



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
January 21, 2020 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: November 19, 2019
 - b. November 2019 Revenue and Expense reports
 - c. November 2019 Warrant List
 - d. November 30, 2019 Balance Sheet
 - e. December 2019 Revenue and Expense reports
 - f. December 2019 Warrant List
 - g. December 31, 2019 Balance Sheet
 - h. Policy Revisions: II. Operations: III. Programs
III. Patrons: VII. Exhibits and Displays
5. Communications
 - a. Patron Suggestions
 - b. Director's Report
 - c. President's Report
6. Old Business
7. New Business
 - a. Memorandum of Understanding between RFPL and RFPL Foundation - vote
 - b. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 1. Report of audit for FY ending 4/30/19
 2. Transfer remaining 2019 excess operating revenues in the amount of \$51,118 to Capital Improvement Fund - vote
 3. Amended 2019-20 Capital budget - vote
 - iii. Policy Committee
 - iv. VRF Collaboration Committee Liaison
 - v. RFPL Foundation Liaison
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*

Doesn't Roosevelt School have a school library and librarian? Why are whole classes coming over and wasting time?

The Library is a strong supporter of lifelong learning and reading for pleasure. We are always happy to welcome students and teachers to our building and to share our resources and our spaces with them.

Front desk for receptionist is too close to the front doors, subjecting the receptionist to the cold temperatures and winds.

Thank you for your concern for our staff members well being. We value them greatly and planned the new desk to optimize their working conditions. In fact, the new service desk is now positioned to receive heat from the three overhead vents in the lobby. Our staff has not reported to library management that they are cold, but fortunately we are having a mild winter. Unless we experience another crazy polar vortex, we are confident that we will continue to keep our front desk workers comfortable while they perform their duties.

Administration

- RFPL responded to one FOIA request in December. Smart Procure requested a listing of payments made to vendors from August 1st through December 9th.
- Joanna and Victoria completed the 2019 ILLINET report on inter-library lending.
- Joanna also completed the annual 2020 Per Capita grant request and the annual Library Certification report.
- Beth Kirchenberg submitted the 2020-21 Connections grant request in the amount of \$8383.76 to the OPRF Township for funding support for our after school programming and summer reading lock-in for middle school age children.
- Joanna submitted the list of RFPL Trustees and staff members required to complete the Cook County Statement of Economic Interest. Required filers will receive instructions via email in March 2020.

Staff Training

- The library was closed on December 5th as 20 of our staff members attended a training session at the Thomas Ford Memorial Library on the importance of effective organizational storytelling.
- The management team met on January 2nd to begin identifying topics and speakers for our 2020 staff training days — May 1st, August 28th, and December 4th.

Staffing Updates

- Melissa Funfsinn accepted a position as the Manager of Youth Services at the Elmwood Park Library and her last day at RFPL was January 6th. We are grateful for her 5 years of service to the children and families of River Forest and wish her well in this new management role. Dannie Moore, who has her MLS degree and has been with us as a Children's Associate since July, has accepted the position of Children's Services Assistant Manager. Amy Grossman has posted the open part-time Associate position and hopes to have someone in place by late February.
- Melissa Nio, who joined our Materials Services staff in September, submitted here resignation in early December. We have posted for an open part-time Associate position in the Materials Services department.

Facilities

- Seasonal maintenance in November and December included gutter cleaning and inspection work on the gas fireplaces.
- The lobby security camera installation was completed on December 17th. The Director and the 3 department managers have been trained on how to access stored footage should the need arise.

Facilities, continued.

- The Library has possession of 2 plaques commemorating River Forest residents who served in World War I and II which were part of a local Boy Scout Eagle project. Earlier this week, we had the plaques installed on the north and south walls of the library vestibule and they are now accessible to the public.

Finance

- The Finance Committee met on January 13th. The audit for the fiscal year ending April 30, 2019 is finalized and will be discussed briefly at the January Board meeting. Library administration prepared budget projections for the current year. The 2019-20 Capital Budget will be formally amended (by Board vote) this month to reflect the additional unanticipated expense related to the slate roof repair. Work on the 20-21 budget has begun and a draft budget will be presented to the Board in February for first review.

Strategic Plan Progress

- In support of our objective to actively engage with community groups in support of shared goals, we have created a new exhibit space called Local Spotlight on the second floor (<https://www.riverforestlibrary.org/local-spotlight/>). Each month will feature a new display by local artists or information about local organizations. Art created by students at Roosevelt school will be displayed in February and March will feature an exhibit by the Oak Park River Forest League of Women Voters as they celebrate their 100 years of existence.
- In support of our objective to promote and provide for local opportunities for civic engagement and discourse, the Library will be co-hosting a program with the League of Women Voters on February 16th on the state and local importance of the 2020 Census count.
- In support of our objective to provide families with early literacy offerings to ensure school-readiness, the 1,000 Books Before Kindergarten program will launch in early February.

Community Partnerships

- Sue attended meetings for the River Forest Complete Count Committee in December and January. The Village has received grant funding to create Census 2020 marketing materials and Fran is assisting Jon Pape of the Village of River Forest with procuring bookmarks to promote the upcoming count.
- Amy Grossman is representing the library as a member of the District 90 Strategic Planning Committee (2020-25). The Strategic Planning team will meet five times between November and March to examine community and student needs and recommend crucial areas of focus for the District.

Marketing and Public Relations

- Fran submitted our two recently completed projects—the lobby remodel and Children's Room updates—to the ILA Reporter for their 2020 annual buildings issue. Williams Architects provided us with professional photographs to support our submission.

Meeting Minutes: Regular Board Meeting: November 19, 2019

Call to Order: At 7:31 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The attendance roll was taken:

- Trustees present: Bevan, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Trustee Calabrese-Berry was available via telephone.
- Also present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager).
- President Smedinghoff wished Director Quinn a Happy Birthday on behalf of the Board.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 15, 2019
- b. October 2019 Revenue and Expense reports
- c. October 2019 Warrant List
- d. October 31, 2019 Balance Sheet
- e. Policy Revisions: Staff VII. Dispute Resolution; Staff VIII. Employee Discipline

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be taken off the consent agenda.

Trustee Hill asked for the word “timesheet” in the employee discipline policy to be changed to “timesheets.” President Smedinghoff asked for a motion to approve items a.- e., on the consent agenda. Trustee Bevan moved to approve, Trustee Hill seconded and a roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

- RFPL did not receive patron suggestions in the month of October.

Director’s Report

- Director Quinn announced that a new Adult/Teen Services Manager was hired in October. Shannon Gruber, formerly of the Downers Grove Public Library, will be starting on December 2, 2019.
- RFPL has experienced some higher turnover than usual in the last three months. Two new staff members have been hired in Children’s Services and a new staff member has been hired in the Material’s Services Department. Director Quinn noted that many of our part time associates are finding positions at other libraries where they receive health insurance benefits.

- On Friday, December 6th, RFPL will be closed to the public and staff will be attending a joint In-Service Day at the Thomas Ford Public Library in Western Springs, IL.
- At the end of October, Director Quinn, Ms. Bertucci, and Ms. Grossman attended PLA's Social Justice and Public Libraries: Equity Starts with Us Symposium at the Harold Washington Public Library. Staff has already started to use PLA's Racial Equity Toolkit to review policies, procedures, and services with an equity lens.
- The renovation project is nearly complete! Our architect was onsite 11/18 to create the punch list for outstanding items. The lobby slat wall installation will take place on Friday, 11/22. The new slat wall will allow us to display our marketing materials in a more attractive and streamlined display.
- Roof work is complete and the roof is watertight. The final cost for the project came in at under \$50,000. We used \$1,700 of the contingency for the project to replace some slate tile and reposition a de-icing heat element on the southwest side of the building. Our consultant's (Chuck Crowley's) fee will likely come in at \$8,680. Director Quinn is awaiting Ms. Crowley's skylight recommendation report.
- Oak Brook Mechanical was onsite in October to replace the chilled water pump. The cost for this project was \$4,082.
- A draft copy of the audit was sent last week from Sikich, LLC. Director Quinn and Ms. Bertucci have a call scheduled with the auditors for 11/21 to review the draft. Director Quinn explained that the delay in the audit was a result of new GASB requirements for IMRF liabilities. President Smedinghoff, Trustee Hill and Trustee Bevan asked to be on the call.
- Director Quinn attended a LIRA Board meeting on 11/7. The Library will experience a 19% increase in property/casualty premiums in 2020 as well as a 5.4% increase in worker's comp premiums. A 10% increase for insurance premiums was included in the 19-20 budgets, for 20-21 a 20% increase will be reflected.
- Our new screen in the lobby has been a great success in promoting library programs and services.
- 5 RFPL staff members were trained to register residents to vote. We will offer patrons this service when they sign up for library cards.

President's Report

- President Smedinghoff thanked Trustee Long for her work on the Foundation annual appeal mailing.
- The RFPL Board will not meet in December 2019.

- President Smedinghoff, Trustee Hill, and Trustee Hopkinson will draft and send letters to both the RFPL and the RFPL Foundation indicating that although they are lawyers by profession, they are not acting as legal counsel for either organization.

New Business

- **Facility Committee**
 - Trustee Calabrese-Berry reported the committee did not meet in October and offered Congratulations to RFPL staff on the completion of the lobby and children's room renovation projects. The Committee will meet in December.
- **Finance Committee**
 - Trustee Bevan reported that despite the delay in the final audit report, the Finance Committee recommends that \$50,000 be transferred from the Operations Fund into the Capital Reserve to cover the cost of capital projects. Normally, the transfer occurs after the audit is accepted and an exact figure for the excess revenues over expenditures is provided by the audit. The committee recommends transferring \$50,000 now and transferring the remainder in January 2020. It is estimated that the audit will show roughly \$80,000 in excess revenues over expenditures.
 - Trustee Bevan moved to transfer \$50,000 from operations reserve into the capital reserve fund. Trustee Hill seconded and a roll call vote was taken:
 - Ayes: Bevan, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
 - Excused Calabrese-Berry
- **Policy Committee**
 - Trustee Hill reported the Policy Committee would meet December 3rd to continue policy review. Trustees will see policies for approval in January, February, and March of 2020.
- **VRF Collaboration Committee Liaison**
 - Trustee Long reported the VRF Collaboration does not have a meeting scheduled. Trustee Long will reach out to VRF Trustee Cargie to inquire about a future meeting.
- **RFPL Foundation Liaison**
 - Trustee Long reported the Foundation met in October.
 - Trustee Bevan has written financial policies and procedures for the Foundation.
 - The website has been updated.
 - An advertisement for the Foundation will appear in the *Wednesday Journal's Joyful Giving Catalog* --part of their annual Season of Giving campaign.
 - The process for hiring a Foundation staff member is in progress.

