



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, January 15, 2019, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: November 13, 2018
 - b. Minutes of the Special Board Meeting: December 10, 2018
 - c. November 2018 and December 2018 Warrant Lists
 - d. November and December 2018 Revenue and Expense reports
 - e. November 30, 2018 and December 31, 2018 Balance Sheets
 - f. Memo dated January 2, 2019 re: assigning existing audit contract to Sikich LLP
5. Staff Visit: Victoria Muraiti, Assistant Materials Services Manager
6. Communications
 - a. Patron Suggestions
 - b. Director's Report
7. President's Report
8. New Business
 - a. 2019-20 Draft Operating Budget review
 - b. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee
 - c. Security Camera discussion
9. Semi-annual review of closed session minutes
10. 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: Regular Board Meeting: November 13, 2018

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, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests

- Su Reynders, Lincolnwood Public Library Director

Consent Agenda

- a. Minutes of the Regular Board Meeting: October 16, 2018
- b. October 2018 Revenue and Expense Reports
- c. October 2018 Warrant List
- d. October 31, 2018 Balance Sheet

President Smedinghoff asked for a motion to approve the Consent Agenda, items a. through d., Trustee Calabrese-Berry made a motion to approve the consent agenda items a. through d. Trustee Bevan seconded. Questions were taken.

- Trustee Hill requested a correction in the minutes to reflect the Village negotiating an annual impact fee to be paid to River Forest Township by the new senior housing development at Harlem Avenue and Chicago Avenue.
- Trustee Bevan asked for clarification on the \$63.00 expense to Klein, Thorpe, and Jenkins on 10/2/18 for the audit response letter. Director Quinn explained that the auditors (Knutte & Associates) annually request a letter from Klein, Thorpe, and Jenkins stating that RFPL is not party to a lawsuit as part of the standard audit procedure.

A roll call vote was taken to approve the Consent Agenda, including the 10/16/18 Minutes as amended:

- Ayes: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, and Smedinghoff.

Strategic Planning: Library Board Listening Session

- Su Reynders, Director of the Lincolnwood Public Library facilitated RFPL Library Board's Listening Session as part of RFPL's strategic planning process.
- Before beginning the planning session, Ms. Reynders lead the board through an exercise to gauge Trustee tolerance in the following categories: resident complaints, spending tax

dollars, strategic plan implementation, tax revenue, change agent, and building and grounds.

- The session began with a short presentation by Joanna Bertucci, RFPL Materials and Business Services Manager, which explained the planning model and process. Ms. Bertucci explained that RFPL is using a version of the Public Library Association's (PLA) Strategic Planning for Results model as modified by Su Reynders, Director of the Lincolnwood Public Library. Additionally, Ms. Bertucci shared some data points about the library including:
 - 74% of River Forest residents have library cards, which is roughly 10% above the national average.
 - RFPL's circulation per capita is roughly 22 items, which is 3% above the national average.
- Ms. Reynders facilitated a SWOT analysis in which RFPL Board members and Director Quinn identified strengths, weaknesses, opportunities and threats for RFPL and the River Forest community at large.
- Ms. Reynders presented RFPL Board with ten options for strategic plan goal selection. She explained their meaning and what activities related to these goals would look like in a library setting:
 1. Be an Informed Citizen: Local, National, and World Affairs
 2. Connect to the Digital World: Online Literacy
 3. Create Young Readers: Early Childhood Literacy
 4. Express Creativity: Create and Share Content
 5. Know Your Community: Community Resources and Services
 6. Promote and Enhance Community Inclusivity and Equity
 7. Satisfy Curiosity: Lifelong Learning
 8. Stimulate Imagination: Reading, Viewing and Listening for Pleasure
 9. Understand How to Find, Evaluate, and Use Information: Information Fluency
 10. Visit a Comfortable Place: Physical and Virtual Spaces
- The 4 goals (in order) receiving the most votes were:
 - Create Young Readers: Early Childhood Literacy
 - Be an Informed Citizen: Local, National, and World Affairs
 - Promote and Enhance Community Inclusivity and Equity
 - Express Creativity: Create and Share Content
- On Friday, December 7th, RFPL staff will complete the same exercise. Director Quinn will synthesize the data from the community survey, community listening sessions, RFPL Board listening session, and RFPL staff listening session. The Management Team will meet in December to review all feedback and the service goal selections from each group. The Team will consider potential activities in support of the selected service goals and the necessary resources required to implement these activities. Director Quinn will present her summary report and make 3-4 service goal recommendations to the Board at the January meeting.

Director's Report

- Director Quinn provided an additional update to her Director's Report. On November 8th, Chuck Crowley (C. E. Crowley & Associates, Inc.), an independent roofing consultant quoted less than \$1,000 to repair the slate roof where it is currently leaking. The area where RFPL is experiencing leakage may have a missing tile. Mr. Crowley also noted that there are other areas where original tiles have been replaced with lower quality ones. A 3rd party repair company will complete the repair on the roof. At that time, they will take pictures of the entire roof. Mr. Crowley will then provide a written report detailing the overall condition and remaining lifespan of the slate roof and a cost estimate for its replacement. Mr. Crowley noted that RFPL's original slate roof tiles are of the highest quality (and water resistant) and each tile was hand cut. Director Quinn will share Mr. Crowley's report with the Facilities Committee upon completion.

President's Report

- President Smedinghoff will respond to Jayne Poplett regarding her Letter to the Editor that appeared in *Wednesday Journal*.

New Business: Approval of expenditure to install automatic door controls for public restrooms.

