



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, January 17, 2017, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Special Board Meeting: November 14, 2016
5. Minutes of the Regular Board Meeting: November 15, 2016
6. November and December Financial Reports
 - a. Warrants
 - b. Revenue and Expense Reports
 - c. Balance Sheet
7. Communications
 - a. Patron Suggestions
8. Director's Report
9. Staff Visit and Report - Fran Arnold, PR Associate
10. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Finance Committee
 - 2015-16 Capital Reserve Funding: Transfer of excess funds in the amount of \$93,414 to the Capital Improvement Fund
 - ii. Facility Committee - Report
 - iii. Policy Committee
 - Section IIIA Operations: Fiscal Accountability
11. Periodic Review of Closed Session Minutes
12. 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: November 14, 2016

At 7:00 pm the River Forest and Oak Park Public Library Boards met at the River Forest Public Library for a meet and greet and presentation on library board financial responsibilities by Janet Hanley of Mission Accounting, Inc.

- River Forest Public Library Trustees Present: Katie Bevan, Alice Calabrese-Berry, Kevin Crowell, Deborah Hill, Joan O'Connor, Tom Smedinghoff and Claudette Zobel.
- Oak Park Public Library Trustees Present: Matt Baron, Win Fox, Janet Kelenson, Ted Foss and Carmenza Millan.
- Also Present: Sue Quinn (RFPL Director), David Seleb (OPPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Jim Madigan (OPPL Assistant Director) and Janet Hanley from Mission Accounting, Inc.
- Visitors were not present.

The program concluded at 8:30 pm.

Respectfully Submitted,
Deborah Hill
Secretary

Meeting Minutes: Regular Board Meeting: November 15, 2016

Call to Order: At 7:30 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Mary Kay Akers Stiff (Adult & Teen Services Manager)

Visitors and Guests:

- Elan Long

Minutes

October 18, 2016

- Trustee O'Connor moved to accept the minutes of the October 18, 2016 Regular Board meeting. Trustee Crowell seconded the motion and a vote was taken.

Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff and Zobel

Abstain: Calabrese-Berry

October Treasurer's Report

- **October 2016 Warrant List:** Trustee Zobel moved to accept the October 2016 warrant list. Trustee Calabrese-Berry seconded. There was discussion of three items:
 - Question about the \$11,996 expense to Versatile. Director Quinn explained that the cost was for 11 new computers for the adult public space and staff.
 - Discussion about the use of Ancestry Library Edition Database. Adult & Teen Services Manager Mary Kay Akers Stiff explained that cost per use is low around \$3.00 per use.
 - President Smedinghoff clarified the bill to Klein, Thorpe, and Jenkins. A call was placed to the attorney to clarify the number of open seats on the Library Board for the April 2017 election. Additionally, the attorney informed the RFPL that language regarding Trustee term limits must be taken out of the By-Laws. Trustee Hill explained that the By-Laws will be up for review in spring 2017 and that language will be removed then.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- **Revenue Report:** Several Trustees mentioned that the RFPL is on target for anticipated tax revenues.

- **Expense Report:** No questions.
- **Balance Sheet:** Trustee Crowell asked a question regarding the increased amount in accounts receivable on the Balance Sheet. Materials and Business Services Manager explained that these were bills to external organizations for services or replacement materials. Ms. Bertucci will review and confirm outstanding receivables entries.

Communications

- Trustees reviewed October 2016 patron suggestions.

Director's Report.

• **Facilities**

- Oak Brook Mechanical will be on site November 16, 2016 to begin work to determine the source of the leak in the air compressor. Director Quinn will also request a quote to replace the fan coil components of the six blower units on the second floor.
- 10 additional meeting room chairs were ordered for the meeting room. Additional chairs were needed to accommodate our increasing program attendance.
- The exterior drive through book drop was vandalized sometime on November 8th. A replacement chute and panel have been ordered from the book drop manufacturer. The cost for the repair is approximately \$400.00. Director Quinn will investigate filing an insurance claim.

• **Technology**

- The data port project was successful. Hardwiring the lobby self check and the children's desk computer has made a difference in their speed and usage.

• **Marketing and Public Relations**

- Fran Arnold will be attending a Library Marketing Conference in Dallas, Texas November 16 and 17. Fran will make a report to the Board at the January 2017 meeting.

• **Finance**

- Director Quinn is working on the 2017-2018 budget. RFPL operating revenue is expected to increase by approximately \$10,000.00. Director Quinn may recommend that the Board authorize a transfer from the operations reserve – for the 2017-2018 year only – to cover expenses. Director Quinn noted that current staff wages are below the 25% percentile as reported in a recent Management of Illinois Salary Survey and she is working to bring all staff up the 25% percentile. Additionally, the Cook County minimum raise increase to \$10/hr in July 2017 will necessitate an increase in wages.

- Tax revenues are expected to go up for the 2018-2019 fiscal year because of the projected increase of the CPI to 4%.
- The new IMRF for 2017 is 11.14%. This rate is down from the current 12.07%.
- Sue and Mary Kay attended the SWAN Committee of the Whole meeting on November 2nd. The meeting focused on the 18 libraries (from the MAGIC and LINK systems) that will most likely be joining SWAN in 2019. SWAN fees are anticipated to increase in 2018-2019. At the December 1st SWAN Quarterly meeting, the membership will vote on whether or not to charge incoming libraries an impact fee.
- Our LIRA coverage for the next term (starting 1/1/2017) will cost approximately \$11,000.00. Director Quinn reported that she is very pleased with the services and support we have received from LIRA.

Staff Visit and Report

- Adult and Teen Services Manager, Mary Kay Akers Stiff, presented on the re-structuring of the Adult and Teen Services Department in the last six months and advocacy in libraries.
- Ms. Akers Stiff explained that the departure of the Virtual Services Manager led to a restructuring of the department. The management of virtual services is now under the management of the Adult and Teen Services Manager. Additionally, the Middle School and Teen Librarian, Beth Kirchenberg, now reports to the Adult and Teen Services Manager. This restructuring has been helpful in creating a unified and cohesive department.
- A new Adult and Teen Librarian, Andrea Olvera-Trejo, was hired in July 2016. Ms. Olvera-Trejo works with Ms. Kirchenberg to plan and deliver Middle School and Teen programs. Additionally, Mr. Olvera-Trejo works to support the RFPL's digital collections by creating displays and promotional materials.
- Ms. Akers Stiff informed the Board that the RFPL will be discontinuing its Rosetta Stone subscription and subscribing to Mango Languages.
- The Adult and Teen Services Department created a tip sheet for how to address middle school behavior in the after school hours. The staff has been consistently monitoring behavior in order to make the second floor spaces safe and welcoming for all.
- The Adult and Teen Services Department will be hosting a Maker Faire on October 7, 2017 for patrons 10 and up. The Maker Faire will highlight and celebrate the DIY movement in libraries. The idea for this event came from a local high school student Ethan Beahrend who is working towards his Eagle Scout project. Staff members are working with Ethan to line up exhibitors, activities, and presenters for the day.
- Ms. Akers Stiff attended the annual ILA Conference in October. The theme of the conference was advocacy. Ms. Akers Stiff explained that advocacy is about learning how to tell our story to our community leaders, legislators, and patrons. The ALA's "Libraries

Transform” campaign focuses less about what libraries have and more about what libraries can do for their communities.

- Ms. Akers Stiff shared a copy of the ALA’s *Library Advocates Handbook* as well as ILA’s advocacy tip sheet.
- The Library will be hosting a “Soiree in the Stacks” event on April 7, 2017 to celebrate National Library Week. The event will be afterhours and include Board members, donors, and participants in the Adult Winter Reading contest. The evening will feature a jazz duet, wine, and appetizers. In an effort to advocate for the Library Board members are invited to speak at the event.

New Business

• Committee Reports

- Finance Committee: Audit

- Trustee Bevan reported that the Finance Committee spoke with the auditor at their October 12th meeting and that report was shared with the Board at the October Regular Board meeting.
 - Trustees received a final copy of the audit. Ms. Bevan suggested that the helpful sections included the statement of net position and the budgetary comparison schedules.
 - Ms. Bevan explained that the IMRF section is a new reporting requirement and reiterated that the factors that govern IMRF are by and large out of the Library’s direct control. The auditor did not express a concern about the current funding level of IMRF.
 - The statistical section at the end of the report is prepared by the auditors to comply with the requirements for GFOA certification.

- Facility Committee

- Trustee Calabrese-Berry reported that the Facilities Committee met on November 10th.
- The committee discussed IT projects, meeting room chair purchase, and the upcoming air compressor project.
- As part of the server project, it was necessary to run new cabling to set up data ports to ensure a faster network connection for the Lobby self-check and some staff computers. The cost of the project is \$2,421.47 to be paid from the capital reserve fund.

- An additional component of the server project includes the installation of a managed switch port, which would allow our IT consultants to run diagnostics in order to better manage network traffic. The cost for two devices is \$2,652.89 to be paid from the capital reserve fund.
- As mentioned in the Director's report RFPL ordered 10 additional meeting room chairs. The cost for 10 chairs is \$1,305.00 to be paid for from the capital reserve fund.
- The committee recommends that the Board approve expenditures not to exceed \$10,000 for the compressor work and valve replacement on the HVAC system.
- Trustee Calabrese-Berry brought forward from committee that the following expenses be paid for from the Capital Improvement Fund:
 - Server Project: Cabling \$2,421.47
 - Server Project: Managed Switch: \$2,56.89
 - 10 Additional Meeting Room Chairs: \$ 1,305.00
 - Oak Brook Mechanical compressor project not to exceed \$10,000.00
- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Policy Committee

- Trustee Bevan presented the revised Employee Tiers and Benefits policy. She reported that the policy committee made substantive changes to the policy. These changes were driven by the Affordable Care Act, which mandates that any employee working 30 hours/week or more must be offered health insurance, and the revision to the Fair Labor Standards Act (FLSA) which mandates that any employees earning less than \$913.00/week must be reclassified as nonexempt and eligible for overtime pay.
- Additionally, changes were made to the sick and vacation accrual schedules for nonexempt employees who are regularly scheduled 19-30 hours/week. This change seeks to equalize the amount of paid sick and vacation days offered to all employees who are eligible for vacation and sick time to 20 equivalent days for vacation and 12 equivalent sick days.
- Furthermore, nonexempt employees who are regularly scheduled 19-30 hours/week may accumulate up to 60 equivalent days of sick time.
- Trustee Smedinghoff asked that when referring to hours per week for employee groups that word "working" be replaced with the phrase "regularly scheduled."
- Trustee Bevan brought forward the Employee Tiers and Benefits Policy from the committee with the replacement of references to "working" be replaced with

the phrase "regularly scheduled," a vote was taken and the motion passed unanimously.

- Trustee Bevan presented the Discipline Policy and Bloodborne Pathogens Policy. The Management Association of IL strongly encourages that the RFPL have a discipline policy and the Bloodborne Pathogens Policy is an Occupational Safety & Health Administration (OSHA) requirement for all employers.
- Trustee Bevan brought forward the Discipline Policy and Bloodborne Pathogens Policy from the committee, a vote was taken and the motion passed unanimously.

- **2016 Levy**

- Director Quinn presented the 2016 Levy to the Board. Director Quinn pointed out that there were a few categories in which the levied amount is less than the budgeted amount. These included programming, membership dues, and professional development. Programming and professional development levy lines are less as the RFPL receives grant monies from local organizations to underwrite programs and potentially professional development. The membership dues levy line is less to exclude the amount the RFPL pays to the OP/RF Township for the Youth Interventionist Contract. This contract will be reflected in a different line item in the FY 17-18 operating budget.
- Trustee Bevan moved to accept the 2016 Levy, Trustee Hill seconded, a roll call vote was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- **2017 Per Capita Grant – Review of Chapter 6, Access, Standards for IL Public Libraries**

- The Board reviewed and discussed Chapter 6 of *Standards for IL Public Libraries* to comply with Per Capita Grant requirements.

- **Cancel December 20, 2016 Board Meeting**

- Trustee Hill moved to cancel the December 20, 2016 Board Meeting. Trustee Bevan seconded and the motion passed unanimously.

- **2017 Board Meeting Calendar**

- President Smedinghoff asked the Board to approve the 2017 Board Meeting calendar. The August and December 2017 meetings were not scheduled. If additional meetings are required they can be scheduled on an as needed basis. Trustee Hill asked that the July date be corrected to July 18.
- Trustee Crowell moved to approve the 2017 Board Meeting calendar. Trustee Hill seconded and the motion passed unanimously.

Adjournment

- At 9:20 pm Trustee O'Connor moved that the Regular Meeting be adjourned. Trustee Zobel seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

**River Forest Public Library
WARRANT LIST DETAIL
November 2016**

1:25 PM
01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|---------------------------|--------------------------------------|-----------------------------|-------------|
| 14673 | 11/28/2016 | AMERICAN LIBRARY ASSO... | | For. Park Checking 17128... | |
| 0047408 | 11/7/2016 | | ALA and PLA Memberships - Annual | Membership Dues - Library | -458.00 |
| TOTAL | | | | | -458.00 |
| 14643 | 11/5/2016 | ANDERSON ELEVATOR CO... | | For. Park Checking 17128... | |
| 196036 | 11/5/2016 | | Elevator Maintenance - November 2016 | Maintenance - Service | -196.27 |
| TOTAL | | | | | -196.27 |
| 14674 | 11/28/2016 | Arthur J. Gallagher & Co. | | For. Park Checking 17128... | |
| 1194305 | 11/28/2016 | | Government Crime Annual Premium | Insurance | -659.00 |
| TOTAL | | | | | -659.00 |
| 14675 | 11/28/2016 | AT&T 708 R06-2125 1364 | | For. Park Checking 17128... | |
| S66041... | 11/14/2016 | | Monthly Internet November 2016 | Automation - Internet | -357.85 |
| TOTAL | | | | | -357.85 |
| 14644 | 11/5/2016 | BAKER & TAYLOR L 50769... | | For. Park Checking 17128... | |
| 203241... | 11/5/2016 | | Adult Books | Books - Adult | -68.73 |
| 203238... | 11/5/2016 | | Adult Books | Books - Adult | -107.23 |
| TOTAL | | | | | -176.96 |
| 14676 | 11/28/2016 | BAKER & TAYLOR L 50769... | | For. Park Checking 17128... | |
| 203243... | 11/22/2016 | | Adult Books | Books - Adult | -284.97 |
| TOTAL | | | | | -284.97 |
| 14677 | 11/28/2016 | BAKER & TAYLOR C0260133 | | For. Park Checking 17128... | |
| 501432... | 11/14/2016 | | Adult Books | Books - Adult | -567.41 |
| TOTAL | | | | | -567.41 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------------------------|--|-----------------------------|-------------|
| 14645 | 11/5/2016 | BAKER & TAYLOR L423727 | | For. Park Checking 17128... | |
| 203240... | 11/5/2016 | | Adult Books | Books - Adult | -31.79 |
| TOTAL | | | | | -31.79 |
| 14678 | 11/28/2016 | BAKER & TAYLOR L423727 | | For. Park Checking 17128... | |
| 203243... | 11/14/2016 | | Adult Books | Books - Adult | -82.72 |
| 203244... | 11/22/2016 | | Adult Books | Books - Adult | -80.87 |
| TOTAL | | | | | -163.59 |
| 14646 | 11/5/2016 | BayScan Technologies | | For. Park Checking 17128... | |
| 50054 | 11/5/2016 | | Adhesive Receipt Paper | Office Supplies | -172.00 |
| TOTAL | | | | | -172.00 |
| 14668 | 11/17/2016 | Bill Helmuth | | For. Park Checking 17128... | |
| | 11/14/2016 | | "Christmas in the Holy Land" program 12/3/16 | Programs - Adult | -200.00 |
| TOTAL | | | | | -200.00 |
| 14665 | 11/12/2016 | Card Services - MB Finan... | | For. Park Checking 17128... | |
| | | | See Credit Card breakout after Warrant Listing | MB Financial Credit Card | -1,713.97 |
| TOTAL | | | | | -1,713.97 |
| 14679 | 11/28/2016 | CENTER POINT LARGE PRI... | | For. Park Checking 17128... | |
| 1427750 | 11/17/2016 | | Large Print Books | Books - Adult | -20.24 |
| 1427148 | 11/22/2016 | | Adult Large Print Books | Books - Adult | -30.28 |
| TOTAL | | | | | -50.52 |
| 14647 | 11/5/2016 | Comcast | | For. Park Checking 17128... | |
| 877120... | 11/5/2016 | | Monthly Telephone and Internet | Automation - Internet | -503.14 |
| TOTAL | | | | | -503.14 |

**River Forest Public Library
WARRANT LIST DETAIL
November 2016**

1:25 PM
01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|-----------------------------|---|-----------------------------|-------------|
| 14648 | 11/5/2016 | Communication Revolving ... | | For. Park Checking 17128... | |
| T1707925 | 11/5/2016 | | Monthly Internet | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 14680 | 11/28/2016 | Communication Revolving ... | | For. Park Checking 17128... | |
| T1711561 | 11/23/2016 | | Monthly Internet | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 14681 | 11/28/2016 | Complete Cleaning Company | | For. Park Checking 17128... | |
| 1332538 | 11/22/2016 | | December Daily Cleaning Service | Maintenance - Service | -2,110.00 |
| TOTAL | | | | | -2,110.00 |
| 14669 | 11/17/2016 | Dana Janisch | | For. Park Checking 17128... | |
| TOTAL | 11/14/2016 | | Coffee and Danish for Coffee Monday Program 11/7/16 | Programs - Adult | -12.27 |
| 14649 | 11/5/2016 | DEMCO, INC. | | For. Park Checking 17128... | |
| 5988499 | 11/5/2016 | | Label protectors, DVD cases, CD Cases | Supplies - Library | -105.64 |
| TOTAL | | | | | -105.64 |
| 14650 | 11/5/2016 | EBSCO Information Services | | For. Park Checking 17128... | |
| 1519478 | 11/5/2016 | | Adult Magazine Renewal - Annual | Periodicals - Adult | -2,653.77 |
| | | | Children's Magazine Renewal - Annual | Periodicals - Juv | -282.11 |
| | | | Teen Magazine Renewal - Annual | Periodicals - Teen | -46.39 |
| | | | Professional Development Magazine Renewal - Annual | Professional Development | -511.96 |
| | | | Flipster - Digital Magazine Renewal - Annual | Flipster | -5,322.89 |
| TOTAL | | | | | -8,817.12 |
| 14682 | 11/28/2016 | Francisca Arnold | | For. Park Checking 17128... | |
| TOTAL | 11/28/2016 | | Libraries/Marketing Conference Hotel, Transportation, and Meals | Strategic Initiatives | -420.82 |
| | | | | | -420.82 |

