



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
April 21, 2020 7:00 PM

## Online Zoom Meeting

This meeting will take place virtually via phone or computer. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to Sue Quinn, [squinn@rflib.org](mailto:squinn@rflib.org). You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 955-4405-0207. Questions may be submitted online during the meeting to [squinn@rflib.org](mailto:squinn@rflib.org).

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
  - a. Minutes of the Special Board Meeting: April 1, 2020
  - b. March 2020 Warrant List
  - c. March 2020 Revenue and Expense Reports
  - d. March 31, 2020 Balance Sheet
5. Director's Report
6. Reallocation of budget line items within the Library Materials category - vote
7. President's Report
8. Adjournment

*\*All topics on the Agenda are potential Action Items. Note: Board members who have suggestions about upcoming issues are welcome to contact the President, Chair, or a Committee member. Suggestions will be noted, however, The Open Meetings Act, prohibits discussion outside of posted public meetings.*

**Meeting Minutes: Special Board Meeting: April 1, 2020**

**Call to Order:** At 7:00 pm, President Smedinghoff called the special meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

President Smedinghoff stated, the April 1, 2020 Special Meeting of the River Forest Public Library Board of Trustees took place by phone pursuant to the Executive Order by Illinois Governor J.B. Pritzker that suspends the requirement for in-person public meetings due to the COVID-19 pandemic.

President Smedinghoff stated the purpose of the Special Meeting was to approve the consent agenda from the previously cancelled March 17, 2020 meeting and to approve the Library's operating and capital budgets to comply with the Village of River Forest's budget submission deadline.

**Public Comments:** None submitted.

**Consent Agenda:**

- a. Minutes of the Regular Board Meeting: February 18, 2020
- b. February 2020 Warrant List
- c. February 2020 Revenue and Expense reports
- d. February 29, 2020 Balance Sheet
- e. Policy Revisions: IV. Computer Use; Patrons IV. Equipment and Computer Use
- f. 1 year cleaning contract with Buildingstars in the amount of \$24,600
- g. PlanIt Green Letter of Commitment Initiative in Pursing 100% Renewable Energy.

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustee Stierwalt asked that item g., PlanIt Green letter of commitment initiative in pursuing 100% renewable energy, be removed from the consent agenda.

Trustee Hill moved to approve the consent agenda, items a.-f. Trustee Hopkinson seconded. Trustees did not have any questions or comments about the consent agenda. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Trustee Stierwalt asked for additional information regarding the PlanIt Green commitment letter. Director Quinn shared that she had been in communication with Village of River Forest administration and indicated that RFPL would be looking for direction and support from the Village in order to undertake any renewable energy initiatives. President Smedinghoff added

that, if signed, the letter is non-binding and RFPL has not committed to anything. Trustee Stierwalt expressed concerns that RFPL would be unable to commit financially to renewable energy infrastructure initiatives, as there are so many unknowns with renewable energy. Trustees Bevan, Long, and Calabrese-Berry expressed their support for the PlanIt Green initiative. Trustee Long added that there might be opportunities for RFPL to secure grants and Trustee Calabrese-Berry suggested that RFPL could support the initiative through collections and programs. Trustee Bevan noted that RFPL should be considering the environmental impact of facilities improvements regardless.

After discussion, President Smedinghoff asked for a motion to approve the PlanIt Green letter of commitment initiative in pursuing 100% renewable energy.

Trustee Long moved to approve the PlanIt Green letter of commitment initiative in pursuing 100% renewable energy. Trustee Bevan seconded. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, and Smedinghoff.
- Nays: Stierwalt

## **Old Business**

### **a. 2020-21 Operating Budget**

President Smedinghoff asked for a motion to approve the 2020-21 operating Budget. Trustee Calabrese-Berry moved to approve the 2020-21 operating budget, Trustee Hill seconded and questions were taken.

Trustee Bevan asked how the budgets for health insurance and IMRF were determined. Director Quinn responded that the health insurance budget amount came from the Village of River Forest as they were able to confirm the rate of increase that will go in effect on July 1, 2020. Regarding IMRF, Director Quinn explained that the rate is determined for the calendar year and RFPL is projecting an increase in the rate for 2021. Trustee Bevan noted that in light of the current circumstances (COVID-19 pandemic) health insurance and IMRF costs will likely increase in the future. Director Quinn commented that IMRF has established a practice to spread significant rate increases out over a period of 3 years so as not to overburden contributing entities. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

### **b. 2020-21 Capital Budget**

President Smedinghoff asked for a motion to approve the 2020-21 capital budget. Trustee Long moved to approve the 2020-21 capital budget, Trustee Hill seconded. No questions were asked. A roll call vote was taken.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

## **Director communications regarding emergency closure**

Director Quinn reported that on March 13, 2020 the library closed at 5 pm and has remained closed due to the COVID-19 pandemic. Since the closure, Director Quinn has participated in weekly virtual meetings with the administrators from School District 90, School District 200, the Villages of River Forest and Oak Park, and other local taxing bodies and is monitoring the crisis response on the local and state levels.

The staff of the RFPL have been working since 3/14 to operate a virtual library. Remote desktop capabilities have been set up for administrative staff and the circulation manager since the closure. Staff have issued 24 new library cards, reset PINS, and help troubleshoot virtual services for patrons. All expired library card expiration dates have been extended until 7/4/2020 to allow for more users to have virtual access.

The Adult/Teen and Children's staff have added nearly 100 eBook and eAudiobook titles to Media on Demand. They are purchasing extra copies of popular eContent items and filling patron requests for eContent titles. 24 new patrons started using Hoopla in March and 775 items were checked out. In April, the Management Team will discuss increasing monthly Hoopla checkouts from 8 to 12. An online book club will be hosted at the end of April.

Amy Grossman (Children's Services Manager) and Danielle Moore (Assistant Children's Services Manager) have been filming and sharing short story time activities daily on Facebook and Instagram. RFPL launched a YouTube page and will begin adding additional content next week.

On April 1, RFPL launched Kanopy, a video streaming service. This launch was planned for May 1, but due to the circumstances, the roll out was accelerated to offer patrons more digital content immediately.

Fran Arnold has extended our social media presence and is managing all the library's communications to the public.

The Management Team has met over Zoom and will continue to meet weekly. All Managers have maintained regular communication with staff members via email, Zoom meetings, phone, and text. Managers have shared professional development articles, links, and videos with staff.

In the next week, we hope to re-open our virtual chat service on our website to help patrons immediately reset PINS, answer questions, and troubleshoot virtual services.

Director Quinn acknowledged and thanked all the staff for their efforts during this uncertain time and stated how proud she was of how the staff has pivoted their focus to providing patrons with the best virtual service possible.

Trustee Hopkinson asked when the library would plan to reopen. Director Quinn indicated that the RFPL would look to the Village of River Forest and School District 90 for guidance on when it would be safe for the library to reopen.

President Smedinghoff thanked Director Quinn and the RFPL team for keeping the library moving forward during this fluid time.

Trustee Stierwalt asked if there was any support the Board could offer at this time. Director Quinn thanked Trustee Stierwalt for asking and appreciated the autonomy to make decisions regarding the budget, as some line items may need to shift as we move forward.

