 pm, 4:30 pm and 6:30 pm in July (summer hours) and September (school being back in session). While this limited set of observations cannot fully describe the range and intensity of uses experienced with in each zone of the building, it did offer enough background to advance the discussion of space use and fluctuations in user profile over time. The figures on the following pages illustrate the observations of the planning team.

Figure 11 | First Floor East Mapping

- Adult
- Senior
- Baby
- Child
- Teen

10:00AM



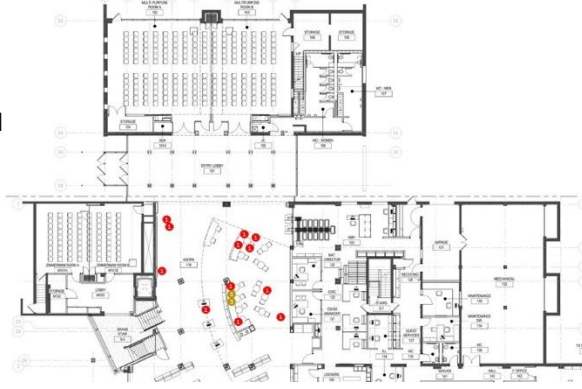
- Adult
- Senior
- Baby
- Child
- Teen

12:00PM



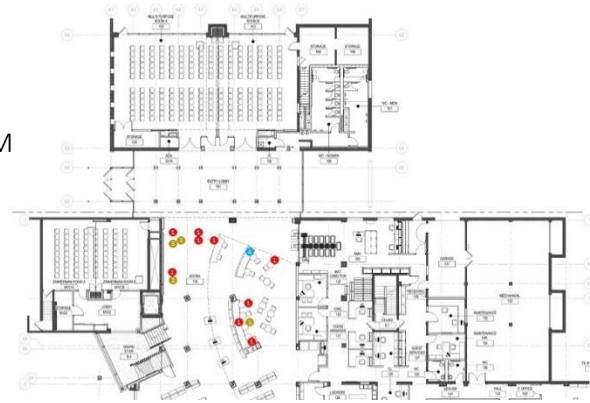
- Adult
- Senior
- Baby
- Child
- Teen

2:30PM



- Adult
- Senior
- Baby
- Child
- Teen

4:30PM



- Adult
- Senior
- Baby
- Child
- Teen

6:30PM



Figure 12 | First Floor West Mapping

The mapping clearly illustrates the frustrations derived from the proximity and intensity of use in the Youth Services (YS) area and the Technology Center (TC). Quieter, focused, individual activities of TC are in close proximity to the energetic group activities in YS. Each group is following its natural behavior patterns in spaces that are too close and too open to provide adequate acoustic separation. This conflict is particularly strong in the mornings. In afternoon and evening hours, the TC user profile shifts to a younger group engaged in more collaborative and active uses of the space.

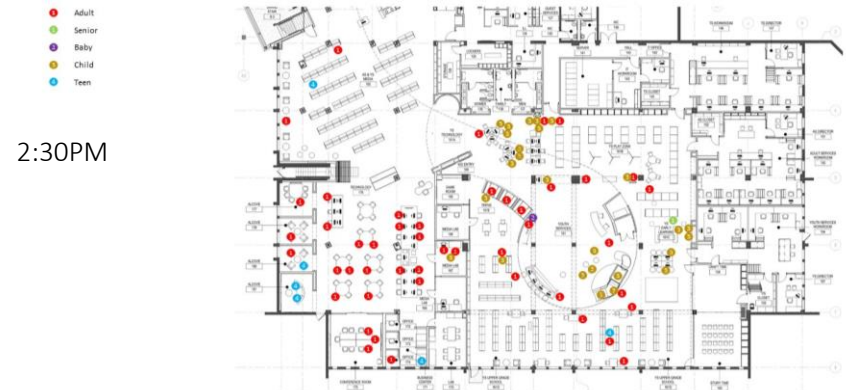
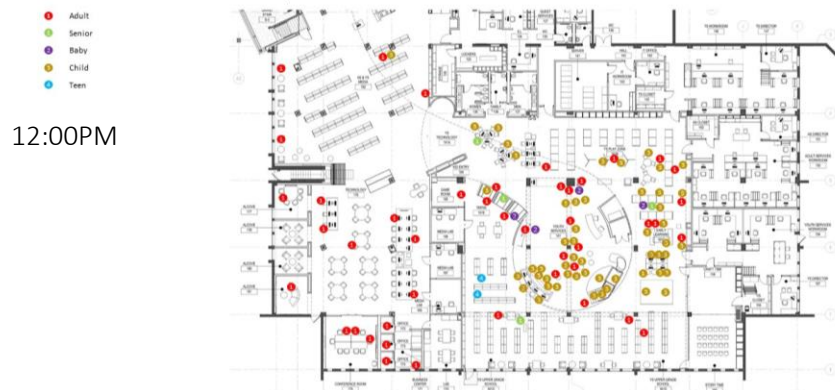
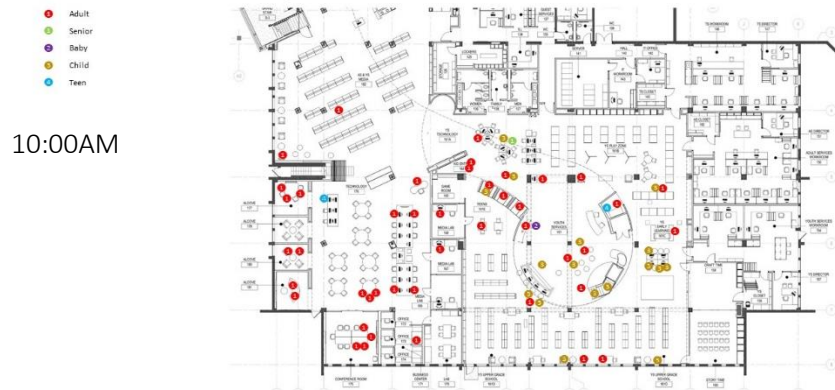
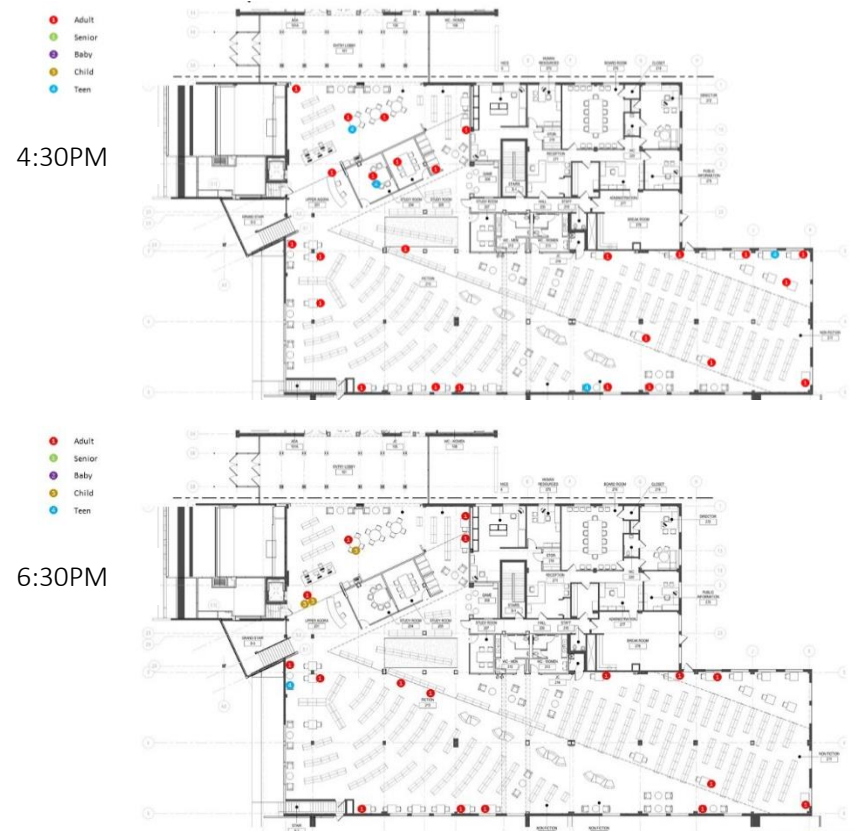
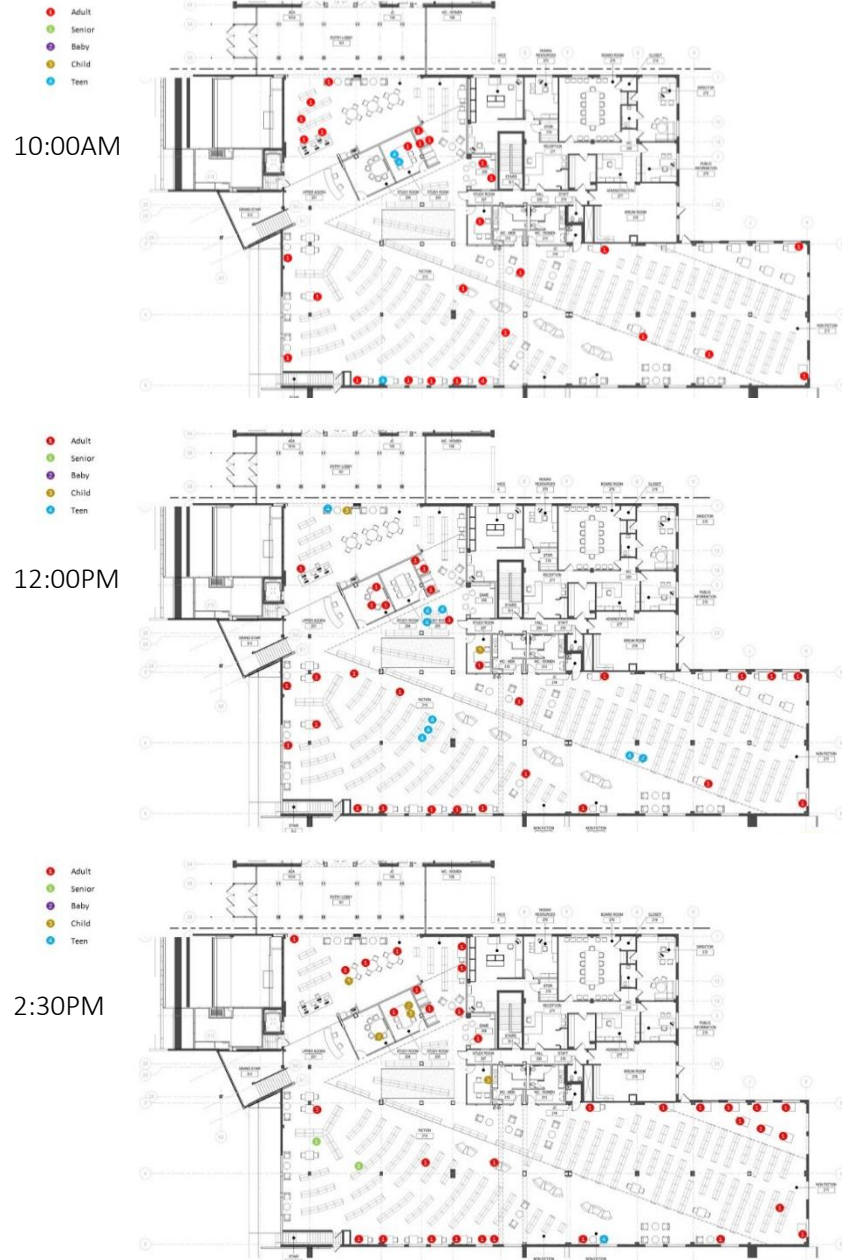


Figure 13 | Second Floor Mapping



Facility Evaluation

This evaluation is for effectiveness in support of library service. An evaluation of physical integrity is included in the Capital Repair section of the study.

Staff Space

In general the building is quite efficient. There are portions of the overall area (staff zones primarily) that are intentionally constrained so as to maximize the amount of floor area devoted to public service. This approach has pragmatic limits in that the staff areas are essential in maintaining the utility of the public zones. Given the evolving nature of staffing patterns, the space allocations made in the 2014 renovation have held up well. There remains a need to

- Bring the larger Technology Services staff together – they are currently split and in “found space” – which does not support coordination or collaboration. Neither space is close to the technology zone of the building
- Support Build Services with an additional office – space was claimed for other uses in the 2014 renovation. This limits the effectiveness of the whole facilities management team.
- Develop an additional office related to Public Services – the structure of public service staffing has evolved to include an additional position needing an enclosed work environment.
- Create a staff teaming zone (huddle zone) for group projects or meetings. Staff work zones are scaled for the individuals in the work rooms to complete individual tasks. Small and larger group coordination meetings and projects currently need to occur in public spaces or in spaces that are not supportive of collaboration.

There are a number of remnant staff spaces left incomplete at the end of the 2014 renovation project. These are generally referred to as the administrative suite even though only a fraction of the space is used to support the administrative staff. Graphics, Digital Services, and the staff support spaces of lunch room, restrooms and supply storage are also

occupants of this area. While inefficient in the current arrangement, and less than ideal in supporting staff, the biggest challenge is the location of the Board Room deep within the “administrative” suite. In many ways, use of this room for Board functions is not in the spirit of open, accessible government.

