

Glencoe Public Library
 Combined Balance Sheet
 December 31, 2021 and December 31, 2020
 (Modified Accrual Basis, Unaudited)

	Current Year 2021			Prior Year 2020 Total
	General Fund	IMRF & Soc. Sec. Fund	Restricted Gift Funds	
Assets:				
Cash	14,338.54			14,338.54
Invested Funds -				
Reserved for operations (1)	642,158.75			642,158.75
Reserved by restrictions on use		74,857.73	24,009.35	98,867.08
Balance not reserved	1,360,845.36			1,360,845.36
Total Investments	2,003,004.11	74,857.73	24,009.35	2,101,871.19
				2,154,601.84
Accounts receivable	0.39			0.39
Property taxes receivable - 2020	68,900.88	6,221.62		75,122.50
Property taxes receivable - 2019	12,819.92	940.38		13,760.30
Property taxes receivable - 2018	0.00	0.00		0.00
Prepaid insurance	0.00			0.00
Capital assets -				
Land				
Building				
Equipment				
Construction in progress				
Accumulated depreciation				
	2,099,063.84	82,019.73	24,009.35	4,390,888.45
				4,297,796.15
Liabilities:				
Bank loan	466.89	0.00		602,129.50
Accounts payable				466.89
Deferred property tax revenues - 2020	68,900.88	6,221.62		75,122.50
Deferred property tax revenues - 2019	12,819.92	940.38		13,760.30
Deferred property tax revenues - 2018	0.00	0.00		0.00
	2,086,815.75	65,484.47	20,650.50	2,172,950.72
				2,111,472.03
Governmental Funds Balances:				
Beginning balances, January 1, 2021/2020				
Changes in balances, year-to-date -				
Operating funds	-69,939.60	9,373.26		-60,566.34
Restricted Gift Fund			3,358.85	3,358.85
Ending balances	2,016,876.15	74,857.73	24,009.35	2,115,743.23
Investment in capital assets, net				1,618,293.42
	2,099,063.84	82,019.73	24,009.35	4,390,888.45
				4,297,796.15

Note (1) Amount reserved for operations in 2021 is based on 25% of total budgeted expense for the Twelve months ending December 31, 2021 of \$2,568,635.00

Glencoe Public Library
Statement of Operating Funds Revenues and Expenses
For The Twelve Months Ending December 31, 2021 & December 31, 2020
(Modified Accrual Basis, Unaudited)