Old Business

- None

Adjournment

- At 8:11 PM, Trustee Hopkinson moved to adjourn the Regular Meeting. Trustee Long seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Deborah Hill
Vice President

River Forest Public Library
WARRANT LIST DETAIL
 November 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16865	11/13/2019	Alarm Detection Services	177096	BYLINE Operations 00805...	
177096-...	11/12/2019		Quarterly Fire Alarm monitoring Dec-Feb	Maintenance - Service	-231.81
TOTAL					-231.81
192	11/26/2019	Altamira ART GLASS		BYLINE Capital 00805669...	
2972	11/25/2019		Stain Glass window - final payment	Capital Reserve Fund	-615.00
TOTAL					-615.00
16888	11/26/2019	American Eagle Productions		BYLINE Operations 00805...	
	11/26/2019		Deposit 4/26/20 Fabulous Fable Factory performance	Programs - Juv	-200.00
TOTAL					-200.00
16866	11/13/2019	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805...	
19599-...	11/7/2019		Elevator Maintenance November 2019	Maintenance - Service	-196.27
TOTAL					-196.27
16867	11/13/2019	AT&T - Electronic Gateway		BYLINE Operations 00805...	
S66041...	11/12/2019		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
16889	11/26/2019	BAKER & TAYLOR L 410546 2		BYLINE Operations 00805...	
203489...	11/25/2019		Adult Lucky Day titles	Books - Adult	-32.46
TOTAL					-32.46
16868	11/13/2019	BAKER & TAYLOR L 5076992		BYLINE Operations 00805...	
203489...	11/12/2019		Adult books	Books - Adult	-169.65
203489...	11/12/2019		Adult books	Books - Adult	-48.69
TOTAL					-218.34

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Num	Date	Name	Memo	Account	Paid Amount
16869	11/13/2019	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
501578...	11/12/2019		Adult books	Books - Adult	-682.36
TOTAL					-682.36
16870	11/13/2019	BAKER & TAYLOR L423785		BYLINE Operations 00805...	
203487...	11/7/2019		J Books	Programs - Juv	-23.69
203485...	11/7/2019		Books	Programs - Juv	-69.78
TOTAL					-93.47
16890	11/26/2019	BayScan Technologies		BYLINE Operations 00805...	
62743	11/25/2019		Thermal Receipt paper	Office Supplies	-172.00
TOTAL					-172.00
16871	11/13/2019	Buildingstars Operations, Inc.		BYLINE Operations 00805...	
2087902	11/12/2019		November Cleaning	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
DM	11/26/2019	Byline Bank		BYLINE Operations 00805...	
			11/26/19 Deposit coin counting correction	Misc. Expenses	-0.16
TOTAL					-0.16
193	11/26/2019	C.E.Crowley & Associates, Inc.		BYLINE Capital 00805669...	
304878	11/26/2019		Slate Roof Consulting - 1st Installment	Capital Reserve Fund	-3,325.00
TOTAL					-3,325.00
dm	11/4/2019	CardConnect		BYLINE Operations 00805...	
			Credit card fees	Misc. Expenses	-58.07
TOTAL					-58.07

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Num	Date	Name	Memo	Account	Paid Amount
16872	11/13/2019	Comcast		BYLINE Operations 00805...	
877120...	11/7/2019		Monthly Internet	Automation - Internet	-547.84
TOTAL					-547.84
16885	11/13/2019	Dave Herzogs Marionettes		BYLINE Operations 00805...	
	11/13/2019		Puppet Palooza Marionette Show	Programs - Juv	-300.00
TOTAL					-300.00
16873	11/13/2019	DEMCO, INC.		BYLINE Operations 00805...	
6710372	11/12/2019		Tech Services supplies	Supplies - Library	-159.33
TOTAL					-159.33
16891	11/26/2019	DEMCO, INC.		BYLINE Operations 00805...	
6719487	11/26/2019		Label locks and classification labels	Supplies - Library	-141.88
TOTAL					-141.88
16892	11/26/2019	DRESSEL'S ACE HARDWARE		BYLINE Operations 00805...	
27025	11/26/2019		Ice melt	Maintenance - Supply	-16.49
TOTAL					-16.49
16874	11/13/2019	EBSCO Information Services		BYLINE Operations 00805...	
100011...	11/7/2019		Flipster (eMagazines) content	Flipster	-5,261.56
TOTAL					-5,261.56
16893	11/26/2019	Elite Custom Interiors		BYLINE Operations 00805...	
191111...	11/25/2019		Final payment roller shades/drapes	Equipment & Furniture	-1,250.00
TOTAL					-1,250.00
16884	11/13/2019	Fifth Third Bank		BYLINE Operations 00805...	
			October Credit Card Bill	5/3 Financial Credit Card	-5,273.19
TOTAL					-5,273.19

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Num	Date	Name	Memo	Account	Paid Amount
16875	11/13/2019	Hoopla		BYLINE Operations 00805...	
98146209	11/7/2019		October Hoopla Titles	Hoopla	-1,512.83
TOTAL					-1,512.83
DM	11/25/2019	IMRF		BYLINE Operations 00805...	
			EE IMRF Contribution	Employee Compensation	-1,799.63
			ER IMRF Contribution	IMRF	-3,659.26
TOTAL					-5,458.89
16862	11/7/2019	Ingram Library Services		BYLINE Operations 00805...	
62609117	11/7/2019		Adult books	Books - Adult	-16.91
TOTAL					-16.91
16863	11/13/2019	Ingram Library Services		BYLINE Operations 00805...	
62610852	11/7/2019		Adult books	Books - Adult	-16.90
62610851	11/7/2019		Adult books	Books - Adult	-7.18
62610850	11/7/2019		Adult books	Books - Adult	-15.78
67137612	11/7/2019		Adult books	Books - Adult	-17.68
62608831	11/7/2019		Adult books	Books - Adult	-16.34
62609116	11/7/2019		Adult books	Books - Adult	-15.78
62609115	11/7/2019		Adult books	Books - Adult	-22.56
62609119	11/7/2019		Adult books	Books - Adult	-17.32
62609667	11/7/2019		Adult books	Books - Adult	-7.18
62609665	11/7/2019		Adult books	Books - Adult	-242.41
62608829	11/7/2019		Adult books	Books - Adult	-450.79
67137456	11/7/2019		Adult books	Books - Adult	-42.69
62609984	11/7/2019		Adult books	Books - Adult	-18.04
62609985	11/7/2019		Adult books	Books - Adult	-108.90
62609989	11/7/2019		Adult books	Books - Adult	-17.24
62609986	11/7/2019		Adult books	Books - Adult	-20.69
62609987	11/7/2019		Adult books	Books - Adult	-36.99
62609666	11/7/2019		Adult books	Books - Adult	-266.12
62608830	11/7/2019		Adult books	Books - Adult	-33.26
62610191	11/7/2019		Adult books	Books - Adult	-13.39
62610188	11/7/2019		Adult books	Books - Adult	-18.03
62610193	11/7/2019		Adult books	Books - Adult	-15.09
62610190	11/7/2019		Adult books	Books - Adult	-16.91
62610192	11/7/2019		Adult books	Books - Adult	-20.99
62610189	11/7/2019		Adult books	Books - Adult	-143.07
62610175	11/7/2019		Teen books	Books - Teen	-121.99

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Num	Date	Name	Memo	Account	Paid Amount
62610821	11/7/2019		Teen books	Books - Teen	-36.02
62610174	11/7/2019		Teen books	Books - Teen	-11.38
62610173	11/7/2019		MS Books	Books - Middle School	-11.25
62613544	11/12/2019		Teen books	Books - Teen	-33.42
62612073	11/12/2019		Teen books	Books - Teen	-81.78
62613132	11/12/2019		Teen books	Books - Teen	-20.74
62612072	11/12/2019		MS Books	Books - Middle School	-32.25
62613131	11/12/2019		MS Books	Books - Middle School	-12.63
62613367	11/12/2019		J Books	Books- Juv	-35.48
67140885	11/12/2019		J Books	Books- Juv	-14.98
139.53	11/12/2019		J Books	Books- Juv	-139.53
62611447	11/12/2019		J Books	Books- Juv	-11.25
67140589	11/12/2019		J Books	Books- Juv	-9.73
67135483	11/12/2019		J Books	Books- Juv	-42.17
67135482	11/12/2019		J Books	Books- Juv	-37.78
62609988	11/12/2019		J Books	Books- Juv	-3.58
62609118	11/12/2019		J Books	Books- Juv	-10.69
62611908	11/12/2019		Adult books	Books - Adult	-158.91
62611906	11/12/2019		Adult books	Books - Adult	-15.21
62611907	11/12/2019		Adult books	Books - Adult	-96.47
62611185	11/12/2019		Adult books	Books - Adult	-37.89
62611184	11/12/2019		Adult books	Books - Adult	-146.34
62611446	11/12/2019		Adult books	Books - Adult	-13.49
62611445	11/12/2019		Adult books	Books - Adult	-16.91
62611448	11/12/2019		Adult books	Books - Adult	-15.66
67140591	11/12/2019		Adult books	Books - Adult	-24.45
67140590	11/12/2019		Adult books	Books - Adult	-20.39
62612280	11/12/2019		Adult books	Books - Adult	-16.35
62612279	11/12/2019		Adult books	Books - Adult	-12.38
62609614	11/12/2019		Adult books	Books - Adult	-33.14
62609612	11/12/2019		Adult books	Books - Adult	-16.35
67140884	11/12/2019		Adult books	Books - Adult	-12.58
62613083	11/12/2019		Adult books	Books - Adult	-252.12
62613081	11/12/2019		Adult books	Books - Adult	-18.03
62613082	11/12/2019		Adult books	Books - Adult	-141.55
62613053	11/12/2019		Adult books	Books - Adult	-287.58
TOTAL					-3,603.78
16894	11/26/2019	Ingram Library Services		BYLINE Operations 00805...	
62616806	11/25/2019		Adult books	Books - Adult	-15.59
62616807	11/25/2019		Adult books	Books - Adult	-16.35
62616809	11/25/2019		Adult books	Books - Adult	-11.79
62616100	11/25/2019		Adult books	Books - Adult	-70.01
62616101	11/25/2019		Adult books	Books - Adult	-6.98
62616102	11/25/2019		Adult books	Books - Adult	-33.31
62616418	11/25/2019		Adult books	Books - Adult	-14.88
62616416	11/25/2019		Adult books	Books - Adult	-29.47