- Director Quinn presented the Board with a recommendation to install automatic door controls for the public restrooms. Director Quinn obtained three bids for the installation of the door operators and wall mounted push buttons. The lowest bidder is Anderson Lock, quoting \$5,144.80 for the equipment and installation. Additionally, RFPL has to hire an electrician to bring power to the unit. Oak Electric quoted \$1,127 for their services. The total project cost is \$6,272, and if approved would be paid for from the Capital Reserve Fund. Although this project was not specifically budgeted in RFPL's capital budget, the \$10,000 contingency in this budget will cover the cost of the work. Director Quinn hopes to schedule this work for Friday, December 7th when the library is closed for a staff In Service so as not to inconvenience the public.
- Trustee Hill moved to approved automatic door controls project, Trustee Calabrese-Berry seconded and a roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, and Smedinghoff.

Committee Reports

- Facilities Committee
 - No report.
- Finance Committee

- No report.
- Policy Committee
 - No report.
- Collaboration Committee
 - No report.

Before the meeting adjourned Director Quinn asked Trustees who attended the Trustee Training event at the Oak Park Public Library on Thursday, November 8th to share their thoughts on the presentation given by Robert Simmons, Director of Social Services and Safety at the Oak Park Public Library. Trustees Calabrese-Berry and Dagli shared that OPPL has adopted a formal goal to provide mental health first aid to those in need in the community. Through a developed network of referrals, OPPL can put patrons in contact with needed human services. OPPL staff members have been provided with training and strategies for conflict de-escalation in the library. Director Quinn commented that RFPL staff has also been trained on de-escalation techniques and how to more effectively communicate with our patrons experiencing homelessness and/or mental illnesses.

Adjournment

- At 9:25 pm Trustee Calabrese-Berry moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Joan O'Connor
Secretary

Meeting Minutes: Special Board Meeting: December 10, 2018

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

- Trustees Present: Bevan, Calabrese-Berry, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests

- Andy Dogan, Williams Architects
- Erik Harris

New Business

- Approve 2019 Board Meeting Schedule
 - President Smedinghoff asked for a motion to approve the 2019 Board Meeting schedule as updated due to an error on the original proposed dates. Trustee Bevan moved to approve the schedule, Trustee Hill seconded and the motion passed unanimously.
- Approve proposed circulation and staff area project and authorization to Williams Architects to put project out for public bid.
 - Trustee Calabrese-Berry gave a report that the Facilities Committee met on Thursday, December 6th 2018 to review the latest renderings of the first floor circulation and staff area renovation project. Andy Dogan and Carrie Kotera of Williams Architects were in attendance.
 - Mr. Dogan presented the virtual walkthrough of the proposed renovated spaces to RFPL's Board of Trustees and answered questions about the project including:
 - Question as to whether or not the casework shelving units flanking the meeting room doors were included in the \$25,000 furniture allowance. Mr. Dogan answered that they were not included, but that a recent quote of the furniture came in at \$22,000 and there might be room in the budget to include furniture pieces for this area.
 - Question about the digitally printed graphic adhered to the wall behind the Assistant Materials Services Manager desk, specifically if it could be removed or replaced? Mr. Dogan answered that the graphic specified in the plan is a digitally printed vinyl wall graphic that can be removed or replaced at any time.
 - Question about extra costs on top of the construction, furniture, and architect costs. Director Quinn explained that, if approved, the library would purchase a refrigerator, dishwasher, and flat screen TVs from the

equipment and furniture line in the operating budget. Additionally, a new self-check machine would be purchased from technology funds currently allocated in the 2018-19 capital reserve budget.

- Mr. Dogan reviewed the Summary Opinion of Construction Cost document with the Board. The construction total/base bid target is currently estimated at \$265,766. With the allowance for new furniture, William's architects fees, and owner's construction contingency the total project budget is estimated at \$350,352. Additionally, Mr. Dogan reviewed the potential project alternates. These are items in which RFPL would ask for pricing separately, these items would include.
 - Replace the plumbing fixtures in the restrooms, estimated cost \$3,150.
 - Roller shades in conference room & office, estimated cost \$2,100.
 - Pendant lights at the circulation desk, estimated cost \$1,260.
 - Art glass windows and trim, estimated cost \$4,200.
 - Mr. Dogan explained that if the Board decided not to install art glass windows, the wall would be painted a complimentary color.
- If given the authorization to bid, Mr. Dogan explained the timeline from bid advertisement to awarding a contract:
 - RFPL would place an advertisement for bids in the legal section of the local paper.
 - Williams will post the bid documents to the BHFX Online Plan Room where potential bidders can download the documents free of charge.
 - Interested bidders can attend a pre bid meeting and walkthrough at RFPL to ask questions, take measurements, and gather information as they prepare their bid documents.
 - The bid opening would take place (tentatively) on January 31, 2019 in a meeting open to the public. The bid amounts would be read aloud and recorded.
 - After the bid opening, Williams would review the results and check references in order to make a recommendation to RFPL Board of Trustees to hire whichever contractor is the lowest responsible bidder.

Trustee Calabrese-Berry brought forth a motion from Facilities Committee that the Board accept the circulation and staff area renovation plan from Williams Architects and authorize Williams Architects to put the project out to public bid. President Smedinghoff asked for a vote and the motion passed unanimously.