**Adjournment**

- At 7:45 PM, Trustee Bevan moved to adjourn the Regular Meeting. Trustee Hill seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,  
Alice Calabrese-Berry  
Secretary

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
17050	3/8/2020	ADULT READING ROUND TABLE		BYLINE Operations 00805669201	
	3/8/2020		AD/T Staff Member ARRT Membership	Membership Dues - Library	-90.00
TOTAL					-90.00
17051	3/8/2020	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805669201	
25027-...	3/8/2020		March 2020 Maintenance service	Maintenance - Service	-196.27
TOTAL					-196.27
17091	3/30/2020	ANDERSON ELEVATOR COMPANY	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17101	3/30/2020	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805669201	
H006317	3/30/2020		Elevator Category 1 Test	Maintenance - Service	-750.00
TOTAL					-750.00
17083	3/13/2020	AT&T - Electronic Gateway		BYLINE Operations 00805669201	
S66041...	3/13/2020		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
17052	3/8/2020	BAKER & TAYLOR L 5076992		BYLINE Operations 00805669201	
203512...	2/26/2020		Adult books	Books - Adult	-17.36
203511...	2/26/2020		Adult books	Books - Adult	-32.47
203511...	2/26/2020		Adult books	Books - Adult	-48.69
203510...	2/26/2020		Adult books	Books - Adult	-33.60
TOTAL					-132.12
17084	3/13/2020	BAKER & TAYLOR L 5076992		BYLINE Operations 00805669201	
203513...	3/13/2020		Adult books	Books - Adult	-17.36
TOTAL					-17.36

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Num	Date	Name	Memo	Account	Paid Amount
17053	3/8/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805669201	
501602...	2/26/2020		Adult books	Books - Adult	-113.91
TOTAL					-113.91
17054	3/8/2020	BayScan Technologies		BYLINE Operations 00805669201	
63914	3/2/2020		Sticky label tape	Office Supplies	-174.00
TOTAL					-174.00
17055	3/8/2020	Beth Kirchenberg		BYLINE Operations 00805669201	
	3/2/2020		Mileage to Prospect Heights PL., Aftersc...	Misc. Expenses	-25.42
TOTAL					-25.42
17056	3/8/2020	Bibliotheca, LLC		BYLINE Operations 00805669201	
US29909	3/5/2020		Shelf Check license and maintenance	Automation - Administration	-1,248.00
TOTAL					-1,248.00
17057	3/8/2020	Buildingstars Operations, Inc.		BYLINE Operations 00805669201	
2106731	3/5/2020		March - Daily cleaning service	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
DM	3/23/2020	Byline Bank		BYLINE Operations 00805669201	
			Stop Payment Fee Check #17068	Misc. Expenses	-30.00
TOTAL					-30.00
DM	3/5/2020	CardConnect		BYLINE Operations 00805669201	
			Credit card fes	Misc. Expenses	-33.97
TOTAL					-33.97
17058	3/8/2020	Cintas Fire Protection		BYLINE Operations 00805669201	
DF9459...	3/2/2020		Annual Fire Ext. Inspection	Maintenance - Service	-342.50
TOTAL					-342.50

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
17059	3/8/2020	Comcast		BYLINE Operations 00805669201	
877120...	3/2/2020		Monthly Telephone/Internet	Automation - Internet	-545.47
TOTAL					-545.47
17060	3/8/2020	Communication Revolving Fund		BYLINE Operations 00805669201	
T2017601	2/26/2020		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
17092	3/30/2020	DEMCO, INC.	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17102	3/30/2020	DEMCO, INC.		BYLINE Operations 00805669201	
00720138	3/30/2020		Tech Ser Supplies	Supplies - Library	-150.57
TOTAL					-150.57
17081	3/9/2020	Fifth Third Bank		BYLINE Operations 00805669201	
			February Credit card bill	5/3 Financial Credit Card	-3,364.04
TOTAL					-3,364.04
17049	3/2/2020	GE Money Bank/Amazon		BYLINE Operations 00805669201	
604578...	3/2/2020		Laminator refill	Copier supplies	-56.10
			Clock for Lobby	Supplies - Library	-79.95
			Coco Lotion & Soap program supplies	Programs-Teen	-73.93
			Wireless keyboards & mice	Equipment - Technology	-170.64
			Corner guards	Maintenance - Supply	-5.99
			J program supplies	Programs - Juv	-8.88
			Baby for toy area	Non-Print Juvenile	-23.97
			T video game	Non-print -Teen	-49.99
			Cord control	Maintenance - Supply	-12.99
			Supplies planting program	Connection - ASK Programs	-4.97
			Supplies planting program	Connection - ASK Programs	-37.95
			Supplies planting program	Connection - ASK Programs	-12.49
			T video game	Non-print -Teen	-59.89
			Supplies planting program	Connection - ASK Programs	-9.49
TOTAL					-607.23



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17061	3/8/2020	Hoopla		BYLINE Operations 00805669201	
98690973	3/2/2020		February Hoopla checkouts	Hoopla	-1,219.63
TOTAL					-1,219.63
DM	3/31/2020	IMRF		BYLINE Operations 00805669201	
			EE IMRF Contrib	Employee Compensation	-1,879.00
			ER IMRF Contrib	IMRF	-4,568.06
TOTAL					-6,447.06
17062	3/8/2020	Ingram Library Services		BYLINE Operations 00805669201	
62634614	2/26/2020		J Books	Books- Juv	-29.94
62634617	2/26/2020		J Books	Books- Juv	-10.16
62635072	2/26/2020		J Books	Books- Juv	-126.83
62635074	2/26/2020		J Books	Books- Juv	-148.72
62635073	2/26/2020		J Books	Books- Juv	-11.25
67177058	2/26/2020		J Books	Books- Juv	-7.16
62633542	2/26/2020		J Books	Books- Juv	-5.78
62633275	2/26/2020		J Books	Books- Juv	-111.21
62633648	2/26/2020		MS Books	Books - Middle School	-10.69
62634544	2/26/2020		Teen books	Books - Teen	-11.96
62633649	2/26/2020		Teen books	Books - Teen	-20.36
62634616	2/26/2020		Adult books	Books - Adult	-16.38
62635077	2/26/2020		Adult books	Books - Adult	-12.18
62635071	2/26/2020		Adult books	Books - Adult	-14.08
62635076	2/26/2020		Adult books	Books - Adult	-16.94
62635075	2/26/2020		Adult books	Books - Adult	-11.56
62634613	2/26/2020		Adult books	Books - Adult	-12.38
62634268	2/26/2020		Adult books	Books - Adult	-15.19
62634270	2/26/2020		Adult books	Books - Adult	-12.58
62634271	2/26/2020		Adult books	Books - Adult	-33.38
62634615	2/26/2020		Adult books	Books - Adult	-31.26
62634269	2/26/2020		Adult books	Books - Adult	-15.21
62634272	2/26/2020		Adult books	Books - Adult	-167.17
67175983	2/26/2020		Adult books	Books - Adult	-63.49
67175982	2/26/2020		Adult books	Books - Adult	-20.36
62633986	2/26/2020		Adult books	Books - Adult	-15.09
62633985	2/26/2020		Adult books	Books - Adult	-37.20
62633987	2/26/2020		Adult books	Books - Adult	-15.09
62634027	2/26/2020		Adult books	Books - Adult	-20.38
62633276	2/26/2020		Adult books	Books - Adult	-16.71
62633274	2/26/2020		Adult books	Books - Adult	-82.85
62633273	2/26/2020		Adult books	Books - Adult	-18.03