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Num	Date	Name	Memo	Account	Paid Amount
62616417	11/25/2019		Adult books	Books - Adult	-33.51
62616415	11/25/2019		Adult books	Books - Adult	-14.36
62616414	11/25/2019		Adult books	Books - Adult	-18.03
62614901	11/25/2019		Adult books	Books - Adult	-87.34
62614095	11/25/2019		Adult books	Books - Adult	-17.35
62614094	11/25/2019		Adult books	Books - Adult	-47.32
62614092	11/25/2019		Adult books	Books - Adult	-18.03
62614090	11/25/2019		Adult books	Books - Adult	-24.57
62614093	11/25/2019		Adult books	Books - Adult	-16.34
62615737	11/25/2019		Adult books	Books - Adult	-33.51
62615736	11/25/2019		Adult books	Books - Adult	-15.65
62615735	11/25/2019		Adult books	Books - Adult	-11.67
62615734	11/25/2019		Adult books	Books - Adult	-12.38
62615733	11/25/2019		Adult books	Books - Adult	-149.97
62615751	11/25/2019		Adult books	Books - Adult	-12.38
67145134	11/25/2019		Adult books	Books - Adult	-7.78
62615750	11/25/2019		Adult books	Books - Adult	-20.39
62615753	11/25/2019		Adult books	Books - Adult	-32.12
62615753	11/25/2019		Adult books	Books - Adult	-50.30
62614375	11/25/2019		Adult books	Books - Adult	-144.93
62614376	11/25/2019		Adult books	Books - Adult	-243.67
62614378	11/25/2019		Adult books	Books - Adult	-11.98
62614377	11/25/2019		Adult books	Books - Adult	-44.43
62614380	11/25/2019		Adult books	Books - Adult	-33.51
62614379	11/25/2019		Adult books	Books - Adult	-17.35
62614516	11/25/2019		Adult books	Books - Adult	-14.62
62614680	11/25/2019		Adult books	Books - Adult	-16.35
62614679	11/25/2019		Adult books	Books - Adult	-34.33
62616808	11/26/2019		J Books	Books- Juv	-126.13
67147282	11/26/2019		J Books	Books- Juv	-508.26
62614681	11/26/2019		MS Books	Books - Middle School	-10.69
62617295	11/26/2019		Teen books	Books - Teen	-24.56
62617572	11/26/2019		Teen books	Books - Teen	-24.56
62616097	11/26/2019		Teen books	Books - Teen	-34.32
62615462	11/26/2019		Teen books	Books - Teen	-23.07
62614682	11/26/2019		Teen books	Books - Teen	-12.38
62617024	11/26/2019		Adult books	Books - Adult	-17.38
62617026	11/26/2019		Adult books	Books - Adult	-214.20
62617025	11/26/2019		Adult books	Books - Adult	-16.35
62617027	11/26/2019		Adult books	Books - Adult	-18.36
62617028	11/26/2019		Adult books	Books - Adult	-15.08
TOTAL					-2,427.89
191	11/21/2019	J.A. Watts, Inc.		BYLINE Capital 00805669...	
Pay Ap...	11/21/2019		Lobby Renovation Pay App #2	Capital Reserve Fund	-130,374.75
TOTAL					-130,374.75

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 November 2019

Num	Date	Name	Memo	Account	Paid Amount
16876	11/13/2019	Konica Minolta Business Solutions		BYLINE Operations 00805...	
900062...	11/12/2019		October copier usage	Copy Machine (usage, mai...	-133.04
TOTAL					-133.04
194	11/26/2019	Library Furniture International, Inc		BYLINE Capital 00805669...	
6708	11/25/2019		Children's Room Shelving - final payment	Capital Reserve Fund	-18,871.00
TOTAL					-18,871.00
16864	11/13/2019	MIDWEST TAPE		BYLINE Operations 00805...	
97509406	11/12/2019		Adult CD Books	Non-Print Adult	-88.48
98166254	11/12/2019		Adult DVDs	Non-Print Adult	-138.90
98166259	11/12/2019		Adult DVDs	Non-Print Adult	-18.54
98166256	11/12/2019		Adult DVDs	Non-Print Adult	-18.54
98166255	11/12/2019		Adult DVDs	Non-Print Adult	-23.54
98166760	11/12/2019		Adult DVDs	Non-Print Adult	-37.08
98166257	11/12/2019		Adult CD Audiobooks	Non-Print Adult	-36.24
98135517	11/12/2019		J DVDs	Non-Print Juvenile	-26.79
98135512	11/12/2019		Adult DVDs	Non-Print Adult	-23.79
98135513	11/12/2019		Adult CD Music	Non-Print Adult	-12.54
98135516	11/12/2019		Adult CD Audiobook	Non-Print Adult	-34.24
98135515	11/12/2019		Adult DVDS	Non-Print Adult	-28.54
98097642	11/12/2019		Adult DVD	Non-Print Adult	-33.54
98097641	11/12/2019		Adult DVDs	Non-Print Adult	-23.49
98096099	11/12/2019		Adult CD Audiobook	Non-Print Adult	-34.24
98096097	11/12/2019		Adult CD Audiobook	Non-Print Adult	-147.72
98103939	11/12/2019		Adult DVDs	Non-Print Adult	-57.03
98103938	11/12/2019		Adult DVDs	Non-Print Adult	-91.02
98105284	11/12/2019		Adult DVDs	Non-Print Adult	-74.99
98103936	11/12/2019		J CD Audiobooks	Non-Print Juvenile	-34.24
98070014	11/12/2019		Adult CD Audiobooks	Non-Print Adult	-83.48
98097640	11/12/2019		Adult CD Audiobooks	Non-Print Adult	-44.24
98126274	11/12/2019		Adult DVDs	Non-Print Adult	-26.79
98126273	11/12/2019		Adult DVDs	Non-Print Adult	-76.87
98126272	11/12/2019		Adult DVDs	Non-Print Adult	-29.79
98126270	11/12/2019		Adult DVDs	Non-Print Adult	-37.09
98111319	11/12/2019		Adult DVDS	Non-Print Adult	-16.04
TOTAL					-1,297.79

River Forest Public Library
WARRANT LIST DETAIL
 November 2019

Num	Date	Name	Memo	Account	Paid Amount
16895	11/26/2019	MIDWEST TAPE		BYLINE Operations 00805...	
98198399	11/26/2019		J DVDs	Non-Print Juvenile	-26.04
98230779	11/26/2019		J DVDs	Non-Print Juvenile	-11.04
98230861	11/26/2019		Adult DVDs	Non-Print Adult	-29.79
98230860	11/26/2019		Adult DVDs	Non-Print Adult	-29.79
98230862	11/26/2019		Adult DVDs	Non-Print Adult	-72.37
98230865	11/26/2019		Adult DVDs	Non-Print Adult	-26.04
98230868	11/26/2019		Adult CD Music	Non-Print Adult	-17.54
98230863	11/26/2019		Adult CD Audiobook	Non-Print Adult	-34.24
98232214	11/26/2019		Adult DVDs	Non-Print Adult	-22.29
98232212	11/26/2019		ADult CD Audiobook	Non-Print Adult	-88.48
98198560	11/26/2019		Adult DVDs	Non-Print Adult	-49.53
98198563	11/26/2019		Adult DVDs	Non-Print Adult	-27.24
98198561	11/26/2019		Adult CD Audiobook	Non-Print Adult	-122.72
62617571	11/26/2019		MS Books	Books - Middle School	-78.90
TOTAL					-636.01
16860	11/8/2019	Molly Quinn Design	VOID:	BYLINE Operations 00805...	
TOTAL					0.00
16861	11/8/2019	Molly Quinn Design		BYLINE Operations 00805...	
300229	11/8/2019		Hallway wall panels recovered	Equipment & Furniture	-1,355.00
TOTAL					-1,355.00
195	11/26/2019	Mortenson Roofing Co., Inc.		BYLINE Capital 00805669...	
10058	11/26/2019		Slate Roof Repair - 1st payment	Capital Reserve Fund	-42,858.00
TOTAL					-42,858.00
16896	11/26/2019	Muraifti, Victoria		BYLINE Operations 00805...	
	11/25/2019		Mileage to RAILS Burr Ridge, IL Circ Advisory Mtg.	Misc. Expenses	-18.21
TOTAL					-18.21
16897	11/26/2019	NICOR GAS		BYLINE Operations 00805...	
898234...	11/25/2019		Gas bill	Heat	-718.50
TOTAL					-718.50

**River Forest Public Library
WARRANT LIST DETAIL
November 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16877	11/13/2019	Nub Games, Inc.		BYLINE Operations 00805...	
8355	11/7/2019		Annual Library Help/Chat service	Automation - Administration	-315.00
TOTAL					-315.00
190	11/13/2019	Oak Brook Mechanical Services, Inc.		BYLINE Capital 00805669...	
18519	11/12/2019		Replace chiller water pump seal	Capital Reserve Fund	-4,082.81
TOTAL					-4,082.81
16878	11/13/2019	OverDrive		BYLINE Operations 00805...	
01658C...	11/7/2019		Teen eBooks, eAudiobooks	eContent - Teen	-234.96
TOTAL					-234.96
16898	11/26/2019	OverDrive		BYLINE Operations 00805...	
01658C...	11/26/2019		Teen eBooks & eAudiobooks	eContent - Teen	-170.96
01658D...	11/26/2019		Adult eBooks	eContent - Adult	-55.00
TOTAL					-225.96
DM	11/15/2019	PAYLOCITY		BYLINE Operations 00805...	
			11/15 Payroll Employee Comp	Employee Compensation	-21,073.05
TOTAL					-21,073.05
DM	11/15/2019	PAYLOCITY		BYLINE Operations 00805...	
			EE Tax deduction	Employee Compensation	-5,299.73
			ER Medicare	Medicare Exp	-396.48
			ER FICA	FICA	-1,695.27
TOTAL					-7,391.48
DM	11/15/2019	PAYLOCITY		BYLINE Operations 00805...	
			11/15 Payroll processing	Payroll Service	-117.58
TOTAL					-117.58

**River Forest Public Library
WARRANT LIST DETAIL
November 2019**

Num	Date	Name	Memo	Account	Paid Amount
DM	11/29/2019	PAYLOCITY		BYLINE Operations 00805...	
			11/29/19 Payroll run	Payroll Service	-120.28
TOTAL					-120.28
DM	11/29/2019	PAYLOCITY		BYLINE Operations 00805...	
			EE Comp 11/29/19 Payday	Employee Compensation	-19,179.07
TOTAL					-19,179.07
DM	11/29/2019	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax deduction	Employee Compensation	-4,516.21
			ER Medicare contribution	Medicare Exp	-352.83
			ER FICA contribution	FICA	-1,508.67
TOTAL					-6,377.71
16879	11/13/2019	PeopleFacts		BYLINE Operations 00805...	
34181	11/7/2019		New hire Background check	Payroll Service	-48.69
TOTAL					-48.69
16899	11/26/2019	PROFESSIONAL IMAGE		BYLINE Operations 00805...	
171272	11/25/2019		Staff Nametags (7)	Office Supplies	-66.95
TOTAL					-66.95
16886	11/15/2019	Professional Library Lift Movers		BYLINE Operations 00805...	
7741	11/15/2019		Rentals Boxes & Dollies J Shelving Project Delivery of materials	Supplies - Library Misc. Expenses	-880.00 -300.00
TOTAL					-1,180.00
16880	11/13/2019	S & D Prime Maintenance, Inc.		BYLINE Operations 00805...	
83451	11/12/2019		Bimonthly Maintenance Service	Maintenance - Service	-550.00
			Service supplies	Maintenance - Supply	-84.09
83406	11/12/2019		Remove light fixture	Maintenance - Service	-151.82
TOTAL					-785.91

River Forest Public Library
WARRANT LIST DETAIL
November 2019

Num	Date	Name	Memo	Account	Paid Amount
16900	11/26/2019	Sikich		BYLINE Operations 00805...	
411136	11/25/2019		Audit progress billing	Audit Fees	-2,000.00
TOTAL					-2,000.00
16881	11/13/2019	Sue Quinn		BYLINE Operations 00805...	
	11/7/2019		Mileage to Brookfield, IL (Art Glass Drop off)	Misc. Expenses	-7.42
			Water for staff	Misc. Expenses	-9.14
TOTAL					-16.56
16901	11/26/2019	Sue Quinn		BYLINE Operations 00805...	
	11/25/2019		RugDoctor Carpet Cleaner rental	Maintenance - Service	-34.99
TOTAL					-34.99
16882	11/13/2019	SWAN		BYLINE Operations 00805...	
7111	11/7/2019		ILL Loss	ILL Lost Materials Expenses	-240.81
TOTAL					-240.81
16902	11/26/2019	ULINE		BYLINE Operations 00805...	
114383...	11/25/2019		Floor mats for lobby & hallways	Maintenance - Supply	-299.08
114234...	11/25/2019		Shelving for Program closet	Supplies - Library	-407.46
114448...	11/26/2019		Floor mats	Maintenance - Supply	-107.97
TOTAL					-814.51
16883	11/13/2019	VERSATILE COMPUTER SERVICES, ...		BYLINE Operations 00805...	
15534	11/7/2019		November Tech Support	Technical Support	-750.00
TOTAL					-750.00
16887	11/25/2019	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
Nov He...	11/25/2019		EE Health Insurance	Employee Compensation	-1,882.90
			ER Health Insurance	Health Insurance	-3,243.24
			ER Dental Insurance	Dental	-238.49
TOTAL					-5,364.63