Adjournment

- At 8:35 pm Trustee Calabrese-Berry moved to adjourn the Special Meeting. Trustee Long seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,
Joan O'Connor
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
16257	11/12/2018	Alarm Detection Services	177096	CB OPRF Operations 008...	
177096	11/10/2018		Quarterly Alarm Service Dec-Feb	Maintenance - Service	-227.49
TOTAL					-227.49
16258	11/12/2018	ANDERSON ELEVATOR COMPANY		CB OPRF Operations 008...	
04142...	11/5/2018		Monthly Elevator Service Nov 18	Maintenance - Service	-196.27
TOTAL					-196.27
16292	11/26/2018	APPLE BOOKS		CB OPRF Operations 008...	
109806	11/20/2018		J Books	Books- Juv	-414.00
TOTAL					-414.00
16259	11/12/2018	AT&T - Electronic Gateway		CB OPRF Operations 008...	
217 S6...	11/10/2018		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
16260	11/12/2018	BAKER & TAYLOR L 5076992		CB OPRF Operations 008...	
203407...	11/5/2018		Adult books	Books - Adult	-80.49
203410...	11/10/2018		Adult books	Books - Adult	-159.99
TOTAL					-240.48
16293	11/26/2018	BAKER & TAYLOR L 5076992		CB OPRF Operations 008...	
203413...	11/20/2018		Adult books	Books - Adult	-86.68
203412...	11/20/2018		Adult books	Books - Adult	-104.21
203410...	11/20/2018		Adult books	Books - Adult	-97.38
203411...	11/26/2018		Adult books	Books - Adult	-101.59
203414...	11/26/2018		Adult books	Books - Adult	-50.68
TOTAL					-439.54
16261	11/12/2018	BAKER & TAYLOR C0260133		CB OPRF Operations 008...	
501523...	11/10/2018		Adult books	Books - Adult	-295.57
TOTAL					-295.57

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
16286	11/20/2018	Beth Kirchenberg		CB OPRF Operations 008...	
	11/20/2018		B&T Title Talk program Gail Borden PL 11/15/18	Misc. Expenses	-38.37
TOTAL					-38.37
16282	11/12/2018	Capstone Press, Inc.		CB OPRF Operations 008...	
137278	11/5/2018		J Books	Books- Juv	-402.80
TOTAL					-402.80
16286	11/12/2018	Card Services - MB Financial Bank		CB OPRF Operations 008...	
TOTAL			See last page of the Warrant List for Nov Credit Card payment	MB Financial Credit Card	-1,944.17
DM	11/5/2018	CardConnect		CB OPRF Operations 008...	
TOTAL			Credit Card Fees October 2018	Fines, Service Charges	-34.53
16263	11/12/2018	Comcast		CB OPRF Operations 008...	
877120...	11/5/2018		Monthly Telephone/Internet	Automation - Internet	-514.24
TOTAL					-514.24
16264	11/12/2018	Communication Revolving Fund		CB OPRF Operations 008...	
T1906810	11/5/2018		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
16294	11/26/2018	Communication Revolving Fund		CB OPRF Operations 008...	
T1909928	11/26/2018		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
16265	11/12/2018	Complete Cleaning Company		CB OPRF Operations 008...	
C07874	11/5/2018		Daily Cleaning Service - November	Maintenance - Service	-2,195.00
TOTAL					-2,195.00

River Forest Public Library
WARRANT LIST DETAIL
November 2018

Num	Date	Name	Memo	Account	Paid Amount
16295	11/26/2018	Complete Cleaning Company		CB OPRF Operations 008...	
008198	11/26/2018		Daily Cleaning Service - December 2018	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
16287	11/13/2018	Dave Herzogs Marionettes		CB OPRF Operations 008...	
	11/13/2018		Marrionette Puppet Show 11/25/18	Programs - Juv	-300.00
TOTAL					-300.00
16296	11/26/2018	DEMCO, INC.		CB OPRF Operations 008...	
	11/20/2018		Tech Services supplies (book tape, DVD cases, CD book cas...	Supplies - Library	-127.55
TOTAL					-127.55
16297	11/26/2018	DRESSSEL'S ACE HARDWARE		CB OPRF Operations 008...	
27028	11/20/2018		Ice melt	Maintenance - Supply	-15.46
TOTAL					-15.46
16289	11/20/2018	Francisca Arnold		CB OPRF Operations 008...	
	11/20/2018		Meal and Transportation St. Louis, MO 11/13-11/15/18	Professional Development	-144.98
TOTAL					-144.98
160	11/1/2018	GE Money Bank/Amazon		CB OPRF Capital 0080566...	
604578...	10/31/2018		3 Patron and 2 Staff laptops	Capital Reserve Fund	-3,135.00
TOTAL					-3,135.00
16255	11/1/2018	GE Money Bank/Amazon		CB OPRF Operations 008...	
604578...	10/31/2018		Teen video game Program supplies Maker Program supplies Children's activity set Trustee Facts on File books Program supplies Puzzle	Non-print - Teen Connection - ASK Programs Connection - ASK Programs Non-Print Juvenile Trustee Training & Member... Programs - Juv Programs-Teen	-59.99 -3.44 -26.98 -14.68 -39.98 -53.61 -16.97

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			Teen video game Teen video game	Non-print -Teen Non-print -Teen	-29.99 -59.99 -305.63
16298	11/26/2018	Guaranteed Gutters		CB OPRF Operations 008...	
INV 1880	11/20/2018		Gutter cleaning 11/19/18	Maintenance - Service	-175.75
TOTAL					-175.75
16286	11/12/2018	Hoopla		CB OPRF Operations 008...	
96582278	11/5/2018		October Hoopla Checkouts	Hoopla	-1,617.62
TOTAL					-1,617.62
16267	11/12/2018	Hulen Landscaping Contractors		CB OPRF Operations 008...	
15543	11/5/2018		Lawn Maintenance Oct 18	Maintenance - Service	-173.00
TOTAL					-173.00
16299	11/26/2018	Hulen Landscaping Contractors		CB OPRF Operations 008...	
15604	11/26/2018		Lawn Maintenance service November	Maintenance - Service	-173.00
15662	11/26/2018		2 Floral Arrangements - Outdoor planters	Maintenance - Service	-350.00
TOTAL					-523.00
16290	11/20/2018	ILA		CB OPRF Operations 008...	
	11/20/2018		M.O'Keefe ILA Conference Registration	Professional Development	-225.00
TOTAL					-225.00
dm	11/25/2018	IMRF		CB OPRF Operations 008...	
			Employee IMRF Deduction	Employee Compensation	-1,544.91
			Employer IMRF Deduction	IMRF	-3,779.90
TOTAL					-5,324.81