	Prior Year YTD Actual	Current Year YTD Actual	Current Year Total Budget	100.0% YTD to Budget	Prior Year Current Month Actual	Current Month Actual
REVENUES :						
Statutory Revenues -						
Property tax revenues	2,435,545.38	2,503,136.79	2,576,535.00	97.2%	9,029.17	1,804.74
Property tax reserve			<40,000.00>			
Personal prop. Repl. Tax	11,503.09	23,109.08	13,100.00	176.4%	0.00	0.00
Grants	16,755.30	22,816.52	13,000.00	175.5%	0.00	0.00
Total Statutory Revenues	2,463,803.77	2,549,062.39	2,562,635.00	99.5%	9,029.17	1,804.74
Operating Revenues -						
Fines and fees	5,567.94	2,988.45	0.00		287.04	170.92
Video rentals	187.26	0.00	0.00		0.00	0.00
Copier machine revenues	314.15	356.05	1,000.00	35.6%	0.00	26.10
Total Operating Revenues	6,069.35	3,344.50	1,000.00	334.5%	287.04	197.02
Other Revenues -						
Interest income	15,598.70	1,269.88	4,000.00	31.7%	185.04	106.00
Unrestricted gifts	7,229.00	12,461.07	1,000.00	1246.1%	490.00	3,671.07
Total Other Revenues	22,827.70	13,730.95	5,000.00	274.6%	675.04	3,777.07
TOTAL REVENUES	2,492,700.82	2,566,137.84	2,568,635.00	99.9%	9,991.25	5,778.83
EXPENDITURES:						
Library Services -						
Print Materials						
Books	107,859.02	104,053.65	128,600.00	80.9%	7,266.84	15,127.36
Periodicals	17,040.34	17,163.41	19,650.00	87.3%	56.01	12.00
	124,899.36	121,217.06	148,250.00	81.8%	7,322.85	15,139.36
Reference Materials						
OCLC	6,068.40	5,924.76	5,644.00	105.0%	0.00	0.00
Automated resources	55,777.18	55,644.55	60,000.00	92.7%	7,496.00	1,680.00
	61,845.58	61,569.31	65,644.00	93.8%	7,496.00	1,680.00
Audiovisual Materials						
Audio	15,101.89	14,276.22	16,000.00	89.2%	1,555.19	1,448.76
Video	12,640.42	11,713.71	15,650.00	74.8%	1,105.62	1,398.30
	27,742.31	25,989.93	31,650.00	82.1%	2,660.81	2,847.06
Digital						
Device subscriptions	1,436.32	1,290.43	1,700.00	75.9%	99.90	56.95
Downloadable content	78,666.01	75,524.22	78,000.00	96.8%	6,062.03	4,394.39
	80,102.33	76,814.65	79,700.00	96.4%	6,161.93	4,451.34
Supplies						
Supplies - LAN/computers	7,601.70	7,634.90	7,000.00	109.1%	553.20	654.81
Supplies - general	13,283.24	9,895.27	9,950.00	99.4%	2,601.02	738.78
	20,884.94	17,530.17	16,950.00	103.4%	3,154.22	1,393.59
Other						
Programs & comm. engagement	33,741.36	27,607.22	43,850.00	63.0%	5,228.87	3,965.69
Website/digitization	3,193.96	4,779.87	5,000.00	95.6%	0.00	0.00
Internet access	2,975.09	4,433.16	6,800.00	65.2%	260.60	249.96
Wiring & electrical	6,609.29	14,780.28	0.00		0.00	0.00
Children's learning kits	134.19	385.59	500.00	77.1%	0.00	81.85
Children's non-circ materials	0.00	0.00	0.00		0.00	0.00
	46,653.89	51,986.12	56,150.00	92.6%	5,489.47	4,297.50
Total Library Services	362,128.41	355,107.24	398,344.00	89.1%	32,285.28	29,808.85

Glencoe Public Library
Statement of Operating Funds Revenues and Expenses
For The Twelve Months Ending December 31, 2021 & December 31, 2020
(Modified Accrual Basis, Unaudited)