River Forest Public Library
WARRANT LIST DETAIL
 November 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16903	11/26/2019	WEDNESDAY JOURNAL		BYLINE Operations 00805...	
	11/25/2019		Annual Wednesday Journal renewal	Periodicals - Adult	-38.00
TOTAL					-38.00
196	11/26/2019	Williams Architects		BYLINE Capital 00805669...	
0019534	11/25/2019		Construction Administration 90%	Capital Reserve Fund	-2,731.22
TOTAL					-2,731.22
16904	11/26/2019	Wireline, Inc.		BYLINE Operations 00805...	
951506	11/26/2019		Phone System Setup - new offices	Technical Support	-230.00
TOTAL					-230.00

River Forest Public Library

12/2/2019 4:32 PM

Register: 5/3 Financial Credit Card
 From 10/02/2019 through 10/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
10/02/2019		Creativita	Teen Expenses:Programs-Teen		100.00	X		1,985.85
10/07/2019		Acoustical Solutions	Capital Expenditures:Equipmen...		427.75	X		2,413.60
10/08/2019		PANERA BREAD	Adult Expenses:Programs - Adult		48.97	X		2,462.57
10/08/2019		CDW GOVERNMENT INC	Capital Expenditures:Equipmen...		792.29	X		3,254.86
10/09/2019		FedEx	Supplies - Library		94.37	X		3,349.23
10/09/2019		Walgreens	Adult Expenses:Periodicals - A...		10.50	X		3,359.73
10/10/2019		C2E2	Professional Expenses:Professi...		38.60	X		3,398.33
10/11/2019		Jewel Foods	Juvenile Expenses:Programs - J...		11.49	X		3,409.82
10/13/2019	16820	Fifth Third Bank	BYLINE Operations 00805669...	September credit car...		X	1,885.85	1,523.97
10/18/2019		PANERA BREAD	Professional Expenses:Staff Tra...		14.29	X		1,538.26
10/22/2019		AMAZON.COM	Office Expenses:Office Supplies		11.71	X		1,549.97
10/22/2019		Stamps. com	Office Expenses:Postage		17.99	X		1,567.96
10/23/2019		Best Buy	Capital Expenditures:Equipmen...		29.99	X		1,597.95
10/24/2019		Grand Appliance & TV	Capital Expenditures:Equipmen...		2,383.00	X		3,980.95

River Forest Public Library

12/2/2019 4:32 PM

Register: 5/3 Financial Credit Card
 From 10/02/2019 through 10/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
10/24/2019		Best Buy	Capital Expenditures:Equipmen...		199.99	X		4,180.94
10/24/2019		Best Buy	Capital Expenditures:Equipmen...		119.99	X		4,300.93
10/25/2019		Discount School Supply	Juvenile Expenses:Programs - J...		47.87	X		4,348.80
10/28/2019		AMAZON.COM	Office Expenses:Office Supplies		15.99	X		4,364.79
10/30/2019		4IMPRINT	Special Programs		349.96	X		4,714.75
10/31/2019		The Webstaurant Store	Capital Expenditures:Equipmen...		255.94	X		4,970.69
10/31/2019		Target	Special Programs		31.20	X		5,001.89
10/31/2019		ORIENTAL TRADING	Teen Expenses:Programs-Teen		52.05	X		5,053.94
10/31/2019		AMAZON.COM	Capital Expenditures:Equipmen...		33.93	X		5,087.87
10/31/2019		AMAZON.COM	Office Expenses:Office Supplies		10.95	X		5,098.82
10/31/2019		TechSoup	Automation Expenses:Automati...		240.00	X		5,338.82
10/31/2019		Facebook	Office Expenses:Advertisement		12.14	X		5,350.96
10/31/2019	581127	4IMPRINT	Special Programs			X	77.77	5,273.19



River Forest Public Library

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

Revenue Report: November-19

<u>Account:</u>	<u>November-19</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 4,866	\$ 606,323	1,289,000.00	47.04%
Connections Program Grant	\$ -	\$ -	8,000.00	0.00%
Corp Property Replacement Taxes	\$ 3,765	\$ 9,849	12,000.00	82.08%
Fines, Service Charges	\$ 55	\$ 133	0.00	
Lost Books Reimbursed	\$ 235	\$ 2,261	3,000.00	75.38%
Copy Machine Revenue	\$ 827	\$ 3,417	4,400.00	77.65%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 1,569	\$ 11,707	10,000.00	117.07%
Gifts	\$ -	\$ 1,431	2,000.00	71.55%
IL Per Capita Grant	\$ -	\$ 13,965	14,000.00	99.75%
Grants, other		\$ 1,845	3,000.00	61.50%
Community Foundation Endowment	\$ -	\$ -	3,200.00	0.00%
Misc Income	\$ -	\$ 24	100.00	24.45%
Total:	\$ 11,316	\$ 650,955	1,349,000.00	48.25%
Income:	\$ 11,316	\$ 650,955	1,349,000.00	48.25%
Expense:			1,349,000.00	0.00%



River Forest Public Library

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

Expense Report: Nov-19

Expenses
Personnel

	11/2019	Fiscal YTD	Actual % Budget 58% as of 11/30/19	19-20 Budget
Wages & Salaries	\$ 53,115	\$ 385,867	54.89%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 24,504	43.76%	\$ 56,000.00
IMRF	\$ 3,659	\$ 26,407	53.35%	\$ 49,500.00
Medicare/FICA	\$ 3,953	\$ 28,740	53.22%	\$ 54,000.00
Staff Training	\$ -	\$ 329	16.44%	\$ 2,000.00
Membership Dues	\$ -	\$ 1,977	63.76%	\$ 3,100.00
Professional Development	\$ -	\$ 2,025	24.11%	\$ 8,400.00
Total Personnel	\$ 64,209	\$ 469,848	53.64%	\$ 876,000.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ -	\$ 3,070	55.82%	\$ 5,500.00
Advertising	\$ -	\$ 848	28.27%	\$ 3,000.00
Total Printing and Advertisement	\$ -	\$ 3,918	46.10%	\$ 8,500.00

Programming

Children's Programs	\$ 871	\$ 5,814	48.45%	\$ 12,000.00
Teen Programs	\$ -	\$ 3,143	44.90%	\$ 7,000.00
Adult Programs	\$ 49	\$ 3,666	40.74%	\$ 9,000.00
Special Programs	\$ 177	\$ 1,230	61.50%	\$ 2,000.00
Connections Programs	\$ -	\$ 917	11.46%	\$ 8,000.00
Total Programs	\$ 1,097	\$ 14,770	38.87%	\$ 38,000.00
Total Support Services and Programs	\$ 1,097	\$ 18,688	40.19%	\$ 46,500.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ 241	\$ 568	142.12%	\$ 400.00
Technical Support	\$ 980	\$ 5,480	49.82%	\$ 11,000.00
Automation Administration	\$ 372	\$ 19,116	52.37%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ -	\$ 2,856	40.81%	\$ 7,000.00
Postage & Delivery	\$ 18	\$ 1,215	33.76%	\$ 3,600.00
Audit Fees	\$ 2,000	\$ 6,000	85.71%	\$ 7,000.00
Payroll and Employment Services	\$ 287	\$ 1,993	56.94%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 1,301	32.52%	\$ 4,000.00
Telephone/Internet	\$ 848	\$ 6,763	46.64%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ -	\$ 1,297	51.86%	\$ 2,500.00
Total Other Support Services	\$ 4,746	\$ 46,590	51.20%	\$ 91,000.00

Library Materials

Books	\$ 7,061	\$ 35,345	46.51%	\$ 76,000.00
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Print Periodicals (Magazines)	\$ 38	\$ 5,567	85.65%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ -	\$ 6,742	67.42%	\$ 10,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 7,412	\$ 29,133	45.31%	\$ 64,300.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,855	\$ 16,939	68.58%	\$ 24,700.00
Total Library Materials	\$ 16,366	\$ 93,726	51.64%	\$ 181,500.00

Library and Office Supplies	Office Supplies	\$ 435	\$ 2,535	63.38%	\$ 4,000.00
	Library Supplies	\$ 2,020	\$ 3,300	66.00%	\$ 5,000.00
	Copy And Printing Supplies	\$ -	\$ 532	53.19%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 393	\$ 1,996	79.85%	\$ 2,500.00
	Total Office Supplies	\$ 2,849	\$ 8,364	66.91%	\$ 12,500.00
	Total Library Materials & Supplies	\$ 19,214	\$ 102,090	52.62%	\$ 194,000.00

Strategic Initiatives	Strategic Initiatives	\$ -	\$ -	0.00%	\$ 5,000.00
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Facilities Management	Building Materials & Supplies	\$ 543	\$ 2,660	76.01%	\$ 3,500.00
	Total Facility Supplies	\$ 543	\$ 2,660	76.01%	\$ 3,500.00

Facility Services	Insurance	\$ -	\$ -	0.00%	\$ 11,500.00
	Maintenance and Custodial Service	\$ 3,369	\$ 33,059	55.10%	\$ 60,000.00
	Water	\$ -	\$ 1,260	62.99%	\$ 2,000.00
	Natural Gas	\$ 719	\$ 3,020	31.79%	\$ 9,500.00
	Copier Maintenance and Usage	\$ 133	\$ 1,301	52.06%	\$ 2,500.00
	Total Facility Services	\$ 4,220	\$ 38,640	45.19%	\$ 85,500.00

Equipment & Furniture	Equipment (Equipment & Furniture)	\$ 2,605	\$ 11,096	85.35%	\$ 13,000.00
	Technology Misc.	\$ 11	\$ 748	37.40%	\$ 2,000.00
	Total Equipment and Furniture	\$ 2,616	\$ 11,844	78.96%	\$ 15,000.00

Total Facilities Management	\$ 6,847	\$ 51,231	49.26%	\$ 104,000.00
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Total Operating Expenses	\$ 96,112	\$ 688,447	52.29%	\$ 1,316,500.00
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 32,500.00
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Total Expenses	\$ 96,112	\$ 688,447	51.03%	\$ 1,349,000.00
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Total Income	\$ 11,316	\$ 650,955	48.25%	\$ 1,349,000.00
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River Forest Public Library Balance Sheet

As of November 30, 2019

ASSETS

11/30/2019

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

ICS Operations	805669201	578,757.30
Byline Operations	805669201	34,635.59
Petty Cash		40.00