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
16288	11/12/2018	Ingram Library Services		CB OPRF Operations 008...	
62534256	11/5/2018		MS Books	Books - Middle School	-11.25
62533923	11/5/2018		J Books	Books - Juv	-8.38
67016199	11/5/2018		J Books	Books - Juv	-33.80
67016198	11/5/2018		J Books	Books - Juv	-9.44
62533471	11/5/2018		J Books	Books - Juv	-8.43
62533472	11/5/2018		J Books	Books - Juv	-104.81
62532731	11/5/2018		J Books	Books - Juv	-33.12
62532262	11/5/2018		J Books	Books - Juv	-10.69
62531943	11/5/2018		J Books	Books - Juv	-7.74
62534257	11/5/2018		J Books	Books - Juv	-29.14
62533834	11/5/2018		Teen books	Books - Teen	-58.68
62533415	11/5/2018		Teen books	Books - Teen	-8.63
62533111	11/5/2018		Teen books	Books - Teen	-12.38
62533110	11/5/2018		Teen books	Books - Teen	-9.59
62532372	11/5/2018		Teen books	Books - Teen	-25.19
62532371	11/5/2018		Teen books	Books - Teen	-9.24
62532227	11/5/2018		Teen books	Books - Teen	-24.20
62534246	11/5/2018		Teen books	Books - Teen	-22.18
62534247	11/5/2018		Adult books	Books - Adult	-11.67
62533924	11/5/2018		Adult books	Books - Adult	-56.45
62533922	11/5/2018		Adult books	Books - Adult	-23.69
62533921	11/5/2018		Adult books	Books - Adult	-16.90
62533928	11/5/2018		Adult books	Books - Adult	-15.06
62533925	11/5/2018		Adult books	Books - Adult	-7.18
62533474	11/5/2018		Adult books	Books - Adult	-33.22
62533475	11/5/2018		Adult books	Books - Adult	-15.08
62533476	11/5/2018		Adult books	Books - Adult	-16.78
62533473	11/5/2018		Adult books	Books - Adult	-15.94
62533188	11/5/2018		Adult books	Books - Adult	-38.39
62533187	11/5/2018		Adult books	Books - Adult	-33.08
62533189	11/5/2018		Adult books	Books - Adult	-16.90
62532261	11/5/2018		Adult books	Books - Adult	-172.25
62532263	11/5/2018		Adult books	Books - Adult	-18.04
62532259	11/5/2018		Adult books	Books - Adult	-16.90
62532260	11/5/2018		Adult books	Books - Adult	-18.04
62531944	11/5/2018		Adult books	Books - Adult	-18.04
62531946	11/5/2018		Adult books	Books - Adult	-27.07
62531941	11/5/2018		Adult books	Books - Adult	-23.00
62531942	11/5/2018		Adult books	Books - Adult	-91.32
62531945	11/5/2018		Adult books	Books - Adult	-34.25
62535630	11/10/2018		Adult books	Books - Adult	-15.65
62535632	11/10/2018		Adult books	Books - Adult	-43.39
62535628	11/10/2018		Adult books	Books - Adult	-196.08
62535633	11/10/2018		Adult books	Books - Adult	-15.78
62535624	11/10/2018		Adult books	Books - Adult	-124.09
				Books - Adult	-152.79

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
62535629	11/10/2018		Adult books	Books - Adult	-186.46
62535627	11/10/2018		Adult books	Books - Adult	-114.58
62535631	11/10/2018		Adult books	Books - Adult	-20.39
62535625	11/10/2018		Adult books	Books - Adult	-13.52
62535281	11/10/2018		Adult books	Books - Adult	-15.22
62535282	11/10/2018		Adult books	Books - Adult	-16.90
62535054	11/10/2018		Adult books	Books - Adult	-69.02
62535053	11/10/2018		Adult books	Books - Adult	-17.47
67017897	11/10/2018		Adult books	Books - Adult	-8.19
67017823	11/10/2018		Adult books	Books - Adult	-11.80
62535790	11/10/2018		Teen books	Books - Teen	-20.80
62534954	11/10/2018		Teen books	Books - Teen	-26.83
62535626	11/10/2018		J Books	Books- Juv	-16.86
62535283	11/10/2018		J Books	Books- Juv	-11.25
62535284	11/10/2018		J Books	Books- Juv	-154.86
62535735	11/10/2018		MS Books	Books - Middle School	-11.25
62534953	11/10/2018		MS Books	Books - Middle School	-25.90
TOTAL					-2,435.22

CB OPRF Operations 008...