Public Space

As noted in the section on Public Comment, the building has a number of areas where acoustic bleed from one space to another limits the effectiveness of one or more spaces. This is a combination of multiple factors including the openness of the space (promoting wayfinding and patron exploration), the location of the most frequently used spaces adjacent to one another on the first floor (easing wayfinding and minimizing travel distance), and grouping of all technology, whether individual or collaborative, into one location (to ease customer access to support staff). The overall combination of original goals has resulted in a lack of quiet computing space.

The Youth Services area lacks a quiet space. One use of the quieter zone would be to support homework related activities. This need may be better addressed elsewhere in the building than by trying to incorporate a quieter space within the most active portion of the building. Another use for a quiet space within Youth Services is to accommodate patrons with low tolerance of high stimulus environments. Currently there is no easy way to allow customers to decompress and refocus.

Underutilized Spaces

The relocation of mechanical systems to a single space in the 2014 renovation made the mechanical room above the Zimmerman Room redundant. The planning team labeled this the “Attic”. Since the renovation, the space has largely been left unused. Currently incidental records are kept in this area. Given that the building has a limited overall size, this space offers the largest internal opportunity for expansion of services or support space.

There are additional spaces that offer opportunity to improve the effectiveness of the building.

On the First Floor:

- The book cart storage area is overly large – there is no need for the number of carts staged here.
- The “Simon Says” device is underused and becoming difficult to maintain.
- The video production rooms are not used in the way or to the extent envisioned. One room would be adequate to serve all library patrons.
- While not underutilized per se, the storage/seating wall at the back of the Story Time Room is used more by children in a distractive way than in a constructive way. Staff prefers that the area be reconfigured into storage, which is in short supply.

On the Second Floor:

- The open seating zone stretching toward the quiet area at the far end of the print collection is underused.
- The nature and location of the seating is in conducive to short or long term use of the seating.
- The seating group outside the restrooms is underutilized. The Teen Gaming Alcove is unused as such.
- The “bleachers” are unused.

Figure 14 | Underutilized Areas

1st Floor



2nd Floor



BUILDING IMPROVEMENT CONCEPTS

A series of improvement concepts were studied with the Library's management team. The sequence of studies is included in the appendix. Each of the concepts was evaluated in terms of its impact on service and the quality of the experience of visiting the library. The concepts that showed long term merit were refined and reviewed with the Library's construction manager Shales McNutt (SMC) to define a probable range of costs for each of the potential improvements. With the costs in hand, the management team grouped the various projects in to priorities based on urgency, improvement to service, and definitive value. Projects whose nature may change based on the impact of other projects were given a lower priority. These potential improvements will be reconsidered after the impact of higher priority modifications can be assessed.

PRIORITY 1: ADDRESS PUBLIC COMMENTS

This group of projects addresses the public's interest in a quiet computing area, easier access to curated collections and new materials, convenience for nursing mothers, and additional places to read. Specific projects include:

- Create a Quiet Computing Area on the 2nd Floor including open computing, enclosed one and 2 person study rooms, and conversion of the Teen Gaming Alcove into a new fully enclosed Group Activity Room.
- Add Seating to the 2nd Floor Balcony including conversion of the "bleachers" into group study booths.
- Create a Nursing Mother's Room in Youth Services
- Create a Power Wall in the Café Area
- Reorganize the Adult Media Collection to ease browsing and increase capacity

Quiet Computing & Balcony Seating

Figure 15 | Quiet Computing Concept

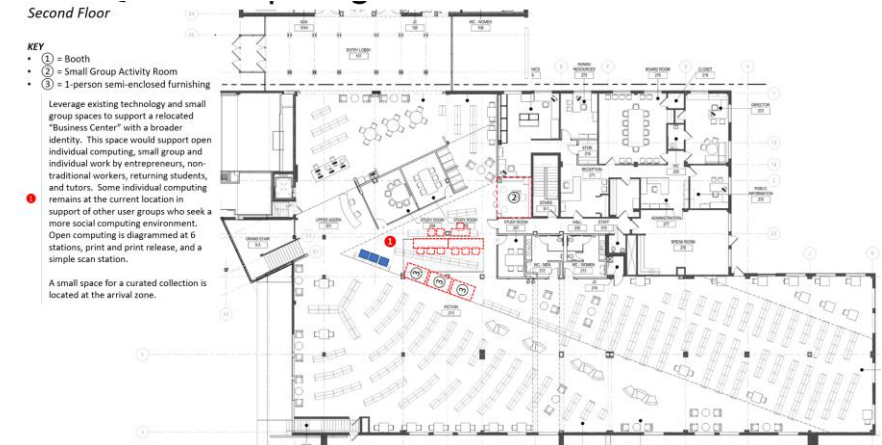


Figure 16 | Balcony Seating Concept

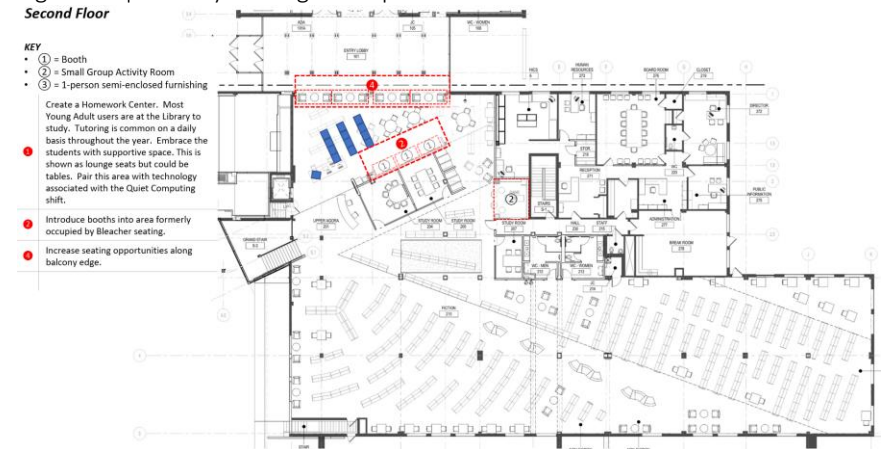


Figure 17 | Bleacher Replacement



Figure 18 | Quiet Computing Vignette



As part of this sequence of improvements, a portion of the adult and young adult print collections are displaced by the relocation of some technology to the 2nd floor. Various concepts were reviewed with an eye toward re-incorporating the capacity into the main collection areas (see the following diagrams). One focused on moving seating away from the restroom entry into more open areas and defining a more regular plan of shelving in this space. Another concept filled in some of the openings in the curved shelving ranges while narrowing the aisle angling toward the quiet reading areas at the far south end of the building. A third concept realigned the curved collection area entirely into more traditional linear

forms. All of these are possibilities and require more detailed study should the project be advanced into a design phase.

Figure 19 | Shelving Shifts - Infill Concept



Figure 20 | Shelving Shifts - Remove Arc



Nursing Mothers Room

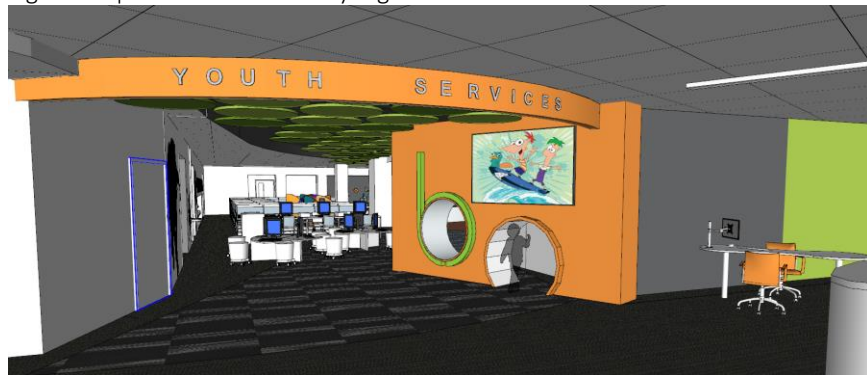
Figure 21 | Nursing Room Location

First Floor – West

Replace noise generating and sound dispersing form at entry to Youth Services with more enclosed lactation room. Use exterior for graphics, or curated display. Connect to plumbing for small sink.



Figure 22 | Youth Services Entry Vignette



Create a Power Wall in the Café Area

Figure 23 | Power Wall Location

KEY

Curated collection at Entry Lobby, seasonal, program focused, local event, etc. Mobile display. Mobile self-check?

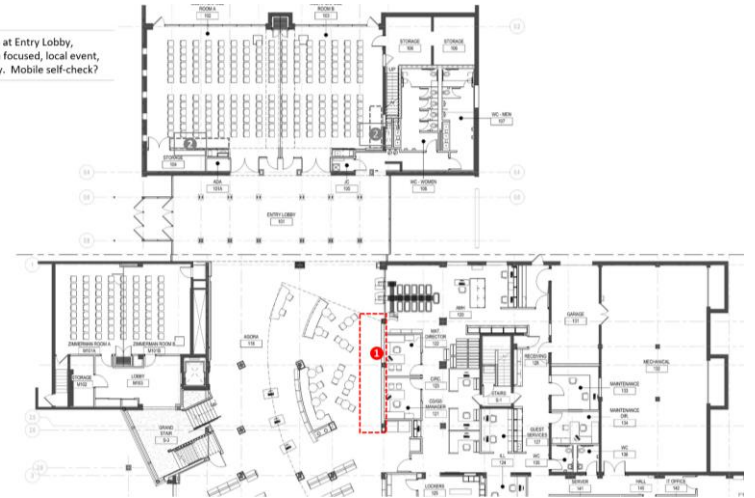


Figure 24 | Power Wall Vignettes



Reorganize the Adult Media Collection to ease browsing and increase capacity

Figure 25 | A/V Plan Diagram

First Floor – West
Option A

- KEY
- Expand Media Zone Capacity from existing 40 sections to maximum of 50 sections.
 - Rebuild storage wall to be more storage

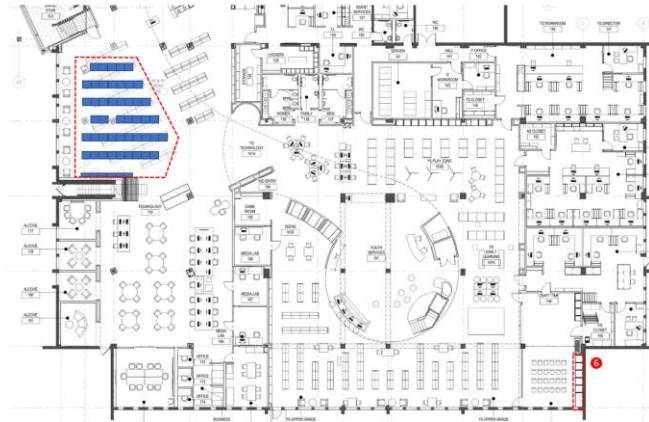


Figure 26 | A/V Collection Vignettes



PRIORITY 2: COMPLETE RENOVATION MASTER PLAN

This group of projects acknowledges the limitations imposed by continuing to reuse the existing arrangement of space in the “administrative suite”. While not a facility improvement project, the Library should consider moving Board meetings to the Zimmerman Room on a permanent basis. Longer term, the current Board Room could be part of reconfigured staff zone that is more effective in supporting staff needs. This bigger picture for this space is:

- Consolidation of truly administrative functions into a smaller block of space
- Relocation of Digital Services to spaces closer to the areas served
- Creation of a shared staff huddle zone for coordination meetings and group projects
- Expansion and refreshing of the Staff Lunch Room, including additional restrooms, to support use levels and team building activities
- Transfer of space to public use for better access to the Local History Collection

Figure 27 | Administrative Suite Zone

Second Floor

- KEY
- Return to Graphics only function
 - Enclose 4-6-person Study Room.
 - Create Local History Room
 - Create Teaming Zone.
 - Relocate Administrative Assistant
 - Relocated Digital to First Floor, Alcove 177, ILL 124
 - Administrative Suite is organized for 4 offices. HR is located to promote ease of access without concerns related to privacy.
 - Expand Staff Break Room, provide more accessible staff restrooms (R). Reorganize closets



Figure 28 | Admin Concept Diagram

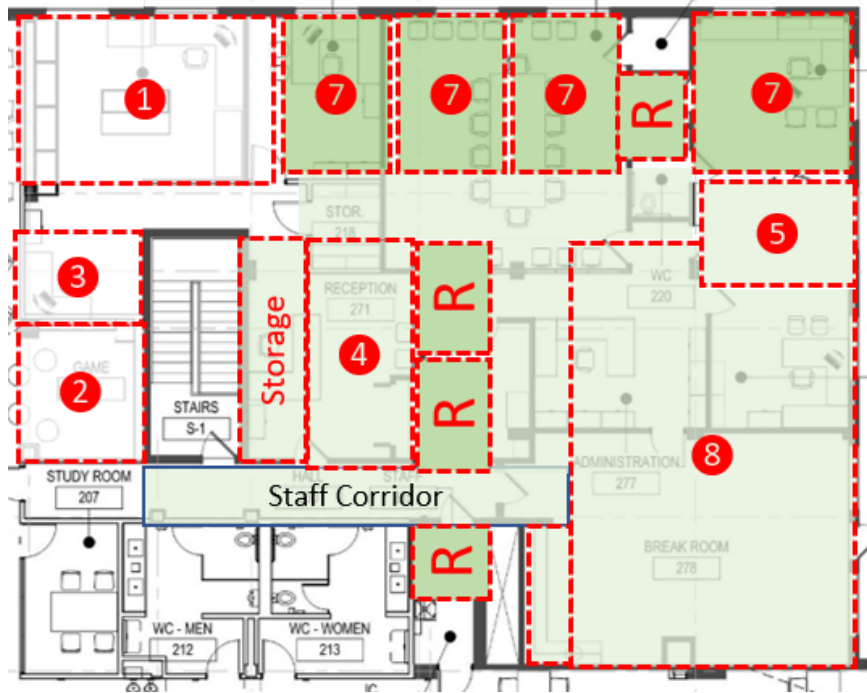


Figure 29 | Admin Furnishings Diagram



A parallel project would be repurposing some of the book truck storage space in the Circulation Department to office space. This would allow the return of an office to Facilities Management and better adjacencies for the Public Services team.