TOTAL Operations Current 613,432.89

Operations Midterm Reserves

CD Maturity Date

OP CD 26 WEEKS	1022921556	2/20/2020	156,212.54
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TOTAL Operations Midterm Reserves 156,212.54

Operations Long Term Reserves

CD Maturity Date

OP CD 3 YEAR	1020448578	7/30/2020	62,335.79
OP CD 3 YEAR	1021670576	8/12/2021	62,051.54
OP CD 5 YEAR	1020450904	7/28/2022	62,787.41
OP CD 5 YEAR	1021670738	8/10/2023	62,172.00
OP CD 5 YEAR	1022865745	7/25/2024	62,166.40

TOTAL Operations Long Term Reserves 311,513.14

TOTAL OPERATIONS ACCOUNT 1,081,158.57

CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	249,188.87
Byline Capital	805669202	(59,172.63)

TOTAL CAPITAL ACCOUNT 190,016.24

TOTAL CURRENT CHECKING/SAVINGS 1,271,174.81

TOTAL CURRENT ASSETS 1,271,174.81

TOTAL ASSETS 1,271,174.81

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

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

Credit Cards

MB Financial Credit Card	1,634.07
Total Credit Cards	<u>1,634.07</u>

Total Current Liabilities 892.96
892.96

Equity

Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(291,212.84)
	<u>1,270,281.85</u>

TOTAL LIABILITIES & EQUITY 1,271,174.81

11:21 AM
01/06/20

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 11/30/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>N</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 11/30/2019						40.00
Ending Balance						40.00

November 2019 Key Performance Indicators

Total Circulation	Nov-19	YTD 19-20	Last YTD 18-19	Change over Last FY
Preschool Collection	3,402	27,008	27,487	-2%
Juvenile Collection	5,048	36,363	35,869	1%
Middle School Collection	588	4,725	4,261	10%
Teen Collection	759	6,181	6,928	-12%
Adult Fiction	4,006	31,524	30,927	2%
Adult Non-Fiction	2,999	23,034	23,302	-1%
Adult Media	2,342	18,192	21,107	-16%
Adult Other	158	1,274	1,382	-8%
Non SWAN ILL	17	131	501	-282%
Webpac Renewals	33	471	621	-32%
Total Circulation	19,352	148,903	152,385	-2%
Programs & Meeting Room Use				
Older Adults				
Programs	8	72	54	25%
Attendance	213	1,529	1,138	26%
Passive Programs	2	4		
Passive Program Participants	74	183		
Middle School				
Programs	5	62	84	-35%
Attendance	59	1,839	1,347	27%
Passive Programs	0	7		
Passive Program Participants	0	174		
Children's Programs				
Programs	13	194	246	-27%
Elementary School Age Attendance	61	2,960	6,391	-116%
Preschool Attendance	94	3,700	4,944	-34%
Passive Programs	3	12		
Elementary School Age Passive Program Participants	128	1,430		
Preschool Passive Program Participants	7	99		
Other Programs				
Programs	0	0	1	
Attendance	0	0	1	
Outside Groups				
Barbara Hall Meeting Room Use	1	1	0	100%
Cardholders & Visits				
Monthly Visitors	8,832	61,823	56,047	9%
New Cardholders Added	21	252	402	-60%
Total Number Cardholders	8,616		8,313	4%
Cardholders as % of Population*	77%			

* RF Population is 11,172 Per 2010 Census Data

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

Num	Date	Name	Memo	Account	Paid Amount
16932	12/19/2019	Amy Grossman		BYLINE Operations 00805...	
	12/17/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service	Misc. Expenses	-14.03
TOTAL					-14.03
16905	12/7/2019	ANDERSON ELEVATOR COMP...		BYLINE Operations 00805...	
21032-...	12/7/2019		Dec Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
16906	12/7/2019	Arthur J. Gallagher & Co.		BYLINE Operations 00805...	
3244535	12/7/2019		2020 Workers Comp	Insurance	-2,410.00
TOTAL					-2,410.00
16933	12/19/2019	AT&T - Electronic Gateway		BYLINE Operations 00805...	
217S66...	12/16/2019		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
16907	12/7/2019	BAKER & TAYLOR L 5076992		BYLINE Operations 00805...	
203494...	12/7/2019		Adult books	Books - Adult	-100.79
203494...	12/7/2019		Adult books	Books - Adult	-50.40
203494...	12/7/2019		Adult books	Books - Adult	-34.73
203488...	12/7/2019		Adult books	Books - Adult	-50.36
203488...	12/7/2019		Adult books	Books - Adult	-114.68
TOTAL					-350.96
16934	12/19/2019	BAKER & TAYLOR L 5076992		BYLINE Operations 00805...	
203492...	12/17/2019		Adult books	Books - Adult	-80.60
203492...	12/17/2019		Adult books	Books - Adult	-97.97
TOTAL					-178.57
16908	12/7/2019	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
501584...	12/7/2019		Adult books	Books - Adult	-319.56
TOTAL					-319.56

**River Forest Public Library
WARRANT LIST DETAIL
December 2019**

Num	Date	Name	Memo	Account	Paid Amount
16935	12/19/2019	Beth Kirchenberg		BYLINE Operations 00805...	
	12/17/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service	Misc. Expenses	-14.03
TOTAL					-14.03
16909	12/7/2019	Buildingstars Operations, Inc.		BYLINE Operations 00805...	
2092367	12/7/2019		December Cleaning Service	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
DM	12/5/2019	CardConnect		BYLINE Operations 00805...	
			Credit card fees	Misc. Expenses	-29.48
TOTAL					-29.48
16910	12/7/2019	Comcast		BYLINE Operations 00805...	
877120...	12/7/2019		Monthly Telephone/internet Service call, telephone system 11/19	Automation - Internet Technical Support	-547.98 -99.95
TOTAL					-647.93
16911	12/7/2019	Communication Revolving Fund		BYLINE Operations 00805...	
T2009059	12/7/2019		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
16936	12/19/2019	Danielle Moore		BYLINE Operations 00805...	
	12/17/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service	Misc. Expenses	-14.03
TOTAL					-14.03
16937	12/19/2019	DEMCO, INC.		BYLINE Operations 00805...	
6732687	12/16/2019		Tech Services supplies	Supplies - Library	-112.28
TOTAL					-112.28

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

Num	Date	Name	Memo	Account	Paid Amount
16931	12/16/2019	Fifth Third Bank		BYLINE Operations 00805...	
			November Credit Card bill	5/3 Financial Credit Card	-2,374.34
TOTAL					-2,374.34
16912	12/7/2019	GE Money Bank/Amazon		BYLINE Operations 00805...	
x3189	12/7/2019		Harry Potter program	Programs-Teen	-29.57
			Children's desk organizer	Office Supplies	-16.54
			Children's desk supplies	Office Supplies	-45.47
			Teen video game	Non-print -Teen	-46.43
			Teen video game	Non-print -Teen	-32.94
			Laminator supplies	Office Supplies	-56.34
			Teen video game	Non-print -Teen	-37.19
			Filing organizer	Supplies - Library	-19.46
			Mailbox system	Supplies - Library	-121.54
			Teen video game	Non-print -Teen	-47.38
			Stools for Children's room	Supplies - Library	-36.93
			Gingerbread program supplies	Programs-Teen	-100.99
			Command hooks, outlet covers, cleaning	Maintenance - Supply	-33.99
			Carpet cleaner	Maintenance - Supply	-19.70
			Drawer organizer	Office Supplies	-8.56
			Drawer organizer	Office Supplies	-8.08
			Compostable bags	Maintenance - Supply	-6.46
			Organizer	Office Supplies	-19.42
			Teen video game	Non-print -Teen	-46.68
TOTAL					-733.67
197	12/3/2019	Henricksen		BYLINE Capital 00805669...	
684824	12/3/2019		Office Furniture	Capital Reserve Fund	-27,110.15
TOTAL					-27,110.15
16913	12/7/2019	Hoopla		BYLINE Operations 00805...	
98284194	12/7/2019		November Hoopla	Hoopla	-1,412.85
TOTAL					-1,412.85

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16914	12/7/2019	Hulen Landscaping Contractors		BYLINE Operations 00805...	
16293	12/7/2019		Nov/Dec Lawn Maintenance	Maintenance - Service	-261.00
16339	12/7/2019		Winter planter arrangements	Maintenance - Service	-350.00
TOTAL					-611.00
DM	12/20/2019	IMRF		BYLINE Operations 00805...	
			Employee IMRF Contribution	Employee Compensation	-1,884.94
			Employer IMRF Contribution	IMRF	-3,832.72
TOTAL					-5,717.66
16915	12/7/2019	Ingram Library Services		BYLINE Operations 00805...	
62618969	12/4/2019		J Books	Books- Juv	-5.98
62618966	12/7/2019		J Books	Books- Juv	-6.73
67150271	12/7/2019		J Books	Books- Juv	-11.05
67150270	12/7/2019		J Books	Books- Juv	-85.28
62618695	12/7/2019		J Books	Books- Juv	-543.10
67150708	12/7/2019		J Books	Books- Juv	-72.03
62617684	12/7/2019		J Books	Books- Juv	-163.80
62617932	12/7/2019		MS Books	Books - Middle School	-11.25
62617934	12/7/2019		Teen books	Books - Teen	-46.14
62617933	12/7/2019		Teen books	Books - Teen	-31.14
62618974	12/7/2019		Adult books	Books - Adult	-117.46
62618973	12/7/2019		Adult books	Books - Adult	-60.94
62618972	12/7/2019		Adult books	Books - Adult	-11.82
62618965	12/7/2019		Adult books	Books - Adult	-13.51
62618967	12/7/2019		Adult books	Books - Adult	-32.11
62618968	12/7/2019		Adult books	Books - Adult	-44.66
62618970	12/7/2019		Adult books	Books - Adult	-29.13
62618971	12/7/2019		Adult books	Books - Adult	-178.22
67150273	12/7/2019		Adult books	Books - Adult	-13.99
67150272	12/7/2019		Adult books	Books - Adult	-57.19
67150709	12/7/2019		Adult books	Books - Adult	-15.43
67150706	12/7/2019		Adult books	Books - Adult	-28.09
67150707	12/7/2019		Adult books	Books - Adult	-17.36
62618694	12/7/2019		Adult books	Books - Adult	-58.34
62618247	12/7/2019		Adult books	Books - Adult	-29.46
62618248	12/7/2019		Adult books	Books - Adult	-196.04
62618050	12/7/2019		Adult books	Books - Adult	-23.98
62618051	12/7/2019		Adult books	Books - Adult	-220.78
62618052	12/7/2019		Adult books	Books - Adult	-15.65
62618049	12/7/2019		Adult books	Books - Adult	-18.04
62617685	12/7/2019		Adult books	Books - Adult	-15.09