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Num	Date	Name	Memo	Account	Paid Amount
62633278	2/26/2020		Adult books	Books - Adult	-16.58
62633277	2/26/2020		Adult books	Books - Adult	-46.18
62633539	2/26/2020		Adult books	Books - Adult	-10.56
62633537	2/26/2020		Adult books	Books - Adult	-11.98
62633541	2/26/2020		Adult books	Books - Adult	-7.18
62633538	2/26/2020		Adult books	Books - Adult	-76.48
62633540	2/26/2020		Adult books	Books - Adult	-15.66
62635525	3/2/2020		Adult books	Books - Adult	-16.35
62635520	3/2/2020		Adult books	Books - Adult	-18.04
62635519	3/2/2020		Adult books	Books - Adult	-18.04
62635518	3/2/2020		Adult books	Books - Adult	-20.87
62635523	3/2/2020		Adult books	Books - Adult	-17.38
62635521	3/2/2020		Adult books	Books - Adult	-15.78
62635524	3/2/2020		Adult books	Books - Adult	-7.18
62635522	3/2/2020		Adult books	Books - Adult	-74.66
62635526	3/2/2020		Adult books	Books - Adult	-16.78
62636049	3/2/2020		Adult books	Books - Adult	-16.34
62636048	3/2/2020		Adult books	Books - Adult	-18.03
62636047	3/2/2020		Adult books	Books - Adult	-16.90
62636050	3/2/2020		Teen books	Books - Teen	-23.64
67178789	3/2/2020		Adult books	Books - Adult	-12.58
67178790	3/2/2020		Adult books	Books - Adult	-28.83
62635847	3/2/2020		Adult books	Non-Print Adult	-14.77
62635824	3/2/2020		Adult books	Books - Adult	-66.52
62635459	3/2/2020		Adult books	Books - Adult	-14.63
62634210	3/2/2020		Adult books	Books - Adult	-11.38
62636854	3/8/2020		Adult books	Books - Adult	-16.90
62636852	3/8/2020		Adult books	Books - Adult	-15.78
62636850	3/8/2020		Adult books	Books - Adult	-16.34
62636855	3/8/2020		Adult books	Books - Adult	-77.18
62636853	3/8/2020		Adult books	Books - Adult	-28.09
62636848	3/8/2020		Adult books	Books - Adult	-15.21
62636849	3/8/2020		Adult books	Books - Adult	-12.36
62636671	3/8/2020		Adult books	Books - Adult	-16.91
62636672	3/8/2020		Adult books	Books - Adult	-15.21
62636673	3/8/2020		Adult books	Books - Adult	-16.91
62636670	3/8/2020		Adult books	Books - Adult	-12.58
62636366	3/8/2020		Adult books	Books - Adult	-18.04
62636472	3/8/2020		Adult books	Books - Adult	-501.49
62636475	3/8/2020		Adult books	Books - Adult	-295.14
62636365	3/8/2020		Adult books	Books - Adult	-16.35
62636473	3/8/2020		Adult books	Books - Adult	-41.15
62636474	3/8/2020		Adult books	Books- Juv	-5.98
62636608	3/8/2020		Teen books	Books - Teen	-10.18
62636607	3/8/2020		Teen books	Books - Teen	-22.38
62636605	3/8/2020		Teen books	Books - Teen	-12.61
62636315	3/8/2020		Teen books	Books - Teen	-12.38
62635461	3/8/2020		Teen books	Books - Teen	-11.13
62634214	3/8/2020		Teen books	Books - Teen	-10.18

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Num	Date	Name	Memo	Account	Paid Amount
62634213	3/8/2020		Teen books	Books - Teen	-58.53
62634602	3/8/2020		Teen books	Books - Teen	-26.46
62634601	3/8/2020		Teen books	Books - Teen	-11.82
62634211	3/8/2020		Teen books	Books - Teen	-11.82
62636606	3/8/2020		MS Books	Books - Middle School	-11.25
62635460	3/8/2020		MS Books	Books - Middle School	-20.37
62634212	3/8/2020		MS Books	Books - Middle School	-67.52
62634600	3/8/2020		MS Books	Books - Middle School	-10.69
TOTAL					-3,173.85
<b>17085</b>	<b>3/13/2020</b>	<b>Ingram Library Services</b>		<b>BYLINE Operations 00805669201</b>	
62638096	3/13/2020		Adult books	Books - Adult	-16.88
62638095	3/13/2020		Adult books	Books - Adult	-16.90
62638097	3/13/2020		Adult books	Books - Adult	-11.98
62638098	3/13/2020		Adult books	Books - Adult	-19.17
62638094	3/13/2020		Adult books	Books - Adult	-50.68
62638148	3/13/2020		Adult books	Books - Adult	-15.19
62638149	3/13/2020		Adult books	Books - Adult	-16.78
62637858	3/13/2020		Adult books	Books - Adult	-16.79
67181225	3/13/2020		Adult books	Books - Adult	-12.59
62637404	3/13/2020		Adult books	Books - Adult	-56.05
62637834	3/13/2020		Adult books	Books - Adult	-105.65
62637406	3/13/2020		Adult books	Books - Adult	-32.09
62637405	3/13/2020		Adult books	Books - Adult	-22.79
62637407	3/13/2020		Adult books	Books - Adult	-15.75
62637408	3/13/2020		Adult books	Books - Adult	-18.04
62637409	3/13/2020		Adult books	Books - Adult	-16.22
62637835	3/13/2020		Adult books	Books - Adult	-17.47
62638382	3/13/2020		J Books	Books- Juv	-6.78
67182444	3/13/2020		J Books	Books- Juv	-21.87
62638381	3/13/2020		J Books	Books - Adult	-17.14
62638378	3/13/2020		J Books	Books - Adult	-16.90
62638380	3/13/2020		Adult books	Books - Adult	-96.60
67183053	3/13/2020		J Books	Books- Juv	-24.49
62638379	3/13/2020		J Books	Books- Juv	-25.84
62638099	3/13/2020		J Books	Books- Juv	-233.14
62636851	3/13/2020		J Books	Books- Juv	-22.72
67182369	3/13/2020		J Books	Books- Juv	-96.79
62637857	3/13/2020		J Books	Books- Juv	-127.44
62637482	3/13/2020		Teen books	Books - Teen	-14.77
62636962	3/13/2020		Teen books	Books - Teen	-23.07
62636963	3/13/2020		Teen books	Books - Teen	-27.79
62637481	3/13/2020		MS Books	Books - Middle School	-11.94
62636961	3/13/2020		MS Books	Books - Middle School	-21.38
TOTAL					-1,249.68