River Forest Public Library
WARRANT LIST DETAIL
November 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------------------------|---|--|--|
| 14651 | 11/15/2016 | GE Money Bank/Amazon | | For. Park Checking 17128... | |
| 604578... | 10/29/2016 | | Teen Video Games Papercutter Computer Cable for Barcode Scanner Oven Mitts for Breakroom Teen Video Games Underdesk Lighting J Program Supplies | Non-print - Teen Supplies - Library Supplies - Library Office Supplies Non-print - Teen Equipment & Furniture Programs - Juv | -85.26 -66.32 -5.24 -8.88 -63.95 -30.53 -13.32 |
| TOTAL | | | | | -273.50 |
| 14693 | 11/28/2016 | Hoopla | | For. Park Checking 17128... | |
| 94469743 | 11/14/2016 | | Hoopla Digital audiobooks, eBooks, music, and movies | Hoopla | -725.00 |
| TOTAL | | | | | -725.00 |
| 14652 | 11/15/2016 | Hulen Landscaping Contra... | | For. Park Checking 17128... | |
| 14221 | 11/5/2016 | | October Garden Maintenance | Maintenance - Service | -160.00 |
| TOTAL | | | | | -160.00 |
| 14666 | 11/12/2016 | IDES | | For. Park Checking 17128... | |
| 080670... | 11/7/2016 | | Unemployment Claim | Employee Compensation | -1,896.69 |
| TOTAL | | | | | -1,896.69 |
| 14653 | 11/15/2016 | ILLINOIS ALARM | | For. Park Checking 17128... | |
| 76196 | 11/5/2016 | | Quarterly Alarm Monitoring 12/1-2/28 | Maintenance - Service | -110.85 |
| TOTAL | | | | | -110.85 |
| dim | 11/30/2016 | IMRF | | For. Park Checking 17128... | |
| | | | EE IMRF Employer IMRF | Employee Compensation IMRF | -1,611.50 -4,322.39 |
| TOTAL | | | | | -5,933.89 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num. | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|-------------------------|---------------------|-----------------------------|-------------|
| 14654 | 11/5/2016 | Ingram Library Services | | For. Park Checking 17128... | |
| 62372810 | 11/5/2016 | | Middle School Books | Books - Middle School | -14.36 |
| 62372809 | 11/5/2016 | | Middle School Books | Books - Middle School | -10.69 |
| 62371879 | 11/5/2016 | | Middle School Books | Books - Middle School | -10.69 |
| 62372293 | 11/5/2016 | | Middle School Books | Books - Middle School | -10.94 |
| 62371382 | 11/5/2016 | | Middle School Books | Books - Middle School | -9.22 |
| 62370424 | 11/5/2016 | | Middle School Books | Books - Middle School | -27.45 |
| 62371880 | 11/5/2016 | | Teen Books | Books - Teen | -23.07 |
| 62371602 | 11/5/2016 | | Teen Books | Books - Teen | -36.28 |
| 62372294 | 11/5/2016 | | Teen Books | Books - Teen | -32.50 |
| 62371383 | 11/5/2016 | | Teen Books | Books - Teen | -10.56 |
| 62370960 | 11/5/2016 | | Teen Books | Books - Teen | -13.16 |
| 62370961 | 11/5/2016 | | Teen Books | Books - Teen | -11.25 |
| 62370417 | 11/5/2016 | | Teen Books | Books - Teen | -11.25 |
| 62370425 | 11/5/2016 | | Teen Books | Books - Teen | -21.43 |
| 62370673 | 11/5/2016 | | Teen Books | Books - Teen | -8.55 |
| 62370959 | 11/5/2016 | | Teen Books | Books - Teen | -23.62 |
| 66765570 | 11/5/2016 | | Children's Books | Books - Juv | -12.39 |
| 62372375 | 11/5/2016 | | Children's Books | Books - Juv | -10.83 |
| 66765914 | 11/5/2016 | | Children's Books | Books - Juv | -52.10 |
| 62372312 | 11/5/2016 | | Children's Books | Books - Juv | -222.18 |
| 62371252 | 11/5/2016 | | Children's Books | Books - Juv | -70.91 |
| 62371250 | 11/5/2016 | | Children's Books | Books - Juv | -230.27 |
| 62371407 | 11/5/2016 | | Children's Books | Books - Juv | -237.20 |
| 62371406 | 11/5/2016 | | Children's Books | Books - Juv | -26.91 |
| 62370778 | 11/5/2016 | | Children's Books | Books - Juv | -97.68 |
| 62370779 | 11/5/2016 | | Children's Books | Books - Juv | -179.13 |
| 62370397 | 11/5/2016 | | Children's Books | Books - Juv | -14.60 |
| 66764683 | 11/5/2016 | | Children's Books | Books - Juv | -9.16 |
| 66763868 | 11/5/2016 | | Children's Books | Books - Juv | -9.92 |
| 62372583 | 11/5/2016 | | Adult Books | Books - Juv | -8.43 |
| 62372584 | 11/5/2016 | | Adult Books | Books - Adult | -29.34 |
| 62372585 | 11/5/2016 | | Adult Books | Books - Adult | -18.03 |
| 62372586 | 11/5/2016 | | Adult Books | Books - Adult | -17.47 |
| 62372371 | 11/5/2016 | | Adult Books | Books - Adult | -33.25 |
| 62372373 | 11/5/2016 | | Adult Books | Books - Adult | -23.69 |
| 62372374 | 11/5/2016 | | Adult Books | Books - Adult | -16.35 |
| 62371866 | 11/5/2016 | | Adult Books | Books - Adult | -15.78 |
| 62372372 | 11/5/2016 | | Adult Books | Books - Adult | -29.50 |
| 62371867 | 11/5/2016 | | Adult Books | Books - Adult | -11.98 |
| 66765913 | 11/5/2016 | | Adult Books | Books - Adult | -16.88 |
| 62372311 | 11/5/2016 | | Adult Books | Books - Adult | -13.16 |
| 62372310 | 11/5/2016 | | Adult Books | Books - Adult | -11.96 |
| 62371404 | 11/5/2016 | | Adult Books | Books - Adult | -16.88 |
| 62371405 | 11/5/2016 | | Adult Books | Books - Adult | -15.78 |
| 62371253 | 11/5/2016 | | Adult Books | Books - Adult | -16.88 |
| | | | | Books - Adult | -14.69 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-----------|-------------|------|---------------|------------------|
| 62371251 | 11/5/2016 | Adult Books | | Books - Adult | -11.06 |
| 62371248 | 11/5/2016 | Adult Books | | Books - Adult | -15.77 |
| 62371249 | 11/5/2016 | Adult Books | | Books - Adult | -7.18 |
| 62371247 | 11/5/2016 | Adult Books | | Books - Adult | -18.03 |
| 62370832 | 11/5/2016 | Adult Books | | Books - Adult | -33.55 |
| 62370396 | 11/5/2016 | Adult Books | | Books - Adult | -29.34 |
| 62370303 | 11/5/2016 | Adult Books | | Books - Adult | -14.65 |
| 62370304 | 11/5/2016 | Adult Books | | Books - Adult | -15.75 |
| 62370402 | 11/5/2016 | Adult Books | | Books - Adult | -15.77 |
| 62370398 | 11/5/2016 | Adult Books | | Books - Adult | -15.75 |
| 62370835 | 11/5/2016 | Adult Books | | Books - Adult | -15.65 |
| 62370398 | 11/5/2016 | Adult Books | | Books - Adult | -16.34 |
| 62370306 | 11/5/2016 | Adult Books | | Books - Adult | -20.87 |
| 62370400 | 11/5/2016 | Adult Books | | Books - Adult | -12.39 |
| 62370401 | 11/5/2016 | Adult Books | | Books - Adult | -15.22 |
| 62370833 | 11/5/2016 | Adult Books | | Books - Adult | -30.61 |
| 62370834 | 11/5/2016 | Adult Books | | Books - Adult | -20.18 |
| 62370305 | 11/5/2016 | Adult Books | | Books - Adult | -20.87 |
| 62370302 | 11/5/2016 | Adult Books | | Books - Adult | -16.91 |
| 62370301 | 11/5/2016 | Adult Books | | Books - Adult | -14.09 |
| 62370395 | 11/5/2016 | Adult Books | | Books - Adult | -49.59 |
| TOTAL | | | | | -2,167.92 |

Ingram Library Services

For. Park Checking 17128...

| | | | | | |
|----------|------------|---------------------|--|-----------------------|--------|
| 14684 | 11/28/2016 | Adult Books | | Books - Adult | -7.18 |
| 62374679 | 11/14/2016 | Adult Books | | Books - Adult | -18.04 |
| 62374680 | 11/14/2016 | Adult Books | | Books - Adult | -16.34 |
| 62373781 | 11/14/2016 | Adult Books | | Books - Adult | -16.35 |
| 62373869 | 11/14/2016 | Adult Books | | Books - Adult | -12.38 |
| 62373870 | 11/14/2016 | Adult Books | | Books - Adult | -16.34 |
| 62373872 | 11/14/2016 | Adult Books | | Books - Adult | -16.35 |
| 62374095 | 11/14/2016 | Adult Books | | Books - Adult | -56.75 |
| 62373692 | 11/14/2016 | Adult Books | | Books - Adult | -11.96 |
| 62373691 | 11/14/2016 | Adult Books | | Books - Adult | -19.79 |
| 62373565 | 11/14/2016 | Adult Books | | Books - Adult | -18.03 |
| 62373564 | 11/14/2016 | Adult Books | | Books - Adult | -23.14 |
| 62373866 | 11/14/2016 | Teen Books | | Books - Teen | -8.36 |
| 66770021 | 11/14/2016 | teen books | | Books - Teen | -24.45 |
| 62373865 | 11/14/2016 | Middle School Books | | Books - Middle School | -10.69 |
| 62375519 | 11/22/2016 | Middle School Books | | Books - Middle School | -79.29 |
| 62375720 | 11/22/2016 | J Books | | Books- Juv | -10.69 |
| 66772676 | 11/22/2016 | J Books | | Books- Juv | -62.26 |
| 62376451 | 11/22/2016 | J Books | | Books- Juv | -11.82 |
| 62375834 | 11/22/2016 | Teen Books | | Books - Teen | -25.89 |
| 62375129 | 11/22/2016 | Teen Books | | Books - Teen | -11.36 |
| 62375521 | 11/22/2016 | Teen Books | | Books - Teen | -11.82 |
| 62375520 | 11/22/2016 | Teen Books | | Books - Teen | -41.61 |
| 66772675 | 11/22/2016 | Adult Books | | Books - Adult | |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:26 PM

01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|------------------|-------------------|--------------------------------------|---|------------------------------------|------------------|
| 62375719 | 11/22/2016 | | Adult Books | Books - Adult | -16.90 |
| 62375718 | 11/22/2016 | | Adult Books | Books - Adult | -18.01 |
| 62375034 | 11/22/2016 | | Adult Books | Books - Adult | -16.91 |
| 62375035 | 11/22/2016 | | Adult Books | Books - Adult | -16.91 |
| 62375036 | 11/22/2016 | | Adult Books | Books - Adult | -15.78 |
| 62375037 | 11/22/2016 | | Adult Books | Books - Adult | -18.61 |
| 62375038 | 11/22/2016 | | Adult Books | Books - Adult | -16.88 |
| 62375209 | 11/22/2016 | | Adult Books | Books - Adult | -19.19 |
| 62375208 | 11/22/2016 | | Adult Books | Books - Adult | -16.91 |
| 62375600 | 11/22/2016 | | Adult Books | Books - Adult | -16.35 |
| 62375599 | 11/22/2016 | | Adult Books | Books - Adult | -32.69 |
| 62375601 | 11/22/2016 | | Adult Books | Books - Adult | -17.47 |
| 62375603 | 11/22/2016 | | Adult Books | Books - Adult | -15.77 |
| 62375717 | 11/22/2016 | | Adult Books | Books - Adult | -15.78 |
| 62375722 | 11/22/2016 | | Adult Books | Books - Adult | -32.03 |
| 62375721 | 11/22/2016 | | Adult Books | Books - Adult | -16.22 |
| 62375602 | 11/22/2016 | | Adult Books | Books - Adult | -15.77 |
| 62376090 | 11/22/2016 | | Adult Books | Books - Adult | -26.52 |
| 62376089 | 11/22/2016 | | Adult Books | Books - Adult | -46.90 |
| TOTAL | | | | | -922.49 |
| 14670 | 11/17/2016 | Judith Levin Fischer | | For. Park Checking 17128... | -243.00 |
| TOTAL | | | 4 Computer Learning Labs: 10/19, 10/26, 11/02, 11/09 | Programs - Adult | -243.00 |
| 105 | 11/28/2016 | KI | | For. Park Money Market C... | |
| 13708159 | 11/23/2016 | | Ten Meeting Room Chairs | Capital Reserve Fund | -1,305.00 |
| TOTAL | | | | | -1,305.00 |
| 14685 | 11/28/2016 | KLEIN, THORPE & JENKIN... | | For. Park Checking 17128... | |
| 0405-001 | 11/17/2016 | | Audit Consult | Audit Fees | -140.00 |
| TOTAL | | | | | -140.00 |
| 14686 | 11/28/2016 | Konica Minolta Business S... | | For. Park Checking 17128... | |
| 900288... | 11/17/2016 | | Copier Usage October 2016 | Copy Machine (usage, mai... | -163.82 |
| TOTAL | | | | | -163.82 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-------------------------------|--|------------------------------|-------------|
| 14655 | 11/15/2016 | Konica Minolta Premier Fin... | | For. Park Checking 17128... | |
| 316614... | 11/15/2016 | | Monthly Copier Lease | Equipment - Copier Lease ... | -199.00 |
| TOTAL | | | | | -199.00 |
| 14656 | 11/15/2016 | LACONI | | For. Park Checking 17128... | |
| TOTAL | 11/15/2016 | | LACONI Annual Membership | Membership Dues - Library | -100.00 |
| 14657 | 11/28/2016 | LibrariesFirst | | For. Park Checking 17128... | |
| LF5222 | 11/17/2016 | | Museum Pass Annual Fee | Special Programs | -150.00 |
| TOTAL | | | | | -150.00 |
| 14688 | 11/28/2016 | Melissa Furfsinn | | For. Park Checking 17128... | |
| TOTAL | 11/23/2016 | | Mileage to Downers Grove PL for NWYS Meeting | Misc. Expenses | -16.63 |
| 14671 | 11/17/2016 | Mertes, James S. | | For. Park Checking 17128... | |
| TOTAL | | | VOID: | | 0.00 |
| 14697 | 11/28/2016 | Mertes, James S. | | For. Park Checking 17128... | |
| TOTAL | | | VOID: | | 0.00 |
| 14698 | 11/28/2016 | Mertes, James S. | | For. Park Checking 17128... | |
| TOTAL | 11/14/2016 | | Stories with Santa "Santa" 12/10/16 | Programs - Juv | -650.00 |
| | | | | | -650.00 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|--------------|---------------------|-----------------------------|-------------|
| 14657 | 11/5/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 94455039 | 11/5/2016 | | Adult DVDs | Non-Print Adult | -74.28 |
| 94455038 | 11/5/2016 | | Adult CD Audiobook | Non-Print Adult | -49.24 |
| 94455037 | 11/5/2016 | | Adult DVDs | Non-Print Adult | -42.08 |
| 94448601 | 11/5/2016 | | Adult Books | Non-Print Adult | -16.54 |
| 94448600 | 11/5/2016 | | Children's DVDs | Non-Print Juvenile | -83.24 |
| 94448603 | 11/5/2016 | | Adult Books | Non-Print Adult | -66.28 |
| 94431781 | 11/5/2016 | | Children's DVDs | Non-Print Juvenile | -33.08 |
| 94431780 | 11/5/2016 | | Adult CDs | Non-Print Adult | -18.54 |
| 94431778 | 11/5/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 94431777 | 11/5/2016 | | Adult CD Audiobook | Non-Print Adult | -63.48 |
| 94425899 | 11/5/2016 | | Adult DVDs | Non-Print Adult | -91.28 |
| TOTAL | | | | | -584.58 |
| 14689 | 11/28/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 94499984 | 11/17/2016 | | J DVD | Non-Print Juvenile | -16.54 |
| 94476172 | 11/22/2016 | | Children's DVDs | Non-Print Juvenile | -67.16 |
| 94481637 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 94481636 | 11/22/2016 | | Adult CDs | Non-Print Adult | -58.62 |
| 94481634 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -78.48 |
| 94476176 | 11/22/2016 | | Adult CDs | Non-Print Adult | -64.62 |
| 94476174 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -73.48 |
| 94476177 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -20.54 |
| 94476175 | 11/22/2016 | | Adult CD Audiobooks | Non-Print Adult | -49.24 |
| 94526542 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -62.08 |
| 94526529 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -161.96 |
| 94528540 | 11/22/2016 | | Adult CDs | Non-Print Adult | -49.24 |
| 94516199 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -23.54 |
| 94516198 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -26.54 |
| 94516197 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -70.48 |
| 94516195 | 11/22/2016 | | Adult DVDS | Non-Print Adult | -61.08 |
| 94516201 | 11/22/2016 | | Adult CDs | Non-Print Adult | -48.28 |
| 94516200 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -41.08 |
| 94500040 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -33.54 |
| 94499989 | 11/22/2016 | | Adult DVDS | Non-Print Adult | -49.74 |
| 94499988 | 11/22/2016 | | Adult CD Audiobooks | Non-Print Adult | -34.24 |
| 94498499 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -133.02 |
| 94500311 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -36.24 |
| 94500310 | 11/22/2016 | | Adult CD Audiobook | Non-Print Adult | -44.24 |
| 94498497 | 11/22/2016 | | Adult BluRay | Non-Print Adult | -34.09 |
| 94498496 | 11/22/2016 | | Adult DVD | Non-Print Adult | -53.08 |
| 94499986 | 11/22/2016 | | Adult CD | Non-Print Adult | -73.28 |
| 9449997 | 11/22/2016 | | Adult DVDs | Non-Print Adult | -108.24 |
| TOTAL | | | | | -1,726.21 |

River Forest Public Library
WARRANT LIST DETAIL
November 2016

1:25 PM
01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-------------------------------|---|-----------------------------|-------------|
| 14672 | 11/17/2016 | Muraihi, Victoria | | For. Park Checking 17128... | |
| TOTAL | 11/17/2016 | | Mileage to Burr Ridge, SWAN Circ Advisory Mtg, 11/16/16 | Misc. Expenses | -17.28 |
| 14699 | 11/29/2016 | Nephew's Painting | | For. Park Checking 17128... | |
| TOTAL | 11/29/2016 | | Fall Gutter Cleaning | Maintenance - Service | -740.00 |
| 14658 | 11/5/2016 | NICOR GAS | | For. Park Checking 17128... | |
| 898234... | 11/5/2016 | | Heat | Heat | -756.03 |
| TOTAL | | | | | -756.03 |
| 14690 | 11/28/2016 | NICOR GAS | | For. Park Checking 17128... | |
| 89-82-3... | 11/22/2016 | | Heat | Heat | -597.17 |
| TOTAL | | | | | -597.17 |
| 14659 | 11/5/2016 | Nub Games, Inc. | | For. Park Checking 17128... | |
| 5948 | 11/5/2016 | | Chat Service Annual Subscription | Automation - Administration | -300.00 |
| TOTAL | | | | | -300.00 |
| 14691 | 11/28/2016 | Oak Park and River Forest ... | | For. Park Checking 17128... | |
| Youth I... | 11/28/2016 | | Youth Interventionist July-September 2016 | Membership Dues - Library | -1,048.94 |
| TOTAL | | | | | -1,048.94 |
| 14692 | 11/28/2016 | OLLIS BOOK CORPORATION | | For. Park Checking 17128... | |
| 244319 | 11/22/2016 | | J Non Fiction Books | Books- Juv | -315.24 |
| 244322 | 11/22/2016 | | J Non Fiction Book | Books- Juv | -120.95 |
| 244321 | 11/22/2016 | | J Non Fiction Books | Books- Juv | -86.75 |
| 244320 | 11/22/2016 | | J Non Fiction Books | Books- Juv | -139.50 |
| TOTAL | | | | | -662.44 |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Numb | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|------------------------------|------------------------------|--|-------------|
| 14860 | 11/5/2016 | OverDrive | | For. Park Checking 17128... | |
| 165809... | 11/5/2016 | Adult eBooks and eAudiobooks | Adult eBooks and eAudiobooks | Overdrive - Adult | -423.35 |
| 165809... | 11/5/2016 | Childrens eAudiobook | Childrens eAudiobook | Overdrive - Juvenile | -75.00 |
| 165800... | 11/5/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -280.00 |
| TOTAL | | | | Overdrive - Adult | -65.00 |
| | | | | | -853.35 |
| 14683 | 11/28/2016 | OverDrive | | For. Park Checking 17128... | |
| 165815... | 11/28/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -40.00 |
| 165809... | 11/28/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -69.99 |
| 165812... | 11/28/2016 | Teen/MS eBooks | Teen/MS eBooks | Overdrive - Teen | -391.96 |
| 165812... | 11/28/2016 | Adult eBooks and eAudiobook | Adult eBooks and eAudiobook | Overdrive - Adult | -151.98 |
| 165811... | 11/28/2016 | Childrens eBooks eAudiobooks | Childrens eBooks eAudiobooks | Overdrive - Juvenile | -74.43 |
| 165800... | 11/28/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -290.00 |
| 165800... | 11/28/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -173.29 |
| 165811... | 11/28/2016 | Teen/MS eBook | Teen/MS eBook | Overdrive - Teen | -19.99 |
| 165811... | 11/28/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -130.00 |
| 165800... | 11/28/2016 | Teen eBook | Teen eBook | Overdrive - Teen | -60.00 |
| TOTAL | | | | | -1,391.64 |
| DM | 11/15/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | | Payroll Service | -103.00 |
| | | | | | -103.00 |
| din | 11/15/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | | Employee Compensation | -17,777.67 |
| | | | | Connections Employee Compensation | -158.88 |
| | | | | | -17,936.55 |
| din | 11/15/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | | Employee Compensation | -4,375.71 |
| | | | | Connections EE Tax Deduction | -28.27 |
| | | | | Library Medicare Portion - Employees | -332.88 |
| | | | | Library Medicare Portion - Connections Employees | -2.71 |
| | | | | Library FICA Portion - Employees | -1,423.33 |
| | | | | Library FICA Portion - Connections Employees | -11.60 |
| | | | | | -6,174.50 |