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

Num	Date	Name	Memo	Account	Paid Amount
62617683	12/7/2019		Adult books	Books - Adult	-16.91
62617682	12/7/2019		Adult books	Books - Adult	-16.35
62617681	12/7/2019		Adult books	Books - Adult	-17.38
TOTAL					-2,224.43
16938	12/19/2019	Ingram Library Services		BYLINE Operations 00805...	
62619732	12/16/2019		J Books	Books- Juv	-75.82
67152495	12/16/2019		J Books	Books- Juv	-11.29
67152494	12/16/2019		J Books	Books- Juv	-51.34
62619068	12/16/2019		J Books	Books- Juv	-5.98
62619694	12/16/2019		J Books	Books- Juv	-6.39
62619681	12/16/2019		J Books	Books- Juv	-9.58
62618849	12/16/2019		J Books	Books- Juv	-181.83
62618848	12/16/2019		J Books	Books- Juv	-45.82
62619229	12/16/2019		MS Books	Books- Juv	-10.69
62620055	12/16/2019		Teen books	Books - Teen	-13.18
62620054	12/16/2019		Teen books	Books - Teen	-10.78
62619230	12/16/2019		Teen books	Books - Teen	-11.38
62619663	12/16/2019		Teen books	Books - Teen	-13.18
62619664	12/16/2019		Teen books	Books - Teen	-11.25
62619231	12/16/2019		Teen books	Books - Teen	-11.25
62619414	12/16/2019		Adult books	Books - Adult	-16.90
62619069	12/16/2019		Adult books	Books - Adult	-20.87
62619415	12/16/2019		Adult books	Books - Adult	-18.03
62619680	12/16/2019		J Books	Books - Adult	-14.38
62619679	12/16/2019		Adult books	Books - Adult	-32.63
67155073	12/19/2019		J Books	Books- Juv	-12.18
62620666	12/19/2019		J Books	Books- Juv	-9.83
62620668	12/19/2019		J Books	Books- Juv	-26.34
62620768	12/19/2019		Teen books	Books - Teen	-31.75
62621018	12/19/2019		Adult books	Books - Adult	-16.22
62621019	12/19/2019		Adult books	Books - Adult	-66.58
62621016	12/19/2019		Adult books	Books - Adult	-162.12
62621017	12/19/2019		Adult books	Books - Adult	-180.63
67155072	12/19/2019		Adult books	Books - Adult	-18.01
62620667	12/19/2019		Adult books	Books - Adult	-12.38
62620665	12/19/2019		Adult books	Books - Adult	-14.52
TOTAL					-1,123.13
16939	12/19/2019	Joanna Bertucci		BYLINE Operations 00805...	
	12/16/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service & w...	Misc. Expenses	-24.03
TOTAL					-24.03

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16940	12/19/2019	KLEIN, THORPE & JENKINS, LTD		BYLINE Operations 00805...	
206922	12/19/2019		Research RE: financial audit	Consultant/Legal Fees	-215.00
TOTAL					-215.00
16941	12/19/2019	Konica Minolta Business Soluti...		BYLINE Operations 00805...	
900629...	12/16/2019		November Copier Usage	Copy Machine (usage, mai...	-123.86
TOTAL					-123.86
16916	12/7/2019	Konica Minolta Premier Finance		BYLINE Operations 00805...	
400676...	12/7/2019		Monthly copier lease	Equipment - Copier Lease ...	-216.10
TOTAL					-216.10
16917	12/7/2019	LibrariesFirst		BYLINE Operations 00805...	
7527	12/7/2019		Museum Pass Program subscription	Special Programs	-150.00
TOTAL					-150.00
16918	12/7/2019	LIRA		BYLINE Operations 00805...	
	12/7/2019		2020 Property/Cas Ins	Insurance	-8,845.00
TOTAL					-8,845.00
16942	12/19/2019	LISA ENGOREN		BYLINE Operations 00805...	
	12/17/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service	Misc. Expenses	-14.03
TOTAL					-14.03
16919	12/7/2019	Mertes, James S.		BYLINE Operations 00805...	
	12/7/2019		Stories with Santa 12/6/19	Programs - Juv	-650.00
TOTAL					-650.00

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

Num	Date	Name	Memo	Account	Paid Amount
16920	12/7/2019	MIDWEST TAPE		BYLINE Operations 00805...	
98265394	12/7/2019		Adult DVDs	Non-Print Adult	-49.74
98268935	12/7/2019		Adult DVDs	Non-Print Adult	-26.79
98268937	12/7/2019		Adult DVDs	Non-Print Adult	-26.79
98265393	12/7/2019		Adult DVDs	Non-Print Adult	-99.48
98265009	12/7/2019		Adult DVDs	Non-Print Adult	-44.58
98265390	12/7/2019		Adult DVDs	Non-Print Adult	-93.48
98265391	12/7/2019		Adult CD Audiobook	Non-Print Adult	-39.24
TOTAL					-380.10
16943	12/19/2019	MIDWEST TAPE		BYLINE Operations 00805...	
98297725	12/16/2019		Adult DVDs	Non-Print Adult	-76.62
98297724	12/16/2019		Adult DVDs	Non-Print Adult	-76.62
98297726	12/16/2019		Adult DVDs	Non-Print Adult	-49.53
98297727	12/16/2019		Adult CD Audlobook	Non-Print Adult	-37.24
TOTAL					-240.01
16921	12/7/2019	Oak Brook Mechanical Services...		BYLINE Operations 00805...	
384	12/7/2019		Insulate chilled water pump	Maintenance - Service	-300.00
TOTAL					-300.00
16922	12/7/2019	OverDrive		BYLINE Operations 00805...	
01658D...	12/7/2019		Teen eBooks & eAudiobooks	eContent - Teen	-138.88
TOTAL					-138.88
16944	12/19/2019	OverDrive		BYLINE Operations 00805...	
01658D...	12/17/2019		Teen eBooks	eContent - Teen	-47.00
TOTAL					-47.00
DM	12/13/2019	PAYLOCITY		BYLINE Operations 00805...	
			Payroll 12/13/19	Employee Compensation	-18,957.68
TOTAL					-18,957.68

River Forest Public Library
WARRANT LIST DETAIL
December 2019

Num	Date	Name	Memo	Account	Paid Amount
DM	12/13/2019	PAYLOCITY		BYLINE Operations 00805...	
			12/13/19 Payroll Service	Payroll Service	-120.28
TOTAL					-120.28
DM	12/13/2019	PAYLOCITY		BYLINE Operations 00805...	
			Employee tax deductions	Employee Compensation	-4,459.09
			Employer Medicare	Medicare Exp	-351.69
			Employer FICA	FICA	-1,503.77
TOTAL					-6,314.55
DM	12/27/2019	PAYLOCITY		BYLINE Operations 00805...	
			Employee Compensation 12/27/19	Employee Compensation	-25,366.90
TOTAL					-25,366.90
DM	12/27/2019	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax Deduction	Employee Compensation	-6,088.43
			Employer FICA	FICA	-2,001.75
			Employer Medicare	Medicare Exp	-468.15
TOTAL					-8,558.33
DM	12/27/2019	PAYLOCITY		BYLINE Operations 00805...	
			12/27 Payroll run	Payroll Service	-128.38
TOTAL					-128.38
16923	12/7/2019	PeopleFacts		BYLINE Operations 00805...	
34181-1...	12/7/2019		EE Background checks	Payroll Service	-92.38
TOTAL					-92.38
16945	12/19/2019	RIVER FOREST PARK DISTRICT		BYLINE Operations 00805...	
191216...	12/17/2019		AD in Winter/Spring Guide 2020	Advertisement	-150.00
TOTAL					-150.00

River Forest Public Library
WARRANT LIST DETAIL
 December 2019

Num	Date	Name	Memo	Account	Paid Amount
16924	12/7/2019	S & D Prime Maintenance, Inc.		BYLINE Operations 00805...	
83685	12/7/2019		Bi-monthly maintenance service Maintenance supplies	Maintenance - Service Maintenance - Supply	-550.00 -56.11
TOTAL					-606.11
16925	12/7/2019	Shannon Gruber		BYLINE Operations 00805...	
	12/7/2019		Mileage to Thomas PL 12/6/19 In Service	Misc. Expenses	-12.06
TOTAL					-12.06
16946	12/19/2019	Shekinah Lawrence		BYLINE Operations 00805...	
	12/16/2019		Mileage to Thomas Ford PL (Western Springs) 12/6 In Service	Misc. Expenses	-14.03
TOTAL					-14.03
16926	12/7/2019	Smithereen Pest Management		BYLINE Operations 00805...	
2108174	12/7/2019		Bimonthly Pest control	Maintenance - Service	-46.00
TOTAL					-46.00
16947	12/19/2019	Smithereen Pest Management		BYLINE Operations 00805...	
2113616	12/16/2019		Pest bait station	Maintenance - Supply	-21.85
TOTAL					-21.85
16948	12/19/2019	Staples		BYLINE Operations 00805...	
269058	12/16/2019		Tissue, Lightbulbs, Towels, Hand soap Copy paper Stamp pad, tape, legal pads, labels	Maintenance - Supply Copier supplies Office Supplies	-315.03 -130.47 -138.86
TOTAL					-584.36
16927	12/7/2019	Sue Quinn		BYLINE Operations 00805...	
	12/7/2019		Mileage to Thomas PL 12/6/19 In Service	Misc. Expenses	-12.06
TOTAL					-12.06

**River Forest Public Library
WARRANT LIST DETAIL
December 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
16949	12/19/2019	Thomas Ford Memorial Library		BYLINE Operations 00805...	
12/6/19 ...	12/17/2019		12/6/19 InService Expenses (Lunch & DU Donation in honor of Dr. ...	Staff Training	-425.00
TOTAL					-425.00
16928	12/7/2019	United States Postal Service		BYLINE Operations 00805...	
	12/7/2019		Mailing account deposit (BookPlate 2020)	Postage	-500.00
TOTAL					-500.00
16929	12/7/2019	VERSATILE COMPUTER SERVI...		BYLINE Operations 00805...	
15553	12/7/2019		December IT Support	Technical Support	-750.00
TOTAL					-750.00
16930	12/7/2019	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
001116-...	12/7/2019		Aug., Sept., Oct water bill	Water	-806.65
TOTAL					-806.65
16950	12/19/2019	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
Dec He...	12/17/2019		Employee health/dental portion	Employee Compensation	-1,882.90
			Employer Health benefit	Health Insurance	-3,243.24
			Employer Dental benefit	Dental	-238.49
TOTAL					-5,364.63
198	12/19/2019	Williams Architects		BYLINE Capital 00805669...	
0019585	12/16/2019		95% Construction Admin complete	Capital Reserve Fund	-390.18
TOTAL					-390.18

River Forest Public Library

1/3/2020 2:26 PM

Register: 5/3 Financial Credit Card
 From 11/05/2019 through 12/03/2019
 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>
11/05/2019		PANERA BREAD	Adult Expenses:Programs - Adult		48.97	X		5,322.16
11/05/2019		CDW GOVERNMENT INC	Capital Expenditures:Equipmen...		748.60	X		6,070.76
11/06/2019		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		6,083.75
11/07/2019		ScreenCloud	Automation Expenses:Automati...		15.00	X		6,098.75
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		6,108.74
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		6,123.73
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		6,137.72
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		6,152.71
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		6,167.70
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		6,180.69
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		6,193.68
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		6,207.67
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		6,221.66
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		15.99	X		6,237.65