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Num	Date	Name	Memo	Account	Paid Amount
17093	3/30/2020	Ingram Library Services	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17103	3/30/2020	Ingram Library Services		BYLINE Operations 00805669201	
62617571	3/24/2020		MS Books	Books - Middle School	-63.65
62620068	3/24/2020		Adult books	Books - Adult	-10.18
62627354	3/24/2020		Adult books	Books - Adult	-12.58
62627355	3/24/2020		Adult books	Books - Adult	-14.36
62627357	3/24/2020		Adult books	Books - Adult	-60.96
62627358	3/24/2020		Adult books	Books - Adult	-17.28
62627376	3/24/2020		Adult books	Books - Adult	-46.45
62627377	3/24/2020		MS Books	Books - Middle School	-63.23
62634558	3/24/2020		Adult books	Books - Adult	-73.74
62635033	3/24/2020		Adult books	Books - Adult	-25.37
62635034	3/24/2020		Teen books	Books - Teen	-22.95
62635035	3/24/2020		Teen books	Books - Teen	-40.55
TOTAL					-451.30
17086	3/13/2020	Joanna Bertucci		BYLINE Operations 00805669201	
	3/2/2020		Staff Mtg. treats	Staff Training	-7.99
			Clorox wipes & stainless steel cleaner	Maintenance - Supply	-17.28
	3/2/2020		Mileage to Westmont PL., Per. Eval Wor...	Misc. Expenses	-16.33
	3/13/2020		Wipes and soap	Maintenance - Supply	-69.20
TOTAL					-110.80
17063	3/8/2020	KLEIN, THORPE & JENKINS, LTD		BYLINE Operations 00805669201	
208242	2/26/2020		January legal consult	Consultant/Legal Fees	-698.03
TOTAL					-698.03
17064	3/8/2020	Konica Minolta Business Solutions		BYLINE Operations 00805669201	
900656...	3/8/2020		February Copier Usage	Copy Machine (usage, maint.)	-145.42
TOTAL					-145.42

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
17065	3/8/2020	Konica Minolta Premier Finance		BYLINE Operations 00805669201	
407935...	3/2/2020		Monthly Copier lease	Equipment - Copier Lease nonpub	-216.10
TOTAL					-216.10
17094	3/30/2020	Konica Minolta Premier Finance	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17104	3/30/2020	Konica Minolta Premier Finance		BYLINE Operations 00805669201	
	3/30/2020		Monthly Copier Lease	Equipment - Copier Lease nonpub	-216.10
TOTAL					-216.10
17066	3/8/2020	Linda Gartz	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17067	3/8/2020	Mango Languages		BYLINE Operations 00805669201	
INV006...	2/26/2020		Mango Languages Service 1yr. Contract	Automated - Subscription	-1,683.79
TOTAL					-1,683.79
17068	3/8/2020	Mid-America Books	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17095	3/30/2020	Mid-America Graphics	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17105	3/30/2020	Mid-America Graphics		BYLINE Operations 00805669201	
1256	2/26/2020		Winter 2020 BookPlate printing	Printing	-1,627.00
TOTAL					-1,627.00

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
17069	3/8/2020	MIDWEST TAPE		BYLINE Operations 00805669201	
98664660	2/26/2020		J DVDs	Non-Print Juvenile	-20.79
98664663	2/26/2020		Adult CD Books	Non-Print Adult	-39.24
98664661	2/26/2020		Adult DVDs	Non-Print Adult	-34.74
98664662	2/26/2020		Adult DVDs	Non-Print Adult	-26.79
98631982	2/26/2020		Adult DVDs	Non-Print Adult	-26.04
98631980	2/26/2020		Adult DVDs	Non-Print Adult	-26.04
98631586	2/26/2020		Adult CD Audiobooks	Non-Print Adult	-44.24
98631589	2/26/2020		Adult CD Audiobook	Non-Print Adult	-49.24
98631588	2/26/2020		Adult DVDs	Non-Print Adult	-78.12
98631981	2/26/2020		Adult DVDs	Non-Print Adult	-52.08
98631983	2/26/2020		Adult BluRay	Non-Print Adult	-64.08
98697625	3/8/2020		Adult DVDs	Non-Print Adult	-26.04
98697620	3/8/2020		Adult CD Audiobook	Non-Print Adult	-196.96
98697626	3/8/2020		Adult CD Audiobook	Non-Print Adult	-2.65
98697622	3/8/2020		Adult DVDs	Non-Print Adult	-22.29
98697628	3/8/2020		Adult DVDs	Non-Print Adult	-27.99
98697630	3/8/2020		Adult CD Audiobooks	Non-Print Adult	-24.24
98697631	3/8/2020		Adult BluRay	Non-Print Adult	-142.56
98697632	3/8/2020		Adult DVDs	Non-Print Adult	-18.54
98697623	3/8/2020		Adult DVDs	Non-Print Adult	-51.33
98697629	3/8/2020		Adult BluRay	Non-Print Adult	-37.09
98697624	3/8/2020		Adult DVDs	Non-Print Adult	-26.04
98697627	3/8/2020		Adult DVDs	Non-Print Adult	-26.04
TOTAL					-1,063.17
17087	3/13/2020	MIDWEST TAPE		BYLINE Operations 00805669201	
98730088	3/13/2020		Adult DVDs	Non-Print Adult	-20.79
98730161	3/13/2020		Adult BluRay & DVDs	Non-Print Adult	-37.09
98730163	3/13/2020		Adult DVDs	Non-Print Adult	-29.79
98730167	3/13/2020		Adult DVDs	Non-Print Adult	-39.14
98730162	3/13/2020		Adult CD audiobooks	Non-Print Adult	-34.24
98730168	3/13/2020		Adult CDs	Non-Print Adult	-16.54
98730166	3/13/2020		Adult DVDs	Non-Print Adult	-49.83
98730164	3/13/2020		Adult DVDs	Non-Print Adult	-26.04
98730160	3/13/2020		Adult DVDs	Non-Print Adult	-26.79
98730165	3/13/2020		Adult BluRay & DVDs	Non-Print Adult	-36.34
98730089	3/13/2020		Adult DVDs	Non-Print Adult	-26.79
TOTAL					-343.38

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
17096	3/30/2020	MIDWEST TAPE	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17106	3/30/2020	MIDWEST TAPE		BYLINE Operations 00805669201	
98437301	3/30/2020		Adult DVDs	Non-Print Adult	-18.54
98430046	3/30/2020		Adult DVDs	Non-Print Adult	-50.33
98430047	3/30/2020		Adult DVDs	Non-Print Adult	-26.04
98430048	3/30/2020		Adult DVDs	Non-Print Adult	-49.24
98437300	3/30/2020		Adult DVDs	Non-Print Adult	-26.04
TOTAL					-170.19
17070	3/8/2020	NICOR GAS		BYLINE Operations 00805669201	
89-82-3...	2/26/2020		Gas bill monthly	Heat	-905.43
TOTAL					-905.43
17097	3/30/2020	NICOR GAS	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17107	3/30/2020	NICOR GAS		BYLINE Operations 00805669201	
89-82-3...	3/30/2020		Heat Feb/March 2020	Heat	-863.19
TOTAL					-863.19
17082	3/9/2020	O'Keefe, Meghan		BYLINE Operations 00805669201	
	3/9/2020		PLA Nashville, Flight, Ubers, Meals, and...	Professional Development	-1,535.72
TOTAL					-1,535.72
17071	3/8/2020	Oak Brook Mechanical Services, Inc.		BYLINE Operations 00805669201	
19976	3/8/2020		Replace HVAC Control Valve Mtg. Room	Maintenance - Service	-1,720.10
TOTAL					-1,720.10