Figure 30 | First Floor Office Concept



PRIORITY 3: ADDRESS EMERGING SERVICES

As part of the 2014 Renovation, the Barrington Area Library was one of the first in the region to introduce dedicated space for hands on learning. Since then there has been a huge increase in patron interest and in the range of learning experiences available. Much of this has been experimental and continues to be dynamic. The Library acknowledges the long term trend toward hands-on learning but needs to understand more precisely the nature of such services before it can devote expensive and fairly fixed space to these services.

The common themes in evidence in this study are the need to:

- Bring hands-on learning into a more visible and accessible location. Many patrons of the Library do not know of the range of services, classes, equipment and instruction available within current programs. Part of this is due to the hidden location of the Maker Lab.
- Hands-on learning space should support larger and multiple groups. Part of this is goal should include supporting open-house types of events as well as larger groups without having to relocate the event to the multi-purpose rooms off the lobby.
- Tailor Media Labs and related technology space to Video, Audio and editing. The current spaces are generic and behind the times in attracting and supporting patrons interested in media. There is a desire to avoid competing with or duplicating high quality media services available in the school systems.
- Staff support spaces (office space, storage) should be adjacent to and readily accessible from the technology and maker spaces.
- Depending on the success of the Quiet Computing defined in Priority 1, modifications of the remaining technology zone, envisioned as Social Technology, should be made to support a variety of collaborative activities with or without either analog or digital technology.
- Whether on the Youth Services side or on the Social Technology side, additional space may be devoted to small group study or other enclosed activities. These spaces continue to be in high demand.

Figure 31 | Social Technology & Maker Zone Concept Diagram
First Floor

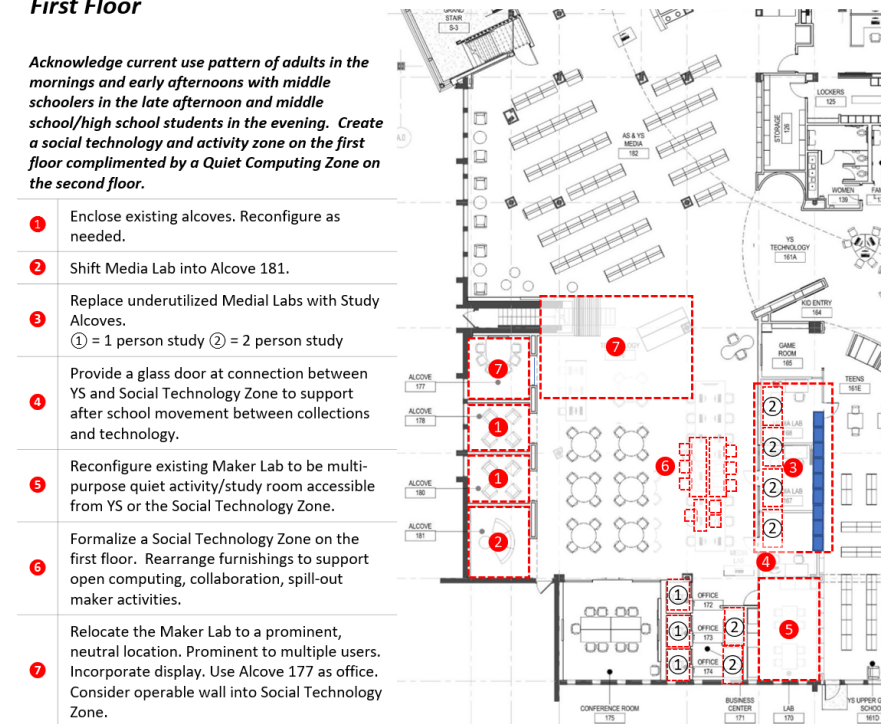


Figure 32 | Social Technology & Maker Zone Vignette



PRIORITY 4: MAXIMIZE BUILDING UTILITY

The “Attic” remains an opportunity to claim existing space for some public or staff use. At the time of this Master Plan, the highest priority was to incorporate the Attic into the Young Adult space along the Balcony. Envisioned as an enclosed larger group activity or gathering space, this room could provide the acoustic separation needed to support collaborative social learning while preserving the balcony area for individuals and tutors. This imagined use needs additional testing by the management team and that testing is best conducted after the Priority 1 and 3 changes described above. The nature of Young Adult use is difficult to predict and in some ways is better accommodated by less rigorously labeled space. A blend of attractive gathering, computing, study and collection spaces that is appealing to all users may be a more flexible and effective strategy. The Young Adult use of the space would be reflected in who is using the space at various times in a day. In either scenario, the Attic remains an opportunity to meet space needs without adding to the footprint of the building.

Figure 33 | "Attic" Renovation Location

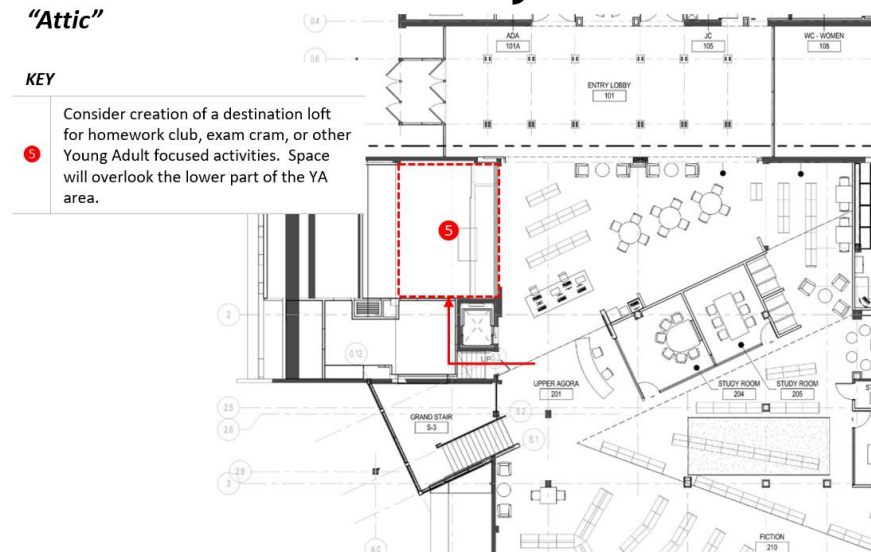


Figure 34 | "Attic" Overlooking Balcony Vignette



Figure 35 | "Attic" Wall



COST MODELS

Cost models were developed for the full set of priorities and reviewed by Shales McNutt Construction. It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information. More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can be developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

Table 11 | Improvement Concept Cost Summary

• Priority 1: Address Public Comments	\$503,800
• Power Wall	
• Audio-Visual Collection Reorganization	
• Nursing Mothers' Room	
• Quiet Computing	
• Balcony	
• Priority 2: Complete Renovation Master Plan	\$1,018,600
• Administrative Suite	
• First Floor Office	
• Priority 3: Address Emerging Services	\$1,026,300
• Digital Services Work Room	
• Maker Lab & Audio Pod	
• Video Studio	
• Old Maker Room Conversion	
• Social Technology & Middle School Area	
• Priority 4: Maximize Building Utility	\$543,400
• Attic Renovation	

All costs are based on 4th quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

RECOMMENDATION

The Library management team and the consulting team arrived at a two level grouping of the 4 sets of projects. The first group addresses current need. The second group is an initial assessment of future options.

Address Current Need

Priority 1 projects go directly to addressing frustrations expressed by the Library's customers. The proposed modifications are largely furnishing based and therefore relatively inexpensive (as compared to hard construction projects). They are also natural extensions of the underlying concept that organizes the building into active (first floor) and quiet (2nd floor) zones. The changes maintain overall flexibility and can be further adjusted to meet future space demands.

Priority 2 projects complete the vision of the 2011 Master Plan. The primary benefits are to establish the public nature of board meetings and develop the efficient, effective staff work zone envisioned in the original plan. Existing staff spaces are purposefully tailored to maximize public space on the first floor and close to the entry on both floors. This condensing of staff space presumed shared staff work spaces for collaboration, group projects, supplies, and central resources in the existing administrative zone. Completing the administrative suite provides the spaces needed to make the staff zones fully effective.

Future Options

Priority 3 projects acknowledge the continuing importance of hands-on learning spaces and the need to present flexible spaces to the public in a premier location with easy, comfortable access for a wide range of users. The size, location, features, and capabilities of the space require a clear understanding of the service aspect of digital services. The combine

planning team believes additional study is warranted before performance criteria can be established for the space.

In addition to the maker spaces proper, consideration should be given to the nature of the shifts in space use implied by constructing a new Maker environment. The current diagrams suggest relocating the maker space but there are other options including expanding the existing Maker spaces north or east. In any of the scenarios, the spaces that currently separate Youth Services from the Technology Center/Business Center come into play. The existing Media Labs as well as the existing Maker Lab. The need for varying types of space in Youth Services, Technology Center, Maker Space and the Media Labs should be considered as a group that needs to find a balanced distribution of space. That balance will be altered by the proposed shift of some technology to the second floor to create a Quiet Computing Zone. Accordingly, the planning group recommends that any Priority 3 projects be revisited after patron satisfaction with the Priority 1 projects can be assessed.

Priority 4 projects are presented as a space resource available to the Library as and when needed. The current plan diagrams this as an extension of a multi-use zone that could serve various small group activities over the course of a day. It may be desirable to associate the space with a particular user group (teens) but the overall pattern of library services may be better served by an association with location (the balcony) or with activity level (on the quieter second floor). As with the Priority 3 projects, the proposed shift of some technology to the second floor to create a Quiet Computing Zone will impact overall use patterns. Use of the "Attic" should be evaluated as new services and customer needs are identified.

END OF REPORT

Barrington Area Library 2019 Facility Master Plan Update

January 13, 2020

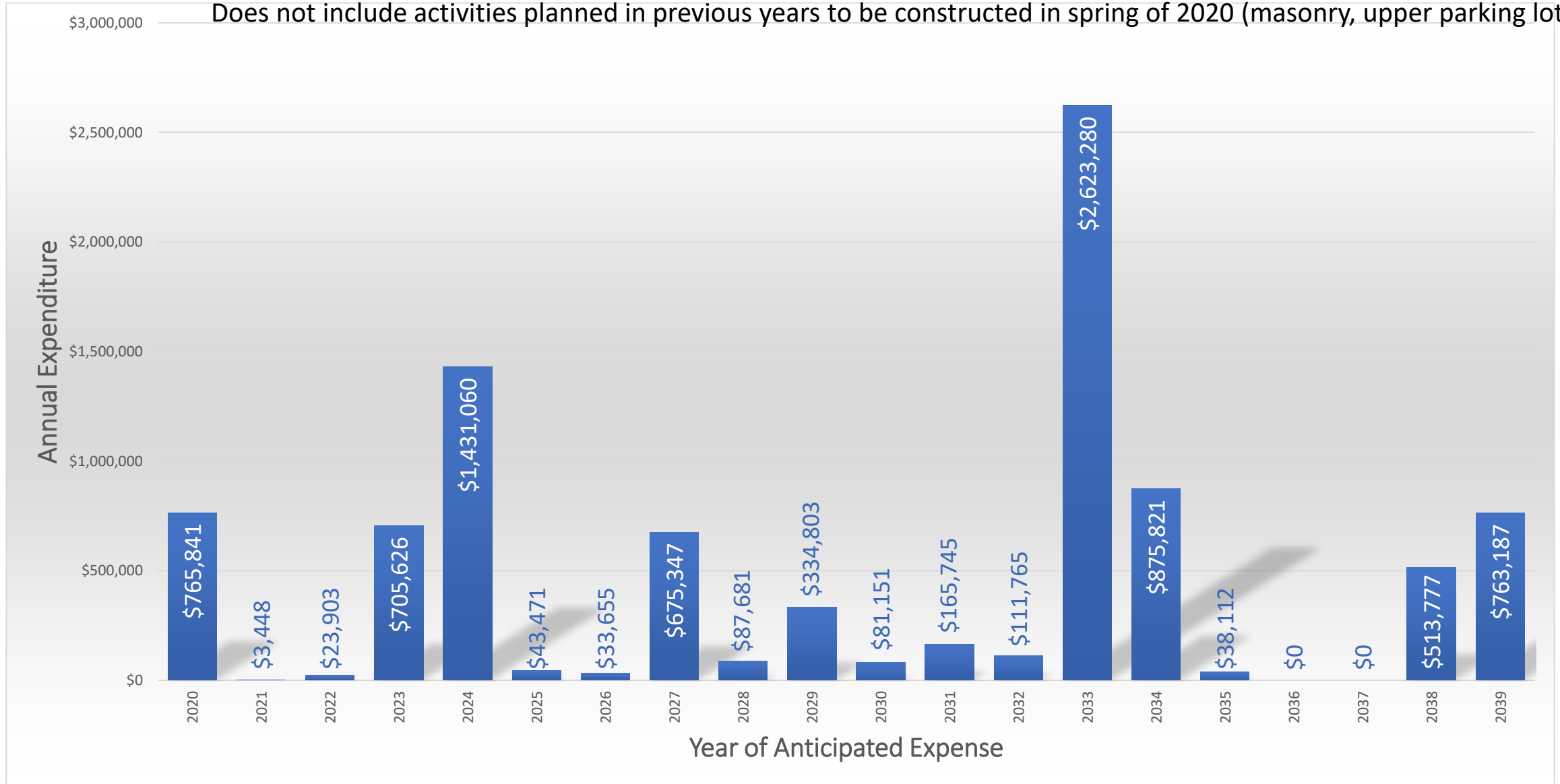
Part 1

Capital Repairs Study

Engberg Anderson
IMEG Engineering Group
RTM Engineering Associates
Shales McNutt Construction