River Forest Public Library

1/3/2020 2:26 PM

Register: 5/3 Financial Credit Card
 From 11/05/2019 through 12/03/2019
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		8.99	X		6,246.64
11/07/2019		AMAZON.COM	Online e-Content:eContent - Ad...		7.99	X		6,254.63
11/07/2019		AMAZON.COM	Office Expenses:Office Supplies		19.99	X		6,274.62
11/08/2019		Discount School Supply	Juvenile Expenses:Programs - J...		186.81	X		6,461.43
11/08/2019		AMAZON.COM	Online e-Content:eContent - Ad...		6.99	X		6,468.42
11/12/2019		AMAZON.COM	Office Expenses:Office Supplies		76.47	X		6,544.89
11/13/2019	16884	Fifth Third Bank	BYLINE Operations 00805669...	October Credit Card ...		X	5,273.19	1,271.70
11/18/2019		AMAZON.COM	Office Expenses:Office Supplies		47.81	X		1,319.51
11/19/2019		AMAZON.COM	Office Expenses:Office Supplies		82.24	X		1,401.75
11/19/2019		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		1,415.74
11/20/2019		AMAZON.COM	Supplies - Library		137.31	X		1,553.05
11/20/2019		AMAZON.COM	Supplies - Library		39.98	X		1,593.03
11/21/2019		Southwest Fireplace	Building Expenses:Maintenanc...		205.00	X		1,798.03
11/22/2019		Stamps. com	Office Expenses:Postage		17.99	X		1,816.02

River Forest Public Library

1/3/2020 2:26 PM

Register: 5/3 Financial Credit Card
 From 11/05/2019 through 12/03/2019
 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>
11/25/2019		Go Daddy.com	Automation Expenses:Automati...		42.34	X		1,858.36
11/25/2019		AMAZON.COM	Capital Expenditures:Equipmen...		10.55	X		1,868.91
11/26/2019		Jewel Foods	Juvenile Expenses:Programs - J...		90.37	X		1,959.28
11/26/2019		AMAZON.COM	Building Expenses:Maintenanc...		34.95	X		1,994.23
11/26/2019		FedEx	Supplies - Library		431.42	X		2,425.65
11/26/2019		AMAZON.COM	Office Expenses:Office Supplies		9.99	X		2,435.64
11/26/2019		CDW GOVERNMENT INC	Capital Expenditures:Equipmen...			X	748.60	1,687.04
11/27/2019		GovDocs	Professional Expenses:Staff Tra...		37.11	X		1,724.15
11/27/2019		FedEx	Office Expenses:Postage		9.39	X		1,733.54
11/30/2019		AMAZON.COM	Teen Expenses:Programs-Teen		99.98	X		1,833.52
11/30/2019		PANERA BREAD	Adult Expenses:Programs - Adult		48.97	X		1,882.49
12/02/2019		AMAZON.COM	Capital Expenditures:Strategic I...		205.96	X		2,088.45
12/02/2019		Disney+	Connection - ASK:Connection ...		59.99	X		2,148.44
12/02/2019		Facebook	Office Expenses:Advertisement		8.00	X		2,156.44

River Forest Public Library

1/3/2020 2:26 PM

Register: 5/3 Financial Credit Card
 From 11/05/2019 through 12/03/2019
 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>
12/02/2019		AMAZON.COM	Office Expenses:Office Supplies		37.97	X		2,194.41
12/03/2019		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		64.99	X		2,259.40
12/03/2019		AMAZON.COM	Supplies - Library		107.95	X		2,367.35
12/03/2019		AMAZON.COM	Online e-Content:eContent - Ad...		6.99	X		2,374.34



River Forest Public Library

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

Revenue Report: December-19

<u>Account:</u>	<u>December-19</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 1,955	\$ 608,278	1,289,000.00	47.19%
Connections Program Grant	\$ -	\$ -	8,000.00	0.00%
Corp Property Replacement Taxes	\$ 625	\$ 10,474	12,000.00	87.29%
Fines, Service Charges	\$ 19	\$ 152	0.00	
Lost Books Reimbursed	\$ 328	\$ 2,589	3,000.00	86.31%
Copy Machine Revenue	\$ 128	\$ 355	4,400.00	8.06%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 1,462	\$ 13,169	10,000.00	131.69%
Gifts	\$ 2	\$ 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	\$ -	\$ -	3,200.00	0.00%
Misc Income	\$ 523	\$ 578	100.00	578.33%
Total:	\$ 5,042	\$ 652,842	1,349,000.00	48.39%
Income:	\$ 5,042	\$ 652,842	1,349,000.00	48.39%
Expense:	\$ 89,135	\$ 801,220	1,349,000.00	59.39%

LIRA Annual Disbursement to Members



River Forest Public Library

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

Expense Report: Dec-19

	12/2019	Fiscal YTD	Actual % Budget 67% as of 12/31/19	19-20 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 58,004	\$ 443,871	63.14%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 27,985	49.97%	\$ 56,000.00
IMRF	\$ 3,833	\$ 30,240	61.09%	\$ 49,500.00
Medicare/FICA	\$ 4,325	\$ 33,065	61.23%	\$ 54,000.00
Staff Training	\$ 425	\$ 791	39.54%	\$ 2,000.00
Membership Dues	\$ -	\$ 1,977	63.76%	\$ 3,100.00
Professional Development	\$ -	\$ 2,025	24.11%	\$ 8,400.00
Total Personnel	\$ 70,069	\$ 539,954	61.64%	\$ 876,000.00
Support Services				
Printing and Advertising				
Printing/Bookplate	\$ -	\$ 3,070	55.82%	\$ 5,500.00
Advertising	\$ 158	\$ 1,006	33.54%	\$ 3,000.00
Total Printing and Advertisement	\$ 158	\$ 4,076	47.96%	\$ 8,500.00
Programming				
Children's Programs	\$ 872	\$ 6,686	55.71%	\$ 12,000.00
Teen Programs	\$ 755	\$ 3,998	57.11%	\$ 7,000.00
Adult Programs	\$ 97	\$ 3,812	42.36%	\$ 9,000.00
Special Programs	\$ 150	\$ 1,203	60.14%	\$ 2,000.00
Connections Programs	\$ 118	\$ 1,035	12.94%	\$ 8,000.00
Total Programs	\$ 1,992	\$ 16,733	44.04%	\$ 38,000.00
Total Support Services and Programs	\$ 2,150	\$ 20,810	44.75%	\$ 46,500.00
Other Support Services				
ILL and RB Services (SWAN Libraries)	\$ -	\$ 568	142.12%	\$ 400.00
Technical Support	\$ 850	\$ 6,330	57.55%	\$ 11,000.00
Automation Administration	\$ 15	\$ 19,131	52.41%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ 215	\$ 3,071	43.88%	\$ 7,000.00
Postage & Delivery	\$ 593	\$ 1,818	50.50%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,000	85.71%	\$ 7,000.00
Payroll and Employment Services	\$ 341	\$ 2,334	66.69%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 1,301	32.52%	\$ 4,000.00
Telephone/Internet	\$ 1,088	\$ 7,851	54.14%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 1,513	60.51%	\$ 2,500.00
Total Other Support Services	\$ 3,318	\$ 49,917	54.85%	\$ 91,000.00
Library Materials				
Books	\$ 4,197	\$ 45,628	60.04%	\$ 76,000.00

Print Periodicals (Magazines)	\$ -	\$ 5,567	85.65%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ -	\$ 6,742	67.42%	\$ 10,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 1,606	\$ 30,752	47.83%	\$ 64,300.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,118	\$ 35,352	143.13%	\$ 24,700.00
Total Library Materials	\$ 6,921	\$ 124,041	68.34%	\$ 181,500.00

Library and Office Supplies	Office Supplies	\$ 344	\$ 2,920	72.99%	\$ 4,000.00
	Library Supplies	\$ 453	\$ 3,931	78.62%	\$ 5,000.00
	Copy And Printing Supplies	\$ 130	\$ 662	66.25%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 148	\$ 2,152	86.08%	\$ 2,500.00
	Total Office Supplies	\$ 1,076	\$ 9,665	77.32%	\$ 12,500.00
	Total Library Materials & Supplies	\$ 7,997	\$ 133,706	68.92%	\$ 194,000.00

Strategic Initiatives	Strategic Initiatives	\$ 969	\$ 969	19.38%	\$ 5,000.00
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Facilities Management	Building Materials & Supplies	\$ 807	\$ 2,066	59.04%	\$ 3,500.00
Facility Supplies	Total Facility Supplies	\$ 807	\$ 2,066	59.04%	\$ 3,500.00

Facility Services	Insurance	\$ -	\$ -	0.00%	\$ 11,500.00
	Maintenance and Custodial Service	\$ 3,702	\$ 36,761	61.27%	\$ 60,000.00
	Water	\$ 806	\$ 2,066	103.32%	\$ 2,000.00
	Natural Gas	\$ -	\$ 3,020	31.79%	\$ 9,500.00
	Copier Maintenance and Usage	\$ 124	\$ 1,425	57.01%	\$ 2,500.00
	Total Facility Services	\$ 4,632	\$ 43,272	50.61%	\$ 85,500.00

Equipment & Furniture	Equipment (Equipment & Furniture)	\$ -	\$ 11,096	85.35%	\$ 13,000.00
	Technology Misc.	\$ -	\$ 748	37.40%	\$ 2,000.00
	Total Equipment and Furniture	\$ -	\$ 11,844	78.96%	\$ 15,000.00

Total Facilities Management	\$ 4,632	\$ 55,864	53.72%	\$ 104,000.00
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Total Operating Expenses	\$ 89,135	\$ 801,220	60.86%	\$ 1,316,500.00
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 32,500.00
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Total Expenses	\$ 89,135	\$ 801,220	59.39%	\$ 1,349,000.00
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Total Income	\$ 5,042	\$ 652,842	48.39%	\$ 1,349,000.00
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River Forest Public Library Balance Sheet

As of December 31, 2019

ASSETS

12/31/2019

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

ICS Operations	805669201	474,703.37
Byline Operations	805669201	42,356.49
Petty Cash		40.00

TOTAL Operations Current 517,099.86

Operations Midterm Reserves

		<u>CD Maturity Date</u>	
OP CD 26 WEEKS	1022921556	2/20/2020	156,451.53

TOTAL Operations Midterm Reserves 156,451.53

Operations Long Term Reserves

		<u>CD Maturity Date</u>	
OP CD 3 YEAR	1020448578	7/30/2020	62,422.68
OP CD 3 YEAR	1021670576	8/12/2021	62,188.71
OP CD 5 YEAR	1020450904	7/28/2022	62,891.48
OP CD 5 YEAR	1021670738	8/10/2023	62,317.37
OP CD 5 YEAR	1022865745	7/25/2024	62,266.80

TOTAL Operations Long Term Reserves 312,087.04

TOTAL OPERATIONS ACCOUNT 985,638.43

CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	153,122.11
Byline Capital	805669202	9,615.16

TOTAL CAPITAL ACCOUNT 162,737.27

TOTAL CURRENT CHECKING/SAVINGS 1,148,375.70

TOTAL CURRENT ASSETS 1,148,375.70

TOTAL ASSETS 1,148,375.70

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

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

Credit Cards

MB Financial Credit Card	2,165.42
Total Credit Cards	<u>2,165.42</u>

Total Current Liabilities 1,424.31
1,424.31

Equity

Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(414,543.30)

Total Equity 1,146,951.39

TOTAL LIABILITIES & EQUITY 1,148,375.70

11:22 AM
01/06/20

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 12/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>N</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 12/31/2019						40.00
Ending Balance						40.00