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
17088	3/13/2020	Oak Brook Mechanical Services, Inc.		BYLINE Operations 00805669201	
20308	3/13/2020		Air compressor repair	Maintenance - Service	-879.77
TOTAL					-879.77
17072	3/8/2020	OverDrive		BYLINE Operations 00805669201	
01658C...	3/2/2020		Adult eBooks & eAudiobooks	eContent - Adult	-1,149.86
01658C...	3/5/2020		Adult audiobook	eContent - Adult	-95.00
01658C...	3/8/2020		Teen eBooks, eAudiobooks	eContent - Teen	-340.45
TOTAL					-1,585.31
17089	3/13/2020	OverDrive		BYLINE Operations 00805669201	
01658C...	3/13/2020		Adult eBooks & eAudiobooks	eContent - Adult	-966.84
06158D...	3/13/2020		Adult eBooks & eAudiobook	eContent - Adult	-262.96
TOTAL					-1,229.80
17098	3/30/2020	OverDrive	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17108	3/30/2020	OverDrive		BYLINE Operations 00805669201	
01658D...	3/25/2020		Adult eContent	eContent - Adult	-175.00
01658C...	3/25/2020		Adult eContent	eContent - Adult	-1,396.82
01658C...	3/25/2020		Adult eContent	eContent - Adult	-1,484.79
01658C...	3/25/2020		Online eContent	eContent - Adult	-230.47
01658C...	3/25/2020		Adult eContent	eContent - Adult	-115.99
01658C...	3/25/2020		Adult eContent	eContent - Adult	-601.41
01658C...	3/25/2020		J eContent	eContent - Juvenile	-505.85
01658C...	3/25/2020		J eContent	eContent - Juvenile	-226.42
01658D...	3/26/2020		Adult eContent	eContent - Adult	-296.73
TOTAL					-5,033.48
DM	3/13/2020	PAYLOCITY		BYLINE Operations 00805669201	
			Employee Compensation	Employee Compensation	-20,675.28
			Connections Employee Compensation	Connection - ASK Salaries	-95.94
TOTAL					-20,771.22



**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
DM	3/13/2020	PAYLOCITY		<b>BYLINE Operations 00805669201</b>	
			Employee Tax deduction	Employee Compensation	-4,740.72
			Connections Employee Tax deduction	Connection - ASK Salaries	-17.27
			Employer Medicare portion - employee	Medicare Exp	-382.18
			Employer Medicare portion - connection...	Connection - ASK Medicare	-1.69
			Employer FICA portion - employee	FICA	-1,634.18
			Employer FICA portion - connections em...	Connection - ASK FICA	-7.20
TOTAL					-6,783.24
DM	3/13/2020	PAYLOCITY		<b>BYLINE Operations 00805669201</b>	
			3/13/2020 Payroll processing	Payroll Service	-140.68
TOTAL					-140.68
DM	3/31/2020	PAYLOCITY		<b>BYLINE Operations 00805669201</b>	
			Employee Compensation	Employee Compensation	-21,176.82
			Connections EE Compensation	Connection - ASK Salaries	-137.89
TOTAL					-21,314.71
DM	3/31/2020	PAYLOCITY		<b>BYLINE Operations 00805669201</b>	
			3/31/2020 Payroll run	Payroll Service	-125.68
TOTAL					-125.68
DM	3/31/2020	PAYLOCITY		<b>BYLINE Operations 00805669201</b>	
			Employee Tax deductions	Employee Compensation	-4,764.68
			Connections EE Tax deductions	Connection - ASK Salaries	-21.04
			Employer FICA - Employees	FICA	-1,652.51
			Employer FICA - Connections EE	Connection - ASK FICA	-10.23
			Employer Medicare - Employees	Medicare Exp	-386.47
			Employer MEDICARE - Connections EE	Connection - ASK Medicare	-2.40
TOTAL					-6,837.33
17073	3/8/2020	PENWORTHY COMPANY	F:1130886-1	<b>BYLINE Operations 00805669201</b>	
056075...	2/26/2020		J NonFic	Books- Juv	-100.97
TOTAL					-100.97

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 March 2020

Num	Date	Name	Memo	Account	Paid Amount
17074	3/8/2020	PeopleFacts		BYLINE Operations 00805669201	
34181-0...	3/2/2020		New Hire background checks	Payroll Service	-92.38
TOTAL					-92.38
17075	3/8/2020	RIVER FOREST PARK DISTRICT		BYLINE Operations 00805669201	
	2/26/2020		Memorial Day Parade 2020 sign up	Special Programs	-50.00
TOTAL					-50.00
17076	3/8/2020	S & D Prime Maintenance, Inc.		BYLINE Operations 00805669201	
84744	2/26/2020		2/3 & 2/17 Maintenance Visits ER Exit Light fixture	Maintenance - Service Maintenance - Supply	-550.00 -175.74
TOTAL					-725.74
17099	3/30/2020	S & D Prime Maintenance, Inc.	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
17109	3/30/2020	S & D Prime Maintenance, Inc.		BYLINE Operations 00805669201	
85083	3/27/2020		3/2 Mant. Visit Supplies	Maintenance - Service Maintenance - Supply	-275.00 -89.80
TOTAL					-364.80
17077	3/8/2020	Staples		BYLINE Operations 00805669201	
269058	3/5/2020		Clock, Tape, batteries, markers Toilet paper, trash bags, clorox, towels, ... Copy paper	Office Supplies Maintenance - Supply Copier supplies	-150.64 -261.76 -86.98
TOTAL					-499.38
17100	3/30/2020	Staples	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00

**River Forest Public Library  
WARRANT LIST DETAIL  
March 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
17110	3/30/2020	Staples		BYLINE Operations 00805669201	
100552...	3/26/2020		8.5x11 and card stock gloves, purrell, clorox, tissue, paper towe... napkins, tape, folders, labels, clasp enve...	Copier supplies Maintenance - Supply Office Supplies	-120.18 -322.15 -110.75
TOTAL					-553.08
17078	3/8/2020	United States Postal Service		BYLINE Operations 00805669201	
Permit ...	2/26/2020		BookPlate postage account	Postage	-600.00
TOTAL					-600.00
17079	3/8/2020	VERSATILE COMPUTER SERVICES, INC.		BYLINE Operations 00805669201	
15613	3/8/2020		March 2020 Tech Support	Technical Support	-750.00
TOTAL					-750.00
17080	3/8/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805669201	
0002945	3/2/2020		Elevator Inspection	Maintenance - Service	-50.00
TOTAL					-50.00
17090	3/13/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805669201	
March ...	3/13/2020		Employee Health & Dental Ins. Portion Employer Health Ins. Portion Employer Dental Ins. Portion	Employee Compensation Health Insurance Dental	-1,882.90 -3,243.24 -239.49
TOTAL					-5,365.63