Anticipated Annual Capital Repair Expenditures

Does not include activities planned in previous years to be constructed in spring of 2020 (masonry, upper parking lot)



Site / Civil Systems



Pavement cracks at Service Drive



Pavement cracks at Service Drive



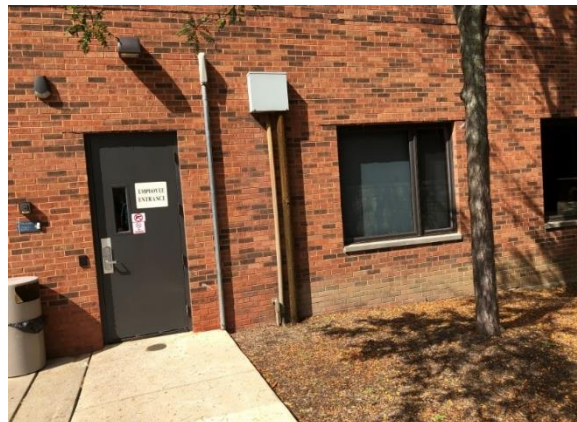
Cracks at Retaining Wall



Cracks at Retaining Wall



Cracks at Retaining Wall



Fiber Optic Conduit



Area of Flooding at South Sidewalk



Area of Flooding at South Sidewalk

Building Systems

Wood Windows

Window refinishing, repairs and in a few instances, component replacements, are being completed. Refinishing of wood window components should be planned on revolving 5-year increments to prevent significant damage to the systems.

Other Windows & Doors

Some repair and replacement of aged metal doors and frames is needed. The service zone is in particular need of repair. Exterior hardware is due to be replaced. Improvements from the existing level of security to an access control system should be considered.

Other Exterior Cladding Systems

The primary nearer-term concern is the routine inspection and repair or replacement of sealants.

Water Service Code Changes

There is an 8" water main that enters the south end of the main mechanical room, and then transitions down to a 4" fire service, backflow preventer and risers to serve the building. This service was installed as part of the 2013 Building Renovation project. However, this single type Fire Protection service no longer meets code in Illinois and inspectors are beginning to force owners to provide combined water services.

The fix is to make the existing fire service a combined water service with domestic water so that there is continual flow through the line avoiding any stagnant water. A new domestic water RPZ backflow preventer will be installed.

Building Systems

Motor Control Center Replacement

Power to mechanical equipment is distributed via branch panels, distribution panels and motor control centers (MCC). The motor control center located in the Mechanical RM 132 is past its rated life plus majority of the loads have been removed. We recommend replacing it with standard distribution panel. For the motor loads fed from this MCC we recommend providing standalone full voltage starters or VFDs as dictated by the mechanical design

Emergency Generator Requirements

The server room is served by a 40 KW UPS system scalable up to 100 KW. The UPS is provided with battery backup with a limited run time. The dedicated mechanical system serving data room is not backed up. In order to provide backup power for extended power outages, an emergency generator will be needed. We estimate a 180 KW natural gas generator will be required to provide backup power to UPS, mechanical system for the server room, boilers and associated hot water pumps and controls.

Furniture Repairs & Replacements

A proactive annual investment in maintaining function and aesthetics

Calendar Year	3 Function	4 Aesthetics	Sum	Average of 5 Year Total
2020	\$85,419	\$185,722	\$271,141	\$259,468
2021	\$0	\$0	\$0	\$259,468
2022	\$0	\$0	\$0	\$259,468
2023	\$0	\$0	\$0	\$259,468
2024	\$960,872	\$65,325	\$1,026,197	\$259,468
5 Year Group	\$1,046,291	\$251,047	\$1,297,338	\$1,297,338
2025	\$3,881	\$0	\$3,881	\$4,011
2026	\$0	\$0	\$0	\$4,011
2027	\$0	\$0	\$0	\$4,011
2028	\$7,437	\$0	\$7,437	\$4,011
2029	\$8,735	\$0	\$8,735	\$4,011
5 Year Group	\$20,053	\$0	\$20,053	\$20,053
2030	\$50,005	\$0	\$50,005	\$142,818
2031	\$0	\$0	\$0	\$142,818
2032	\$0	\$0	\$0	\$142,818
2033	\$0	\$0	\$0	\$142,818
2034	\$664,084	\$0	\$664,084	\$142,818
5 Year Group	\$714,089	\$0	\$714,089	\$714,089
TOTAL	\$1,780,433	\$251,047	\$2,031,480	\$2,031,480

Part 2

Facility Improvements

Engberg Anderson
Library Planning Associates
Shales McNutt Construction

Public Comments

While there are numerous positive comments related to space, experience and service, the critiques are key indicators of areas that need improvement.

→ Acoustics are a big concern

A significant portion of the negative comments (critiques) related to the Customer Behavior, Customer Environment, and Space/Facilities categories related to acoustics.

These negative comments were frequently (but not exclusively, related to user experiences in the Business & Technology Area. Some customers found the 2nd floor too active to meet their need for quiet space.

Existing Use Patterns

Two day samplings of customer location and overlaps of potentially conflicting environmental needs.

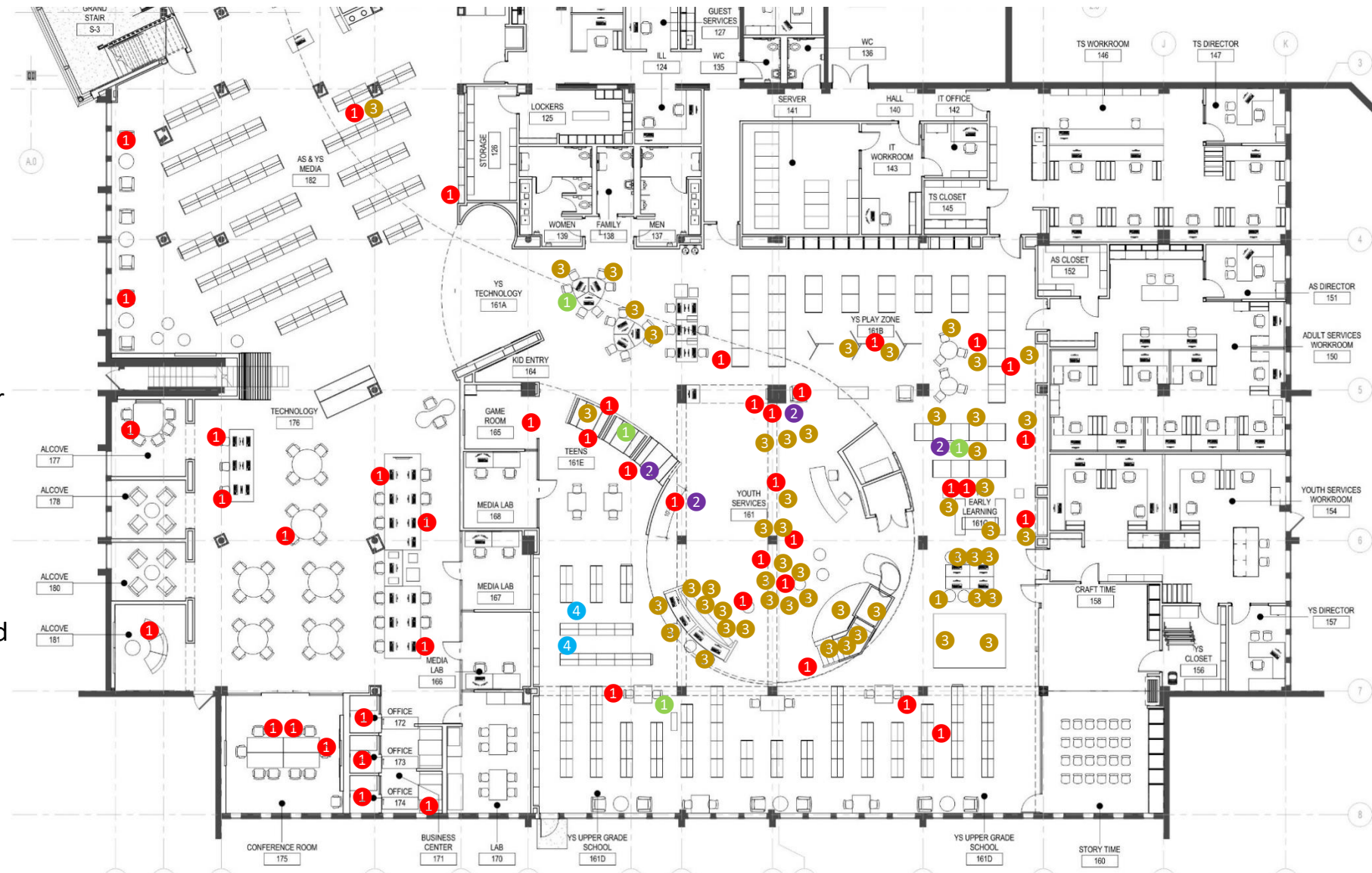
First Floor West | 10AM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

First floor use is dominated by the conflict in acoustic needs by Youth Services and the Technology Zone.

This conflict is greatest in the morning when YS use peaks and many adults are using computers for individual focused use.

The conflicts are shifted in the afternoons when young adults and middle schoolers are added to the mix of users in the technology zone, making the tech zone itself the setting for both social/group use and individual/quiet use of technology.



First Floor West | 12PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

First floor use is dominated by the conflict in acoustic needs by Youth Services and the Technology Zone.

This conflict is greatest in the morning when YS use peaks and many adults are using computers for individual focused use.

The conflicts are shifted in the afternoons when young adults and middle schoolers are added to the mix of users in the technology zone, making the tech zone itself the setting for both social/group use and individual/quiet use of technology.



First Floor West | 2:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

First floor use is dominated by the conflict in acoustic needs by Youth Services and the Technology Zone.

This conflict is greatest in the morning when YS use peaks and many adults are using computers for individual focused use.

The conflicts are shifted in the afternoons when young adults and middle schoolers are added to the mix of users in the technology zone, making the tech zone itself the setting for both social/group use and individual/quiet use of technology.