	Prior Year YTD Actual	Current Year YTD Actual	Current Year Total Budget	100.0% YTD to Budget	Prior Year Current Month Actual	Current Month Actual
EXPENDITURES:						
Personnel -						
Compensation -						
Salaries & wages	1,180,786.65	1,217,304.90	1,275,006.00	95.5%	113,468.63	148,580.86
Medical insurance	188,971.84	160,017.80	191,000.00	83.8%	20,242.62	15,933.10
Unemployment tax	2,648.89	3,000.97	2,300.00	130.5%	87.22	112.40
Social security tax	87,968.97	91,079.82	100,400.00	90.7%	8,463.81	11,138.42
IMRF	100,824.27	106,359.27	113,000.00	94.1%	9,920.75	13,225.23
	<u>1,561,200.62</u>	<u>1,577,762.76</u>	<u>1,681,706.00</u>	<u>93.8%</u>	<u>152,183.03</u>	<u>188,990.01</u>
Staff Development -						
Continue education	20,369.07	15,136.04	15,330.00	98.7%	766.97	1,198.26
Recruitment	308.20	580.92	100.00	580.9%	20.00	131.40
	<u>20,677.27</u>	<u>15,716.96</u>	<u>15,430.00</u>	<u>101.9%</u>	<u>786.97</u>	<u>1,329.66</u>
Total Personnel	1,581,877.89	1,593,479.72	1,697,136.00	93.9%	152,970.00	190,319.67
Operations & Maintenance -						
Facilities -						
Building repairs & maintenance	150,378.72	149,840.47	109,250.00	137.2%	12,793.59	6,937.18
Library equipment repairs	13.65	419.42	1,000.00	41.9%	0.00	0.00
Capital replacement	0.00	8,800.00	8,800.00	100.0%	0.00	0.00
Facilities management projects	0.00	0.00	0.00		0.00	0.00
Equipment & furniture	13,160.73	15,341.37	20,000.00	76.7%	0.00	76.73
Information technology	17,930.54	31,500.00	38,500.00	81.8%	0.00	9,000.00
	<u>181,483.64</u>	<u>205,901.26</u>	<u>177,550.00</u>	<u>116.0%</u>	<u>12,793.59</u>	<u>16,013.91</u>
Overhead -						
Telephone	7,790.76	5,663.19	8,000.00	70.8%	930.74	0.00
Postage	1,571.60	2,494.86	3,200.00	78.0%	0.00	208.96
Copier	6,178.76	5,433.74	6,900.00	78.7%	857.77	504.92
Auditing	1,750.00	1,750.00	1,750.00	100.0%	0.00	0.00
Bookkeeping	13,846.08	16,074.14	12,000.00	134.0%	1,120.64	1,553.40
Trustee Expenses	737.25	1,981.62	1,000.00	198.2%	88.25	204.00
Property & casualty insurance	26,731.00	26,174.00	28,000.00	93.5%	2,222.83	2,319.50
Legal fees	3,037.50	3,937.50	4,400.00	89.5%	0.00	0.00
	<u>61,642.95</u>	<u>63,509.05</u>	<u>65,250.00</u>	<u>97.3%</u>	<u>5,220.23</u>	<u>4,790.78</u>
Other -						
CCS, operating expenses	44,549.74	45,401.44	57,955.00	78.3%	0.00	0.00
Computer S/W Maintenance	45,553.09	57,997.90	67,250.00	86.2%	232.16	6,207.50
Contract services	9,310.00	4,296.02	12,150.00	35.4%	0.00	4,136.02
Debt service	53,000.04	53,000.04	53,000.00	100.0%	4,416.67	4,416.67
Svcs. & resource development	13,199.85	10,880.80	40,000.00	27.2%	0.00	0.00
	<u>165,612.72</u>	<u>171,576.20</u>	<u>230,355.00</u>	<u>74.5%</u>	<u>4,648.83</u>	<u>14,760.19</u>
Total operations & maintenance	408,739.31	440,986.51	473,155.00	93.2%	22,662.65	35,564.88
TOTAL EXPENDITURES	2,352,745.61	2,389,573.47	2,568,635.00	93.0%	207,917.93	255,693.40
NET OPERATING CHANGE	139,955.21	176,564.37	0.00		<197,926.68>	<249,914.57>
OTHER TRANSACTIONS:						
Transfer to Construction Fund	<71,678.95>	<237,130.71>			-8,978.60	0.00
TOTAL NET CHANGE	68,276.26	-60,566.34			-206,905.28	-249,914.57

Glencoe Public Library
Statement Of Changes In Restricted Gift Funds
For The Twelve Months Ending December 31, 2021

	Beginning Balance	Receipts	Expenditures	Ending Balance
FUND -				
Friends of the Glencoe Library	9,121.59	30,088.83	27,610.03	11,600.39
Bobette Cohen Takiff Fund	11,497.41	7,900.00	9,330.95	10,066.46
Janet Hauser Memorial Fund		2,311.00		2,311.00
Vera S. Braudo Fund	31.50			31.50
TOTAL ALL FUNDS	20,650.50	40,299.83	36,940.98	24,009.35

**Glencoe Public Library
Schedule of Accumulated Construction Fund Activity
For The Twelve Months Months Ending December 31, 2021**

	YTD Actual	Current Month Actual
Receipts -		
Transfer from General Fund	<u>237,130.71</u>	<u>0.00</u>
Expenditures -		
Takiff Art Book Shelving		
Zakrose Inc.	<u>16,200.00</u>	<u>0.00</u>
Tech Dept. Re-Design		
R. Scott Javore & Associates, Ltd	8,832.70	0.00
Absolite Home Improvements, LLC	158,277.00	0.00
First Bankcard	0.00	0.00
Village of Glencoe	316.00	0.00
Laysstrom-Buescher, Inc.	918.00	0.00
Paddock Publications	75.00	0.00
	<u>168,418.70</u>	<u>0.00</u>
LED Lighting		
Twin Supplies, Ltd.	<u>9,132.96</u>	<u>0.00</u>
New Public Furniture		
Room and Board Business Interiors	42,231.60	0.00
First Bankcard	1,147.45	0.00
	<u>43,379.05</u>	<u>0.00</u>
Total Expenditures	<u>237,130.71</u>	<u>0.00</u>
Net Amount	<u>0.00</u>	<u>0.00</u>

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Tuohy, Planning Committee; Andy Kim, Executive Director
Date: January 13, 2022
Re: Fiscal Year 2022 Performance Plan reporting schedule

The management team will prepare quarterly reports of progress made with performance plan action items and projects. Quarterly reports are scheduled for the following Regular Board Meeting dates:

- March 16
- June 15
- September 21
- December 21¹

Per Trustee Tuohy's suggestion, the management team will also present in-depth updates on specific projects. These may come in the quarterly reporting or at the request of the Library Board or any individual Trustee.