Num	Date	Name	Memo	Account	Paid Amount
16300	11/26/2018	Ingram Library Services			
62536508	11/20/2018		MS Books	Books - Middle School	-21.38
62536807	11/20/2018		Teen books	Books - Teen	-22.50
62537704	11/20/2018		J Books	Books- Juv	-127.25
67021842	11/20/2018		J Books	Books- Juv	-26.17
67021547	11/20/2018		J Books	Books- Juv	-9.72
62537706	11/20/2018		Adult books	Books - Adult	-16.92
62537707	11/20/2018		Adult books	Books - Adult	-15.26
62537705	11/20/2018		Adult books	Books - Adult	-14.69
62537584	11/20/2018		Adult books	Books - Adult	-17.47
67022975	11/20/2018		J Books	Books- Juv	-9.38
62537897	11/20/2018		MS Books	Books - Middle School	-79.88
67022911	11/20/2018		Teen books	Books - Teen	-8.38
62538028	11/20/2018		Teen books	Books - Teen	-11.25
62537898	11/20/2018		Adult books	Books - Adult	-52.48
62537174	11/20/2018		Teen books	Books - Teen	-11.98
62537196	11/20/2018		Adult books	Books - Adult	-16.78
62537195	11/20/2018		Adult books	Books - Adult	-16.21
62537194	11/20/2018		Adult books	Books - Adult	-46.89
62537193	11/20/2018		Adult books	Books - Adult	-105.23
62536998	11/20/2018		Adult books	Books - Adult	-31.56
62536480	11/20/2018		Adult books	Books - Adult	-15.78
62536479	11/20/2018		Adult books	Books - Adult	-17.45
62536478	11/20/2018		Adult books	Books - Adult	-15.78
62536802	11/20/2018		Adult books	Books - Adult	-15.21
67020552	11/20/2018		Adult books	Books - Adult	-7.16
62536801	11/20/2018		Adult books	Books - Adult	-11.38
					-16.90

**River Forest Public Library
WARRANT LIST DETAIL
November 2018**

Num	Date	Name	Memo	Account	Paid Amount
62535977	11/20/2018		Adult books	Books - Adult	-32.69
62535976	11/20/2018		Adult books	Books - Adult	-19.45
62535978	11/20/2018		Adult books	Books - Adult	-15.78
62535979	11/20/2018		Adult books	Books - Adult	-36.08
62536244	11/20/2018		Adult books	Books - Adult	-15.66
62536241	11/20/2018		Adult books	Books - Adult	-31.69
62536242	11/20/2018		Adult books	Books - Adult	-15.19
62536243	11/20/2018		Adult books	Books - Adult	-23.05
62538433	11/26/2018		Adult books	Books - Adult	-17.27
62537910	11/26/2018		Adult books	Books - Adult	-15.75
62537914	11/26/2018		Adult books	Books - Adult	-66.62
62537915	11/26/2018		Adult books	Books - Adult	-50.79
62537916	11/26/2018		Adult books	Books - Adult	-22.57
62538321	11/26/2018		J Books	Books - Adult	-238.75
67023150	11/26/2018		J Books	Books - Adult	-41.97
62538432	11/26/2018		J Books	Books - Adult	-29.90
62538431	11/26/2018		J Books	Books - Juv	-11.25
62537912	11/26/2018		J Books	Books - Juv	-162.33
62537911	11/26/2018		J Books	Books - Juv	-54.77
62537913	11/26/2018		J Books	Books - Juv	-63.68
62538380	11/26/2018		Teen books	Books - Teen	-10.18
TOTAL					-1,736.48
16291	11/20/2018	Joanna Bertucci		CB OPRF Operations 008...	
	11/20/2018		Mileage to Palatine PL, HR Roundtable 11/7/18	Misc. Expenses	-21.52
			Supplies for Community Listening sessions	Special Programs	-25.63
TOTAL					-47.15
16301	11/26/2018	KLEIN, THORPE & JENKINS, LTD		CB OPRF Operations 008...	
199070	11/20/2018		Legal Services October 2018	Consultant/Legal Fees	-378.00
TOTAL					-378.00
16269	11/12/2018	Konica Minolta Business Solutions		CB OPRF Operations 008...	
900510...	11/5/2018		October 18 Copier Usage	Copy Machine (usage, mai...	-217.95
TOTAL					-217.95
16270	11/12/2018	Konica Minolta Premier Finance		CB OPRF Operations 008...	
366676...	11/5/2018		Monthly Copier Lease	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00

**River Forest Public Library
WARRANT LIST DETAIL
November 2018**

Num	Date	Name	Memo	Account	Paid Amount
16271	11/12/2018	LACONI - ADMIN		CB OPRF Operations 008...	
TOTAL	11/5/2018		Annual LACONI Membership	Membership Dues - Library	-100.00
16272	11/12/2018	Leslie Goddard		CB OPRF Operations 008...	
TOTAL	11/10/2018		"It's a Wonderful Life" program 12/8/18	Programs - Adult	-300.00
16273	11/12/2018	Lion Mice Productions, LLC.		CB OPRF Operations 008...	
TOTAL	11/5/2018		Deposit for Alina Celeste Children's Concert	Programs - Juv	-150.00
16256	11/1/2018	Mid-America Graphics		CB OPRF Operations 008...	
18-2438...	10/25/2018			Strategic initiatives	-1,984.00
TOTAL			Survey and Envelope printing		-1,984.00
16274	11/12/2018	MIDWEST TAPE		CB OPRF Operations 008...	
96577784	11/5/2018		Adult CD Audiobook	Non-Print Adult	-117.72
96577782	11/5/2018		Adult Music CDs	Non-Print Adult	-15.54
96577781	11/5/2018		Adult DVDs	Non-Print Adult	-16.29
96573228	11/5/2018		Adult CD Audiobook	Non-Print Adult	-83.48
96573226	11/5/2018		Adult CD Audiobook	Non-Print Adult	-44.24
96573224	11/5/2018		Adult Music CD	Non-Print Adult	-35.08
96573227	11/5/2018		Adult DVD	Non-Print Adult	-52.08
96556922	11/5/2018		Adult CD Audiobook	Non-Print Adult	-29.24
96556921	11/5/2018		Adult DVDs	Non-Print Adult	-29.79
96556920	11/5/2018		Adult DVDs	Non-Print Adult	-17.79
96553235	11/5/2018		Adult audiobook replacement disc	Non-Print Adult	-9.99
96555828	11/5/2018		J DVDs	Non-Print Juvenile	-18.54
96556111	11/5/2018		Adult Music CD	Non-Print Adult	-18.54
96555827	11/5/2018		Adult DVDs	Non-Print Adult	-17.04
96555829	11/5/2018		Adult CD Audiobook	Non-Print Adult	-24.24
96556110	11/5/2018		Adult DVD	Non-Print Adult	-26.04
96231654	11/10/2018		Audiobook replacement discs	Non-Print Adult	-19.98
96604842	11/10/2018		J BluRay/DVD	Non-Print Juvenile	-37.09
96601564	11/10/2018		J Non Print	Non-Print Juvenile	-14.79
96604840	11/10/2018		Adult CD Audiobooks	Non-Print Adult	-44.24
96601569	11/10/2018		Adult CD Audiobook	Non-Print Adult	-44.24