**River Forest Public Library
WARRANT LIST DETAIL
November 2016**

1:25 PM
01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|-------------------------------|--|-----------------------------|---|
| dim | 11/30/2016 | PAYLOCITY | Employee Compensation Connections Employee Compensation | For. Park Payroll 171283900 | -17,899.29 -80.15 <u>-17,979.44</u> |
| TOTAL | | | | | |
| dim | 11/30/2016 | PAYLOCITY | Employee Tax Deduction Connections Employee Tax Deduction Library Medicare Portion - Employees Library Medicare Portion - Connectoins Employees Library FICA Portion - Employees Library FICA Portion - Connections Employees | For. Park Payroll 171283900 | -4,399.43 -14.91 -335.05 -1.38 -1,432.62 -5.89 <u>-6,189.28</u> |
| TOTAL | | | | | |
| dim | 11/30/2016 | PAYLOCITY | Payroll Processing 11/30/16 | For. Park Payroll 171283900 | -103.00 <u>-103.00</u> |
| TOTAL | | | | | |
| 14661 | 11/5/2016 | RECORDED BOOKS | Adult Audiobook replacement disc | For. Park Checking 17128... | -6.95 <u>-6.95</u> |
| 75425268 | 11/5/2016 | | | Non-Print Adult | |
| TOTAL | | | | | |
| 14662 | 11/5/2016 | S & D Prime Maintenance, I... | Bi-Monthly Maintenance Service | For. Park Checking 17128... | -284.69 <u>-284.69</u> |
| 71329 | 11/5/2016 | | | Maintenance - Service | |
| TOTAL | | | | | |
| 14694 | 11/28/2016 | S & D Prime Maintenance, I... | Bi-monthly Building Maintenance and Service | For. Park Checking 17128... | -296.34 <u>-296.34</u> |
| 71614 | 11/17/2016 | | | Maintenance - Service | |
| TOTAL | | | | | |

River Forest Public Library
WARRANT LIST DETAIL
 November 2016

1:25 PM
 01/05/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-------------------------|--|-----------------------------|-------------|
| 14863 | 11/5/2016 | Staples | | For. Park Checking 17128... | |
| 331894... | 11/5/2016 | | Tape | Copier supplies | -9.67 |
| 331835... | 11/5/2016 | | Plastic utensils for programs | Special Programs | -7.98 |
| | | | Toilet tissue, garbage bags | Maintenance - Supply | -111.46 |
| | | | Soap and Swiffersq | Maintenance - Supply | -12.94 |
| | | | Band Aids, First Aid Kit, Batteries, and Binders | Copier supplies | -64.03 |
| TOTAL | | | | | -206.08 |
| 14695 | 11/28/2016 | Staples | | For. Park Checking 17128... | |
| 331102... | 11/14/2016 | | Binder | Office Supplies | -5.49 |
| 332075... | 11/14/2016 | | Binders, notepads, first aid supplies, tape | Office Supplies | -51.99 |
| | | | Lysol wipes | Maintenance - Supply | -12.85 |
| 332129... | 11/22/2016 | | Pens, Coffee, Address Labels | Office Supplies | -98.96 |
| | | | Copy Paper | Copier supplies | -76.98 |
| | | | Paper towels and soap | Maintenance - Supply | -42.65 |
| TOTAL | | | | | -286.92 |
| 14667 | 11/12/2016 | Sue Quinn | | For. Park Checking 17128... | |
| | | | SWAN Meeting - Tinely Park, IL 11/1/16 | | |
| TOTAL | | | | | -42.66 |
| 14664 | 11/5/2016 | VERSATILE COMPUTER S... | | For. Park Checking 17128... | |
| 14858 | 11/5/2016 | | November Tech Support | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |
| 104 | 11/16/2016 | VERSATILE COMPUTER S... | | For. Park Money Market C... | |
| 14868 | 11/16/2016 | | IT Cabling Installation | Capital Reserve Fund | -2,421.47 |
| TOTAL | | | | | -2,421.47 |
| 14696 | 11/28/2016 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| Novemr... | 11/23/2016 | | Employee Healthcare Portion | Employee Compensation | -1,129.58 |
| | | | Health Insurance | Health Insurance | -3,160.56 |
| | | | Dental Insurance | Dental | -207.27 |
| | | | Life Insurance | Life | -54.31 |
| TOTAL | | | | | -4,551.72 |

River Forest Public Library

12/5/2016 5:47 PM

Register: MB Financial Credit Card
 From 10/05/2016 through 10/31/2016
 Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Ref.</u> | <u>Payee</u> | <u>Account</u> | <u>Memo</u> | <u>Charge C</u> | <u>Payment</u> | <u>Balance</u> |
|-------------|-------------|------------------------------------|---|------------------------------|-----------------|----------------|----------------|
| 10/05/2016 | | LACONI | Professional Expenses:Professional D... | LACONI Advocacy - M... | 15.00 X | | 2,276.57 |
| 10/06/2016 | | LACONI | Professional Expenses:Professional D... | Laconi Best of the Best P... | X | 30.00 | 2,246.57 |
| 10/07/2016 | | LACONI | Professional Expenses:Professional D... | LACONI - Programming ... | 20.00 X | | 2,266.57 |
| 10/10/2016 | | Jewel Foods | Connection - ASK:Connection - ASK... | Candy for Connections P... | 16.97 X | | 2,283.54 |
| 10/12/2016 | 14614 | Card Services - MB Financial Ba... | For. Park Checking 171284900 | Credit Card breakout foll... | X | 2,261.57 | 21.97 |
| 10/13/2016 | CC | Jewel Foods | Teen Expenses:Programs-Teen | Chat N Chew Program F... | 37.10 X | | 59.07 |
| 10/18/2016 | cc | Jewel Foods | Juvenile Expenses:Programs - Juv | Food for Oct Snack Attrac... | 43.29 X | | 102.36 |
| 10/18/2016 | CC | DollarTree | Juvenile Expenses:Programs - Juv | Supplies for J Programs | 12.00 X | | 114.36 |
| 10/20/2016 | | 4IMPRINT | Office Expenses:Advertisement | New Patron Pack Marketi... | 1,140.19 X | | 1,254.55 |
| 10/24/2016 | | Stamps. com | Office Expenses:Postage | Stamps.com Monthly Fee | 15.99 X | | 1,270.54 |
| 10/24/2016 | | USPS | Office Expenses:Postage | Postage Replenishment | 25.00 X | | 1,295.54 |
| 10/28/2016 | | ORIENTAL TRADING | Juvenile Expenses:Programs - Juv | Supplies for Lego Club, ... | 194.88 X | | 1,490.42 |
| 10/31/2016 | | DOMINO'S | Connection - ASK:Connection - ASK... | Pizza for 1/2 Day Hallow... | 105.34 X | | 1,595.76 |
| 10/31/2016 | | Jewel Foods | Connection - ASK:Connection - ASK... | Food for 1/2 Day Hallow... | 48.53 X | | 1,644.29 |
| 10/31/2016 | | Five Below | Connection - ASK:Connection - ASK... | 1/2 Halloween Supplies | 8.50 X | | 1,652.79 |
| 10/31/2016 | | DollarTree | Teen Expenses:Programs-Teen | 1/2 Day Halloween Progr... | 11.00 X | | 1,663.79 |

River Forest Public Library

12/5/2016 5:47 PM

Register: MB Financial Credit Card
 From 10/05/2016 through 10/31/2016
 Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|------|------------------|----------------------------------|-----------------------------|--------|---|---------|----------|
| 10/31/2016 | CC | ORIENTAL TRADING | Juvenile Expenses:Programs - Juv | Children's Program Suppl... | 50.18 | X | | 1,713.97 |



River Forest Public Library
Fiscal Year: May 1, 2016 - April 30, 2017
Revenue Report - November 2016

| <u>Account:</u> | <u>November-16</u> | <u>YTD</u> | <u>16-17 Budget</u> | <u>% of Budget</u> |
|--------------------------------------|--------------------|-------------------|---------------------|--------------------|
| Property Taxes | \$ 7,450 | \$ 565,159 | \$ 1,215,715 | 46.49% |
| Corp Property Replacement Taxes | \$ 2,188 | \$ 9,827 | \$ 15,079 | 65.17% |
| Interest Revenue | \$ 441 | \$ 3,788 | \$ 8,000 | 47.35% |
| Copy Machine Revenue | \$ 245 | \$ 2,853 | \$ 4,000 | 71.33% |
| Grants, Other | \$ - | \$ - | \$ 5,100 | 0.00% |
| Illinois Per Capita Grant | \$ - | \$ 8,612 | \$ 8,000 | 107.65% |
| Gifts, Donations | \$ 86 | \$ 932 | \$ 5,000 | 18.63% |
| Connections Program Grant | \$ 3,085 | \$ 3,085 | \$ 7,260 | 42.49% |
| Community Fund Endowment | \$ - | \$ - | \$ 3,500 | 0.00% |
| Fines, Service Charges | \$ 1,481 | \$ 11,155 | \$ 18,000 | 61.97% |
| Book Sales | \$ 83 | \$ 764 | \$ 1,200 | 63.67% |
| Lost Books Reimbursed | \$ 390 | \$ 2,085 | \$ 3,000 | 69.50% |
| Rentals, Library Space, Meeting Room | \$ - | \$ 180 | \$ 300 | 60.00% |
| Fax/Print | \$ 14 | \$ 45 | | |
| Misc | \$ 90 | \$ 305 | \$ 300 | 101.67% |
| Over/Short | \$ - | \$ - | | |
| Total: | \$ 15,553 | \$ 608,789 | \$ 1,294,454 | 47.03% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 15,553 | \$ 608,789 | \$ 1,294,454 | 47.03% |
| | | | | |
| Expense: | \$ 95,895 | \$ 670,367 | \$ 1,294,454 | 51.79% |



River Forest Public Library - Expense Report - November 2016
Fiscal Year: May 1, 2016 - April 30, 2017

November 2016 Fiscal YTD Actual % Budget
 58% as of 11/30/16 16-17 Budget

Expenses
Personnel

| | | | | |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries | \$ 48,336 | \$ 338,069 | \$ 55.42% | \$ 610,000.00 |
| Medical Health Insurance Coverage | \$ 3,422 | \$ 25,868 | 48.99% | \$ 52,800.00 |
| IMRF | \$ 4,322 | \$ 30,528 | 55.50% | \$ 55,000.00 |
| Medicare/FICA | \$ 3,524 | \$ 25,067 | 53.68% | \$ 46,700.00 |
| Payroll Service | \$ 206 | \$ 1,424 | 45.93% | \$ 3,100.00 |
| Staff Training | \$ 12 | \$ 1,100 | 43.99% | \$ 2,500.00 |
| Membership Dues | \$ 1,607 | \$ 3,928 | 51.68% | \$ 7,600.00 |
| Professional Development | \$ 555 | \$ 5,602 | 75.70% | \$ 7,400.00 |
| Total Personnel | \$ 61,984 | \$ 431,584 | 54.97% | \$ 785,100.00 |

Support Services

Printing and Advertising

| | | | | |
|---------------------------------------|-------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ - | \$ 3,128 | 52.13% | \$ 6,000.00 |
| Advertising | \$ - | \$ 1,324 | 66.20% | \$ 2,000.00 |
| Total Printing and Advertising | \$ - | \$ 4,452 | 55.55% | \$ 8,000.00 |

Programming

| | | | | |
|--|-----------------|------------------|---------------|---------------------|
| Children's Programs | \$ 789 | \$ 6,039 | 59.80% | \$ 10,100.00 |
| Teen Programs | \$ 102 | \$ 3,480 | 57.99% | \$ 6,000.00 |
| Adult Programs | \$ 505 | \$ 4,746 | 43.15% | \$ 11,000.00 |
| Special Programs | \$ 158 | \$ 836 | 19.44% | \$ 4,300.00 |
| Connections Programs | \$ 304 | \$ 3,517 | 48.44% | \$ 7,260.00 |
| Total Support Services and Programs | \$ 1,858 | \$ 23,070 | 49.44% | \$ 46,660.00 |

Other Support Services

| | | | | |
|-------------------------------------|-----------------|------------------|---------------|----------------------|
| ILL Services (SWAN Libraries) | \$ - | \$ 469 | 156.31% | \$ 300.00 |
| RB Services (Non-SWAN Libraries) | \$ - | \$ 10 | 3.33% | \$ 300.00 |
| Technical Support | \$ 750 | \$ 5,250 | 43.75% | \$ 12,000.00 |
| Automation Administration | \$ 300 | \$ 14,680 | 47.35% | \$ 31,000.00 |
| Consultant Fees/Legal Fees | \$ - | \$ 652 | 32.60% | \$ 2,000.00 |
| Postage & Delivery | \$ 66 | \$ 1,125 | 33.09% | \$ 3,400.00 |
| Audit Fees | \$ 140 | \$ 8,260 | 97.18% | \$ 8,500.00 |
| Telephone/Internet | \$ 1,341 | \$ 8,012 | 53.41% | \$ 15,000.00 |
| Copy Machine Leases | \$ 199 | \$ 1,189 | 44.04% | \$ 2,700.00 |
| Total Other Support Services | \$ 2,796 | \$ 39,647 | 52.72% | \$ 75,200.00 |
| Total Support Services | \$ 4,654 | \$ 62,716 | 51.47% | \$ 121,860.00 |

Library Materials

| | | | | |
|-------------------------------|----------|-----------|--------|--------------|
| Books | \$ 5,028 | \$ 41,179 | 59.25% | \$ 69,500.00 |
| Print Periodicals (Magazines) | \$ 2,982 | \$ 6,580 | 92.68% | \$ 7,100.00 |

| | | | | | | | |
|--|----|---------------|----|----------------|---------------|----|-------------------|
| Online Learning Tools & Data Base Subscriptions | \$ | 2,200 | \$ | 10,093 | 69.61% | \$ | 14,500.00 |
| Online E-Content - elect. books/magazines/movies/music | \$ | 8,293 | \$ | 23,907 | 59.77% | \$ | 40,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ | 2,446 | \$ | 22,914 | 55.68% | \$ | 41,150.00 |
| Total Library Materials | \$ | 20,949 | \$ | 104,673 | 60.77% | \$ | 172,250.00 |

Library and Office Supplies

| | | | | | | | |
|--|----|------------|----|--------------|---------------|----|------------------|
| Office Supplies | \$ | 337 | \$ | 1,670 | 39.35% | \$ | 4,244.00 |
| Library Supplies | \$ | 177 | \$ | 2,427 | 43.34% | \$ | 5,600.00 |
| Copy And Printing Supplies | \$ | 151 | \$ | 810 | 81.00% | \$ | 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ | 271 | \$ | 907 | 34.89% | \$ | 2,600.00 |
| Total Library & Office Supplies | \$ | 937 | \$ | 5,814 | 43.25% | \$ | 13,444.00 |

Capital Expenditures

| | | | | | | | |
|-----------------------------------|----|------------|----|---------------|---------------|----|------------------|
| Equipment (Equipment & Furniture) | \$ | 31 | \$ | 2,307 | 76.91% | \$ | 3,000.00 |
| Equipment - Technology | \$ | - | \$ | 13,650 | 91.00% | \$ | 15,000.00 |
| Strategic Building Improvement | \$ | - | \$ | - | 0.00% | \$ | 50,000.00 |
| Total Capital Expenditures | \$ | 31 | \$ | 15,957 | 23.47% | \$ | 68,000.00 |
| Strategic Initiatives | \$ | 421 | \$ | 6,381 | 42.54% | \$ | 15,000.00 |

**Facilities Management
Facility Supplies**

| | | | | | | | |
|--------------------------------|----|------------|----|--------------|---------------|----|-----------------|
| Building Materials & Supplies | \$ | 200 | \$ | 1,894 | 33.23% | \$ | 5,700.00 |
| Total Facility Supplies | \$ | 200 | \$ | 1,894 | 33.23% | \$ | 5,700.00 |

Facility Services

| | | | | | | | |
|---|----|--------------|----|---------------|---------------|----|------------------|
| Insurance | \$ | - | \$ | - | 0.00% | \$ | 12,300.00 |
| Maintenance and Custodial Service | \$ | 5,203 | \$ | 35,631 | 68.52% | \$ | 52,000.00 |
| Water | \$ | - | \$ | 873 | 34.92% | \$ | 2,500.00 |
| Natural Gas | \$ | 1,353 | \$ | 3,330 | 41.63% | \$ | 8,000.00 |
| Copier Maintenance and Usage | \$ | 164 | \$ | 1,614 | 45.88% | \$ | 3,300.00 |
| Roof Inspection | \$ | - | \$ | - | - | \$ | - |
| Total Facility Services | \$ | 6,720 | \$ | 41,348 | 52.94% | \$ | 78,100.00 |
| Total Facilities Management | \$ | 6,920 | \$ | 43,242 | 51.60% | \$ | 83,800.00 |
| Capital Improvement Reserve Fund | \$ | - | \$ | - | - | \$ | 35,000.00 |

Total Expenses

| | | | | | | | |
|---------------------|----|---------------|----|----------------|---------------|----|---------------------|
| | \$ | 95,895 | \$ | 670,367 | 51.79% | \$ | 1,294,454.00 |
| Total Income | \$ | 15,553 | \$ | 608,789 | 47.03% | \$ | 1,294,454.00 |



**River Forest Public Library -Capital Reserve Fund -November 2016
Fiscal Year: May 1, 2016 - April 30, 2017**

| | | |
|--------------------------|--|----------------------|
| Beginning Balance | | \$ 156,169.87 |
| Expenses | 11/16 - Versatile (IT cabling) | \$ 2,421.47 |
| | 11/28 - KI (10 additional chairs) | \$ 1,305.00 |
| Interest | | \$ 38.51 |
| Ending Balance | | \$ 152,481.91 |

River Forest Public Library
Balance Sheet
 As of November 30, 2016

| | <u>Nov 30, 16</u> |
|---------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| For. Park Money Market Capital | 152,481.91 |
| Comm Bank MM 600398215 | 25,740.95 |
| For. Park Money Market171285900 | 1,036,484.43 |
| For. Park Payroll 171283900 | 24,138.68 |
| For. Park Checking 171284900 | 21,247.00 |
| Petty Cash | 75.00 |
| Total Checking/Savings | <u>1,260,167.95</u> |
| Accounts Receivable | |
| Accounts Receivable | 3,583.94 |
| Total Accounts Receivable | <u>3,583.94</u> |
| Total Current Assets | <u>1,263,751.89</u> |
| TOTAL ASSETS | <u>1,263,751.89</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -2,480.03 |
| Total Accounts Payable | <u>-2,480.03</u> |
| Credit Cards | |
| MB Financial Credit Card | 613.17 |
| Total Credit Cards | <u>613.17</u> |
| Total Current Liabilities | <u>-1,866.86</u> |
| Total Liabilities | <u>-1,866.86</u> |
| Equity | |
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 539,940.65 |
| Net Income | -96,208.05 |
| Total Equity | <u>1,265,618.75</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,263,751.89</u> |

1:16 PM
12/07/16

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 11/30/2016

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|-----------------------------------|-------------|------------|-------------|------------|---------------|----------------|
| Beginning Balance | | | | | | 75.00 |
| Cleared Balance | | | | | | 75.00 |
| Register Balance as of 11/30/2016 | | | | | | 75.00 |
| Ending Balance | | | | | | 75.00 |