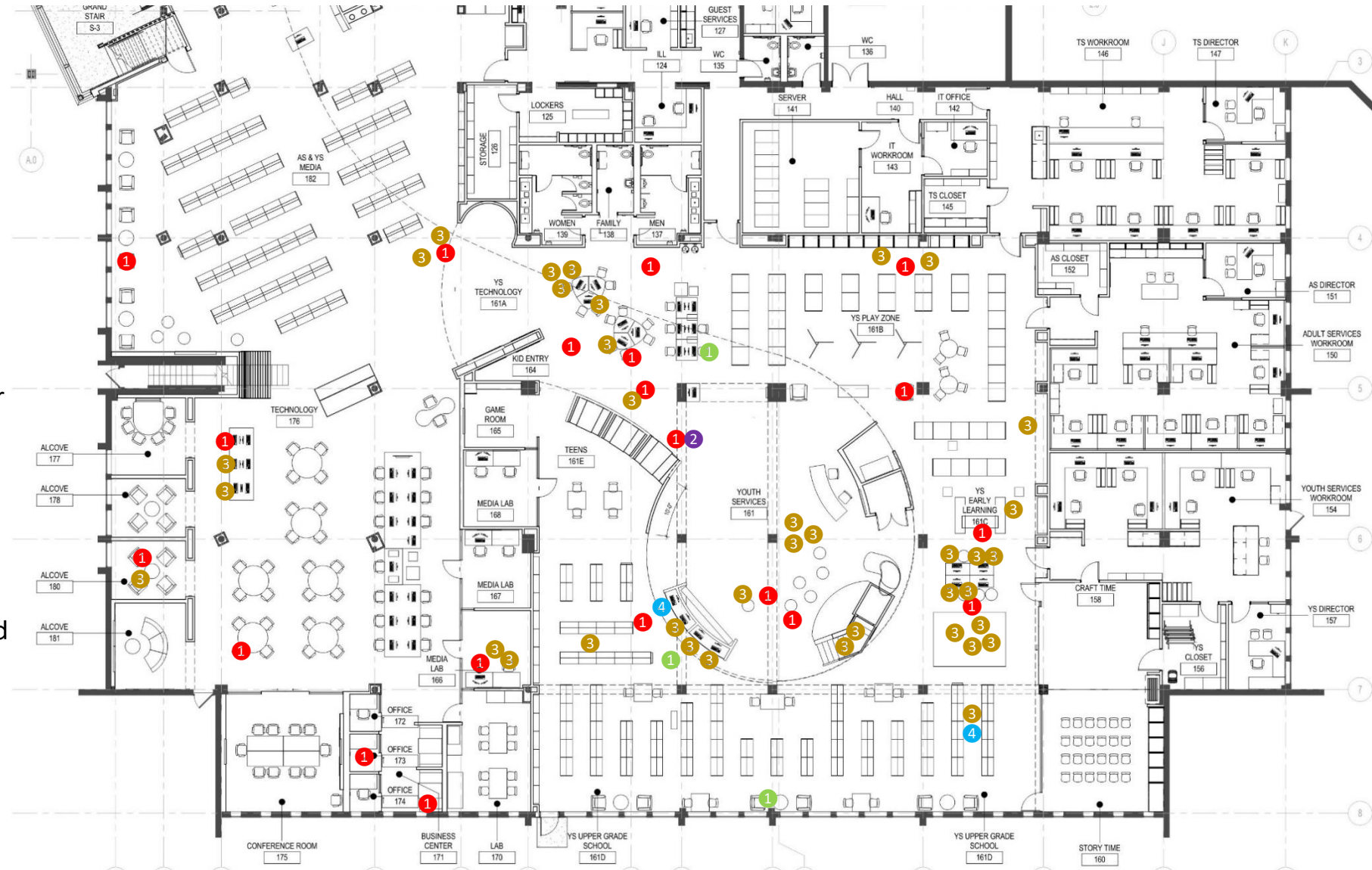
First Floor West | 4:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

First floor use is dominated by the conflict in acoustic needs by Youth Services and the Technology Zone.

This conflict is greatest in the morning when YS use peaks and many adults are using computers for individual focused use.

The conflicts are shifted in the afternoons when young adults and middle schoolers are added to the mix of users in the technology zone, making the tech zone itself the setting for both social/group use and individual/quiet use of technology.



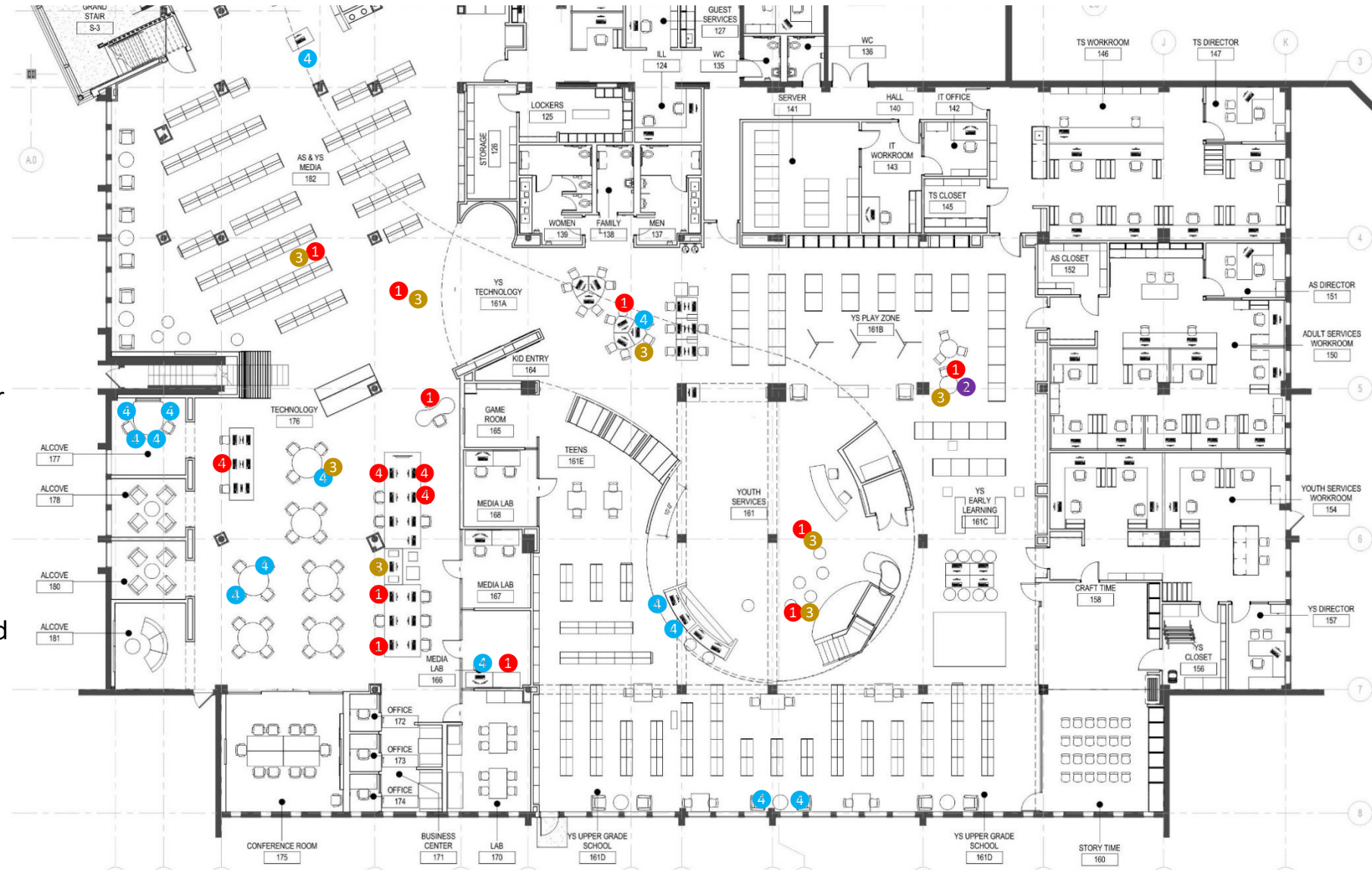
First Floor West | 6:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

First floor use is dominated by the conflict in acoustic needs by Youth Services and the Technology Zone.

This conflict is greatest in the morning when YS use peaks and many adults are using computers for individual focused use.

The conflicts are shifted in the afternoons when young adults and middle schoolers are added to the mix of users in the technology zone, making the tech zone itself the setting for both social/group use and individual/quiet use of technology.



Second Floor | 10AM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

Second floor use is dominated by quieter and quiet activities as intended.

The arrival zone / upper agora and balcony are quieter than the first floor but not quiet. The area is dominated by quiet conversation related to tutoring in groups of 2, occasionally 3 individuals. The booths are also used by individual readers.

The east wing of the building is the quiet area. Activity/noise levels drop as one moves from the upper agora deeper into the collection area. Adults and Teens use the space in similar ways; focused individual reading or study. The exception is the spill over of tutoring from other areas.



Second Floor | 12PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

Second floor use is dominated by quieter and quiet activities as intended.

The arrival zone / upper agora and balcony are quieter than the first floor but not quiet. The area is dominated by quiet conversation related to tutoring in groups of 2, occasionally 3 individuals. The booths are also used by individual readers.

The east wing of the building is the quiet area. Activity/noise levels drop as one moves from the upper agora deeper into the collection area. Adults and Teens use the space in similar ways; focused individual reading or study. The exception is the spill over of tutoring from other areas.



Second Floor | 2:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

Second floor use is dominated by quieter and quiet activities as intended.

The arrival zone / upper agora and balcony are quieter than the first floor but not quiet. The area is dominated by quiet conversation related to tutoring in groups of 2, occasionally 3 individuals. The booths are also used by individual readers.

The east wing of the building is the quiet area. Activity/noise levels drop as one moves from the upper agora deeper into the collection area. Adults and Teens use the space in similar ways; focused individual reading or study. The exception is the spill over of tutoring from other areas.



Second Floor | 4:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

Second floor use is dominated by quieter and quiet activities as intended.

The arrival zone / upper agora and balcony are quieter than the first floor but not quiet. The area is dominated by quiet conversation related to tutoring in groups of 2, occasionally 3 individuals. The booths are also used by individual readers.

The east wing of the building is the quiet area. Activity/noise levels drop as one moves from the upper agora deeper into the collection area. Adults and Teens use the space in similar ways; focused individual reading or study. The exception is the spill over of tutoring from other areas.



Second Floor | 6:30PM

- 1 Adult
- 1 Senior
- 2 Baby
- 3 Child
- 4 Teen

Second floor use is dominated by quieter and quiet activities as intended.

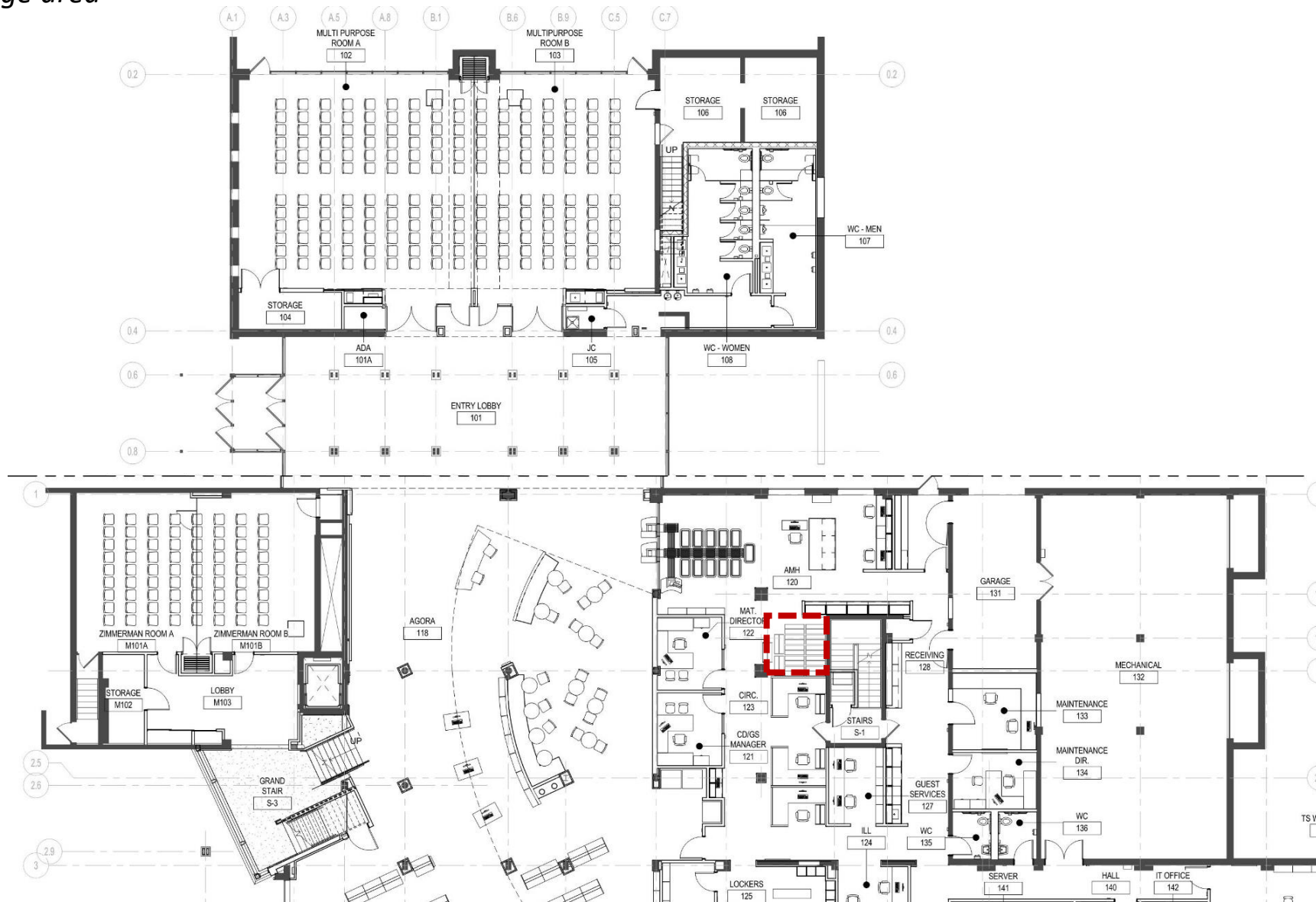
The arrival zone / upper agora and balcony are quieter than the first floor but not quiet. The area is dominated by quiet conversation related to tutoring in groups of 2, occasionally 3 individuals. The booths are also used by individual readers.