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
96601568	11/10/2018		Adult CD Audiobook	Non-Print Adult	-36.24
96601565	11/10/2018		Adult CD Audiobook	Non-Print Adult	-93.48
96601567	11/10/2018		Adult DVDs	Non-Print Adult	-26.79
96604841	11/10/2018		Adult CD Audiobook	Non-Print Adult	-78.48
TOTAL					-950.97
16302	11/26/2018	MIDWEST TAPE		CB OPRF Operations 008...	
96641505	11/20/2018		J Non Print	Non-Print Juvenile	-33.54
96641507	11/20/2018		Adult DVDs	Non-Print Adult	-61.86
96627985	11/20/2018		Adult DVDs	Non-Print Adult	-42.08
96627984	11/20/2018		Adult DVDs	Non-Print Adult	-18.54
96623934	11/20/2018		Adult CDs	Non-Print Adult	-44.08
96623933	11/20/2018		Adult CD Audiobook	Non-Print Adult	-123.72
96623932	11/20/2018		Adult DVDs	Non-Print Adult	-20.79
96623938	11/20/2018		Adult BluRay	Non-Print Adult	-29.79
96623937	11/20/2018		Adult CD Audiobook	Non-Print Adult	-39.24
96608054	11/20/2018		Adult DVD	Non-Print Adult	-124.74
96608051	11/20/2018		Adult DVD	Non-Print Adult	-264.66
96608055	11/20/2018		Adult BluRay	Non-Print Adult	-26.04
96608052	11/20/2018		Adult CD Audiobook	Non-Print Adult	-22.29
96652270	11/26/2018		Adult CD Audiobooks	Non-Print Adult	-156.96
96653406	11/26/2018		CD Audiobook	Non-Print Adult	-44.24
96653405	11/26/2018		Adult DVD	Non-Print Adult	-54.24
96652272	11/26/2018		Adult DVDs	Non-Print Adult	-26.79
TOTAL					-1,154.19
16276	11/12/2018	NEAR WEST YOUTH SERVICES		CB OPRF Operations 008...	
TOTAL					0.00
16285	11/12/2018	NEAR WEST YOUTH SERVICES		CB OPRF Operations 008...	
	11/5/2018		Annual Membership- Near West Youth Services Grp.	Membership Dues - Library	-25.00
TOTAL					-25.00
16303	11/26/2018	NICOR GAS		CB OPRF Operations 008...	
896234...	11/20/2018		Monthly Gas bill	Heat	-754.07
TOTAL					-754.07

River Forest Public Library WARRANT LIST DETAIL

November 2018

Num	Date	Name	Memo	Account	Paid Amount
16304	11/26/2018	Nub Games, Inc.		CB OPRF Operations 008...	
7590	11/20/2018		Library Chat Service Subscription	Automation - Administration	-315.00
TOTAL					-315.00
16305	11/26/2018	Oak Brook Mechanical Services, Inc.		CB OPRF Operations 008...	
13621	11/26/2018		Replace Mtg. Room VAV Box - Labor Replace Mtg. Room VAV Box - Materials	Maintenance - Service Maintenance - Supply	-1,639.00 -402.51
TOTAL					-2,041.51
16277	11/12/2018	OverDrive		CB OPRF Operations 008...	
01658C...	11/5/2018		Adult eBooks	eContent - Adult	-37.98
01658D...	11/10/2018		Adult eBook	eContent - Adult	-60.00
01658C...	11/10/2018		Teen eBooks & eAudiobook	eContent - Teen	-326.93
01658C...	11/10/2018		Children's eBooks & eAudiobooks	eContent - Juvenile	-221.49
01658D...	11/10/2018		Adult eBooks & eAudiobook	eContent - Adult	-150.00
TOTAL					-796.40
16306	11/26/2018	OverDrive		CB OPRF Operations 008...	
01658D...	11/20/2018		Teen eBooks & eAudiobooks	eContent - Teen	-38.97
01658D...	11/20/2018		Adult eBook & eAudiobook	eContent - Adult	-150.00
TOTAL					-188.97
dim	11/15/2018	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Payroll processing 11/15/18	Payroll Service	-116.87
dim	11/15/2018	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-18,776.29 -91.80
					-18,868.09