River Forest Public Library

4/2/2020 4:34 PM

Register: 5/3 Financial Credit Card  
 From 02/10/2020 through 03/04/2020  
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
02/10/2020		PANERA BREAD	Adult Expenses:Programs - Adult		23.98	X		2,725.15
02/11/2020	17025	Fifth Third Bank	BYLINE Operations 00805669...	January 2020 Credit ...		X	2,701.17	23.98
02/16/2020		PANERA BREAD	Adult Expenses:Programs - Adult		23.98	X		47.96
02/17/2020		HR Source	Professional Expenses:Professi...		445.00	X		492.96
02/17/2020		PLA	Professional Expenses:Professi...		630.00	X		1,122.96
02/17/2020		LACONI	Professional Expenses:Professi...		15.00	X		1,137.96
02/17/2020		LACONI	Professional Expenses:Professi...		15.00	X		1,152.96
02/17/2020		LibraryWorks	Professional Expenses:Professi...		49.00	X		1,201.96
02/17/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		1,216.96
02/17/2020		AMAZON.COM	Supplies - Library		7.61	X		1,224.57
02/17/2020		AMAZON.COM	Supplies - Library		6.68	X		1,231.25
02/17/2020		AMAZON.COM	Capital Expenditures:Equipmen...		16.98	X		1,248.23
02/17/2020		AMAZON.COM	Capital Expenditures:Equipmen...		11.99	X		1,260.22
02/17/2020		AMAZON.COM	Adult Expenses:Programs - Adult		9.99	X		1,270.21
02/17/2020		AMAZON.COM	Adult Expenses:Programs - Adult		31.96	X		1,302.17
02/24/2020		USPS	Office Expenses:Postage		17.99	X		1,320.16
02/25/2020		AMAZON.COM	Supplies - Library		39.99	X		1,360.15
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		15.99	X		1,376.14
02/27/2020		AMAZON.COM	Supplies - Library		40.98	X		1,417.12
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		1,432.11
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		1,447.10
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		1,461.09
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		1,475.08
02/27/2020		Am Trust North America	Online e-Content:eContent - Ad...		13.59	X		1,488.67
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		1,503.66
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		1,513.65
02/27/2020		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		1,527.64
02/27/2020		Facebook	Office Expenses:Advertisement		30.00	X		1,557.64

River Forest Public Library

4/2/2020 4:34 PM

Register: 5/3 Financial Credit Card

From 02/10/2020 through 03/04/2020

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
02/27/2020		Homelesslibrary.com	Professional Expenses:Professi...		49.00	X		1,606.64
02/27/2020		LibraryWorks	Professional Expenses:Professi...		49.00	X		1,655.64
02/27/2020		LibraryWorks	Professional Expenses:Professi...		49.00	X		1,704.64
02/27/2020		Jewel Foods	Teen Expenses:Programs-Teen		24.91	X		1,729.55
02/27/2020		Armand's	Adult Expenses:Programs - Adult		112.67	X		1,842.22
02/27/2020		HR Source	Professional Expenses:Professi...		225.00	X		2,067.22
02/27/2020		Jewel Foods	Juvenile Expenses:Programs - J...		38.44	X		2,105.66
02/27/2020		Library Journal	Professional Expenses:Professi...		608.88	X		2,714.54
02/27/2020		Stamps. com	Office Expenses:Postage		50.00	X		2,764.54
02/27/2020		Jewel Foods	Juvenile Expenses:Programs - J...		22.47	X		2,787.01
02/29/2020		Anderson's Bookshops	Teen Expenses:Programs-Teen		38.55	X		2,825.56
02/29/2020		Anderson's Bookshops	Teen Expenses:Programs-Teen		37.46	X		2,863.02
03/01/2020		PANERA BREAD	Adult Expenses:Programs - Adult		49.47	X		2,912.49
03/02/2020		Stamps. com	Office Expenses:Postage		62.14	X		2,974.63
03/02/2020		AMAZON.COM	Supplies - Library		9.99	X		2,984.62
03/03/2020		Fun.com	Special Programs		227.47	X		3,212.09
03/03/2020		USPS	Office Expenses:Postage		50.00	X		3,262.09
03/04/2020		HR Source	Professional Expenses:Professi...		49.00	X		3,311.09
03/04/2020		Facebook	Office Expenses:Advertisement		14.38	X		3,325.47



River Forest Public Library

Fiscal Year: May 1, 2019 - April 30, 2020

Revenue Report: March-20

<u>Account:</u>	<u>March-20</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 507,056	\$ 1,263,229	1,289,000.00	98.00%
Connections Program Grant	\$ 2,464	\$ 2,464	8,000.00	30.80%
Corp Property Replacement Taxes	\$ 454	\$ 13,215	12,000.00	110.12%
Lost Books Reimbursed	\$ 221	\$ 3,618	3,000.00	120.59%
Copy Machine Revenue	\$ 1,021	\$ 4,737	4,400.00	107.66%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 889	\$ 17,287	10,000.00	172.87%
Gifts		\$ 1,437	2,000.00	71.85%
IL Per Capita Grant		\$ 13,965	14,000.00	99.75%
Grants, other		\$ 1,845	3,000.00	61.50%
Community Foundation Endowment	\$ 3,918	\$ -	3,200.00	0.00%
Misc Income	\$ 6	\$ 819	100.00	819.00%
<b>Total:</b>	<b>\$ 516,029</b>	<b>\$ 1,322,615</b>	<b>1,349,000.00</b>	<b>98.04%</b>
<b>Income:</b>	<b>\$ 516,029</b>	<b>\$ 1,322,615</b>	<b>1,349,000.00</b>	<b>98.04%</b>
<b>Expense:</b>	<b>\$ 105,108</b>	<b>\$ 1,111,471</b>	<b>1,349,000.00</b>	<b>82.39%</b>



River Forest Public Library

Fiscal Year: May 1, 2019 - April 30, 2020

Expense Report: Mar-20

3/31/2020 Fiscal YTD Actual % Budget 19-20 Budget  
 92% as of 3/31/2020

Expenses  
 Personnel

Wages & Salaries	\$ 53,848	\$ 605,078	86.07%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 38,432	68.63%	\$ 56,000.00
IMRF	\$ 4,568	\$ 44,012	88.91%	\$ 49,500.00
Medicare/FICA	\$ 4,055	\$ 45,112	83.54%	\$ 54,000.00
Staff Training	\$ 8	\$ 799	39.95%	\$ 2,000.00
Membership Dues	\$ 209	\$ 2,622	84.56%	\$ 3,100.00
Professional Development	\$ 1,545	\$ 6,286	74.84%	\$ 8,400.00
<b>Total Personnel</b>	<b>\$ 67,715</b>	<b>\$ 742,341</b>	<b>84.74%</b>	<b>\$ 876,000.00</b>

Support Services

Printing and Advertising

Printing/Bookplate	\$ 1,627	\$ 4,697	85.40%	\$ 5,500.00
Advertising	\$ 49	\$ 1,726	57.53%	\$ 3,000.00
<b>Total Printing and Advertisement</b>	<b>\$ 1,676</b>	<b>\$ 6,423</b>	<b>75.56%</b>	<b>\$ 8,500.00</b>

Programming

Children's Programs	\$ 9	\$ 7,802	65.02%	\$ 12,000.00
Teen Programs	\$ 113	\$ 4,234	60.49%	\$ 7,000.00
Adult Programs	\$ 99	\$ 6,032	67.03%	\$ 9,000.00
Special Programs	\$ 8	\$ 799	39.94%	\$ 2,000.00
Connections Programs	\$ 359	\$ 2,010	25.12%	\$ 8,000.00
Total Programs	\$ 587	\$ 20,877	54.94%	\$ 38,000.00
<b>Total Support Services and Programs</b>	<b>\$ 2,264</b>	<b>\$ 27,300</b>	<b>58.71%</b>	<b>\$ 46,500.00</b>

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ 586	146.56%	\$ 400.00
Technical Support	\$ 750	\$ 9,491	86.28%	\$ 11,000.00
Automation Administration	\$ 1,413	\$ 27,265	74.70%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ 698	\$ 3,769	53.85%	\$ 7,000.00
Postage & Delivery	\$ 730	\$ 2,783	77.30%	\$ 3,600.00
Audit Fees	\$ -	\$ 7,000	100.00%	\$ 7,000.00
Payroll and Employment Services	\$ 359	\$ 3,510	100.30%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 2,446	61.15%	\$ 4,000.00
Telephone/Internet	\$ 1,085	\$ 11,109	76.62%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 475	47.50%	\$ 1,000.00