River Forest Public Library
WARRANT LIST DETAIL
December 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|---------------------------|---------------------------------|-----------------------------|-------------|
| 14701 | 12/12/2016 | Alarm Detection Services | 177096 | For. Park Checking 17128... | |
| 177096 | 12/10/2016 | | Quarterly Fire Alarm Monitoring | Maintenance - Service | -225.00 |
| TOTAL | | | | | -225.00 |
| 14732 | 12/26/2016 | Alarm Detection Services | 177096 | For. Park Checking 17128... | |
| 177096 | 12/22/2016 | | Fire Alarm Quarterly Monitoring | Maintenance - Service | -225.00 |
| TOTAL | | | | | -225.00 |
| 14702 | 12/12/2016 | American Book Returns | | For. Park Checking 17128... | |
| 15-14596 | 12/10/2016 | | Replacement chute for book drop | Maintenance - Service | -320.00 |
| TOTAL | | | | | -320.00 |
| 14703 | 12/12/2016 | Amy Grossman | | For. Park Checking 17128... | |
| | 12/10/2016 | | Stories with Santa Supplies | Programs - Juv | -62.45 |
| | 12/10/2016 | | Supplies for In Service | Staff Training | -6.99 |
| | | | Stories with Santa Supplies | Programs - Juv | -27.98 |
| TOTAL | | | | | -97.42 |
| 14704 | 12/12/2016 | ANDERSON ELEVATOR COMPANY | | For. Park Checking 17128... | |
| 197752 | 12/10/2016 | | December elevator | Maintenance - Service | -196.27 |
| TOTAL | | | | | -196.27 |
| 14705 | 12/12/2016 | AT&T - Electronic Gateway | | For. Park Checking 17128... | |
| S66041... | 12/10/2016 | | Internet Monthly | Automation - Internet | -357.85 |
| TOTAL | | | | | -357.85 |
| 14706 | 12/12/2016 | BAKER & TAYLOR L 5076992 | | For. Park Checking 17128... | |
| 203248... | 12/10/2016 | | Adult Books | Books - Adult | -62.94 |
| 203245... | 12/10/2016 | | Adult Books | Books - Adult | -33.03 |
| TOTAL | | | | | -95.97 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------------------------------|--|-----------------------------|-------------|
| 14707 | 12/12/2016 | BAKER & TAYLOR C0260133 | | For. Park Checking 17128... | |
| 501435... | 12/10/2016 | | Adult books | Books - Adult | -240.60 |
| TOTAL | | | | | -240.60 |
| 14733 | 12/26/2016 | Beth Kirchenberg | | For. Park Checking 17128... | |
| | 12/22/2016 | | 1/2 ALA Annual Personal Dues | Membership Dues - Library | -68.50 |
| TOTAL | | | | | -68.50 |
| 14730 | 12/15/2016 | Card Services - MB Financial Bank | | For. Park Checking 17128... | |
| TOTAL | | | See Attached Credit card breakout report | MB Financial Credit Card | -727.98 |
| 14734 | 12/26/2016 | CENTER POINT LARGE PRINT | | For. Park Checking 17128... | |
| 1433609 | 12/22/2016 | | Adult Large Print | Books - Adult | -31.03 |
| TOTAL | | | | | -31.03 |
| 14708 | 12/12/2016 | CHICAGO TRIBUNE | | For. Park Checking 17128... | |
| TOTAL | 12/10/2016 | | Chicago Trib Annual Subscription | Periodicals - Adult | -676.00 |
| 14709 | 12/12/2016 | Comcast | | For. Park Checking 17128... | |
| 877120... | 12/10/2016 | | Telephone and Internet | Automation - Internet | -503.14 |
| TOTAL | | | | | -503.14 |
| 14735 | 12/26/2016 | Communication Revolving Fund | | For. Park Checking 17128... | |
| T1715147 | 12/22/2016 | | Internet November 2016 | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 14736 | 12/26/2016 | Complete Cleaning Company | | For. Park Checking 17128... | |
| 133289 | 12/22/2016 | | January Daily Cleaning | Maintenance - Service | -2,110.00 |
| TOTAL | | | | | -2,110.00 |

River Forest Public Library
WARRANT LIST DETAIL
December 2016

| Numb | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|----------------------|--|---|--|
| 14710 | 12/12/2016 | Dana Janisch | | For. Park Checking 17128... | |
| TOTAL | 12/10/2016 | | Treats for Coffee Monday | Programs - Adult | -11.25 |
| 14711 | 12/12/2016 | DEMCO, INC. | | For. Park Checking 17128... | |
| 6011359 | 12/10/2016 | | Book tape, label locks, media pouch, CD cases, DVD c... | Supplies - Library | -199.87 |
| TOTAL | | | | | -199.87 |
| 14700 | 12/15/2016 | GE Money Bank/Amazon | | For. Park Checking 17128... | |
| 604578... | 12/15/2016 | | Adult Print Mtg Room Garbage can Replacement Book for ILL J Video games Desiccant packs for book drop Teen Winter program supplies Teen program supplies Kraft bags for J Programs Teen video games Adult DVD Plastic Drop Cloths Adult Music CD J Games J Games Counterfit bill pen Staff Recognition Gift cards Staff Recognition Gift cards Staff Recognition Gift cards Power strip J Program supplies Plastic Drop cloths | Books - Adult Maintenance - Supply ILL Lost Materials Expenses Non-Print Juvenile Supplies - Library Programs-Teen Programs-Teen Programs - Juv Non-print -Teen Non-Print Adult Maintenance - Supply Non-Print Adult Programs - Juv Programs - Juv Office Supplies Misc. Expenses Misc. Expenses Misc. Expenses Office Supplies Programs - Juv Maintenance - Supply | -18.58 -51.34 -13.60 -51.86 -29.91 -58.24 -2.25 -26.94 -72.81 -22.83 -8.36 -13.47 -31.84 -12.35 -8.60 -124.71 -89.77 -49.88 -40.90 -7.40 -31.33 -776.97 |
| TOTAL | | | | | -2,249.90 |
| 106 | 12/15/2016 | GE Money Bank/Amazon | | For. Park Money Market C... | |
| 604578... | 12/15/2016 | | Managed Switch | Capital Reserve Fund | -2,249.90 |
| TOTAL | | | | | -2,249.90 |

River Forest Public Library WARRANT LIST DETAIL December 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|--|--|-------------------------------|-------------------------------------|
| 14712 | 12/12/2016 | Government Finance Officers Associa... | | For. Park Checking 17128... | |
| 0107354 | 12/12/2016 | | GFOA Annual Membership Fee | Membership Dues - Library | -160.00 |
| TOTAL | | | | | -160.00 |
| 14713 | 12/12/2016 | Hoopla | | For. Park Checking 17128... | |
| 94559146 | 12/10/2016 | | Hoopla Digital materials checkouts | Hoopla | -901.62 |
| TOTAL | | | | | -901.62 |
| 14714 | 12/12/2016 | Hulen Landscaping Contractors | | For. Park Checking 17128... | |
| 14289 | 12/10/2016 | | November Maintenance and Winter Planters | Maintenance - Service | -510.00 |
| TOTAL | | | | | -510.00 |
| dm | 12/30/2016 | IMRF | | For. Park Checking 17128... | |
| TOTAL | | | Employee IMRF Contribution Employer IMRF Contribution | Employee Compensation IMRF | -1,747.41 -4,686.95 -6,434.36 |
| 14715 | 12/12/2016 | Ingram Library Services | | For. Park Checking 17128... | |
| 62379722 | 12/12/2016 | | Middle School Books | Books - Middle School | -10.69 |
| 62378628 | 12/12/2016 | | Middle School Books | Books - Middle School | -11.25 |
| 62377069 | 12/12/2016 | | Middle School Books | Books - Middle School | -8.38 |
| 62376456 | 12/12/2016 | | Middle School Books | Books - Middle School | -11.82 |
| 62376403 | 12/12/2016 | | Middle School Books | Books - Middle School | -41.20 |
| 62379010 | 12/12/2016 | | Children's Books | Books - Juv | -9.92 |
| 62379293 | 12/12/2016 | | Children's Books | Books - Juv | -12.38 |
| 62378418 | 12/12/2016 | | Children's Books | Books - Juv | -228.52 |
| 66775095 | 12/12/2016 | | Children's Books | Books - Juv | -25.37 |
| 62377322 | 12/12/2016 | | Children's Books | Books - Juv | -15.98 |
| 62376534 | 12/12/2016 | | Children's Books | Books - Juv | -10.18 |
| 62376950 | 12/12/2016 | | Children's Books | Books - Juv | -8.45 |
| 62376948 | 12/12/2016 | | Children's Books | Books - Juv | -108.07 |
| 62376947 | 12/12/2016 | | Children's Books | Books - Juv | -212.60 |
| 62379421 | 12/12/2016 | | Teen Books | Books - Teen | -11.38 |
| 62378832 | 12/12/2016 | | Teen Books | Books - Teen | -9.12 |
| 62378833 | 12/12/2016 | | Teen Books | Books - Teen | -14.38 |
| 62379723 | 12/12/2016 | | Teen Books | Books - Teen | -11.25 |
| 62378629 | 12/12/2016 | | Teen Books | Books - Teen | -11.98 |
| 62376405 | 12/12/2016 | | Teen Books | Books - Teen | -22.90 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|-------------------------|---------------------|-----------------------------|-------------|
| 14731 | 12/26/2016 | Ingram Library Services | | For. Park Checking 17128... | |
| 62380954 | 12/22/2016 | | Middle School Books | Books - Middle School | -23.01 |
| 62382163 | 12/22/2016 | | Adult Books | Books - Adult | -16.35 |
| 62382158 | 12/22/2016 | | Adult Books | Books - Adult | -52.96 |
| 62382159 | 12/22/2016 | | Adult Books | Books - Adult | -11.39 |
| 62382160 | 12/22/2016 | | Adult Books | Books - Adult | -18.03 |
| 62382164 | 12/22/2016 | | Adult Books | Books - Adult | -32.08 |
| 62382021 | 12/22/2016 | | Adult Books | Books - Adult | -15.22 |
| 62382024 | 12/22/2016 | | Adult Books | Books - Adult | -15.78 |
| 62381742 | 12/22/2016 | | Adult Books | Books - Adult | -11.39 |
| 62381743 | 12/22/2016 | | Adult Books | Books - Adult | -7.18 |
| 62381747 | 12/22/2016 | | Adult Books | Books - Adult | -7.18 |
| 66781468 | 12/22/2016 | | Adult Books | Books - Adult | -15.79 |
| 62381217 | 12/22/2016 | | Adult Books | Books - Adult | -50.39 |
| 62381218 | 12/22/2016 | | Adult Books | Books - Adult | -15.78 |
| 62381220 | 12/22/2016 | | Adult Books | Books - Adult | -20.87 |
| 62381221 | 12/22/2016 | | Adult Books | Books - Adult | -14.33 |
| 62379294 | 12/22/2016 | | Adult Books | Books - Adult | -39.85 |
| 62380759 | 12/22/2016 | | Adult Books | Books - Adult | -11.79 |
| 62380760 | 12/22/2016 | | Adult Books | Books - Adult | -15.75 |
| 62380761 | 12/22/2016 | | Adult Books | Books - Adult | -134.65 |
| 62380762 | 12/22/2016 | | Adult Books | Books - Adult | -7.18 |
| 62380763 | 12/22/2016 | | Adult Books | Books - Adult | -124.78 |
| 62381036 | 12/22/2016 | | Adult Books | Books - Adult | -65.43 |
| 62381035 | 12/22/2016 | | Adult Books | Books - Adult | -39.52 |
| 62380864 | 12/22/2016 | | Adult Books | Books - Adult | -15.77 |
| 62380865 | 12/22/2016 | | Adult Books | Books - Adult | -16.91 |
| 62381039 | 12/22/2016 | | Adult Books | Books - Adult | -110.50 |
| 66781222 | 12/22/2016 | | Adult Books | Books - Adult | -15.82 |
| 62380387 | 12/22/2016 | | Adult Books | Books - Adult | -45.78 |
| 62382081 | 12/22/2016 | | Teen Books | Books - Teen | -7.18 |
| 62381448 | 12/22/2016 | | Teen Books | Books - Teen | -11.25 |
| 62380955 | 12/22/2016 | | Teen Books | Books - Teen | -13.18 |
| 62380563 | 12/22/2016 | | Teen Books | Books - Teen | -34.96 |
| 62380301 | 12/22/2016 | | Teen Books | Books - Teen | -14.38 |
| 62382161 | 12/22/2016 | | J Books | Books - Teen | -37.76 |
| 62382165 | 12/22/2016 | | J Books | Books - Teen | -10.10 |
| 62382162 | 12/22/2016 | | J Books | Books - Teen | -81.77 |
| 62382157 | 12/22/2016 | | J Books | Books - Teen | -10.12 |
| 62382022 | 12/22/2016 | | J Books | Books - Teen | -96.81 |
| 62381219 | 12/22/2016 | | J Books | Books - Teen | -9.56 |
| 66782089 | 12/22/2016 | | J Books | Books - Teen | -163.66 |
| 62381744 | 12/22/2016 | | J Books | Books - Teen | -15.46 |
| 62381746 | 12/22/2016 | | J Books | Books - Teen | -5.60 |
| 62381745 | 12/22/2016 | | J Books | Books - Teen | -13.16 |
| 62380764 | 12/22/2016 | | J Books | Books - Teen | -14.68 |
| | | | | Books - Teen | -10.16 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-------------------|-------------------|--|---|-------------------------------------|------------------|
| 62381038 | 12/22/2016 | | J Books | Books- Juv | -45.17 |
| 62381037 | 12/22/2016 | | J Books | Books- Juv | -48.53 |
| 62380503 | 12/22/2016 | | J Books | Books- Juv | -9.65 |
| TOTAL | | | | | -1,624.60 |
| DM | 12/15/2016 | Intuit | | For. Park Checking 17128... | |
| TOTAL | | | Checks, Endorsement Stamp, Envelopes | Office Supplies | -395.38 |
| DM | 12/16/2016 | Intuit | | For. Park Checking 17128... | |
| TOTAL | | | Deposit Slips | Office Supplies | -53.57 |
| 14716 | 12/12/2016 | Jenny Riddle | | For. Park Checking 17128... | |
| TOTAL | | | Famous First Ladies Program 1/22/17 | Programs - Adult | -400.00 |
| 14737 | 12/26/2016 | KLEIN, THORPE & JENKINS, LTD | | For. Park Checking 17128... | |
| 0405-00... | 12/22/2016 | | | Legal Fees | -493.50 |
| TOTAL | | | Levy/Budget and Tax Rate Objections | | -493.50 |
| 14717 | 12/12/2016 | Konica Minolta Business Solutions | | For. Park Checking 17128... | |
| 900301... | 12/10/2016 | | | Copy Machine (usage, mai... | -175.12 |
| TOTAL | | | Copier Usage November 2016 | | -175.12 |
| 14718 | 12/12/2016 | Konica Minolta Premier Finance | | For. Park Checking 17128... | |
| 31859216 | 12/10/2016 | | | Equipment - Copier Lease ... | -199.00 |
| TOTAL | | | Copier Lease | | -199.00 |
| 14738 | 12/26/2016 | LIBRARY STORE, INC | | For. Park Checking 17128... | |
| 240493 | 12/22/2016 | | | Supplies - Library | -232.87 |
| 237552 | 12/22/2016 | | | Supplies - Library | -76.95 |
| TOTAL | | | Book pockets Shelf Talkers - display signage | | -309.82 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|------------|---------------|------------------------------------|-----------------------------|------------------------|
| 14739 | 12/26/2016 | LIRA | | For. Park Checking 17128... | |
| TOTAL | 12/22/2016 | | Annual Property/Casualty Insurance | Insurance | -8,293.00 -8,293.00 |
| 14719 | 12/12/2016 | McIlroy, Jana | | For. Park Checking 17128... | |
| TOTAL | 12/10/2016 | | Dec and Nov Book Group | Programs - Adult | -100.00 -100.00 |
| 14720 | 12/12/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 94561755 | 12/10/2016 | | CD Audiobook | Non-Print Adult | -156.96 |
| 94561757 | 12/10/2016 | | Adult DVDs | Non-Print Adult | -18.54 |
| 94561756 | 12/10/2016 | | Adult CD | Non-Print Adult | -16.54 |
| 94578694 | 12/10/2016 | | Adult CD Audio | Non-Print Adult | -267.44 |
| 94561754 | 12/10/2016 | | Adult DVDs | Non-Print Adult | -132.36 |
| 94561751 | 12/10/2016 | | Adult DVDs | Non-Print Adult | -74.62 |
| 94561753 | 12/10/2016 | | Adult CD audio | Non-Print Adult | -39.24 |
| 94578693 | 12/10/2016 | | Adult CD books | Non-Print Adult | -28.48 |
| 94578689 | 12/10/2016 | | Adult CDs | Non-Print Adult | -50.62 |
| 94578692 | 12/10/2016 | | Adult DVDs | Non-Print Adult | -27.54 |
| 94578690 | 12/10/2016 | | Adult DVDs | Non-Print Adult | -64.08 |
| 94578668 | 12/10/2016 | | Adult BluRay | Non-Print Adult | -30.54 |
| 94578666 | 12/10/2016 | | Adult DVD | Non-Print Adult | -33.54 |
| 94578691 | 12/10/2016 | | Adult CD Audiobook | Non-Print Adult | -54.24 |
| 94540110 | 12/10/2016 | | Adult CD | Non-Print Adult | -18.54 |
| 94540111 | 12/10/2016 | | J DVDs | Non-Print Juvenile | -166.24 |
| 94535974 | 12/10/2016 | | J DVD | Non-Print Juvenile | -43.08 |
| TOTAL | | | | | -1,222.60 |
| 14740 | 12/26/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 94625466 | 12/22/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 94607677 | 12/22/2016 | | Adult DVDs | Non-Print Adult | -51.08 |
| 94607675 | 12/22/2016 | | Adult CDs | Non-Print Adult | -53.54 |
| 94605522 | 12/22/2016 | | Adult DVDs | Non-Print Adult | -71.28 |
| 94605524 | 12/22/2016 | | Adult DVDs | Non-Print Adult | -64.74 |
| 94605526 | 12/22/2016 | | Adult CDs | Non-Print Adult | -20.54 |
| 94605525 | 12/22/2016 | | Adult CD Audiobook | Non-Print Adult | -44.24 |
| 94605527 | 12/22/2016 | | Adult CD Audiobook | Non-Print Adult | -49.24 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-------------------|--|--|------------------------------------|------------------|
| 94625468 | 12/22/2016 | | J CD Audiobook | Non-Print Juvenile | -170.44 |
| 94625469 | 12/22/2016 | | J DVDs | Non-Print Juvenile | -48.08 |
| TOTAL | | | | | -598.72 |
| 14741 | 12/26/2016 | MOVIE LICENSING USA | | For. Park Checking 17128... | |
| 2271740 | 12/22/2016 | | Movie License | Programs - Adult | -100.99 |
| | | | | Programs - Juv | -99.00 |
| | | | | Programs-Teen | -100.00 |
| TOTAL | | | | | -299.99 |
| 14721 | 12/12/2016 | Muralit, Victoria | | For. Park Checking 17128... | |
| | 12/10/2016 | | Round Trip to RAILS.Circ Manager's Mt. | Misc. Expenses | -17.28 |
| TOTAL | | | | | -17.28 |
| 14742 | 12/26/2016 | NICOR GAS | | For. Park Checking 17128... | |
| 898234... | 12/22/2016 | | Heat 11/16-12/16 | Heat | -1,013.97 |
| TOTAL | | | | | -1,013.97 |
| 107 | 12/15/2016 | Oak Brook Mechanical Services, Inc. | | For. Park Money Market C... | |
| 4151 | 12/15/2016 | | HVAC Hot Water Control Valve | Capital Reserve Fund | -946.00 |
| 4152 | 12/15/2016 | | HVAC Pneumatic Control System work | Capital Reserve Fund | -1,716.00 |
| TOTAL | | | | | -2,662.00 |
| 14722 | 12/12/2016 | OverDrive | | For. Park Checking 17128... | |
| 165800... | 12/10/2016 | | Teen/MS eBook | Overdrive - Teen | -38.97 |
| 165800... | 12/10/2016 | | Adult eBook | Overdrive - Adult | -87.00 |
| 165809... | 12/10/2016 | | Adult eBook | Overdrive - Adult | -40.00 |
| | | | Children's eBook | Overdrive - Juvenile | -14.99 |
| TOTAL | | | | | -180.96 |
| 14743 | 12/26/2016 | OverDrive | | For. Park Checking 17128... | |
| 165809... | 12/22/2016 | | Adult eBooks | Overdrive - Adult | -130.00 |
| 165811... | 12/22/2016 | | Adult eBook and eAudiobook | Overdrive - Adult | -157.00 |
| 165812... | 12/22/2016 | | Childrens eBook and eAudiobook | Overdrive - Juvenile | -146.95 |
| TOTAL | | | | | -433.95 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM

01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-------|------------|-----------|--|--|--|
| DM | 12/13/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Payroll Service 10/15/16 | Payroll Service | -100.74 |
| TOTAL | | | | | -100.74 |
| DM | 12/15/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Employee Compensation Connections Employee Compensation | Employee Compensation Connection - ASK Salaries | -17,128.57 -96.33 |
| TOTAL | | | | | -17,224.90 |
| dm | 12/13/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Employee Tax Deduction Connections Employee Tax Deduction Library FICA - Employees Library FICA - Connections Employees Library Medicare - Employees Library Medicare - Connections Employees | Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare | -4,151.41 -17.12 -1,367.94 -7.03 -319.83 -1.64 |
| TOTAL | | | | | -5,865.07 |
| dm | 12/30/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Payroll Processing Fee 12/30/16 Check Date | Payroll Service | -103.00 |
| TOTAL | | | | | -103.00 |
| dm | 12/30/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Employee Compensation Connections EE Compensation | Employee Compensation Connection - ASK Salaries | -22,903.91 -156.43 |
| TOTAL | | | | | -23,060.34 |
| dm | 12/30/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | Employee Tax Deduction Connections Employee Tax Deduction Library FICA Portion - Employees Library FICA Portion - Connections Employees Library Medicare Portion - Employees Library Medicare Portion - Connections Employees | Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare | -6,049.91 -37.35 -1,854.91 -12.01 -433.81 -2.81 |
| TOTAL | | | | | -8,390.80 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-------------------------------|---|------------------------------|-------------|
| 14744 | 12/26/2016 | RIVER FOREST PARK DISTRICT | | For. Park Checking 17128... | |
| 161208... | 12/22/2016 | | AD in Winter/Spring Guide RF Park District | Advertisement | -150.00 |
| TOTAL | | | | | -150.00 |
| 14723 | 12/12/2016 | S & D Prime Maintenance, Inc. | | For. Park Checking 17128... | |
| 71661 | 12/10/2016 | | Faucet Repair | Maintenance - Service | -125.00 |
| 71877 | 12/12/2016 | | Bi-monthly Maintenance | Maintenance - Service | -297.62 |
| TOTAL | | | | | -422.62 |
| 14724 | 12/12/2016 | Smithereen Pest Management | | For. Park Checking 17128... | |
| 1440114 | 12/10/2016 | | Pest Control | Maintenance - Service | -46.00 |
| TOTAL | | | | | -46.00 |
| 14725 | 12/12/2016 | Staples | | For. Park Checking 17128... | |
| 332185... | 12/10/2016 | | Trash bags and C Fold Towels | Maintenance - Supply | -50.48 |
| 332185... | 12/10/2016 | | Trash bags | Maintenance - Supply | -28.48 |
| | | | Bank deposit bags, binder rings, hanging supplies | Office Supplies | -49.06 |
| 332263... | 12/10/2016 | | Copy Paper | Copier supplies | -11.99 |
| | | | Tab Sets for Employee Manuals | Office Supplies | -98.95 |
| 332263... | 12/10/2016 | | Tea, Folders, Note pads | Office Supplies | -74.77 |
| 332347... | 12/12/2016 | | Toilet paper | Maintenance - Supply | -59.97 |
| | | | Plastic utensils | Special Programs | -7.98 |
| TOTAL | | | | | -381.68 |
| 14745 | 12/28/2016 | Staples | | For. Park Checking 17128... | |
| 332403... | 12/22/2016 | | Bags, Sponges, Tissues | Maintenance - Supply | -64.21 |
| 332403... | 12/22/2016 | | Shredder | Office Supplies | -169.99 |
| 332403... | 12/26/2016 | | Cups | Special Programs | -4.99 |
| TOTAL | | | | | -239.19 |
| 14726 | 12/12/2016 | SWAN | | For. Park Checking 17128... | |
| July-Se... | 12/10/2016 | | ILL. Lost Materials Expense July-August | ILL. Lost Materials Expenses | -320.84 |
| TOTAL | | | | | -320.84 |

River Forest Public Library
WARRANT LIST DETAIL
 December 2016

3:22 PM
 01/02/17

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-----------------------------------|--------------------------------|-----------------------------|-------------|
| 14746 | 12/26/2016 | ULINE | | For. Park Checking 17128... | |
| 82568349 | 12/22/2016 | | Supplies for Carpet Project | Maintenance - Supply | -124.27 |
| 81962379 | 12/22/2016 | | Lobby Mat | Maintenance - Supply | -177.00 |
| TOTAL | | | | | -301.27 |
| 14729 | 12/15/2016 | United States Postal Service | | For. Park Checking 17128... | |
| BookPI... | 12/15/2016 | | BookPlate Replishment | Postage | -500.00 |
| TOTAL | | | | | -500.00 |
| 14727 | 12/12/2016 | VERSATILE COMPUTER SERVICES, I... | | For. Park Checking 17128... | |
| 14889 | 12/10/2016 | | Tech Support December | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |
| 14728 | 12/12/2016 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| 001116-... | 12/10/2016 | | Water bill | Water | -297.83 |
| TOTAL | | | | | -297.83 |
| 14747 | 12/26/2016 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| 0001408 | 12/22/2016 | | Employee Flu Shots | Misc. Expenses | -250.00 |
| Decem... | 12/26/2016 | | Employee Health/Dental Portion | Employee Compensation | -1,129.58 |
| | | | Employer Health | Health Insurance | -3,160.56 |
| | | | Employer Dental | Dental | -207.27 |
| | | | Employer Life | Life | -54.31 |
| TOTAL | | | | | -4,801.72 |

River Forest Public Library

1/2/2017 3:32 PM

Register: MB Financial Credit Card
 From 11/07/2016 through 12/01/2016
 Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge C | Payment | Balance |
|------------|-------|----------------------------------|--|--|-----------------|----------|----------|
| 11/07/2016 | | Exit Strategy Brewing Co. | Adult Expenses:Programs - Adult | Adult Winter Reading G... | 50.00 X | | 1,763.97 |
| 11/09/2016 | | USPS | Office Expenses:Postage | postage | 50.00 X | | 1,813.97 |
| 11/10/2016 | | Eventbrite.com | Professional Expenses:Professional ... | LACONI Program Proje... | 15.00 X | | 1,828.97 |
| 11/11/2016 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Cookies for Stories with... | 54.90 X | | 1,883.87 |
| 11/12/2016 | 14665 | Card Services - MB Financial ... | For. Park Checking 171284900 | See Credit Card breako... | X | 1,713.97 | 169.90 |
| 11/14/2016 | | Mills Fleet Farm | Building Expenses:Maintenance - S... | Mylar Door Numbers | 19.83 X | | 189.73 |
| 11/15/2016 | | Dunkin Donuts | Misc. Expenses | Coffee for Board Event ... | 19.83 X | | 209.56 |
| 11/15/2016 | | PANERA BREAD | Misc. Expenses | Coffee for Board Event ... | 15.08 X | | 224.64 |
| 11/16/2016 | | ORIENTAL TRADING | Juvenile Expenses:Programs - Juv | Supplies for J Programs | 64.77 X | | 289.41 |
| 11/16/2016 | | PANERA BREAD | Misc. Expenses | Coffee for Board Event ... | X | 15.08 | 274.33 |
| 11/21/2016 | | Cost Plus World Market | Teen Expenses:Programs-Teen | Gingerbread houses for t... | 96.41 X | | 370.74 |
| 11/21/2016 | | C2E2 | Professional Expenses:Professional ... | C2E2 Conference - B.K... | 28.00 X | | 398.74 |
| 11/23/2016 | | Walgreens | Misc. Expenses | Giftcards for staff appre... | 50.00 X | | 448.74 |
| 11/23/2016 | | Stamps.com | Office Expenses:Postage | Stamps.com Monthly Fee | 15.99 X | | 464.73 |
| 11/25/2016 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Food for Snack Attack ... | 52.32 X | | 517.05 |
| 11/29/2016 | | DollarTree | -split- Programs-Teen | Aluminum pans for pro... Aluminum pans for pro... | 12.00 X 6.00 | | 529.05 |

River Forest Public Library

1/2/2017 3:32 PM

Register: MB Financial Credit Card
 From 11/07/2016 through 12/01/2016
 Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|------|-------------|-------------------------|------------------------------|--------|---|---------|---------|
| 11/30/2016 | | Jewel Foods | Programs - Juv | Aluminum pans for pro... | 6.00 | | | |
| | | | -split- | In Service Food and Foo... | 23.93 | X | | 552.98 |
| | | | Staff Training | In Service Food | 12.03 | | | |
| | | | Programs - Juv | Food for J Programs | 11.90 | | | |
| 11/30/2016 | | Walgreens | Misc. Expenses | Giftcards for staff appre... | 125.00 | X | | 677.98 |
| 11/30/2016 | | USPS | Office Expenses:Postage | postage | 50.00 | X | | 727.98 |



River Forest Public Library
Fiscal Year: May 1, 2016 - April 30, 2017
Revenue Report - December 2016

| <u>Account:</u> | <u>December-16</u> | <u>YTD</u> | <u>16-17 Budget</u> | <u>% of Budget</u> |
|--------------------------------------|--------------------|-------------------|---------------------|--------------------|
| Property Taxes | \$ 8,689 | \$ 580,196 | \$ 1,215,715 | 47.72% |
| Corp Property Replacement Taxes | \$ 582 | \$ 10,409 | \$ 15,079 | 69.03% |
| Interest Revenue | \$ 413 | \$ 4,201 | \$ 8,000 | 52.52% |
| Copy Machine Revenue | \$ 249 | \$ 3,101 | \$ 4,000 | 77.53% |
| Grants, Other | \$ 3,554 | \$ 3,554 | \$ 5,100 | 69.69% |
| Illinois Per Capita Grant | \$ - | \$ 8,612 | \$ 8,000 | 107.65% |
| Gifts, Donations | \$ - | \$ 932 | \$ 5,000 | 18.64% |
| Connections Program Grant | \$ - | \$ 3,085 | \$ 7,260 | 42.49% |
| Community Fund Endowment | \$ - | \$ - | \$ 3,500 | 0.00% |
| Fines, Service Charges | \$ 1,566 | \$ 12,721 | \$ 18,000 | 70.67% |
| Book Sales | \$ 37 | \$ 801 | \$ 1,200 | 66.73% |
| Lost Books Reimbursed | \$ 197 | \$ 2,281 | \$ 3,000 | 76.05% |
| Rentals, Library Space, Meeting Room | \$ - | \$ 180 | \$ 300 | 60.00% |
| Fax/Print | \$ 4 | \$ 49 | | |
| Misc | \$ - | \$ 305 | \$ 300 | 101.67% |
| Over/Short | \$ - | \$ - | | |
| Total: | \$ 15,292 | \$ 680,428 | \$ 1,294,454 | 48.70% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 15,292 | \$ 680,428 | \$ 1,294,454 | 48.70% |
| | | | | |
| Expense: | \$ 95,849 | \$ 766,241 | \$ 1,294,454 | 59.19% |



River Forest Public Library - Expense Report - December 2016
Fiscal Year: May 1, 2016 - April 30, 2017

December 2016 Fiscal YTD Actual % Budget 16-17 Budget
 67% as of 12/31/16

Expenses
Personnel

| | | | | |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries | \$ 52,357 | \$ 390,426 | 64.00% | \$ 610,000.00 |
| Medical Health Insurance Coverage | \$ 3,422 | \$ 29,290 | 55.47% | \$ 52,800.00 |
| IMRF | \$ 4,687 | \$ 36,215 | 64.08% | \$ 55,000.00 |
| Medicare/FICA | \$ 3,977 | \$ 29,043 | 62.19% | \$ 46,700.00 |
| Payroll Service | \$ 204 | \$ 1,628 | 52.51% | \$ 3,100.00 |
| Staff Training | \$ 247 | \$ 1,347 | 53.88% | \$ 2,500.00 |
| Membership Dues | \$ 229 | \$ 4,156 | 54.68% | \$ 7,600.00 |
| Professional Development | \$ 330 | \$ 5,932 | 80.16% | \$ 7,400.00 |
| Total Personnel | \$ 65,452 | \$ 497,086 | 63.31% | \$ 785,100.00 |

Support Services

Printing and Advertising

| | | | | |
|---------------------------------------|---------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ - | \$ 3,128 | 52.13% | \$ 6,000.00 |
| Advertising | \$ 150 | \$ 1,474 | 73.71% | \$ 2,000.00 |
| Total Printing and Advertising | \$ 150 | \$ 4,602 | 57.53% | \$ 8,000.00 |

Programming

| | | | | |
|--|-----------------|------------------|---------------|---------------------|
| Children's Programs | \$ 355 | \$ 6,459 | 63.95% | \$ 10,100.00 |
| Teen Programs | \$ 546 | \$ 4,027 | 67.12% | \$ 6,000.00 |
| Adult Programs | \$ 725 | \$ 5,470 | 49.73% | \$ 11,000.00 |
| Special Programs | \$ 13 | \$ 849 | 19.74% | \$ 4,300.00 |
| Connections Programs | \$ 331 | \$ 3,849 | 53.01% | \$ 7,260.00 |
| Total Support Services and Programs | \$ 2,119 | \$ 25,256 | 54.13% | \$ 46,660.00 |

Other Support Services

| | | | | |
|-------------------------------------|-----------------|------------------|---------------|----------------------|
| ILL Services (SWAN Libraries) | \$ 333 | \$ 802 | 267.19% | \$ 300.00 |
| RB Services (Non-SWAN Libraries) | \$ - | \$ 10 | 3.33% | \$ 300.00 |
| Technical Support | \$ 750 | \$ 6,000 | 50.00% | \$ 12,000.00 |
| Automation Administration | \$ - | \$ 14,680 | 47.35% | \$ 31,000.00 |
| Consultant Fees/Legal Fees | \$ 494 | \$ 1,146 | 57.30% | \$ 2,000.00 |
| Postage & Delivery | \$ 616 | \$ 1,741 | 51.21% | \$ 3,400.00 |
| Audit Fees | \$ - | \$ 8,260 | 97.18% | \$ 8,500.00 |
| Telephone/Internet | \$ 1,101 | \$ 9,113 | 60.75% | \$ 16,000.00 |
| Copy Machine Leases | \$ 199 | \$ 1,388 | 51.40% | \$ 2,700.00 |
| Total Other Support Services | \$ 3,493 | \$ 43,139 | 57.37% | \$ 75,200.00 |
| Total Support Services | \$ 5,612 | \$ 68,395 | 56.18% | \$ 121,860.00 |

Library Materials

| | | | | |
|-------------------------------|----------|-----------|---------|--------------|
| Books | \$ 4,117 | \$ 45,296 | 65.17% | \$ 69,500.00 |
| Print Periodicals (Magazines) | \$ 676 | \$ 7,256 | 102.20% | \$ 7,100.00 |

| | | | | | | | |
|--|----|--------------|----|----------------|---------------|----|-------------------|
| Online Learning Tools & Data Base Subscriptions | \$ | - | \$ | 10,093 | 69.61% | \$ | 14,500.00 |
| Online E-Content - elect. books/magazines/movies/music | \$ | 1,517 | \$ | 25,423 | 63.56% | \$ | 40,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ | 2,010 | \$ | 24,925 | 60.57% | \$ | 41,150.00 |
| Total Library Materials | \$ | 8,320 | \$ | 112,993 | 65.60% | \$ | 172,250.00 |

Library and Office Supplies

| | | | | | | | |
|--|----|--------------|----|--------------|---------------|----|------------------|
| Office Supplies | \$ | 891 | \$ | 2,561 | 60.34% | \$ | 4,244.00 |
| Library Supplies | \$ | 540 | \$ | 2,967 | 52.98% | \$ | 5,600.00 |
| Copy And Printing Supplies | \$ | 12 | \$ | 822 | 82.20% | \$ | 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ | 572 | \$ | 1,479 | 56.88% | \$ | 2,600.00 |
| Total Library & Office Supplies | \$ | 2,015 | \$ | 7,829 | 58.23% | \$ | 13,444.00 |

Capital Expenditures

| | | | | | | | |
|-----------------------------------|----|----------|----|---------------|---------------|----|------------------|
| Equipment (Equipment & Furniture) | \$ | - | \$ | 2,307 | 76.91% | \$ | 3,000.00 |
| Equipment - Technology | \$ | - | \$ | 13,650 | 91.00% | \$ | 15,000.00 |
| Strategic Building Improvement | \$ | - | \$ | - | 0.00% | \$ | 50,000.00 |
| Total Capital Expenditures | \$ | - | \$ | 15,957 | 23.47% | \$ | 68,000.00 |
| Strategic Initiatives | \$ | - | \$ | 6,381 | 42.54% | \$ | 15,000.00 |

**Facilities Management
Facility Supplies**

| | | | | | | | |
|--------------------------------|----|------------|----|--------------|---------------|----|-----------------|
| Building Materials & Supplies | \$ | 614 | \$ | 2,508 | 43.99% | \$ | 5,700.00 |
| Total Facility Supplies | \$ | 614 | \$ | 2,508 | 43.99% | \$ | 5,700.00 |

Facility Services

| | | | | | | | |
|------------------------------------|----|---------------|----|---------------|---------------|----|------------------|
| Insurance | \$ | 8,293 | \$ | 8,252 | 67.09% | \$ | 12,300.00 |
| Maintenance and Custodial Service | \$ | 4,055 | \$ | 39,686 | 76.32% | \$ | 52,000.00 |
| Water | \$ | 298 | \$ | 1,171 | 46.84% | \$ | 2,500.00 |
| Natural Gas | \$ | 1,014 | \$ | 4,344 | 54.30% | \$ | 8,000.00 |
| Copier Maintenance and Usage | \$ | 175 | \$ | 1,690 | 51.21% | \$ | 3,300.00 |
| Roof Inspection | \$ | - | \$ | - | - | \$ | - |
| Total Facility Services | \$ | 13,835 | \$ | 55,143 | 70.61% | \$ | 78,100.00 |
| Total Facilities Management | \$ | 14,449 | \$ | 57,651 | 68.80% | \$ | 83,800.00 |

Capital Improvement Reserve Fund

| | | | | | | | |
|--|----|---|----|---|--|----|-----------|
| | \$ | - | \$ | - | | \$ | 35,000.00 |
|--|----|---|----|---|--|----|-----------|

Total Expenses

| | | | | | | | |
|--|----|--------|----|---------|--------|----|--------------|
| | \$ | 95,849 | \$ | 766,241 | 59.19% | \$ | 1,294,454.00 |
|--|----|--------|----|---------|--------|----|--------------|

Total Income

| | | | | | | | |
|--|----|--------|----|---------|--------|----|--------------|
| | \$ | 15,292 | \$ | 630,428 | 48.70% | \$ | 1,294,454.00 |
|--|----|--------|----|---------|--------|----|--------------|



**River Forest Public Library -Capital Reserve Fund - December 2016
Fiscal Year: May 1, 2016 - April 30, 2017**

| | | | | | |
|--------------------------|--|--|--|--|----------------------|
| Beginning Balance | | | | | \$ 156,208.38 |
| Expenses | | | | | |
| | Managed Switch | | | | \$ 2,249.90 |
| | OBM - HVAC Hot Water Control Valve | | | | \$ 946.00 |
| | OBM - HVAC Pneumatic Control System Work | | | | \$ 1,716.00 |
| | KI - Meeting Room Chairs | | | | \$ 1,305.00 |
| | Versatile - Cabling Work | | | | \$ 2,421.47 |
| Interest | | | | | \$ 37.13 |
| Ending Balance | | | | | \$ 147,607.14 |

River Forest Public Library
Balance Sheet
 As of December 31, 2016

| | <u>Dec 31, 16</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| For. Park Money Market Capital | 147,607.14 |
| Comm Bank MM 600398215 | 25,743.13 |
| For. Park Money Market171285900 | 975,547.96 |
| For. Park Payroll 171283900 | 14,393.81 |
| For. Park Checking 171284900 | 11,951.09 |
| Petty Cash | 75.00 |
| Total Checking/Savings | <u>1,175,318.13</u> |
| Accounts Receivable | |
| Accounts Receivable | 29.99 |
| Total Accounts Receivable | <u>29.99</u> |
| Total Current Assets | <u>1,175,348.12</u> |
| TOTAL ASSETS | <u><u>1,175,348.12</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -2,733.02 |
| Total Accounts Payable | <u>-2,733.02</u> |
| Credit Cards | |
| MB Financial Credit Card | 1,305.26 |
| Total Credit Cards | <u>1,305.26</u> |
| Total Current Liabilities | <u>-1,427.76</u> |
| Total Liabilities | <u>-1,427.76</u> |
| Equity | |
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 539,940.65 |
| Net Income | -185,048.92 |
| Total Equity | <u>1,176,775.88</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,175,348.12</u></u> |

3:07 PM
01/02/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 12/31/2016

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Amount</u> | <u>Balance</u> |
|--|-------------|------------|-------------|---------------|----------------|
| Beginning Balance | | | | | 75.00 |
| Cleared Balance | | | | | 75.00 |
| Register Balance as of 12/31/2016 | | | | | 75.00 |
| Ending Balance | | | | | 75.00 |

Donuts for Dads in the Fall

Donuts for Dads is a special family literacy program for the cold winter months when kids can't play outside on the weekends and there are fewer local activities for families. We hold it after the busy holiday season so families can continue to spend time together. We try to vary our children's programming and offer different types of activities throughout the year. We have found that Saturday morning programming is not well attended at other times of the year. The library focuses resources (staffing and financial) in order to host Donuts for Dads for 9 weeks at a time in the year when it has proven to be successful. We hope you can join us starting Saturday, January 14, 2017.

Patron Suggestions

December 2016

There were not any new patron suggestions in December.

Organizational Structure/Training and Staff Development

-The library was closed for a Staff In-Service day on December 2nd. A team (comprised of four part-time para-professional staff members) delivered a presentation on Customer Service Best Practices. We had a guest speaker from the Oak Park Trader Joe's management team share some insights and anecdotes about the Trader Joe's customer service philosophy. During department meetings, managers reviewed the newly created Employee Handbook and a handy reference guide of emergency response procedures. Prior to publication, our emergency response procedures had been submitted to the Village of River Forest Police Department for their comments. In the afternoon, Officer Glenn Czernick of the River Forest Police Department met with us to answer questions on staff response to extreme situations such as an active shooter.

Facilities

-The damaged chute on the drive-through book drop was repaired on December 8th.