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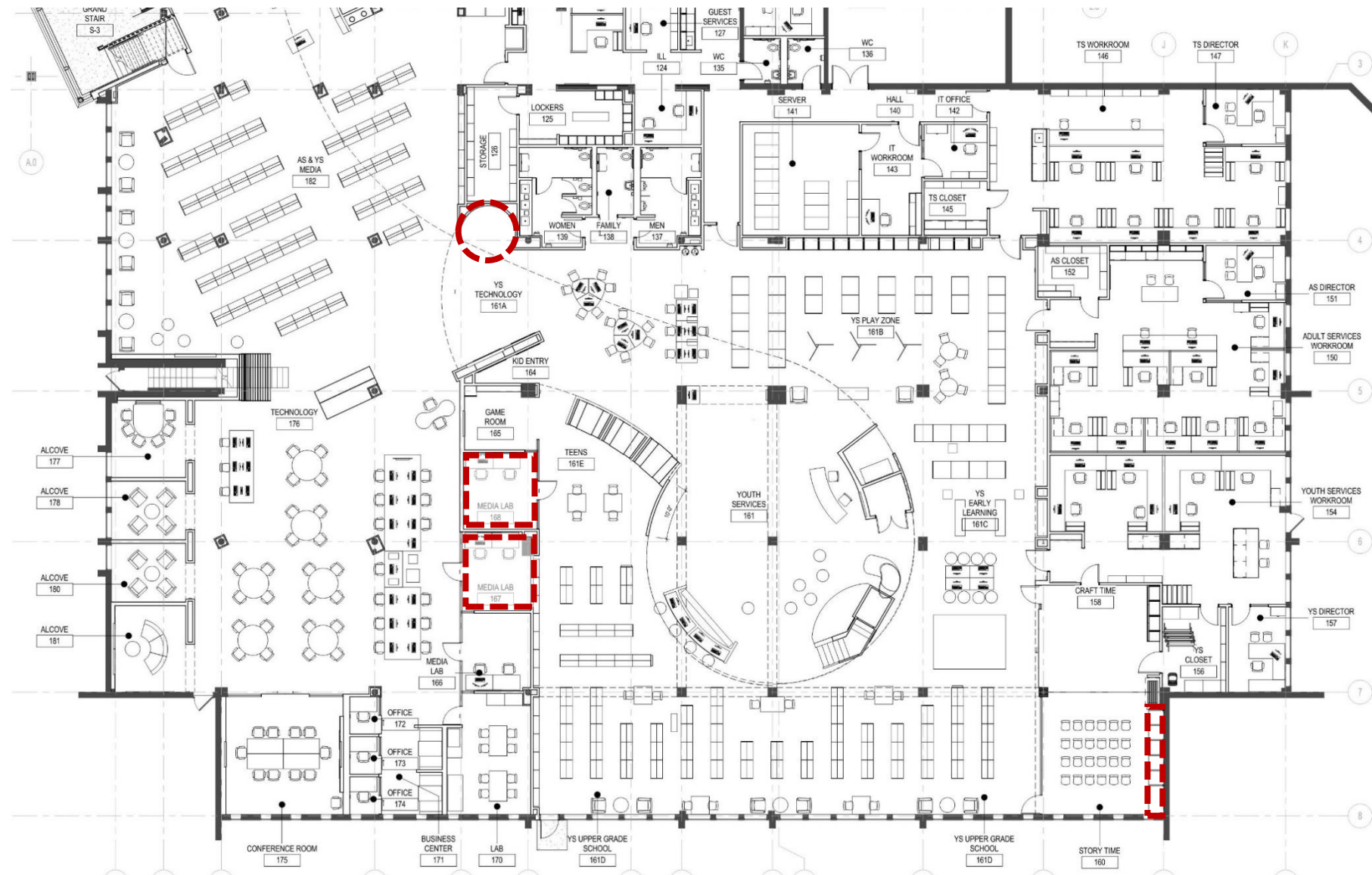
Underused Spaces

Book truck storage area



Underused Spaces

Simon, Media Labs



Underused Spaces

Bleachers, Gaming, "Rest Room Lounge", Aisle Seating



Staff Assessments & Prioritization

Staff Assessments & Prioritization

- 2011 decision packages
- Review effectiveness of 2011 concepts
- Evaluate preliminary list of potential concepts

3 = mission critical

2 = important

1 = deferrable

0 = not important

Managers' individual scores were combined to produce the following ranking list, which guided the study team's efforts to develop new strategies for remodeling the library's existing space.

Concept	Score
Feature curated collections in multiple locations	18
Better accommodations for nursing mothers	15
Create quiet space for adult computing	15
Increase the visibility of new material display	14
Create a huddle space for staff	13
Rethink the technology bar	12
Rethink the [underused] young adult game room	12
Rethink the underutilized young adult/teen space	12
Create a space for quiet reading	12
Improve the staff break room	12
Improve wayfinding throughout the building	10
Expand young adults	10
Create more small group study rooms	10
Improve visibility of admin area (board room)	8

Other Concepts

These are not as important as the previous items but, if they can be addressed, it will improve the effectiveness of the Library.

Other issues that did not receive significant scores included

- Touch points for roving staff
- Better support for craft oriented "maker" capabilities
- Accommodate needs / preferences of older customers
- Recombine split digital services department
- Identify / create comfortable places to linger and read
- Added self-check deeper in the adult department
- Plug 'n' play check-out capabilities
- Create place-making presence for genealogy / archival collections

First Priority Building Improvement Projects

ADDRESS PUBLIC COMMENTS

This group of projects addresses the public's interest in a quiet computing area, easier access to curated collections and new materials, convenience for nursing mothers, and additional places to read. Specific projects include:

- **Create a Quiet Computing Area on the 2nd Floor including open computing, enclosed one and 2 person study rooms, and conversion of the Teen Gaming Alcove into a new fully enclosed Group Activity Room.**
- **Add Seating to the 2nd Floor Balcony including conversion of the “bleachers” into group study booths.**

Second Floor

- KEY
- ① = Booth
 - ② = Small Group Activity Room
 - ③ = 1-person semi-enclosed furnishing

Leverage existing technology and small group spaces to support a relocated “Business Center” with a broader identity. This space would support open individual computing, small group and individual work by entrepreneurs, non-traditional workers, returning students, and tutors. Some individual computing remains at the current location in support of other user groups who seek a more social computing environment. Open computing is diagrammed at 6 stations, print and print release, and a simple scan station.

A small space for a curated collection is located at the arrival zone.



Second Floor

- KEY
- ① = Booth
 - ② = Small Group Activity Room
 - ③ = 1-person semi-enclosed furnishing

Create a Homework Center. Most Young Adult users are at the Library to study. Tutoring is common on a daily basis throughout the year. Embrace the students with supportive space. This is shown as lounge seats but could be tables. Pair this area with technology associated with the Quiet Computing shift.

Introduce booths into area formerly occupied by Bleacher seating.

Increase seating opportunities along balcony edge.



2nd Floor Rearrangements

Additional seating



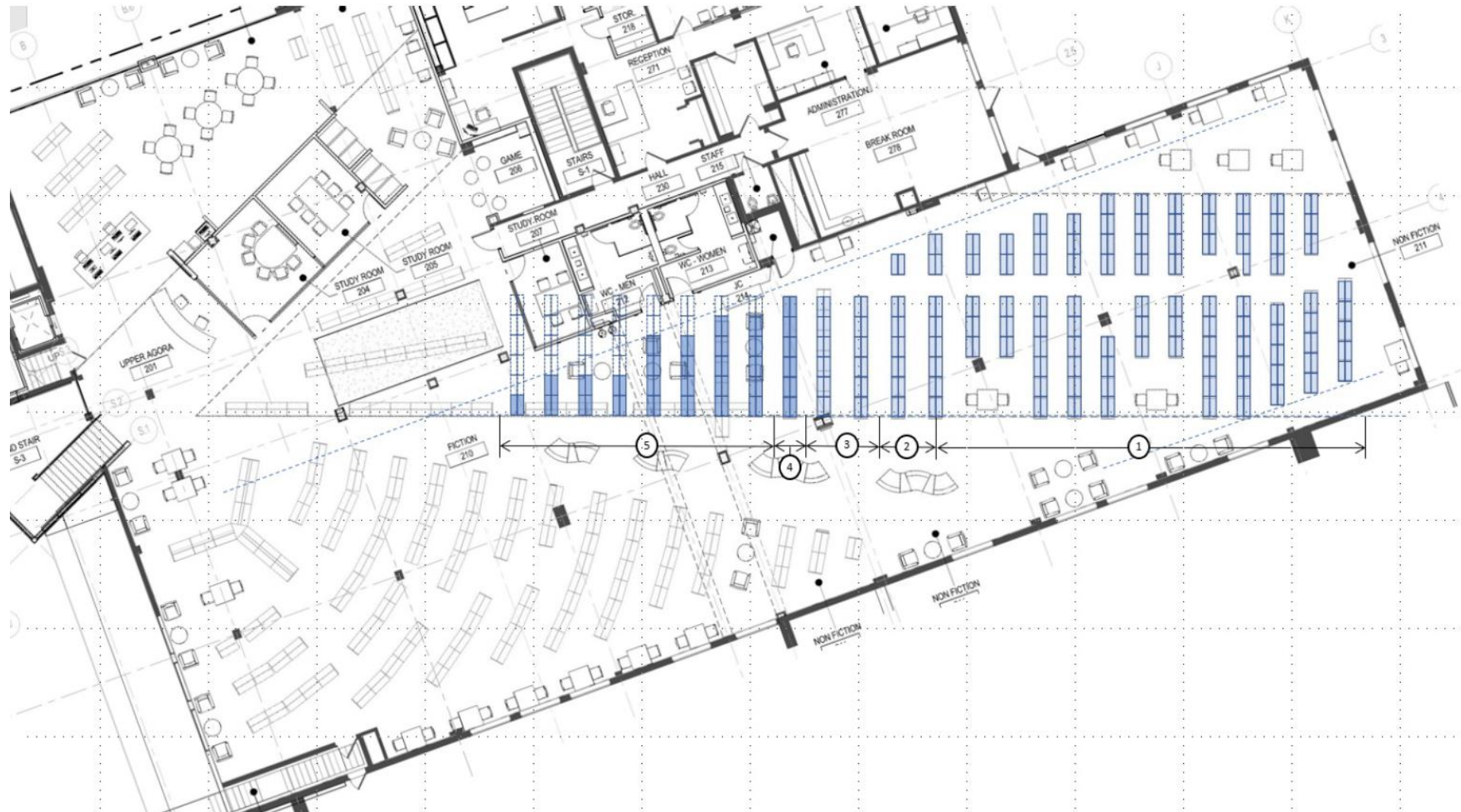
2nd Floor Rearrangements

Quiet technology & additional study rooms



2nd Floor Rearrangements

Preserving collection capacity



1st Floor Rearrangements

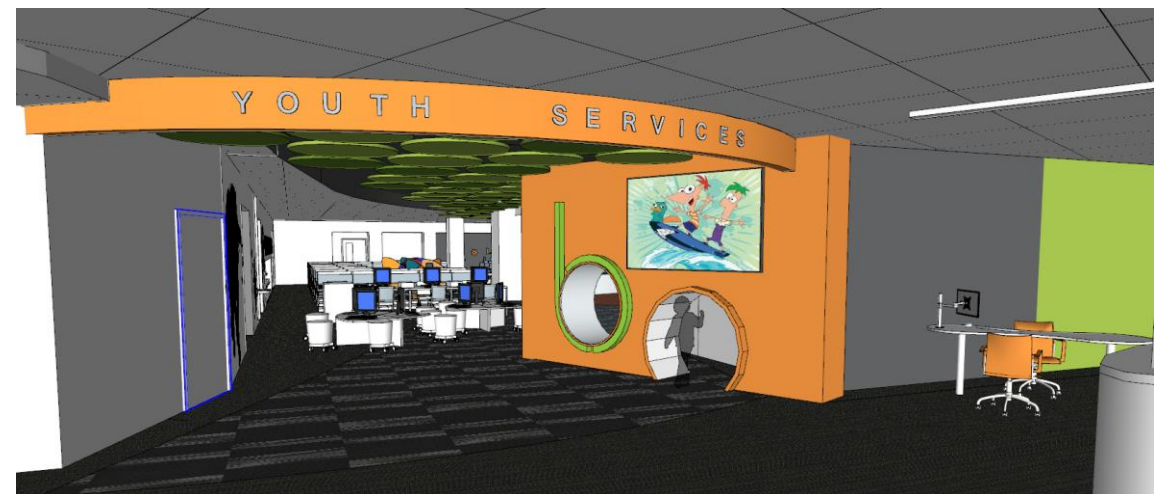
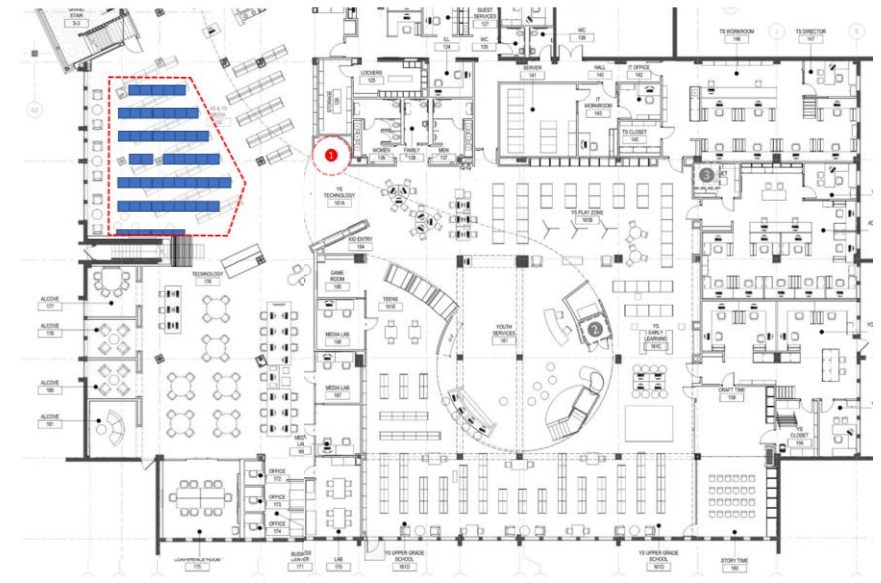
ADDRESS PUBLIC COMMENTS (CONTINUED)