Copy Machine Leases	\$ 432	\$ 2,377	95.08%	\$ 2,500.00
<b>Total Other Support Services</b>	<b>\$ 5,467</b>	<b>\$ 70,812</b>	<b>77.82%</b>	<b>\$ 91,000.00</b>

**Library Materials**

Books	\$ 5,224	\$ 61,643	81.11%	\$ 76,000.00
Print Periodicals (Magazines)	\$ -	\$ 5,600	86.15%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ 1,684	\$ 8,903	89.03%	\$ 10,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 9,068	\$ 54,745	85.14%	\$ 64,300.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,725	\$ 22,868	92.58%	\$ 24,700.00
<b>Total Library Materials</b>	<b>\$ 17,702</b>	<b>\$ 153,758</b>	<b>84.72%</b>	<b>\$ 181,500.00</b>

**Library and Office Supplies**

Office Supplies	\$ 435	\$ 3,762	94.06%	\$ 4,000.00
Library Supplies	\$ 242	\$ 4,857	97.15%	\$ 5,000.00
Copy And Printing Supplies	\$ 263	\$ 1,029	102.92%	\$ 1,000.00
Misc Expenses (includes Patron Relations)	\$ (9)	\$ 2,482	99.30%	\$ 2,500.00
Total Office Supplies	\$ 931	\$ 12,131	97.05%	\$ 12,500.00
<b>Total Library Materials &amp; Supplies</b>	<b>\$ 18,633</b>	<b>\$ 165,890</b>	<b>85.51%</b>	<b>\$ 194,000.00</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ -</b>	<b>\$ 2,211</b>	<b>44.21%</b>	<b>\$ 5,000.00</b>
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**Facilities Management**

**Facility Supplies**

Building Materials & Supplies	\$ 997	\$ 4,491	128.30%	\$ 3,500.00
<b>Total Facility Supplies</b>	<b>\$ 997</b>	<b>\$ 4,491</b>	<b>128.30%</b>	<b>\$ 3,500.00</b>

**Facility Services**

Insurance	\$ -	\$ 11,255	97.87%	\$ 11,500.00
Maintenance and Custodial Service	\$ 6,763	\$ 51,905	86.51%	\$ 60,000.00
Water	\$ -	\$ 2,917	145.86%	\$ 2,000.00
Natural Gas	\$ 1,769	\$ 6,446	67.85%	\$ 9,500.00
Copier Maintenance and Usage	\$ 145	\$ 1,858	74.31%	\$ 2,500.00
<b>Total Facility Services</b>	<b>\$ 8,677</b>	<b>\$ 74,380</b>	<b>86.99%</b>	<b>\$ 85,500.00</b>

**Equipment & Furniture**

Equipment (Equipment & Furniture)	\$ 643	\$ 12,883	99.10%	\$ 13,000.00
Technology Misc.	\$ 171	\$ 1,676	83.82%	\$ 2,000.00
<b>Total Equipment and Furniture</b>	<b>\$ 813</b>	<b>\$ 14,559</b>	<b>97.06%</b>	<b>\$ 15,000.00</b>

<b>Total Facilities Management</b>	<b>\$ 9,660</b>	<b>\$ 90,616</b>	<b>87.13%</b>	<b>\$ 104,000.00</b>
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<b>Total Operating Expenses</b>	<b>\$ 103,739</b>	<b>\$ 1,099,170</b>	<b>83.49%</b>	<b>\$ 1,316,500.00</b>
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 32,500.00
<b>Total Expenses</b>	<b>\$ 103,739</b>	<b>\$ 1,099,170</b>	<b>81.48%</b>	<b>\$ 1,349,000.00</b>
<b>Total Income</b>	<b>\$ 516,029</b>	<b>\$ 1,322,615</b>	<b>98.04%</b>	<b>\$ 1,349,000.00</b>



**River Forest Public Library -Capital Reserve Fund - March 2020**  
**Fiscal Year: May 1, 2019 - April 30, 2020**

**Capital Reserve Account Balances as of 03/31/2020**

ICS Capital Reserve	112,780.49
Byline Capital Checking	8,131.57

**Expenses**

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>
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**Income**

Interest	3/31/2020		\$	138.83
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**ASSETS**3/31/2020**Current Assets****CHECKING/SAVINGS - OPERATIONS ACCOUNT****Operations Current**

ICS Operations	805669201	1.4% Interest Rate	788,486.75
Byline Operations	805669201		36,797.33
Petty Cash			40.00

TOTAL Operations Current 825,324.08

**Operations Midterm Reserves**CD Maturity Date

OP CD 26 WEEKS 1023527878 8/20/2020 157,066.95

TOTAL Operations Midterm Reserves 157,066.95

**Operations Long Term Reserves**CD Maturity Date

OP CD 3 YEAR	1020448578	7/30/2020	62,678.43
OP CD 3 YEAR	1021670576	8/12/2021	62,593.12
OP CD 5 YEAR	1020450904	7/28/2022	63,197.97
OP CD 5 YEAR	1021670738	8/10/2023	62,746.07
OP CD 5 YEAR	1022865745	7/25/2024	62,562.45

TOTAL Operations Long Term Reserves 313,778.04

**TOTAL OPERATIONS ACCOUNT****1,296,169.07****CHECKING/SAVINGS - CAPITAL ACCOUNT**

ICS Capital	805669202	1.4% Interest Rate	112,780.49
Byline Capital	805669202		8,131.57

**TOTAL CAPITAL ACCOUNT****120,912.06****TOTAL CURRENT CHECKING/SAVINGS**1,417,081.13**TOTAL CURRENT ASSETS**1,417,081.13**TOTAL ASSETS****1,417,081.13****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

Accounts Payable	(741.11)
Total Accounts Payable	<u>(741.11)</u>

**Credit Cards**

MB Financial Credit Card	1,017.96
Total Credit Cards	<u>1,017.96</u>

**Total Current Liabilities**276.85

276.85

**Equity**

Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(144,690.41)

Total Equity 1,416,804.28**TOTAL LIABILITIES & EQUITY****1,417,081.13**

## Administration

- I continue to participate in a weekly Wednesday morning Zoom meeting with local government officials and administrators from River Forest, Oak Park and Forest Park to exchange updates on the actions taken by the taxing bodies in each Village to help enforce and promote the shelter-in-place order. The River Forest administrators group (Village, Police, Fire Dept, Township, Park District and Library) held a Zoom meeting on March 14th.
- Our payroll system adapted to accommodate new employment and governance laws under the Families First Coronavirus Response Act (FFCRA) which expanded paid sick leave benefits to all employees affected by COVID-19. In addition, our payroll system will also track the new Expanded Family Medical Leave (EFMLA) which provides benefits to all government employees who are directly impacted by school closings or lack of childcare resulting from COVID-19.
- Joanna and Victoria have been attending weekly SWAN meetings. SWAN has cleaned up the shared catalog during the closure and has worked to provide easier patron access to digital collections. Joanna and I have been attending RAILS Members Update meetings to learn more from RAILS member libraries about online offerings, online programming ideas, and to discuss the myriad of considerations that will help us to prepare a phased plan to reopen the Library building and/or provide access to its physical collections.