-In late November, Oak Brook Mechanical located the leaks in the air handler system. They also found a few other pneumatic control repairs that were necessary, with a cost estimate of just under \$3,300.00. (This HVAC repair work was approved at the November Board meeting before the estimate was submitted —with a do not exceed limit of \$10,000.) The work to replace the malfunctioning thermostats and relays, the hot water control valve actuator on the 2nd floor fan coil, and a part on the air handler unit were all completed on January 12th.

-Patrons have been very complimentary regarding the new 2nd floor carpet and the Johnsonite rubber surface on the stairs. The staff entryway stairs were also recovered with the Johnsonite surface.

-Unfortunately, sometime over the Christmas holiday weekend, the copper downspout from the gutter over the Meeting Room door was removed. We secured a cost estimate of \$1425 to replace the downspout. A claim will be submitted to our property/casualty insurers. We have a \$1000 deductible and insurance will cover the remainder.

-The Facilities committee met with Dan Ruzik of Chicago Project Management on Jan. 3rd.

Technology

-Six new adult public computers were installed in early December.

-The managed switch was installed by Versatile in mid-December. Versatile IT staff reorganized our server room in advance of the new network and server, which were switched over on December 26th. We are still experiencing some intermittent connectivity issues with the staff computers on the new network that may be coming from the firewall. The firewall is maintained by SWAN, so Versatile staff is working with SWAN to resolve the issues. Versatile management has indicated that they may request that we allow them to maintain the firewall moving forward and the idea is still being discussed.

-I watched a one hour webinar in December about the State of Georgia's project to implement "linked data" for 300 of its public libraries. Linked data is a method of publishing structured data so that it can be interlinked and become more useful through

semantic queries. The SWAN consortium has been working with an outside company (Blue Cloud) on a project to interlink our catalog data so that it shows up on open web (ie Google) searches. This increased visibility might be the most effective way for us to reach non-users, and it positions libraries as a "place" for book discovery, not just book storage. We are eagerly awaiting the completion of the project so that the breadth of RFPL's holdings will be available on the internet in the same manner that Amazon's are.

Marketing and Public Relations

-The Winter 2017 Bookplate arrived in homes the first week of January. The appealing cover with colorful "Because" statements utilizes information from the ALA's "Libraries Transform" campaign--an initiative designed to increase public awareness of the value, impact and services provided by libraries and library professionals.

Policies

-Amy and I met with the Policy committee met on Jan 10th. The committee finalized the policy regarding Travel Expense reimbursements for Trustees and staff (as required by recent legislation-IL Public Act 99-0604) and to made final edits to the financial policies.

Finance

- Joanna and I met with the Finance Committee on December 8th to discuss the Operations Reserve, 5 year capital projections, and to review the 2017-18 preliminary draft budget. (The draft budget will be presented to the Board at the February 21st meeting and formally approved at the March 21st meeting.) The Committee also reviewed the language in the updated financial policies before the policies were handed off to the Policy Committee for further review.

Fundraising

-The Annual appeal direct mailing was mailed out at the end of November. Copies of the appeal letter are also on display at the Circulation Desk.

-The plaque purchased in honor of Kay and Mary McGee was installed in the garden seat wall on December 26th.

External Partnerships

-RFPL continues its partnership with the OPRF Community Foundation and the Success for All Youth (SAY) initiative. Participating organizations have entered into a data sharing agreement as part of the initiative. Information exchanged in the data sharing agreement is not confidential nor will it identify individual children, parents, or families.

-I attended the River Forest Administrators meeting on Tuesday, January 10th at the District 90 offices.

-RFPL will be hosting the River Forest Council of Governments meeting at RFPL on January 13th.

PR and Marketing**Calendar Listings:**

All of our events were printed in the calendar section of the *Forest Leaves*, the *Forest Park Post*, and *Neighbors Magazine*. They were also listed on the online calendars of triblocal.com and Pioneer News (combined as one company and also feeding to Metromix). Events are also included in Mom mail and shared with the Village of River Forest for their eNewsletter. Our special events were sent to the WJ for the "Big Week" section.

Press:***Forest Leaves***

- **11/29:** There was an article titled: "World traveler to present 'Christmas in the Holy Land' at River Forest library"
- **11/17:** Toddler Band was featured in the Family Friendly Section

Wednesday Journal

- **11/30:** Our Christmas in the Holy Land event was featured on the Big Week page.
- **11/2:** Our Cleopatra event was featured on the Big Week page.

E-Marketing:

- We have 1428 subscribers on our email list, which is up by 19 from last month. Our November eNewsletter went out on Thursday, October 27th and had a 34% open rate (481 people). 14 clicks were recorded.

Facebook

- We have 696 followers (an increase of 13 from October).
- We posted 15 times during the month of November with a reach of 3,051.

Professional Development

- Fran attended LMCC, a 2 day conference in November on Library Marketing and Communications.

Administration:

- Sue, Mary Kay and Joanna met to discuss the upcoming carpet installation project.
- Joanna met with all employees affected by the new employee tiers and benefits policies.

Professional Development:

- 11/3 - Dana attended West Suburban Adult Programming Meeting
- 11/3 - Mary Kay helped administer and attended Laconi Library Security program, featuring Ryan Dowd of homelesslibrarian.com. Ryan will be presenting at our September 2017 In Service Day with the Forest Park Public Library.
- 11/7 -Andrea interviewed Janice Scurio, Info Tech. Librarian from John T. Richardson Library about library maker- and STEAM-related activities as research for our Maker Faire. Janice has agreed to be one of our stations at the Maker Faire. She can provide a 3D printer and/or a 3D scanner.
- 11/9 - Mary Kay attended Media on Demand consortia meeting w/ Overdrive rep Zach Bischof at Palos Heights Public Library.
- 11/9 Victoria and Joanna watched the webinar "You Belong @ Your Library: Welcoming and Serving the LGBTQIA Community."
- Fran attended LMCC, a 2 day conference in November on Library Marketing and Communications.
- 11/16 Victoria attended a SWAN Circulation Advisory Meeting
- 11/18 -Meghan, Rachel, Kimberly and Emma to plan Customer Service In-Service Presentation for our 12/2 In Service Day.
- 11/18 - Mary Kay attended Laconi Middle Managers: What's on Your Mind? F(UN)conference at Batavia Public Library
- 11/21 Melissa Funfsinn attended the NWYS meeting and the "School Outreach" workshop.

| Materials Added by Collection | |
|-------------------------------|------------|
| Preschool | 32 |
| Juvenile | 79 |
| Middle School | 18 |
| Teen Collection | 26 |
| Adult Fiction | 101 |
| Adult Non Fiction | 174 |
| Adult Media | 36 |
| Total Added: | 466 |
| Total Deleted: | 775 |

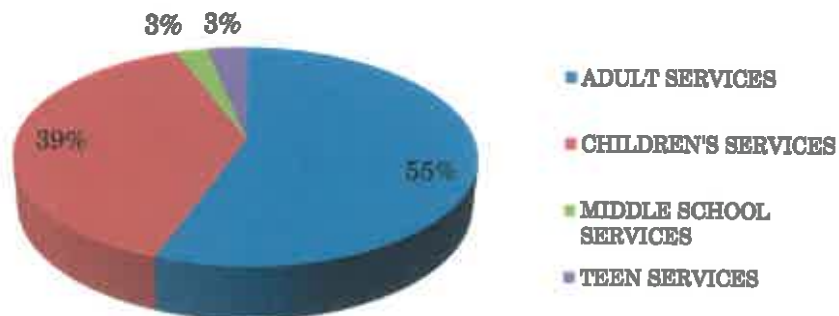
November 2016 Key Performance Indicators

| Total Circulation | Nov-16 | YTD | 2016-2017 | YTD % Goal |
|---|---------------|----------------|----------------|------------|
| Preschool Collection | 2,934 | 21,277 | 31,000 | 68.6% |
| Juvenile Collection | 3,421 | 28,249 | 52,000 | 54.3% |
| Middle School Collection | 423 | 3,735 | 6,000 | 62.3% |
| Teen Collection | 541 | 5,025 | 8,000 | 62.8% |
| Adult Fiction | 3,353 | 26,025 | 40,000 | 65.1% |
| Adult Non-Fiction | 2,728 | 20,007 | 34,500 | 58.0% |
| Adult Media | 2,898 | 21,821 | 45,000 | 48.5% |
| Adult Other | 114 | 881 | | |
| Non SWAN ILL | 30 | 194 | | |
| Webpac Renewals | 1,418 | 11,502 | | |
| Total Circulation | 17,860 | 188,716 | 216,500 | 64% |
| Digital Circulation (included above) | | | | |
| Flipster | 190 | 1,783 | | |
| Hoopla | 458 | 2,402 | | |
| Media On Demand | 1,181 | 9,370 | | |
| Tumblebooks | 221 | 2,700 | | |
| Interlibrary Loan | | | | |
| Sent | 851 | 6,708 | | |
| Received | 1,441 | 9,795 | | |
| Collection | | | | |
| Total Materials Catalogued | 466 | 4,382 | | |
| Total Materials Withdrawn | 775 | 6,083 | | |
| Total Materials Added or Withdrawn | -309 | -1651 | | |
| Patron Technology Use | | | | |
| Database Use | 299 | 1,623 | | |
| Online Learning Tools | 92 | 689 | | |
| Library Computer Use | 1,114 | 6,814 | | |
| WiFi Use | 4,514 | 25,034 | | |
| Circ at Self Check-Out | 2,902 | 22,490 | | |
| As % of Total Circulation | 16% | 16% | 15% | 108% |
| Programs & Meeting Room Use | | | | |
| Older Adults | | | | |
| Programs | 10 | 67 | | |
| Attendance | 177 | 1,352 | 1,700 | 80% |
| Middle School | | | | |
| Programs | 10 | 76 | | |
| Attendance | 114 | 2,030 | 2,700 | 75% |
| Children/Family Programs | | | | |
| Programs | 25 | 282 | | |
| Elementary School Age Attendance | 202 | 4,794 | 5,700 | 84% |
| Preschool On Site Attendance | 284 | 2,774 | 4,000 | 69% |
| Preschool Off Site Attendance | 181 | 1,535 | 2,600 | 59% |
| Other Programs | | | | |
| Programs | 0 | 4 | | |
| Attendance | 0 | 41 | | |
| Outside Groups | | | | |
| Barbara Hall Meeting Room Use | 12 | 72 | 135 | 53% |
| Virtual Presence | | | | |
| Website Monthly Visitors | 5,053 | 36,487 | | |
| Website Unique Visitors | 2,995 | 19,760 | | |
| Facebook Followers | 696 | | | |
| Cardholders | | | | |
| New Cardholders Added | 36 | 329 | 850 | 39% |
| Total Number Cardholders | 8,755 | | | |
| Cardholders as % of Population* | 78% | | | |

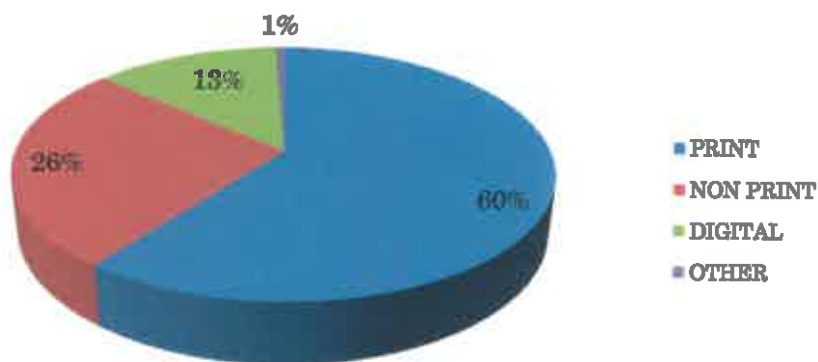
* RF Population is 11,172 Per 2010 Census Data

Nov-16

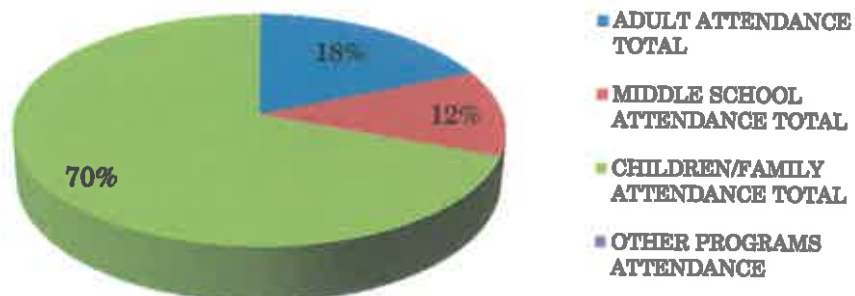
Checkouts by Department



Checkouts by Format



Program Attendance by Department



PR and Marketing

Calendar Listings:

- All of our events were printed in the calendar section of the *Forest Leaves*, the *Forest Park Post*, and *Neighbors Magazine*. They were also listed on the online calendars of triblocal.com and Pioneer News (combined as one company and also feeding to Metromix). Events are also included in Mom mail and shared with the Village of River Forest for their eNewsletter. Our special events were sent to the WJ for the "Big Week" section.

Forest Leaves

- 12/29: Make a Snowflake was featured in the Family Friendly section
- 12/22: Noon Year's Eve Party was featured in the Family Friendly section
- 12/1: Stories with Santa was featured in the Family Friendly Section

Wednesday Journal

- 12/28: Our Thank You Note Workshop and Noon Year's Eve Party were featured on the Big Week page.

Bookplate

- The bookplate was finalized and printed. It hit homes right after the New Year.

E-Marketing:

- We have 1428 subscribers on our email list, which is up by 19 from last month.
- Our December eNewsletter went out on Tuesday, November 29th and had a 35% open rate (490 people). 44 clicks were recorded.
- In December, we also sent 2 special emails. One was about the staff inservice on December 2nd (26% open rate), and the other about closing due to the holidays and carpet installation (37% open rate).

Facebook:

- We have 696 followers (an increase of 13 from October).
- We posted 19 times during the month of December with a reach of 5,315.

Administration:

- Mary Kay, Joanna, Amy, Beth and Fran met on 12/8 to brainstorm and discuss ideas for how to spend the Strategic Initiatives budget for FY 16-17. The group is meeting in January to make spending decisions and draft a proposal for the Library Director.

Professional Development:

- All staff attended Dec. 2 In-Service.
- 12/7 - Andrea had a phone interview with Christina Keasler at Glen Ellyn Public Library regarding STEAM fair setup
- 12/8 Victoria attended the Circ User Group meeting at SWAN.
- 12/9 Joanna attended a Laconi session on ILA's "Project Outcome."
- 12/9 - Beth attended a Reading Olympics meeting with participating schools
- 12/19 - Beth attended YALSA's "Reading with a Critical Eye" webinar

| Materials Added by Collection | |
|--------------------------------------|------------|
| Preschool | 50 |
| Juvenile | 70 |
| Middle School | 4 |
| Teen Collection | 19 |
| Adult Fiction | 69 |
| Adult Non Fiction | 141 |
| Adult Media | 29 |
| Total Added: | 382 |
| Total Deleted: | 823 |

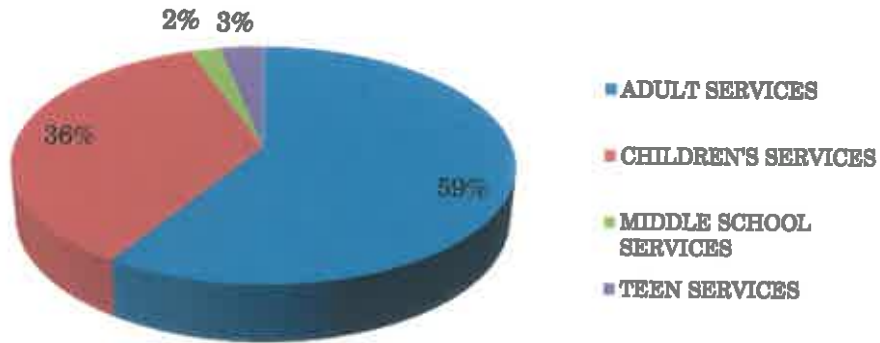
December 2016 Key Performance Indicators

| Total Circulation | Dec-16 | YTD | 2016-2017 | YTD % Goal |
|---|---------------|----------------|----------------|------------|
| Preschool Collection | 2,820 | 23,897 | 31,000 | 77.1% |
| Juvenile Collection | 2,932 | 31,181 | 52,000 | 60.0% |
| Middle School Collection | 357 | 4,092 | 6,000 | 68.2% |
| Teen Collection | 615 | 5,540 | 8,000 | 69.3% |
| Adult Fiction | 3,437 | 29,462 | 40,000 | 73.7% |
| Adult Non-Fiction | 2,643 | 22,650 | 34,500 | 65.7% |
| Adult Media | 2,944 | 24,765 | 45,000 | 55.0% |
| Adult Other | 129 | 1,010 | | |
| Non SWAN ILL | 26 | 220 | | |
| Webpac Renewals | 2,004 | 18,506 | | |
| Total Circulation | 17,807 | 166,323 | 216,500 | 73% |
| Digital Circulation (included above) | | | | |
| Flipster | 206 | 1,969 | | |
| Hoopla | 558 | 2,960 | | |
| Media On Demand | 1,214 | 10,584 | | |
| Tumblebooks | 278 | 2,978 | | |
| Interlibrary Loan | | | | |
| Sent | 870 | 7,576 | | |
| Received | 1,461 | 11,258 | | |
| Collection | | | | |
| Total Materials Catalogued | 352 | 4,764 | | |
| Total Materials Withdrawn | 823 | 6,856 | | |
| Total Materials Added or Withdrawn | -441 | -2092 | | |
| Patron Technology Use | | | | |
| Database Use | 671 | 2,294 | | |
| Online Learning Tools | 214 | 903 | | |
| Library Computer Use | 960 | 7,774 | | |
| WiFi Use | 3,685 | 28,719 | | |
| Circ at Self Check-Out | 2,463 | 24,953 | | |
| As % of Total Circulation | 14% | 14% | 15% | 93% |
| Programs & Meeting Room Use | | | | |
| Older Adults | | | | |
| Programs | 6 | 73 | | |
| Attendance | 68 | 1,420 | 1,700 | 84% |
| Middle School | | | | |
| Programs | 9 | 85 | | |
| Attendance | 116 | 2,146 | 2,700 | 79% |
| Children/Family Programs | | | | |
| Programs | 25 | 307 | | |
| Elementary School Age Attendance | 338 | 5,132 | 5,700 | 90% |
| Preschool On Site Attendance | 541 | 3,315 | 4,000 | 83% |
| Preschool Off Site Attendance | 140 | 1,675 | 2,600 | 64% |
| Other Programs | | | | |
| Programs | 0 | 4 | | |
| Attendance | 0 | 41 | | |
| Outside Groups | | | | |
| Barbara Hall Meeting Room Use | 7 | 79 | 135 | 58% |
| Virtual Presence | | | | |
| Website Monthly Visitors | 5,200 | 41,687 | | |
| Website Unique Visitors | 2,941 | 22,701 | | |
| Facebook Followers | 696 | | | |
| Cardholders | | | | |
| New Cardholders Added | 33 | 362 | 850 | 43% |
| Total Number Cardholders | 8,770 | | | |
| Cardholders as % of Population* | 78% | | | |

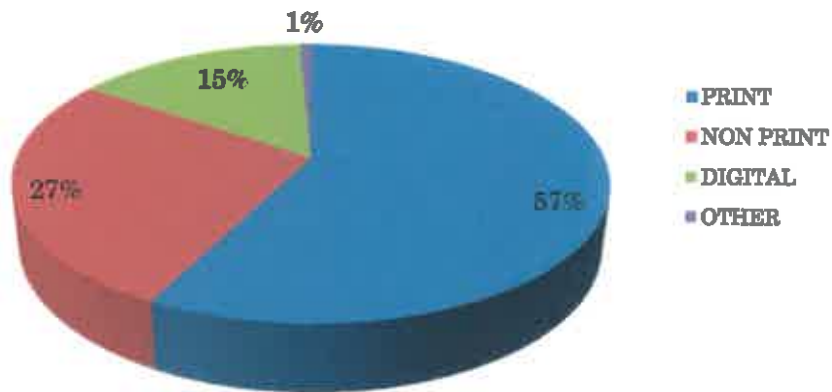
* RF Population is 11,172 Per 2010 Census Data