¹ This Regular Board Meeting date is subject to change.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt, Policy & Bylaws Committee; Andy Kim, Executive Director
Date: January 6, 2022
Re: Review of the Reimbursement of Expenses Policy

The library's Reimbursement of Expenses Policy was scheduled for staff and committee review in January. This policy outlines how the library will reimburse staff for direct library business expenses such as travel and lodging, and per diems. The library observes rates published by the General Services Administration (GSA), and is therefore reviewed annually.

For this year's review, Trustee Parfitt was informed that there were no changes recommended for the policy. After his review, Trustee Parfitt agreed, and the policy will remain as is until its review in 2023.



GLENCOE PUBLIC LIBRARY

REIMBURSEMENT OF EXPENSES POLICY

General

The Glencoe Public Library (Library) requires compliance with the Local Government Travel Expense Control Act.

Transportation Reimbursable Rates

Maximum Reimbursable Rates for Transportation	
Air Travel	100% of lowest reasonable rate (coach)
Auto	Internal Revenue Service standard mileage rate at time of reimbursement
Rental Car	100% of lowest reasonable rate (midsize vehicle)
Train or Bus	100% of lowest reasonable rate (cost shall not exceed air travel)
Taxi, Shuttle, Rideshare, or Public Transportation	100% of actual reasonable rate
Tolls and Parking	100% of actual reasonable rate

Auto mileage shall be based on:

- Leaving from the Library and returning to the Library – Total miles driven
- Leaving from residence and returning to the Library (or vice versa) – Total miles driven minus ½ of normal roundtrip commute
- Leaving from residence and returning to residence – Total miles driven minus normal roundtrip commute

Any Library Trustee or staff member driving for library business must provide current proof of vehicle insurance to the Executive Director every six months (January and July) to be kept on file with the Library.

Meals and Lodging Reimbursable Rates

Maximum Reimbursable Rate for Meals	
Per Diem	Pre-approved by the Executive Director based on the location of the business event

Maximum Reimbursable Rate for Lodging	
Per Diem	Lowest reasonable rate as pre-approved by Executive Director

Reimbursement Requirements

The Library will only approve reimbursement of expenses if a Library Trustee or staff member submits expenses on the Library’s Reimbursement Request Form.

Receipts must be submitted with any reimbursement request and must be submitted within 60 days.

Any reimbursable travel, meals, and lodging expenses of a staff member that exceeds the maximum amount allowed, or any reimbursable expense of a Library Trustee, must be approved by a roll call vote at an open meeting of the Library Board of Trustees.

Reimbursement for Taxes

A tax exemption letter is required for tax exemption at point of purchase. A tax exemption letter is available from your supervisor or Executive Director. The tax exemption letter can be used for every purchase made for the Library.

Entertainment Expenses

The Library shall not reimburse any Library Trustee or staff member for any entertainment expense unless such expense is ancillary to the purpose of a program or event.

Adopted	January 31, 2017
Reviewed	January 19, 2022
Revised	January 15, 2020; January 20, 2021

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Justin Franklin, Network and Digital Services Librarian on behalf of the Technology Committee
Date: January 12, 2022
Re: Technology Committee Report

Becky and Justin are discussing the performance plan objectives and when to schedule each throughout the year. Meanwhile, work continues on network documentation and the board portal.

Our email provider has upgraded their webmail platform to a new version as of earlier this month, which includes improvements to security, ease of use, and interoperability with third party clients (such as Outlook).

Justin has ordered replacement hardware to run the digital displays. Previously, we had been using ChromeBits, but in the process of redeploying those it was discovered that Google is no longer supporting these devices with security updates.

We continue to monitor communications and reports from our hardware vendors concerning software and firmware updates and are installing them expeditiously.