This group of projects addresses the public's interest in a quiet computing area, easier access to curated collections and new materials, convenience for nursing mothers, and additional places to read. Specific projects include:

- **Create a Nursing Mother's Room in Youth Services**
- **Create a Power Wall in the Café Area**
- **Reorganize the Adult Media Collection to ease browsing and increase capacity**

First Floor – West

- 1 Replace noise generating and sound dispersing form at entry to Youth Services with more enclosed lactation room. Use exterior for graphics, or curated display. Connect to plumbing for small sink.
- 2 Expand Media Zone Capacity from existing 40 sections to maximum of 50 sections.
- 3 Rebuild storage wall to be more storage



1st Floor Rearrangements

More Featured Curated Collections



1st Floor Rearrangements

More Featured Curated Collections

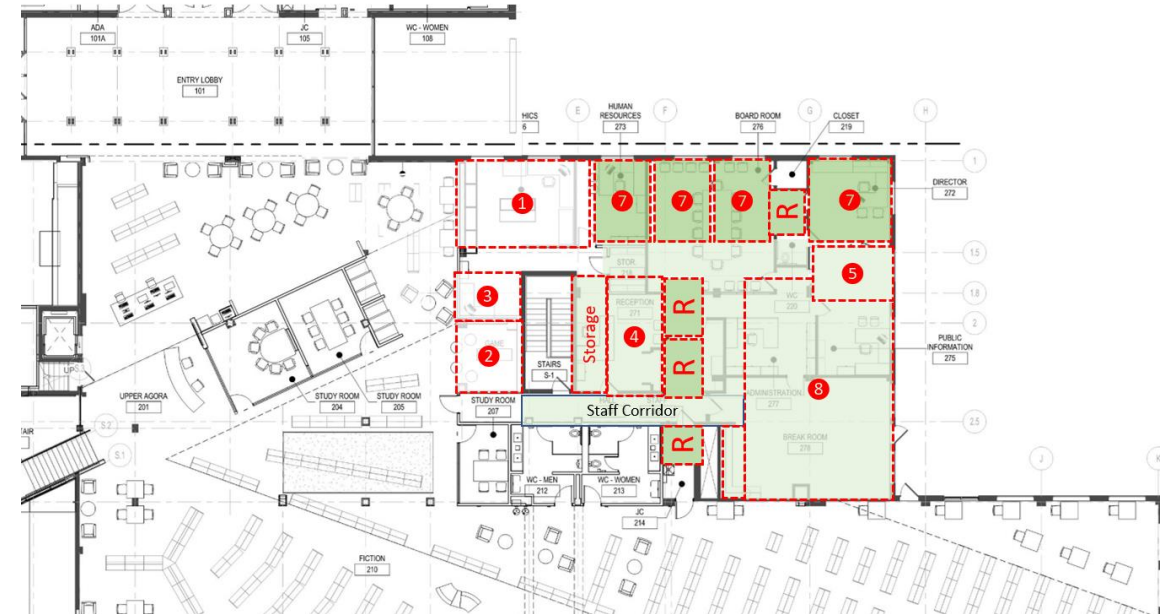


Second Priority Building Improvement Projects

COMPLETE THE 2011 RENOVATION MASTER PLAN

This group of projects acknowledges the limitations imposed by continuing to reuse the existing arrangement of space in the “administrative suite”. While not a facility improvement project, the Library should consider moving Board meetings to the Zimmerman Room on a permanent basis. Longer term, the current Board Room could be part of reconfigured staff zone that is more effective in supporting staff needs.

- **Consolidate administrative** functions into a smaller block of space
- **Relocate Digital Services** to spaces closer to the areas served
- **Create shared staff huddle zone** for coordination meetings and group projects
- **Expand and refresh Staff Lunch Room**, including additional restrooms, to support use levels and team building activities
- **Transfer space to public use for Local History Collection**



Second Floor

KEY

- 1 Return to Graphics only function
- 2 Enclose 4-6-person Study Room.
- 3 Create Local History Room
- 4 Create Teaming Zone.
- 5 Relocate Administrative Assistant
- 6 Relocated Digital to First Floor, Alcove 177, ILL 124
- 7 Administrative Suite is organized for 4 offices. HR is located to promote ease of access without concerns related to privacy.
- 8 Expand Staff Break Room, provide more accessible staff restrooms (R). Reorganize closets

Second Priority Building Improvement Projects

Improve effectiveness of staff work zones



Second Priority Building Improvement Projects

Improve effectiveness of staff work zones



Third Priority Building Improvement Concepts

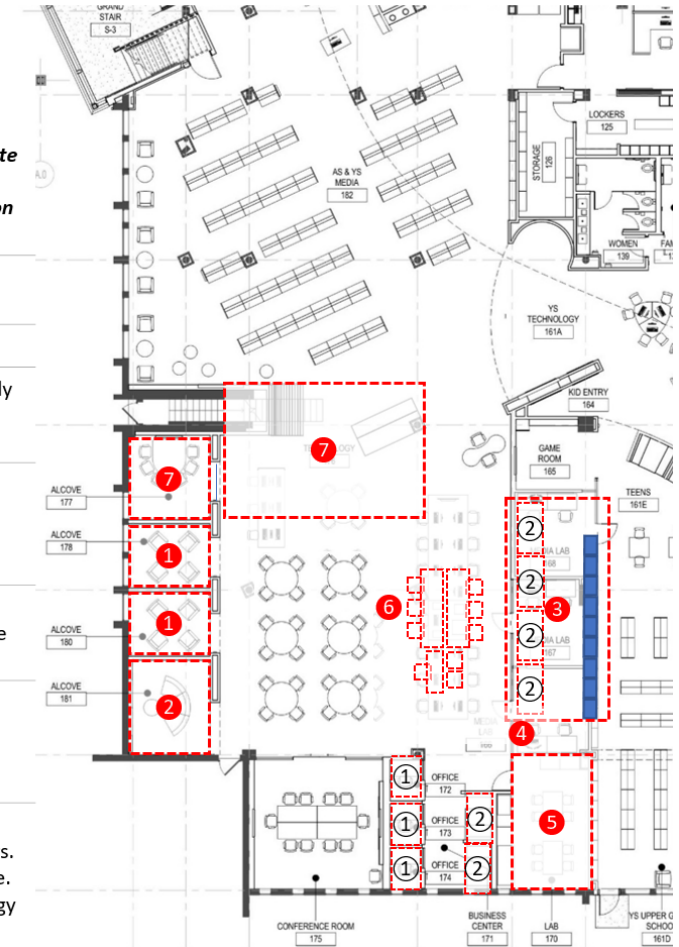
ADDRESS EMERGING SERVICES

As part of the 2014 Renovation, the Barrington Area Library was one of the first in the region to introduce dedicated space for hands on learning. Since then there has been a huge increase in patron interest and in the range of learning experiences available. Much of this has been experimental and continues to be dynamic. The Library acknowledges the long term trend toward hands-on learning but needs to understand more precisely the nature of such services before it can devote expensive and fairly fixed space to these services.

First Floor

Acknowledge current use pattern of adults in the mornings and early afternoons with middle schoolers in the late afternoon and middle school/high school students in the evening. Create a social technology and activity zone on the first floor complimented by a Quiet Computing Zone on the second floor.

- 1 Enclose existing alcoves. Reconfigure as needed.
- 2 Shift Media Lab into Alcove 181.
- 3 Replace underutilized Medial Labs with Study Alcoves.
① = 1 person study ② = 2 person study
- 4 Provide a glass door at connection between YS and Social Technology Zone to support after school movement between collections and technology.
- 5 Reconfigure existing Maker Lab to be multi-purpose quiet activity/study room accessible from YS or the Social Technology Zone.
- 6 Formalize a Social Technology Zone on the first floor. Rearrange furnishings to support open computing, collaboration, spill-out maker activities.
- 7 Relocate the Maker Lab to a prominent, neutral location. Prominent to multiple users. Incorporate display. Use Alcove 177 as office. Consider operable wall into Social Technology Zone.



Third Priority Building Improvement Concepts

Active Learning & Social Computing, with expanded ability to address Middle School and Young Adult needs



Forth Priority Building Improvement Ideas

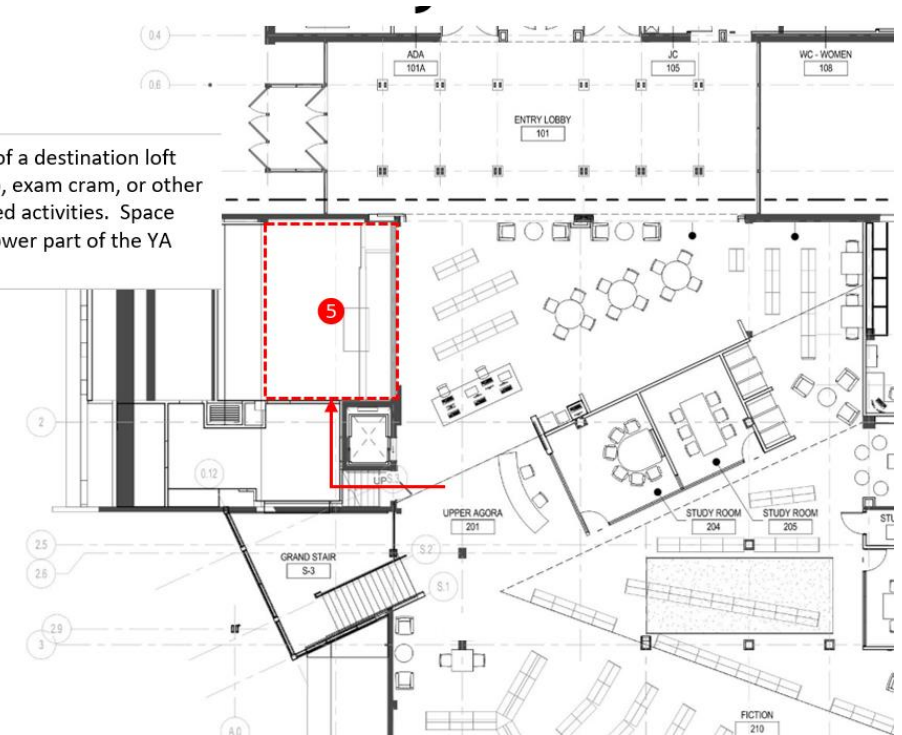
MAXIMIZING BUILDING UTILITY

The “Attic” remains an opportunity to claim existing space for some public or staff use. At the time of this Master Plan, the highest priority was to incorporate the Attic into the Young Adult space along the Balcony. Envisioned as an enclosed larger group activity or gathering space, this room could provide the acoustic separation needed to support collaborative social learning while preserving the balcony area for individuals and tutors. This imagined use needs additional testing by the management team and that testing is best conducted after the Priority 1 and 3 changes described above. The nature of Young Adult use is difficult to predict and in some ways is better accommodated by less rigorously labeled space. A blend of attractive gathering, computing, study and collection spaces that is appealing to all users may be a more flexible and effective strategy. The Young Adult use of the space would be reflected in who is using the space at various times in a day. In either scenario, the Attic remains an opportunity to meet space needs without adding to the footprint of the building.

“Attic”

KEY

- 5 Consider creation of a destination loft for homework club, exam cram, or other Young Adult focused activities. Space will overlook the lower part of the YA area.