Dec-16

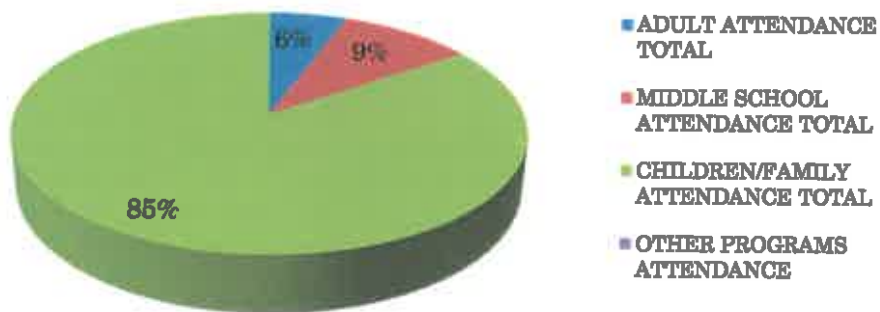
Checkouts by Department



Checkouts by Format

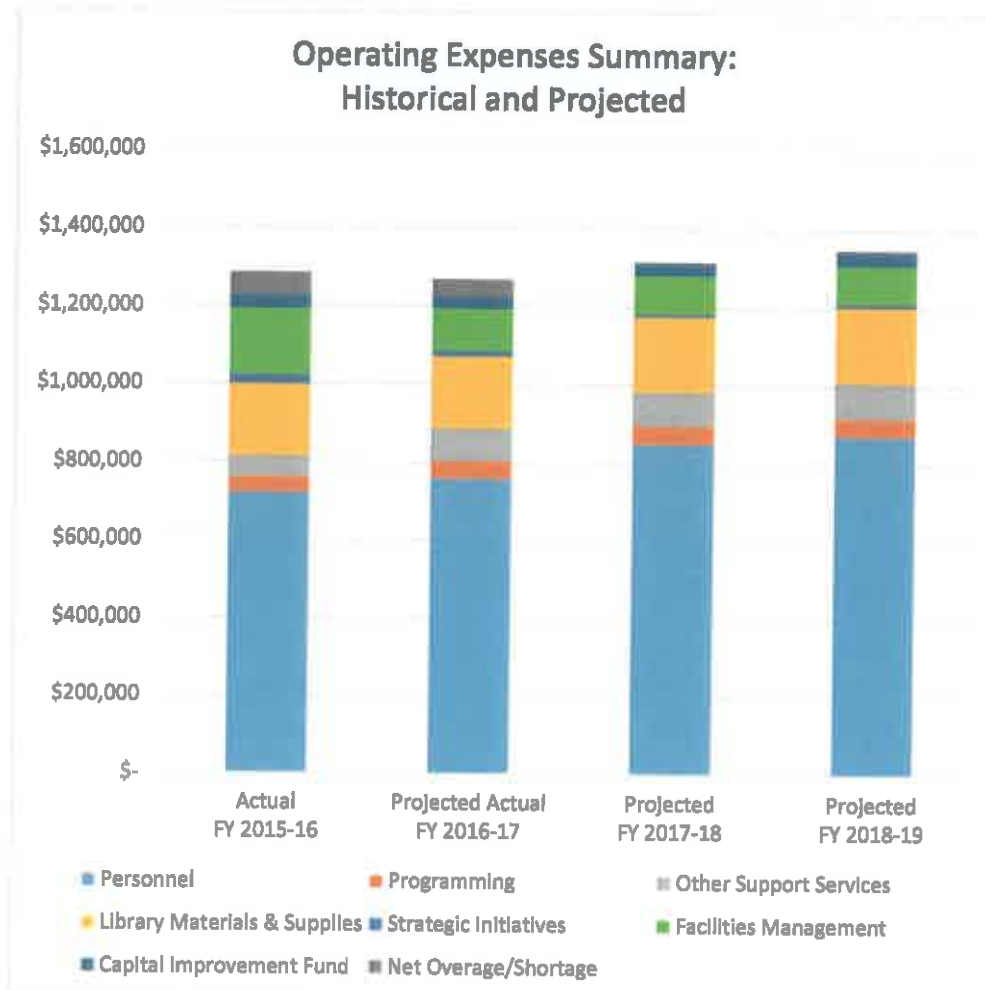


Program Attendance by Department



Operating Budget Summary: Historical and Projected

| | Actual FY 2015-16 | Projected Actual FY 2016-17 | Projected FY 2017-18 | Projected FY 2018-19 |
|---------------------------------|----------------------|-----------------------------------|-------------------------|-------------------------|
| Revenues | | | | |
| Property Tax Revenue | \$ 1,195,424 | \$ 1,197,000 | \$ 1,215,000 | \$ 1,268,000 |
| Other Revenues | \$ 76,662 | \$ 72,712 | \$ 100,700 | \$ 80,300 |
| Total Revenue | \$ 1,272,086 | \$ 1,269,712 | \$ 1,315,700 | \$ 1,348,300 |
| Operating Expenses | | | | |
| Personnel | \$ 721,483 | \$ 758,416 | \$ 848,700 | \$ 871,000 |
| Programming | \$ 40,170 | \$ 45,800 | \$ 47,700 | \$ 47,000 |
| Other Support Services | \$ 52,173 | \$ 82,000 | \$ 86,000 | \$ 90,100 |
| Library Materials & Supplies | \$ 184,757 | \$ 185,050 | \$ 193,150 | \$ 193,900 |
| Strategic Initiatives | \$ 23,810 | \$ 15,000 | \$ 7,500 | \$ 10,000 |
| Facilities Management | \$ 169,740 | \$ 107,500 | \$ 97,200 | \$ 97,700 |
| Total Operating Expenses | \$ 1,191,828 | \$ 1,193,766 | \$ 1,282,350 | \$ 1,313,800 |
| Capital Improvement Fund | \$ 35,000 | \$ 29,925 | \$ 30,375 | \$ 31,700 |
| | | | | |
| Net Overage/Shortage | \$ 58,414 | \$ 46,021 | \$ 5,075 | \$ 6,900 |

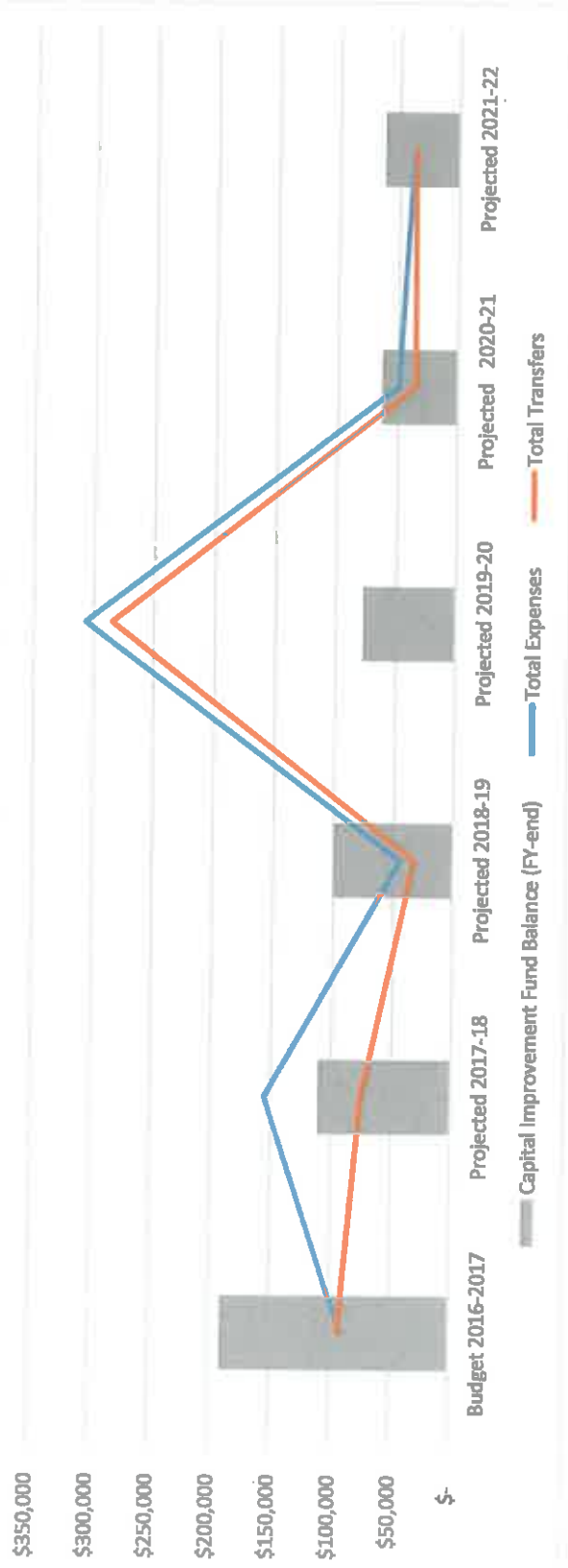


Projected Capital Improvement Fund Summary

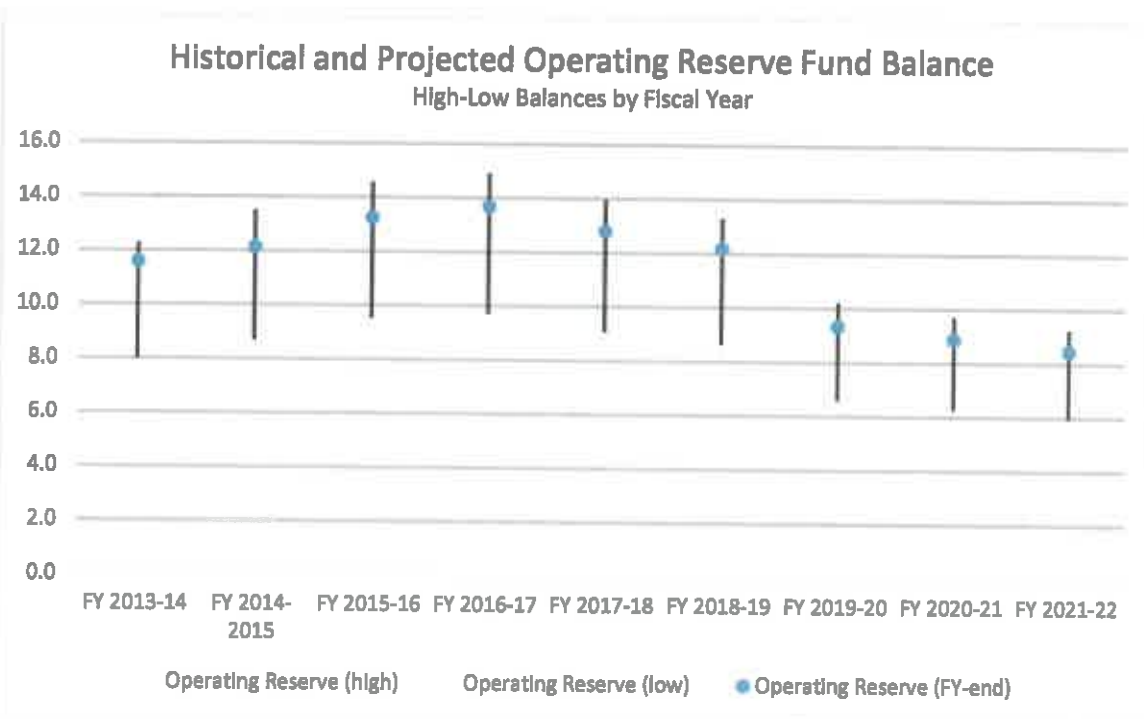
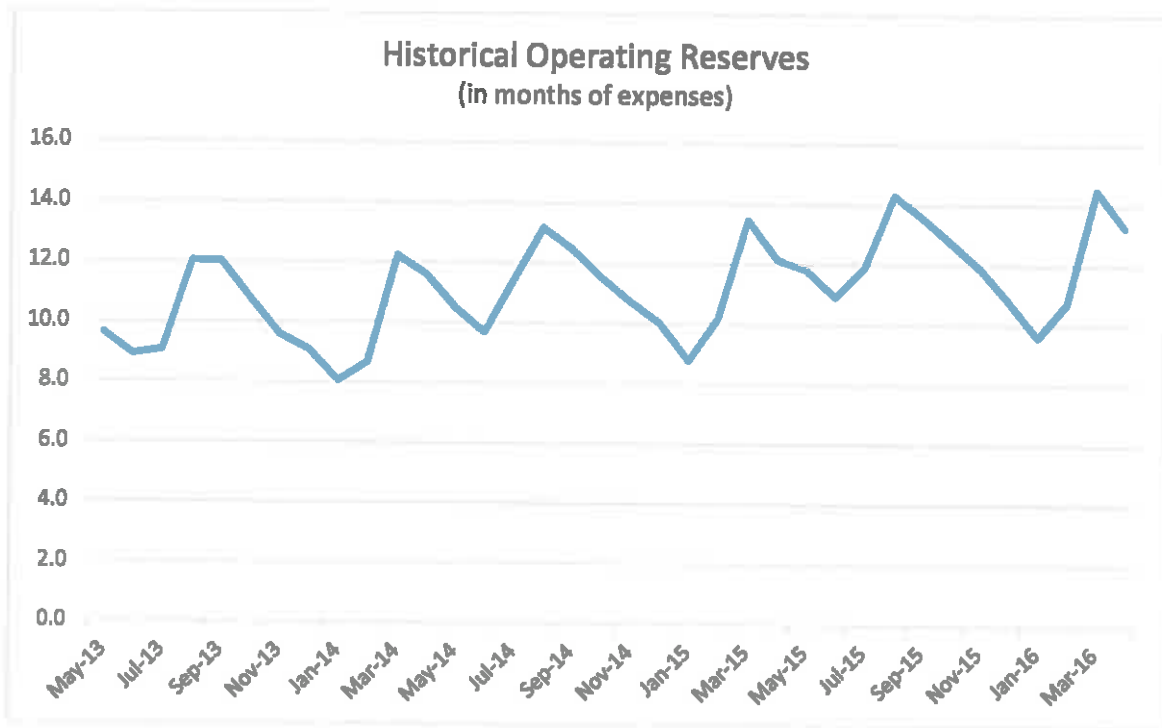
| | Budget FY 2016-17 | Projected FY 2017-18 | Projected FY 2018-19 | Projected FY 2019-20 | Projected FY 2020-21 | Projected FY 2021-22 |
|---|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Expenses | | | | | | |
| Critical Expenses | \$ 90,855 | \$ 87,821 | \$ 34,850 | \$ 184,129 | \$ 38,300 | \$ 27,625 |
| Discretionary Expenses | | \$ 57,354 | \$ - | \$ 112,193 | \$ 1,500 | \$ - |
| Contingency for Emergency Expenses | | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Total Expenses | | \$ 155,175 | \$ 44,850 | \$ 306,322 | \$ 49,800 | \$ 37,625 |
| Transfers from Operating Fund | | | | | | |
| Scheduled transfers (2.5% of tax revenue, plus previous year budget surplus) | \$ 93,414 | \$ 75,946 | \$ 33,350 | \$ 34,500 | \$ 35,500 | \$ 36,500 |
| Additional transfers (as needed) | \$ - | \$ - | \$ - | \$ 250,000 | \$ - | \$ - |
| Total Transfers | \$ 93,414 | \$ 75,946 | \$ 33,350 | \$ 284,500 | \$ 35,500 | \$ 36,500 |
| Capital Improvement Fund Balance at FY-end | \$ 190,146 | \$ 110,917 | \$ 99,417 | \$ 77,595 | \$ 63,295 | \$ 62,170 |

Projected Capital Improvement Fund Summary

Expenses, Transfers, and Balance Over Time



Operating Reserve Fund Overview



Budget and Finance Policy

The River Forest Public Library has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board, Finance Committee, the Library Director, and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the Library's revenues are adequate to meet the needs of the Library. If the revenues are not adequate to meet the needs of the Library, the Board of Trustees takes action to increase the Library's revenue.

The River Forest Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database is not included.

On a monthly basis the Library Director presents written reports on Library operations to the Board of Trustees. These reports include such areas as finance, Library usage, and matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of Library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of Library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

Routine Banking

The Library Director of the River Forest Public Library is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Library Director of the River Forest Public Library is authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills that have been approved by the Board of Trustees.

The Library Director of the River Forest Public Library is not authorized to sign checks, or receive cash from Library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash.

I. Fiscal Accountability

A. Levy and Budget and Finance Policy Approval

The Property taxes provide for over 90% of the RFPL operating budget. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Public Library Board of Trustees for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has a Board-approved written budget, line item budget. Expenditures may not exceed appropriations at the fund level. This budget is developed annually as a cooperative process between the Board, Finance Committee, the Library Director, and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the Library's The overall responsibility for the assumptions and timely preparations of materials and presentations throughout the process rests with the Director.

Changes to the approved budget may be made mid-cycle. Transfers between line items of more than \$5,000 require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues are adequate to meet the needs of the Library. If the revenues are not adequate to meet the needs of the Library, the Board of Trustees takes action to increase the Library's revenue (property taxes, grants, fines and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess funds to other funds.

The River Forest Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database is not included.

On a monthly basis the Library Director presents written reports on Library operations to the Board of Trustees. These reports include such areas as finance, Library usage, and matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library A minimum of 3 months of operating expenses is maintained in the Operating Fund. Any expenditure that would bring the Operating Fund below this threshold must be approved by Board resolution and accompanied by a written plan to return the Operating Fund to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to ILCS Sec 5-8, RFPL has accumulated and set aside reserve funds for capital repairs or improvements. The Capital Improvement Fund provides funding for acquiring or updating long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement Fund. Any capital expenditures not included in the annual capital budget will require approval by a roll call vote of the Board. Expenditures from this fund are restricted by State Statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of annual tax receipts will be transferred after the end of the fiscal year to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.

C. Reporting

RFPL maintains adequate records of Library-RFPL financial operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of Library operations is. Those records are presented by the Treasurer at each Board of Trustees monthly meeting and clearly indicate the financial position of the Library-RFPL. In addition to the general financial position fund balances, records of the Library, this record clearly indicates the current position of each budgetary line item, including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget. are presented. Roll call action is taken by the Board on all financial matters.

RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL's website.

D. Authority to Spend

1. Routine Banking

The Library-Director or the designee of the River Forest Public Library-Director is authorized to make deposits into appropriate Library-the operating fund accounts.

Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, ~~and tax receipts~~ and other sources of income.

~~The Library Director or the designee of the River Forest Public Library Director is authorized to transfer funds monies from one Library RFPL operating account to another Library RFPL operating account for payment of monthly Library bills that have been approved by the Board of Trustees RFPL expenditures. Upon authorization of the Board, the Director or the designee of the Director is authorized to transfer monies into the Capital Improvement Fund.~~

~~The Library President, Vice President, Treasurer and Director of the River Forest Public Library is not authorized to sign checks, or receive cash from Library for the RFPL Operating Fund and Capital Improvement Fund accounts except when the Board of Trustees authorizes such action through the.~~

Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director or designee is authorized to pay all budgeted expenditures (invoices, warrants, voucher and payroll and personnel) and all invoices for contracts and agreements previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws.

The Director is authorized to spend up to \$5000 on any single (budgeted or unbudgeted) expenditure without the prior approval of checks to the Board. Purchases in this category are typically routine purchases of materials, supplies and services.

The Director may stipulate a "not to exceed" dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director or the designee of the Director for approval. The Director, or the designee of the Director, is responsible for determining whether (a) an item is budgeted, (b) adequate funds are available, and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. All procedures for obtaining, receiving and posting of bills will be developed by the Director with department managers being responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$5,000 but less than \$20,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$5,000 should be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$5,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$20,000

Expenditures exceeding \$20,000 should be presented to the Board for roll call approval. In accordance with Chapter 75 ILCS5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$20,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$20,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call approval. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

E. Credit Card Use

F. Travel Expenses

IL Public Act 99-0604 requires that RFPL regulate the reimbursement of all Trustees, management, and employee travel expenses as set forth below.

1. Reimbursable Rates

RFPL shall reimburse petty-cash-permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incident to official RFPL business travel by Trustees, Director, or employees of RFPL.

a. The Board will post the Maximum Allowable Reimbursements for food, lodging, and transportation in the office of the Director. The Board shall use the following overriding principles to determine the maximum:

• Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.

- Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- b. The total maximum allowed for any one trip for RFPL purposes is \$2000.00.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee, Director, or employee submits said expenses on RFPL's Reimbursement Request form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee, Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other places of public or private entertainment or amusement.

4. RFPL Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the RFPL:

- Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted under Section B of this policy.
- Any reimbursable expense of an RFPL Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the Local Government Travel Expense Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the Local Government Travel Expense Act, the Act shall control.

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of the RFPL operating budget. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has a Board-approved written line item budget. Expenditures may not exceed appropriations at the fund level. This budget is developed annually as a cooperative process between the Board, the Director, and additional staff members with responsibility for budgetary elements. The overall responsibility for the assumptions and timely preparations of materials and presentations throughout the process rests with the Director.

Changes to the approved budget may be made mid-cycle. Transfers between line items of more than \$5,000 require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues (property taxes, grants, fines and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess funds to other funds.