December 2019 Key Performance Indicators

Total Circulation	Dec-19	YTD 19-20	Last YTD 18-19	Change over Last FY
Preschool Collection	3,426	30,434	30,986	-2%
Juvenile Collection	4,371	40,734	40,338	1%
Middle School Collection	535	5,260	4,728	10%
Teen Collection	710	6,891	7,669	-11%
Adult Fiction	4,248	35,772	34,879	2%
Adult Non-Fiction	3,138	26,172	26,304	-1%
Adult Media	2,224	20,416	23,839	-17%
Adult Other	173	1,447	1,577	-9%
Non SWAN ILL	14	145	696	-380%
Webpac Renewals	57	528	322	39%
Total Circulation	18,896	167,799	171,338	-2%
Programs & Meeting Room Use				
Older Adults				
Programs	8	80	60	25%
Attendance	143	1,672	1,286	23%
Passive Programs	0	4		
Passive Program Participants	0	183		
Middle School				
Programs	6	68	94	-38%
Attendance	142	1,981	1,357	31%
Passive Programs	0	7		
Passive Program Participants	0	174		
Children's Programs				
Programs	21	215	272	-27%
Elementary School Age Attendance	385	3,345	6,847	-105%
Preschool Attendance	600	4,300	5,714	-33%
Passive Programs	1	13		
Elementary School Age Passive Program Participants	78	1,508		
Preschool Passive Program Participants	0	99		
Other Programs				
Programs	0	0	1	
Attendance	0	0	1	
Outside Groups				
Barbara Hall Meeting Room Use	2	2	0	100%
Cardholders & Visits				
Monthly Visitors	8,832	70,655	63,966	9%
New Cardholders Added	32	284	402	-42%
Total Number Cardholders	8,641		8,305	4%
Cardholders as % of Population*	77%			

* RF Population is 11,172 Per 2010 Census Data

VII. Exhibits and Displays

RFPL provides limited display space for exhibiting materials of civic, cultural, educational, and/or recreational nature that complement programs, promote services, or enhance culture in River Forest. RFPL seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. Placement of an exhibit does not constitute or imply RFPL endorsement of the featured artist or organization.

Exhibit space use is not limited to River Forest residents, but priority will be given to River Forest residents and RFPL staff. Use of exhibit space is not guaranteed and scheduling rests with RFPL staff.

At RFPL staff discretion, nonprofit organizations may place a container to collect donations along with their exhibit or display. The location of the container and duration of the collection period will be determined by RFPL staff.

Exhibits will be selected based on the following elements:

- Appropriateness to RFPL's mission, strategic plan, services, and collections;
- General community interest and timeliness of exhibit topics;
- Suitability for exhibition in the available space;
- Availability of exhibit space during the requested time.

VII. Exhibits ~~Foyer~~ and Displays

RFPL provides limited ~~wall~~display space ~~in the foyer~~ for exhibiting materials of civic, cultural, educational, and/or recreational nature that complement programs, promote services, or enhance culture in River Forest. ~~Approval~~RFPL seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. Placement of an exhibit does not constitute or imply RFPL ~~sponsorship~~endorsement of the featured artist or organization.

Exhibit space use is not limited to River Forest residents, but priority will be given to River Forest residents and RFPL staff. ~~Selection~~Use of ~~exhibit~~exhibit space is not guaranteed and scheduling rests with RFPL staff.

At RFPL staff discretion, nonprofit organizations may place a container to collect donations along with their exhibit or display. The location of the container and duration of the collection period will be determined by RFPL staff.

Exhibits will be ~~chosen~~selected based on the following elements:

- Appropriateness to RFPL's mission, strategic plan, services, and collections;
- General community interest and timeliness of exhibit topics;
- Suitability for exhibition in the available space;
- Availability of exhibit space during the requested time.

~~Approved by the River Forest Public Library Board of Trustees on July 17, 2018.~~

III. Programs

RFPL offers targeted programs to meet the needs and interests of the River Forest community as identified in the strategic plan. RFPL programs provide a free source of learning, entertainment, and cultural enrichment to patrons beyond the collection resources.

Programs should strive to:

- meet an objective of the current strategic plan; or
- invite newcomers to RFPL; or
- build RFPL visibility in the community; or
- strengthen relationships within the community; or
- have strong community appeal.

When offering programs, RFPL aspires to meet the standards set forth in the Library Bill of Rights. Given that resources are limited, the selection, planning, and implementation of RFPL programs will be determined by the RFPL staff.

RFPL may partner with another organization to develop specific programs or services that would be enhanced by such collaboration. A partnership with a commercial organization does not imply and shall not require RFPL endorsement of the partner's product or service.

RFPL reserves the right to restrict program attendance. Programs may be cancelled at the discretion of RFPL staff.

III. Programs

RFPL offers targeted programs to meet ~~community~~the needs and interests of the River Forest community as identified in the ~~Strategic Plan~~strategic plan. RFPL ~~provides programs~~ provide a free source of learning, entertainment, and cultural enrichment to patrons beyond the collection resources.

~~Some programs~~Programs should strive to:

- meet an objective of the current strategic plan; or
- invite newcomers to RFPL ~~through collections and services. Other programs; or~~
- build ~~library~~RFPL visibility in the community; or
- strengthen relationships among within the community ~~members by creating memorable experiences. Overall, programs aspire to the goal of community engagement.~~; or

~~All programs should:~~

- ~~meet at least one service goal (as outlined in our Strategic Plan);~~
- ~~be of good quality;~~
- have strong community appeal ~~with the goal of community engagement.~~

~~In executing its sponsored~~When offering programs, RFPL aspires to meet the standards set forth in the Library Bill of Rights. Given that resources ~~available for the sponsorship of programs~~ are limited, the selection, planning, and implementation of RFPL ~~sponsored~~ programs ~~ultimately rests in~~will reside with ~~be determined by the discretion of~~ RFPL staff.

RFPL may partner with another organization to develop specific programs or services that would be enhanced by such collaboration. A partnership with a commercial organization does not imply and shall not require RFPL endorsement of the partner's product or service.

RFPL reserves the right to restrict program attendance. Programs may be cancelled at the discretion of RFPL staff.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the "MOU") is made and entered into this ___ day of _____, 2020 by and between the RIVER FOREST PUBLIC LIBRARY ("the Library") and the RIVER FOREST PUBLIC LIBRARY FOUNDATION ("the Foundation"), an Illinois not-for-profit corporation, exempt from taxation pursuant to Internal Revenue Code section 501(c)(3). Both the Library and Foundation are located in River Forest, Illinois.

Recitals

A. The Foundation seeks to enhance the vitality of the Library for future generations, and to engage in other activities that serve the residents of the River Forest community.

B. The Library has provided and may continue to provide assistance to the Foundation to facilitate its operations.

C. Recognizing that the success of the Foundation is in the best interest of the Library, the Library and Foundation enter into this Memorandum of Understanding to describe the manner in which they will collaborate and provide assistance to one another for the benefit of the Library.

Agreements

I. LIBRARY ASSISTANCE TO FOUNDATION

The Library shall, at its discretion, and to the extent reasonably feasible and not disruptive to its operations, make the following assistance available to the Foundation from time-to-time:

1.0 Use of Library Space. From time to time, the Library may permit the Foundation to use Library space to hold fundraising activities, meetings and to perform Foundation work on mutually agreeable terms. The Foundation will comply with Library policies in its usage of such space.

2.0 Registered Agent. The Library Director will serve as the Foundation's Registered Agent with the State of Illinois. The Library Director will provide a storage area at the Library where the Foundation may keep the financial and legal records of the Foundation.

3.0 Marketing and volunteer activities. If requested, the Library marketing staff may assist the Foundation with marketing and volunteer support, as needed.

4.0 Commercial General Liability Insurance. The Library maintains Commercial General Liability ("CGL") insurance coverage. The Library agrees to include the Foundation as an additional Named Assured on the Library's CGL policy. Upon request, the Foundation will

reimburse the Library for any additional cost associated with including the Foundation as an additional Named Assured on the Library's CGL Policy.

5.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation for the assistance it provides to the Foundation pursuant to the terms of this MOU.

II. FUNDRAISING

6.0 Fundraising Activities. The Foundation may endeavor to solicit donations and otherwise raise funds using the name of the Library, provided that all funds raised in such manner and not used for the Foundation expenses, are earmarked by the Foundation for the ultimate benefit of the Library. Nothing in this section shall restrict the Library from engaging in its own fundraising activities.

6.1 Gifts made to the Foundation. All gifts made by donors to the Foundation and accepted by the Foundation will be retained and managed by the Foundation in accordance with its policies.

6.2 Gifts made to the Library. All gifts made by donors to the Library and accepted by the Library will be retained and managed by the Library in accordance with its policies.

6.3 Transfer to the Foundation of Gifts Made to the Library. The following provisions shall apply to gifts made to the Library:

6.3.1 Unrestricted Gifts made to the Library. The Board of Directors of the Library has adopted a policy that permits the transfer of gifts or donations made to the Library to the Foundation, to be determined in the Library's discretion. Any such transfers authorized by the Library may be accepted by the Foundation in accordance with its policies.

6.3.2 Restricted Gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library may: (i) administer the same in accordance with such restrictions or conditions; or (ii) transfer the gift to the Foundation to administer such gift in accordance with the restrictions imposed by the donor. If the Foundation agrees to accept such gift, the Foundation will administer it in accordance with the restrictions imposed by the donor.

7.0 Request for Donation. From time to time, the Library may request that the Foundation make a donation for a specified amount to the Library. The Foundation will review and respond to the request in a timely manner.

8.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds to enhance the mission of the Library. The Board may, on an annual basis, approve a donation to the Library.

III. MISCELLANEOUS PROVISIONS

9.0 Biennial Review. The Library and Foundation agree that this MOU will be reviewed on a biennial basis. This MOU may be amended by a writing signed by the parties.

10.0 Termination of MOU. This MOU may be terminated by either party by delivering written notice to the other party.

11.0 Governing law. This MOU shall be governed by Illinois law.

In witness whereof, the parties have hereunto set their hands:

RIVER FOREST PUBLIC LIBRARY

RIVER FOREST PUBLIC LIBRARY
FOUNDATION

By: _____
Name, President

By: _____
Name, President

River Forest Public Library Budget

Capital Improvement Fund		Original Budget 2019-20	Amended Budget 2019-20
Revenues			
	Donations	\$ 80,000.00	\$ 80,000.00
	Minimum of 2.5% of tax receipts for FY 20	\$ 32,500.00	\$ 31,750.00
	Excess of revenues over expenditures for FY 19	\$ 20,000.00	\$ 101,000.00
	Total Revenues	\$ 132,500.00	\$212,750.00
Expenses			
	Staff Area/Lobby Remodel	\$ 340,000.00	\$ 340,000.00
	Exterior Building Improvements	\$ -	\$ -
	Children's Room Shelving Project	\$ 65,000.00	\$ 70,000.00
	HVAC component replacement	\$ 20,000.00	\$ 12,000.00
	Air Handler unit work	\$ 40,000.00	\$ -
	Technology	\$ 17,500.00	\$ 14,800.00
	Security Camera Installation	\$ 3,500.00	\$ 3,800.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 15,000.00	\$ 15,000.00
	Roof Repair	\$ -	\$ 58,000.00
	Total Capital Expenses	\$ 501,000.00	\$ 513,600.00