## Staff Training and Updates

- Every employee has been availing themselves of training opportunities while working from home. The Materials and Business Services staff have been completing training for accessing and using our online resources and digital collections. Other staff members have been watching webinars related to collection development, library programming and learning new technologies to help us operate on a virtual platform.

## Virtual Library

Our small staff has done an excellent job of marketing and promoting our existing online library content and in creating new online programming opportunities for our patrons.

- Online library card registration started on March 23 and library cards are issued within 24 hours. We have issued 31 cards to date. We have also responded to dozens of queries from patrons for the library card and PIN.
- The Reference email has been manned Monday-Saturday since we closed the building with library staff handling reference questions, PIN resets and tech troubleshooting over email and/or phone.
- The Library chat on the website has been available since April 6th and is staffed 9-5 Monday through Saturday. The majority of questions tend to be about accessing online databases and digital collections.

- We launched the new streaming movie service Kanopy on March 31st. Library cardholders may view up to 12 movies each month. We have created a list to promote staff Kanopy selections.
- We have been heavily promoting digital content on hoopla as all titles are always available for checkout. (unlike Libby which has a 1 patron; 1 use policy.) Monthly hoopla checkout limits have been increased from 8 to 12. Shannon is planning on filming a short video to show patrons how to set up the hoopla app.
- Fran continues to repost health information, community messages and Census participation reminders on Facebook. We have increased our Facebook followers from 928 in May 2019 to 1156 in March 2020.
- Amy and Dannie post their mini-storytime videos each morning to Facebook and they have great engagement from viewers. Adult and Teen staff members have also created videos with book reviews (from Beth, Meghan and Brittany) and craft instruction (by Maria) which are posted to Facebook and Instagram.
- Fran launched our YouTube channel in early April and uploads the content from Facebook and Instagram to the site. Check it out:  
[https://www.youtube.com/channel/UCCmWPqymDud\\_mwuleuU9KPA/videos](https://www.youtube.com/channel/UCCmWPqymDud_mwuleuU9KPA/videos)
- Shannon put out a video to promote our first virtual book club meeting to discuss *Writers & Lovers* by Lily King (available on hoopla) on April 30th at 7pm.
- Our Funko Pop contest for National Library Week will be posted online next week, using Woobox software, to allow patrons to vote for their favorite literary creation submission. Staff have been brainstorming other ideas for online polls or quizzes through Woobox to increase community engagement.
- Meghan arranged for the Afternoon Book Club to hold their regularly scheduled April 8th meeting using the Library's Zoom account. We have 17 attendees. The group will meet again via Zoom on May 13th.
- Staff is now planning for how to continue to deliver summer programs for all ages remotely, should the current social distancing requirements continue into the summer months, by making arrangements with scheduled speakers/performers and modifying existing plans.

### **Strategic Plan**

- The current building closure has afforded us an invaluable opportunity to dive into training on racial equity by launching an all staff training program. All employees will be participating in a professional development curriculum on equity and library access during April and May. Every employee will be completing assigned weekly modules in the University of North Carolina's *Project Ready* online curriculum <http://ready.web.unc.edu/> and participating in a scheduled weekly small-group Zoom discussion which will be facilitated by Children's Services Manager Amy Grossman. We estimate that each staff member will devote 4-6 hours weekly on independently completing the online training and up to 1.5 hours in the small group discussion.

## Finance

- As identified in the FY 19-20 Operating Budget, we transferred of 2.5% of our projected tax collections for the current fiscal year, \$31,500, to the Capital Improvement Fund in early April.
- As of April 16th, we have received over \$1,266,000 in property tax revenue--98.2% of the budgeted amount. Total revenue for 2019-20 should be \$1,336,000--99% of planned revenues. Operating expenses will come in well under the budgeted amount of \$1,316,500 and our projected surplus will exceed \$50,000.
- The Management Team has examined our line item budget since the closure and is recommending that the Board vote to approve the reallocation of the Library Materials budget lines in order to meet patron needs for online content as stated below:

Budget Line	Original Amount	Proposed Amended Amount	
Books	\$76,000	\$68,000	Print and in-house audiovisual budget allocations have been shifting to the online e-content budget to enhance Media On Demand collections. Additionally, the online learning tools and databases budget has been reduced to support new eContent. Total Materials Budget remains at <b>\$181,500.</b>
Online Learning Tools & Database Subscriptions	\$10,000	\$9,000	
Online E-Content	\$64,300	\$73,600	
In-House Audio Visual (DVDs, CDs, etc.)	\$24,700	\$24,400	

- Additionally, the Director has the authority to transfer funds up to \$5,000 between budget lines and will do so to allow for the purchase of necessary supplies in advance of reopening:

Budget Line	Original Amount	Proposed Amended Amount	
Office Supplies	\$4,000	\$4,500	Shift between these lines to purchase additional supplies and PPE. Maintenance service costs have decreased since the building has been closed.
Building Materials & Supplies	\$3,500	\$6,500	
Maintenance Service	\$60,000	\$56,500	

## Facilities

- Exterior maintenance services such as garden maintenance and pest control continues. We have discontinued our cleaning service and our bi-monthly maintenance service while the building is closed. I am at the building daily to ensure that it is secure.
- I have contacted Mortensen Roofing to request for the sealant to be put on the newly-installed roofing around the skylight before the end of the year so that we may close out the project.
- Williams Architects is working with J Watts to finalize the closeout on the lobby remodel project, including credits to RFPL for work not completed. We will do our best to get this capital project closed out by the end of the month.

### March 2020 Key Performance Indicators

Total Circulation	Mar-20	YTD 19-20	Last YTD 18-19	Change over Last FY
Preschool Collection	2,104	40,214	41,895	-4%
Juvenile Collection	3,703	53,989	54,589	-1%
Middle School Collection	549	6,935	6,145	11%
Teen Collection	589	8,890	10,575	-19%
Adult Fiction	1,860	47,515	47,726	0%
Adult Non-Fiction	1,876	35,409	36,129	-2%
Adult Media	1,273	26,213	32,602	-24%
Adult Other	59	1,848	2,089	-13%
Non SWAN ILL	10	200	232	-16%
Webpac Renewals	16	662	566	15%
<b>Total Circulation</b>	<b>12,039</b>	<b>221,875</b>	<b>232,548</b>	<b>-5%</b>
<b>Programs &amp; Meeting Room Use</b>				
<b>Older Adults</b>				
Programs	6	111	96	14%
Attendance	104	2,350	2,075	12%
Passive Programs	2	10		
Passive Program Participants	41	373		
<b>Middle School</b>				
Programs	5	97	122	-26%
Attendance	71	2,323	2,755	-19%
Passive Programs	0	9		
Passive Program Participants	0	231		
<b>Children's Programs</b>				
Programs	12	279	359	-29%
Elementary School Age Attendance	25	3,588	7,495	-109%
Preschool Attendance	185	5,212	6,921	-33%
Passive Programs	1	22		
Elementary School Age Passive Program Participants	40	1,751		
Preschool Passive Program Participants	0	148		
<b>Other Programs</b>				
Programs		0	1	
Attendance		0	1	
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	8	103	160	-55%
<b>Cardholders &amp; Visits</b>				
Monthly Visitors	4,937	88,319	85,412	3%
New Cardholders Added	30	357	535	-50%
Total Number Cardholders	8,426		8,330	1%
Cardholders as % of Population*	75%			

\* RF Population is 11,172 Per 2010 Census Data