River Forest Public Library
WARRANT LIST DETAIL
 November 2018

Num	Date	Name	Memo	Account	Paid Amount
d1m	11/15/2018	PAYLOCITY		CB OPRF Operations 008...	
			Employee tax deduction	Employee Compensation	-4,494.65
			Connections employee tax deduction	Connection - ASK Salaries	-15.45
			Library FICA portion - employees	FICA	-1,493.07
			Library FICA portion - connections employees	Connection - ASK FICA	-5.69
			Library Medicare portion - employees	Medicare Exp	-349.19
			Library Medicare portion - connections employees	Connection - ASK Medicare	-1.33
TOTAL					-6,359.38
d1m	11/30/2018	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Payroll Run 11/30/18	Payroll Service	-116.87
d1m	11/30/2018	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Compensation	Employee Compensation	-18,619.80
			Connections Employee Compensation	Connection - ASK Salaries	-144.06
d1m	11/30/2018	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Tax Deduction	Employee Compensation	-4,417.68
			Connections Employee Tax deduction	Connection - ASK Salaries	-31.89
			Library FICA Portion - Employees	FICA	-1,479.37
			Library FICA Portion - Connections Employees	Connection - ASK FICA	-10.91
			Library Medicare Portion - Employees	Medicare Exp	-345.98
			Library Medicare Portion - Connections Employees	Connection - ASK Medicare	-2.55
TOTAL					-6,288.38
16278	11/12/2018	PENWORTHY COMPANY	F:1130896-1	CB OPRF Operations 008...	
054577 ...	11/5/2018		J Books	Books- Juv	-178.95
TOTAL					-178.95
16283	11/12/2018	Postmaster of Oak Park		CB OPRF Operations 008...	
Permit ...	11/5/2018		Replish Bulk Mail Account	Postage	-600.00
TOTAL					-600.00

**River Forest Public Library
WARRANT LIST DETAIL
November 2018**

Num	Date	Name	Memo	Account	Paid Amount
16284	11/12/2018	Postmaster of Oak Park		CB OPRF Operations 008...	
BRM45...	11/12/2018		Business Reply Account replenishment	Postage	-30.00
TOTAL					-30.00
16279	11/12/2018	Rosen Publishing		CB OPRF Operations 008...	
RSL133...	11/10/2018		J Non Fiction	Books- Juv	-235.60
TOTAL					-235.60
16280	11/12/2018	S & D Prime Maintenance, Inc.		CB OPRF Operations 008...	
79211	11/5/2018		BiMonthly Building Maintenance Building supplies	Maintenance - Service Maintenance - Supply	-550.00 -138.48
TOTAL					-688.48
16281	11/12/2018	Staples		CB OPRF Operations 008...	
100552...	11/10/2018		Soap, Toilet Paper, Cleaning wipes, garbage bags Copy paper Labels, Advil, tape, whiteout, ink, batteries Napkins	Maintenance - Service Copier supplies Office Supplies Special Programs	-117.15 -103.56 -198.05 -4.69
TOTAL					-423.45
16282	11/12/2018	VERSATILE COMPUTER SERVICES, I...		CB OPRF Operations 008...	
15352	11/10/2018		Monthly IT Support - November	Technical Support	-750.00
TOTAL					-750.00
16307	11/26/2018	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
Nov 18 ...	11/26/2018		Employee Healthcare portion Employer Healthcare portion Employer Dental portion	Employee Compensation Health Insurance Dental	-1,902.37 -3,246.48 -259.43
TOTAL					-5,408.28
161	11/1/2018	Williams Architects		CB OPRF Capital 0080566...	
0018819	10/25/2018		Bill for Completion of Schematic Design phase	Capital Reserve Fund	-2,311.10
TOTAL					-2,311.10

**River Forest Public Library
WARRANT LIST DETAIL
November 2018**

Num	Date	Name	Memo	Account	Paid Amount
162	11/27/2018	Williams Architects			
0018740	11/27/2018		August 2018 Professional Services - Check re-issue	CB OPRF Capital 0080566...	-1,087.31
TOTAL				Capital Reserve Fund	-1,087.31

River Forest Public Library

Register: MB Financial Credit Card
 From 10/09/2018 through 10/31/2018
 Sorted by: Date, Type, Number/Ref

12/4/2018 11:31 AM

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
10/09/2018		University of Wisconsin - Madison	Professional Expenses:Professional ...	PowerUp Conference R...	600.00	X		1,846.45
10/10/2018		Jewel Foods	Juvenile Expenses:Programs - Juv	Cookies for J Programs	10.99	X		1,857.44
10/10/2018	16220	Card Services - MB Financial ...	CB OPRF Operations 00805669201	See last page of Warrant...		X	1,246.45	610.99
10/17/2018		Go Daddy.com	Automation Expenses:Automation ...	2 YR REPL.net domain ...	38.34	X		649.33
10/17/2018		Jewel Foods	Juvenile Expenses:Programs - Juv	Snack Attack program s...	44.03	X		693.36
10/18/2018		FedEx	Office Expenses:Office Supplies	Thumb tacks	15.46	X		708.82
10/19/2018		Jewel Foods	-split-	Gingerbread program su...	52.31	X		761.13
10/20/2018		Anderson's Books	Connection - ASK Programs	Gingerbread program su...	20.95			
10/22/2018		PANERA BREAD	Programs-Teen	Gingerbread program su...	31.36			
10/22/2018		Stamps.com	Teen Expenses:Programs-Teen	Summer reading prize b...	41.58	X		802.71
10/25/2018		Walmart.com	Adult Expenses:Programs - Adult	Film Lower Friday snacks	13.99	X		816.70
10/28/2018		Corel	Office Expenses:Postage	Stamps.com Monthly Fee	15.99	X		832.69
10/28/2018		Snackcrate.com	Teen Expenses:Programs-Teen	Harry Potter program su...	72.45	X		905.14
10/28/2018		Facebook	Capital Expenditures:Equipment - ...	Graphic Design Softwar...	955.91	X		1,861.05
10/28/2018		Facebook	Teen Expenses:Programs-Teen	Oct 2018 SnackCrate S...	49.00	X		1,910.05
10/31/2018		Facebook	Juvenile Expenses:Non-Print Juvenile	Operation game refill pi...	16.96	X		1,927.01
10/31/2018		Facebook	Office Expenses:Advertisement	Facebook Paid AD	17.16	X		1,944.17