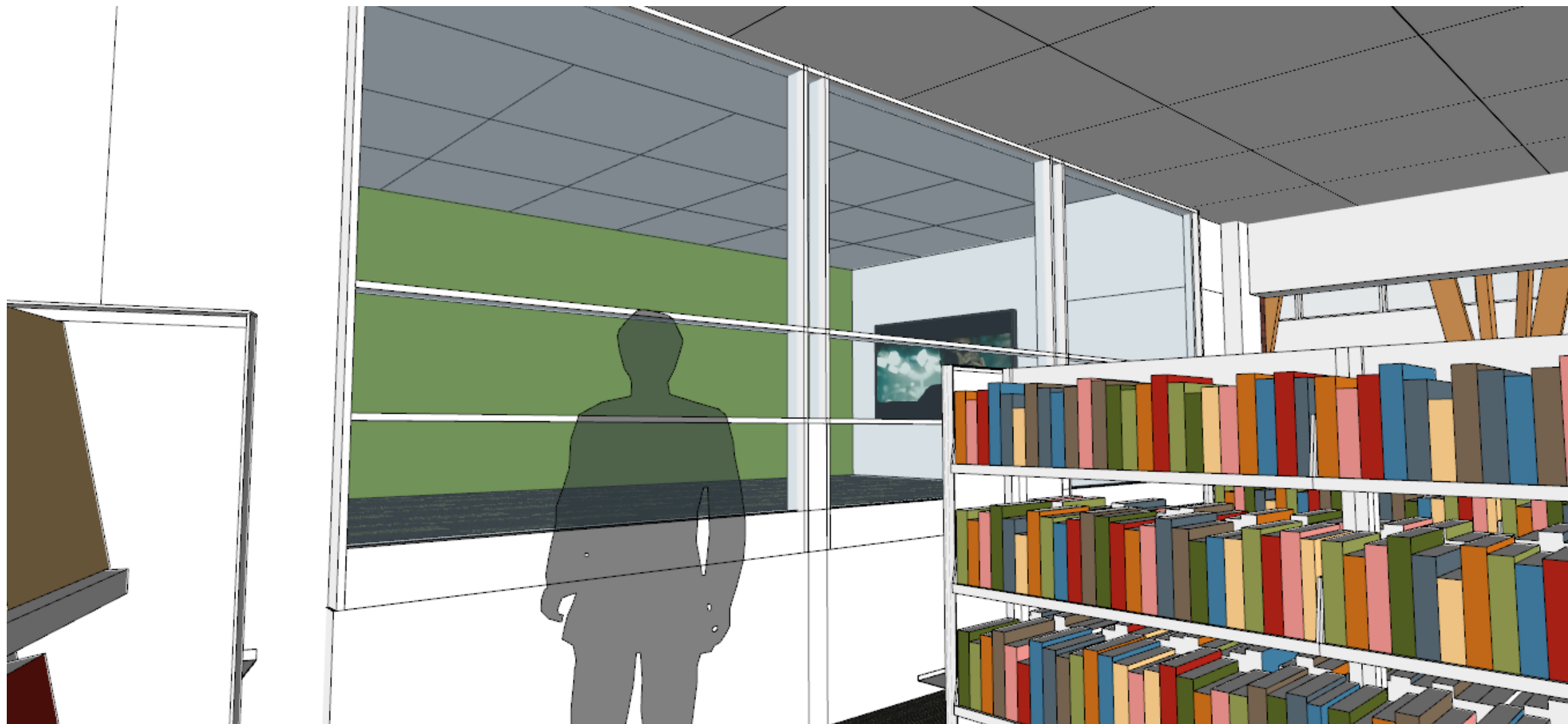
Forth Priority Building Improvement Ideas

Use the "Attic"



Forth Priority Building Improvement Ideas

Use the "Attic"



Cost Models / Planning Budgets

Cost models were developed by Engberg Anderson for the full set of priorities and reviewed by Shales McNutt Construction.

It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information.

More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

All costs are based on 4th quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

Priority 1: Address Public Comments **\$503,800**

- Power Wall
- Audio-Visual Collection Reorganization
- Nursing Mothers' Room
- Quiet Computing
- Balcony

Priority 2: Complete 2011 Master Plan **\$1,018,600**

- Administrative Suite
- First Floor Office

Priority 3: Address Emerging Services **\$1,026,300**

- Digital Services Work Room
- Maker Lab & Audio Pod
- Video Studio
- Old Maker Room Conversion
- Social Technology & Middle School Area

Priority 4: Maximize Building Utility **\$543,400**

- Attic Renovation

STATISTICS DECEMBER 2019

MEMBERSHIP

24,731

current cardholders

151

new
cardholders

56.0%

cardholdership
rate

78.4%

households active
in the last year

COLLECTION

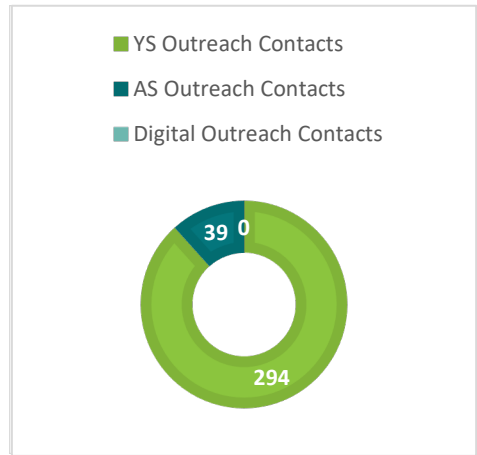
179,336

library items

21,884

digital subscription uses

OUTREACH CONTACTS - 333



965

locker
deliveries

7,105

outreach
returns

PROGRAMS

36 programs offered



■ YS ■ AS ■ DS ■ YA

2,404 total program attendance



■ YS ■ AS ■ DS ■ YA

25 one-on-one sessions

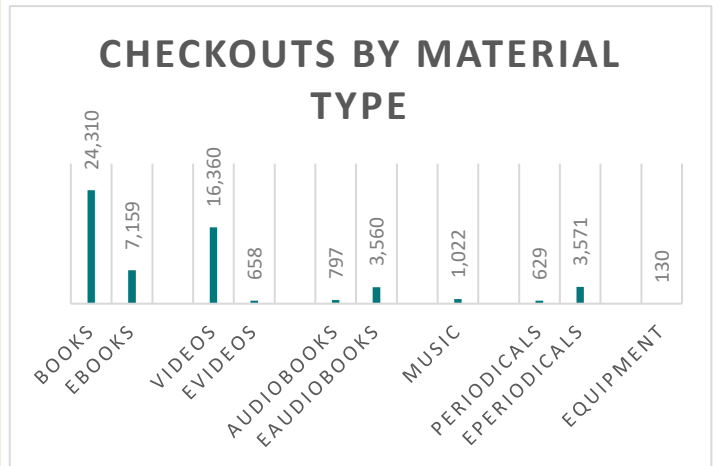


■ Youth ■ Adult ■ Digital

CHECKOUTS

58,196

total checkouts



SPACE

21,961

library visits

64

meeting room
uses

708

study room
uses

809

MakerLab
visits

TECHNOLOGY

18,163

wi-fi
sessions

1,424

internet
computer uses

90,194

website
hits

TOP 5 CIRCULATING TITLES IN DECEMBER

Where the Crawdads Sing by Delia Owens

Blue Moon by Lee Child

The Guardians by John Grisham

Educated: a memoir by Tara Westover

The Night Fire by Michael Connelly

SOCIAL MEDIA ENGAGEMENT SNAPSHOT – DEC 2019

AUDIENCE:

Facebook Total Page Follows: 3,608

Twitter Total Followers: 3,783

Instagram Total Followers: 1,266



Once again, Library staff donned their festive holiday apparel on “Flair Day,” and the photos were well-loved on our social channels, with 62 likes/shares. Customers enjoy seeing the friendly faces they know from their Library visits.

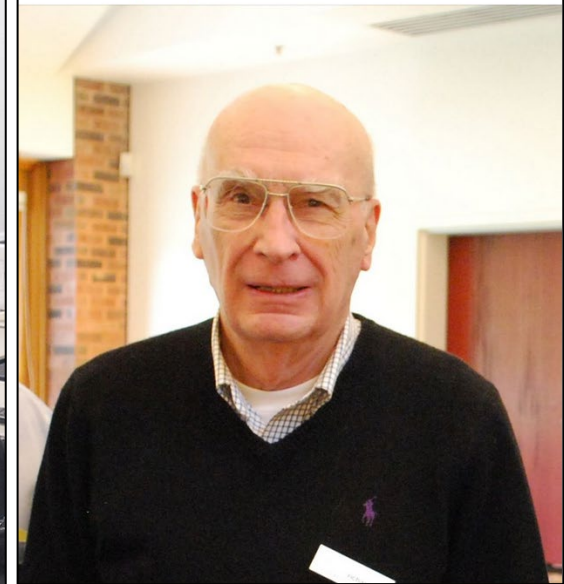
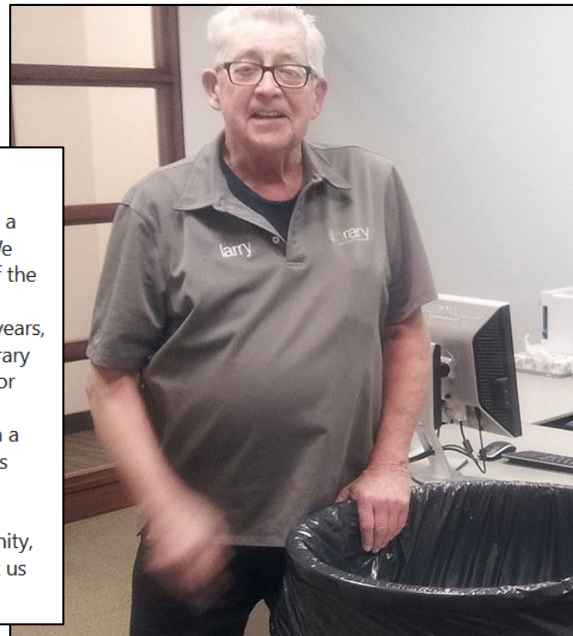



On a very different note, we bid farewell to two men who did so much to serve the Library and the community: Custodian Larry Jones and Former Board President Emeritus Richard Ryan. Posts like these are an important way to let employees, former employees, and community members express their sympathies and share memories and condolences. These posts had more than 200 comments and other engagement.

We are saddened by news of the passing of Mr. Richard Ryan, longtime Library Trustee and Board President Emeritus. Mr. Ryan served the Library and its community for almost 36 years, a passionate and dedicated advocate for public libraries and their continuing development and improvement. In 2012, Mr. Ryan was one of two recipients of the ALA Trustee Citation, national recognition for his decades of hard work and commitment. He retired from his role on the Board in 2015. We offer our condolences to his family, and our gratitude for his tireless efforts on behalf of the Barrington Area Library. Details on local arrangements: <https://www.davenportfamily.com/notices/Richard-Ryan> More about Mr. Ryan's library and community service: <http://www.balibrary.org/library.../.../1295-dick-ryan-reception>



barringtonarealibrary "Got any donations for me?" Friends, it was a tough week for us at BALibrary. We were deeply saddened by news of the passing of Larry Jones, longtime custodian. For more than twenty years, Larry worked hard to keep the library neat and clean, he set up rooms for special events and meetings, and always greeted his coworkers with a "Happy (day of the week)!" and his trademark hearty chuckle. Rest in peace, Larry - thank you for your decades of service to our community, and for all the smiles you brought us over the years.



 **Candy Goes-Quinn** Thank you! Already have my reading, checked out a book yesterday. First time I've ever tried the Large Print! What a Christmas G I F T !!

Love · Reply · Message · 2w

 Author

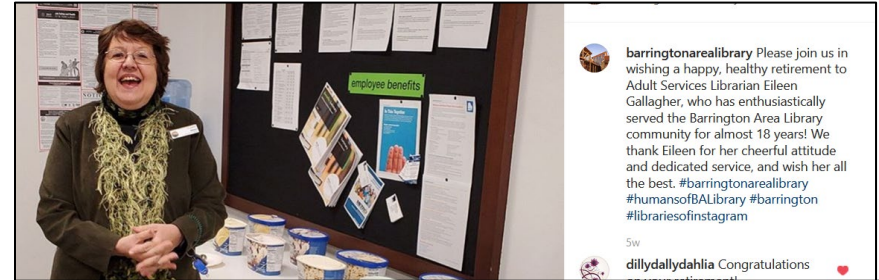
Barrington Area Library Candy Goes-Quinn we hope you love the book and the Large Print!

Like · Reply · 2w

 **Candy Goes-Quinn** Barrington Area Library Already loving the book - the Dutch House

Like · Reply · Message · 2w

Unsolicited positive feedback always feels good, like these comments from a customer who was enjoying her first large print book.



One more staff milestone for this month: Librarian Eileen Gallagher retired after almost 18 years of service. Customers and colleagues wished Eileen well, with over 160 comments and other interactions.

More and more, even our interactions with traditional media and reporters are taking place over social media. I “met” the new Tribune/Pioneer Press reporter for our area via a Twitter Direct Message, which turned into a nice, short feature on our Digital Services Manager, Michael Campagna.

← **Kaitlin Edquist** 
@kaitlinedquist 

Hello! Sliding in your DMs to see if I could interview (using that term loosely) who-ever runs this Twitter account for a weekly Shout Out series that we do for the Pioneer Press! Let me know if you're interested – or really if anyone at the library would be interested.



12/18/19, 5:15 PM

Graphic Artist Lynn Van Dorn celebrated 15 years of service, and photos from her all-staff celebration got a lot of social love, including 124 likes and comments. In the same way that customers like seeing familiar faces, they also like learning about what happens behind the scenes, and people like Lynn play such a significant role in our setting our standard of service excellence.

Sometimes the behind the scenes staff at BALibrary don't get the credit they deserve. That's certainly true of our wonderfully talented Graphic Artist Lynn Van Dorn, celebrating 15 years of library service in 2019! You've enjoyed Lynn's creative work in our Check It Out newsletter, our signage and posters all over the Library, our autumn scarecrows, the beautiful yarn bombing installation a few years ago, and LOTS of fun and interactive displays, photo ops, helpful handouts, bookmarks, flyers...Lynn, we thank you for bringing your technical expertise and artist's eye to work every day for 15 years and, as your boss always says, "thank you for making us look so good."
#barringtonarealibrary #humansofBALibrary #librariesofinstagram #barrington #60010 #graphicdesign