A minimum of 3 months of operating expenses is maintained in the Operating Fund. Any expenditure that would bring the Operating Fund below this threshold must be approved by Board resolution and accompanied by a written plan to return the Operating Fund to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to ILCS Sec 5-8, RFPL has accumulated and set aside reserve funds for capital repairs or improvements. The Capital Improvement Fund provides funding for acquiring or updating long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement Fund. Any capital expenditures not included in the annual capital budget will require approval by a

roll call vote of the Board. Expenditures from this fund are restricted by State Statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of annual tax receipts will be transferred after the end of the fiscal year to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.

C. Reporting

RFPL maintains records of RFPL financial operations. Those records are presented by the Treasurer at each Board meeting and indicate the financial position of RFPL. In addition to fund balances, records of the current position of each budgetary line item, including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget are presented. Roll call action is taken by the Board on all financial matters.

RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL's website.

D. Authority to Spend

1. Routine Banking

The Director or the designee of the Director is authorized to make deposits into the operating fund accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, tax receipts and other sources of income.

The Director or the designee of the Director is authorized to transfer monies from one RFPL operating account to another RFPL operating account for payment of monthly RFPL expenditures. Upon authorization of the Board, the Director or the designee of the Director is authorized to transfer monies into the Capital Improvement Fund.

The President, Vice President, Treasurer and Director are authorized to sign checks for the RFPL Operating Fund and Capital Improvement Fund accounts.

Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director or designee is authorized to pay all budgeted expenditures (invoices, warrants, voucher and payroll and personnel) and all invoices for contracts and agreements previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws.

The Director is authorized to spend up to \$5000 on any single (budgeted or unbudgeted) expenditure without the prior approval of the Board. Purchases in this category are typically routine purchases of materials, supplies and services.

The Director may stipulate a "not to exceed" dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director or the designee of the Director for approval. The Director, or the designee of the Director, is responsible for determining whether (a) an item is budgeted, (b) adequate funds are available, and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. All procedures for obtaining, receiving and posting of bills will be developed by the Director with department managers being responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$5,000 but less than \$20,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$5,000 should be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$5,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$20,000

Expenditures exceeding \$20,000 should be presented to the Board for roll call approval. In accordance with Chapter 75 ILCS5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$20,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$20,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call approval. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

E. Credit Card Use

F. Travel Expenses

IL Public Act 99-0604 requires that RFPL regulate the reimbursement of all Trustees, management, and employee travel expenses as set forth below.

1. Reimbursable Rates

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incident to official RFPL business travel by Trustees, Director, or employees of RFPL.

a. The Board will post the Maximum Allowable Reimbursements for food, lodging, and transportation in the office of the Director. The Board shall use the following overriding principles to determine the maximum:

- Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
- Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
- Cost of lodging should be reasonable and customary for the area where the traveler is staying.

b. The total maximum allowed for any one trip for RFPL purposes is \$2000.00.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee, Director, or employee submits said expenses on RFPL's Reimbursement Request form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee, Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters,

circuses, sporting events, or any other places of public or private entertainment or amusement.

4. RFPL Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the RFPL:

- Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted under Section B of this policy.
- Any reimbursable expense of an RFPL Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the Local Government Travel Expense Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the Local Government Travel Expense Act, the Act shall control.



River Forest Public Library Public Act 99-0604

Local Government Travel Expense and Control Act - Exhibit A - Travel Expense Reimbursement Request Form

Before an expense for travel, meals or lodging may be approved for an RFPL Trustee, manager or employee, the following minimum documentation must first be submitted, in writing, to the Department Manager or the Library Director.

Name: _____

Job Title/Office: _____

Name of Event or Program: _____

Date(s) of Event or Program: _____

Location of Event or Program: _____

Purpose of Event or Program:

Costs: Please include below (or attach) an explanation for the basis of estimated cost if your expenses have not been incurred or receipts for all expenses that have already been incurred.

| | Estimated Costs | Actual Costs |
|---|-----------------|--------------|
| Transportation* <i>Round Trip Mileage from RFPL to RAILS = \$17.28</i> | | |
| Meals | | |
| Lodging | | |
| Total: | | |

Families with children under the age of five will instill a love of books and reading in their children.

In-Library Programming:

- Kim and Melissa presented Mother Goose Café and Toddler Time 6 times in November.
- Participants of Toddler Band read musical stories, made instruments, and then paraded around the Library.

Outreach & Partnerships:

- Amy presented Family Story Time at Whole Foods 3 times in November.
- Erin presented 4 story times at River Forest Community Center in October.
- Amy hosted the local Easter Seals group for a special story time for their 0-3 year old group.

Spaces:

- Displays featured a "Let's Get Cooking" theme.

On the Horizon...

- We look forward to Donuts for Dads starting in January.

Seniors will have the skills they need to support their new and continued interests and their desire for self-directed personal growth.

Spaces

Displays to foster lifelong learning included: "Things to be Thankful For," "Thanksgiving Prep," "Find Your Family Roots," and Staff Recommends.

Programming

Total attendees for November adult programs was 177.

Lifelong learning programs included:

- Wednesday morning Computer Learning labs (11/2, 11/9, 11/16, 11/30) - 18 attendees
- "Edu-Tainment Living History Presents: Cleopatra" costumed event w/ Martina Mathiessen (11/6) - 45 attendees
- "The Making of a Legend: Gone with the Wind" lecture w/ Leslie Goddard (11/13) 60 attendees

Outreach & Partnerships

- Maker Fest, Oct. 7 2017 - Mary Kay, Beth, and Andrea continue to work with Ethan Baehrend, Fenwick High School sophomore and RF community member, and others to plan our Maker Fest.
- Andrea has been reaching out to many other librarians who have been involved in similar events in the past, including librarians at New Lenox public library, Glen Ellyn public library, and DePaul University library, to conduct interviews and research on best practices for this large-scale event.
- Recently, Andrea, Mary Kay, Beth, Dana, and Fran met to discuss the objective of the event, outreach and marketing strategies. Andrea will begin reaching out to inform and invite possible vendors in January
- Beth will begin reaching out to schools, particularly science and art teachers, "robotics" and art-related clubs, after the new year to invite them to participate as well.

On the Horizon

- We are looking forward to a fantastic winter lineup of educational and enriching programming for adults as part of our Let's Celebrate Seniors All Year Long program series.
 - Famous First Ladies (1/22)
 - Oscar Predictions with Brian Tallerico (2/19)
 - Organizing Small Spaces for Seniors (3/9)
 - The Road That Leads to Lincoln (4/2).
- Mary Kay and Dana will meet with Cathaleen Roach and Carla Sloan of the RF Township in December to begin planning "Let's Celebrate Seniors All Year Long" programs for Summer 2017.

Adults will have the resources they need to satisfy their curiosity on a variety of topics.

Collection: Mango Languages

- We have switched our language learning database to Mango, from Rosetta Stone. We have experienced issues with accessibility Rosetta Stone and the majority of area libraries use Mango.
- Mango has come down drastically in price, saving us \$600 in the coming year.
- Though our Mango contract does not begin until March 1 (when our Rosetta Stone subscription ends), we have obtained early access free of charge, and are currently conducting a “soft” rollout to re-introduce our patrons to this easy-to-use resource and app, including providing up-to-date instructions and promotional.
- We will have both Rosetta Stone and Mango through February, but after March 1, 2017 we will exclusively offer Mango Languages.

We have prepared five things to say to patrons about the switch, as follows:

1. **The Mango app is much easier and intuitive to use and teach**, and is quicker to set up (and help people set up at the reference desk!). It's engaging, adorable, and fun. In the past few months, we have received complaints on Rosetta Stone's incompatibility with certain operating systems and devices, and their customer service/tech support has not been efficient in resolving issues. When people can't access something the first time, they usually don't give it a second chance. We think more people will use Mango, again and again!
2. Likely because it's difficult to use, **Rosetta Stone has had only 5 logins** each of the past two months, despite repeated marketing efforts. We strive to offer resources that our patrons use and enjoy, with a cost per use of under \$5. (Rosetta Stone's cost per use has been eleven times this goal, in our current fiscal year!)
3. We had Mango at one time, but **we thought we might get more use out of Rosetta Stone because of the brand recognition. However, this has not been the case** lately. Mango has made quite a few improvements, and has come down in price...so it's a **better deal for our taxpayers' dollars!**
4. **Mango offers twice the total number of languages offered than Rosetta Stone** (60 to RS's 30). The courses in Mango are not as academically thorough, but they are perfect for beginners, and those looking to learn a new language for travel.
5. **Mango offers English learning courses in 21 native languages for ESL learners**, and a host of fun, sometimes goofy, event- and situation-specific courses as well. You can learn Pirate! You can learn Irish just for St. Paddy's Day, or German for Oktoberfest! You can learn how to talk wine and cheese, or romance your sweetie, in French. Spanish for Librarians is also on offer, as is Medical Spanish, Legal Spanish, and Text Talk Spanish. This is just a sample. Create your account to explore Mangotoday!

Elementary School age children (ages 5-9) will discover materials and programs that stimulate their imaginations, satisfy their curiosity, and foster a love of reading.

Programming:

- Victoria welcomed kids to Lego Club and Minecraft Madness for interactive fun in November.
- Melissa made Turkey Sandwiches (that looked like a turkey) and Pumpkin Pie Parfaits at the very popular Snack Attack program.
- Kids made turkey crafts and leaf bracelets on Family Craft Day, and played fun board games with each other on Family Game Day.

Outreach & Partnerships:

- Melissa attended Family Reading Night at Lincoln School.

Spaces:

- Our display featured an "Experience the Magic of Reading!" theme.

Collections:

- The nonfiction collection continues to be weeded and relabeled.

On the Horizon...

- We look forward to Kid Fit starting this winter.

Middle School age children (ages 10-14) will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.

Programming:

- Beth led Story Studio which had a satisfactory 10 participants.
- Beth led Tiny Tasty Pendants with Andrea which had 14 very happy participants, and Super Stitches which had 4 participants. Jurassic World was cancelled due to low registration because of the World Series.
- Erin led 5 Maker sessions - Thankful Jars, Keychains, and more- which were attended by 55 kids.
- Victoria S. each led 2 after-school gaming/movie which were attended by 31 kids.

Spaces

- Displays featured "fREADdom to Read" and "Elect to Read"

On the Horizon...

Super Stitches, Interactive Movie, Marbleize, Story Studio, and Gingerbread Houses

**Adults and Teens will enjoy a variety of popular materials
to read, listen to, or view.**

Programs:

- Total attendees for November adult programs was 177. Programs that stimulated imagination included
 - Coffee Monday (11/7) - 13 attendees
 - Evening Book Discussion (11/2) - 6 attendees
 - Foreign Film Forum (11/12) - 22 attendees
 - Afternoon Book Discussion (11/9) - 13 attendees

Spaces:

- Fiction and Imagination-Stimulating Displays in November included:
 - "Things to be Thankful for"
 - "Hoopla Audiobooks for Your Road Trip"
 - "Feel-Good Fiction"
 - "Musicals"
 - "The Couple Next Door Readalikes"
 - "Nostalgia Movies for Thanksgiving"
 - Staff Picks.

Outreach & Partnerships

Home Delivery Numbers:

- Total # deliveries: 11
- Total # patrons served: 6
- Total # books picked up: 28
- Total # books dropped off: 29
- Total # books booktalked but not taken: 1

**Adults and Teens will enjoy a variety of popular materials
to read, listen to, or view.**

On the Horizon:

- **Mary Kay** looks forward to book talking a selection of "Books to Love in the New Year" at the January 9 Coffee Monday program.

We have finished planning our Celebrating Seniors Week program lineup for May 18-25, 2017 and have submitted our program descriptions and dates to the CSW Committee. Programs to be held at RFPL include:

- **Thursday, May 18th 3:30 - Terry Sullivan Trio Jazz Concert**
- **Sunday, May 21st - Elizabeth Berg author visit!**
- **Monday, May 22 - 7pm - Historical Buildings of River Forest w/ Al Popowits**
- **Tuesday, May 23 - 10am - Books and Bagels**

Everyone will feel welcomed and find comfortable spaces in the library that meets their needs.

- We are still looking into lighting for the back corner by the audiobooks and the end of the mystery collection. An area lighting consultant / designer has visited the space, and has recommended we install lighting on the top of the shelves, similar to the way the nonfiction shelves are lit. We are in the process of identifying the lights used in nonfiction, so we have a starting point for purchasing additional similar lights.
- Our new second floor carpet and stairwell tread will be installed Dec. 26-28, during which time we will be closed to the public. Sue, Joanna and Mary Kay have been planning how to prepare by protecting our materials and moving furniture as a team during the demo and install.
- 12 community events were held in the Barbara Hall Meeting Room by outside groups in November 2016. Groups included the Roosevelt PTO, KIWANIS, and the OP-RF Community Art Associates of The Art Institute.

Visit a Comfortable Place

November 2016

Families with children under the age of five will instill a love of books and reading in their children.

In-Library Programming:

- Kim and Melissa presented Mother Goose Café and Toddler Time 6 times in December.
- Santa visited the library and kids made a reindeer food craft during the annual Stories with Santa program.
- We played games, did crafts, and counted down to 2017 at Noon Year's Eve.

Outreach & Partnerships:

- Amy presented Family Story Time at Whole Foods 3 times in December.
- Erin presented 6 story times at River Forest Community Center in December.

Spaces:

- Displays featured "Snowy Animals" and "Winter Holidays" themes.

Collections:

- Board books were weeded and relabeled for consistency.

On the Horizon...

- We look forward to Donuts for Dads running January through March.

Seniors will have the skills they need to support their new and continued interests and their desire for self-directed personal growth.

Spaces

- Displays to foster lifelong learning included:
- "Best Books of 2016"
- "Soups and Stews Cookbooks"
- "Adult Winter Reading Fiction and Nonfiction"
- Staff Picks Fiction and Nonfiction.

Programming

- Total attendees for December adult programs was 68. Lifelong learning programs included:
 - 2 Wednesday morning Computer Learning labs (12/7 & 12/14) - 9 attendees
 - "Christmas in the Holy Land" travel lecture on Jerusalem w/ Bill Helmuth (12/3) 27 attendees
 - "Making Sense of Numbers in the News" visit from Matt Barron at Coffee Monday (12/5) 11 attendees

Outreach & Partnerships

- Mary Kay and Dana met with Carla Sloan of the River Forest Township on Dec. 16 to discuss continued co-sponsorship of "Let's Celebrate Seniors All Year Long" programs for the summer and beyond; Computer Lab attendance; maker-related programming for seniors; and new ideas for more "social" programs for seniors.
- The Township is proud to partner with us and would like to continue our arrangement of splitting LCSAYL program costs 50/50.

Adults will have the resources they need to satisfy their curiosity on a variety of topics.

On the Horizon

- We are looking forward to a fantastic winter lineup of educational and enriching programming for adults:
 - Famous First Ladies (1/22)
 - Oscar Predictions with Brian Tallerico (2/19)
 - Organizing Small Spaces for Seniors (3/9)
 - The Road That Leads to Lincoln (4/2).

Collection

- This month we have focused our digital resource marketing efforts on Consumer Reports and Mango Languages
- We have also put up a Mango Languages display, made by Andrea, in the travel section with Mango pens we can giveaway to patrons.

Elementary School age children (ages 5-9) will discover materials and programs that stimulate their imaginations, satisfy their curiosity, and foster a love of reading.

Programming:

- Victoria welcomed kids to Lego Club in December with a theme of “Robots.”
- Melissa made Candy Cane Marshmallows and Holiday Cookies at Snack Attack in December.
- The monthly DIY featured Holiday Card making.

Spaces:

- Our display featured a “Winter Weather” theme.

Collections:

- The children’s audiobook collection was refreshed with over 20 titles added.

On the Horizon...

- We look forward to our live action version of *Charlotte’s Web* this March.

Middle School age children (ages 10-14) will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.

Programming

- Beth led Marbleize which unfortunately had the low attendance of 2 due to nasty weather, but both attendees had a great time.
- Beth with the help of Andrea and Megan led Interactive Elf which was tons of fun and had great attendance at 19.
- Super Stitches which had 7 participants.
- Story Studio was cancelled due to play auditions and sports try outs.
- Erin led 3 Maker sessions - clothespin skiers, decoupage bracelets, pop tab bracelets- which were attended by 34 kids.
- Victoria S. each led 2 after-school gaming/movie which were attended by 25 kids.
- Beth set up and prepared Gingerbread Houses while Andrea & Dana led the program. 27 attended.

Spaces

- The new accent carpet in the middle school and teen area is fantastic! It really ties the space together.

Outreach

- St Luke's new librarian has needed a great deal of assistance in setting up a research project for 7th & 8th graders.
- Led the team activity at Reading Olympics at OPPL. 75 kids.

Collection

- Both the middle school and teen collection were weeded.

On the Horizon

- Looking forward to Kaplan SAT, Story Studio, Tween Yoga and Quilling programs.

**Adults and Teens will enjoy a variety of popular materials
to read, listen to, or view.**

Programs:

Total attendees for December adult programs was 68. Programs that stimulated imagination included

- Coffee Monday (12/5) - 11 attendees
- Afternoon Book Discussion (12/14) - 14 attendees

- We kicked off our Adult Winter Reading program on Dec. 19, and so far 10 patrons have logged 8 books.

Spaces:

- Fiction and Imagination-Stimulating Displays in November included "Two by Two Readalikes" (Nicholas Sparks's newest book); "Holiday Cozies;" "Holiday Collection Spotlight" (Holiday DVDs and classics); "Fabulous Foreign Films," and Adult Winter Reading and Staff Picks.

Outreach & Partnerships

Home Delivery Numbers:

- Total # deliveries: 5
- Total # patrons served: 5
- Total # books picked up: 12
- Total # books dropped off: 11
- Total # books booktalked but not taken: 0

**Adults and Teens will enjoy a variety of popular materials
to read, listen to, or view.**

On the Horizon:

- We are so excited to have secured generous support from the River Forest Library Foundation for our Adult Winter Reading program! The foundation is generously sponsoring our Soiree in the Stacks, an elegant advocacy event to be held Friday April 7 to kick off National Library Week 2017.
- Adults 21+ who registered and logged at least one book during our Adult Winter Reading program (Dec. 19 - Mar. 12) will be invited to attend with a guest, to network with other library users, donors, board and foundation members, and staff, and to enjoy adult beverages and classy hors d'oeuvres.
- The party will be accompanied by jazz music from James Callen. This event will also serve as a sort of "grand opening" for our new carpet and public stairs.
- We hope the party will be an elegant event, and a chance to celebrate our library users, our board, donors, and other advocates, and highlight all the wonderful services and programs we do.
- Additional sponsorships have been secured from River Forest Chocolates and Exit Strategy Brewing Co. in Forest Park. This year, all adults participating who log one book can pick up a choice of dark or milk chocolate pretzel wand reward at our second floor desk. The Grand Prize is a \$100 gift certificate from Exit Strategy Brewing Co. (this was a matching gift - we paid \$50, they donated \$50). The grand prize drawing will take place at our Soiree in the Stacks on April 7.
- Mary Kay looks forward to booktalking a selection of "Books to Love in the New Year" at the January 9 Coffee Monday program.

We have finished planning our Celebrating Seniors Week program lineup for May 18-25, 2017 and have submitted our program descriptions and dates to the CSW Committee. Programs to be held at RFPL include:

- Thursday, May 18th 3:30 - Terry Sullivan Trio Jazz Concert
- Sunday, May 21st - Elizabeth Berg author visit!
- Monday, May 22 - 7pm - Historical Buildings of River Forest w/ Al Popowits
- Tuesday, May 23 - 10am - Books and Bagels

Everyone will feel welcomed and find comfortable spaces in the library that meets their needs.

- Our carpet projects complete! During our closure Dec. 26-28, Rieke came and installed the new carpet and stairs tread. The results are attractive, neutral to hide dirt, and the squares are easily replaceable in case the carpet is damaged or stained. The carpet is also lighter in general, so lightens the upstairs space up.
- Our team did a great job of working together the night of Dec. 23 after hours, covering the collections with protective tarp and wrap, and moving collections downstairs as needed. Work was completed at around 4:30pm on Dec. 28, and we reopened to the public Thursday Dec. 29.
- Mary Kay is working on building a list of second floor furniture to be replaced in 2018. List so far includes new "lounge"-style chairs for teens, music shelving, (4) 2-person tables, 15 chairs (study tables & counters), replacement tables for nonfiction windows side; and Teen computer desks. Mary Kay looks forward to working with our rep Meghann at Library Furniture International in the new year to select replacements for the long, heavy tables to start.
- The Management Team is looking into possibilities/estimate costs of window treatments and lighting for audiobooks corner.
- Victoria has been working the Oak Park Runners Club and the Director of the "Race That's Good for Life" to use our meeting room for a race event meeting.

Visit a Comfortable Place

December 2016