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
16309	12/8/2018	AMERICAN LIBRARY ASSO...		CB OPRF Operations 008...	
0047408	12/6/2018		RFPL ALA/PLA/United for Libraries Membership	Membership Dues - Library	-461.00
TOTAL					-461.00
16333	12/19/2018	Amy Grossman		CB OPRF Operations 008...	
	12/13/2018		In Service Day Treats	Staff Training	-32.75
TOTAL					-32.75
16310	12/8/2018	ANDERSON ELEVATOR CO...		CB OPRF Operations 008...	
05237...	12/6/2018		Elevator Maintenance Dec 2018	Maintenance - Service	-196.27
TOTAL					-196.27
16334	12/19/2018	AT&T - Electronic Gateway		CB OPRF Operations 008...	
S66041...	12/13/2018		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
16311	12/8/2018	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203416...	12/6/2018		Adult books	Books - Adult	-146.47
TOTAL					-146.47
16335	12/19/2018	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203419...	12/13/2018		Adult books	Books - Adult	-37.02
203419...	12/13/2018		Adult books	Books - Adult	-14.44
203418...	12/13/2018		Adult books	Books - Adult	-17.67
203418...	12/13/2018		Adult books	Books - Adult	-75.36
203421...	12/19/2018		Adult print	Books - Adult	-49.26
203421...	12/19/2018		Lucky Day Collection Titles	Books - Adult	-81.72
TOTAL					-275.47
16312	12/8/2018	BAKER & TAYLOR C0260133		CB OPRF Operations 008...	
501527...	12/6/2018		Adult books	Books - Adult	-235.14
TOTAL					-235.14

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
16336	12/19/2018	BAKER & TAYLOR L 3648782		CB OPRF Operations 008...	
203418...	12/13/2018		Books for Pages to Pictures program	Connection - ASK Programs	-30.69
TOTAL					-30.69
16337	12/19/2018	Beth Kirchenberg		CB OPRF Operations 008...	
	12/19/2018		Mileage to Alsip-Mentonette Park PL B.Kirchenberg	Misc. Expenses	-25.94
TOTAL					-25.94
16331	12/8/2018	Card Services - MB Finan...		CB OPRF Operations 008...	
TOTAL				MB Financial Credit Card	-2,101.72
dim	12/3/2018	CardConnect		CB OPRF Operations 008...	
TOTAL			Credit card machine fees	Fines, Service Charges	-35.87
16313	12/8/2018	Comcast		CB OPRF Operations 008...	
877120...	12/6/2018		Monthly Telephone & Internet	Automation - Internet	-514.24
TOTAL					-514.24
16314	12/8/2018	DEMCO, INC.		CB OPRF Operations 008...	
6503235	12/6/2018		Label locks, book tape, DVD cases	Supplies - Library	-114.58
TOTAL					-114.58
16338	12/19/2018	DEMCO, INC.		CB OPRF Operations 008...	
6505354	12/13/2018		Custom CD Hub Labels	Supplies - Library	-205.12
TOTAL					-205.12

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
16308	12/4/2018	GE Money Bank/Amazon		CB OPRF Operations 008...	
604578...	12/1/2018		Wireless Microphone System Ozbot and Stickers Spray to clean outdoor sign Fleece for T program Teen video game J Video games	Misc. Expenses Non-Print Juvenile Supplies - Library Programs-Teen Non-print - Teen Non-Print Juvenile	-149.95 -48.66 -27.68 -12.30 -39.88 -109.76
TOTAL					-388.23
16349	12/31/2018	GE Money Bank/Amazon		CB OPRF Operations 008...	
604578...	12/31/2018		Stuffed Animal for Children's room Teen videogames	Programs - Juv Non-print - Middle School	-6.19 -59.88
TOTAL					-66.07
16315	12/8/2018	Hoopla		CB OPRF Operations 008...	
96676090	12/6/2018		Hoopla Checkouts November 18	Hoopla	-1,616.63
TOTAL					-1,616.63
dim	12/28/2018	IMRF		CB OPRF Operations 008...	
TOTAL			Employer IMRF Contribution Employee IMRF Contribution	IMRF Employee Compensation	-4,564.57 -1,865.63
16316	12/8/2018	Ingram Library Services		CB OPRF Operations 008...	
62541397	12/6/2018		J Books	Books- Juv	-10.85
62540983	12/6/2018		J Books	Books- Juv	-21.38
62540839	12/6/2018		J Books	Books- Juv	-67.53
62539910	12/6/2018		J Books	Books- Juv	-11.25
67026876	12/6/2018		J Books	Books- Juv	-15.08
62540353	12/6/2018		J Books	Books- Juv	-9.56
62539982	12/6/2018		J Books	Books- Juv	-31.99
62539384	12/6/2018		J Books	Books- Juv	-81.09
67024778	12/6/2018		J Books	Books- Juv	-23.90
62538936	12/6/2018		J Books	Books- Juv	-234.11
67024258	12/6/2018		J Books	Books- Juv	-10.85
67024257	12/6/2018		J Books	Books- Juv	-10.29
62538534	12/6/2018		J Books	Books- Juv	-10.12
62570703	12/6/2018		MS Books	Books - Middle School	-25.58

River Forest Public Library
WARRANT LIST DETAIL
 December 2018

Num	Date	Name	Memo	Account	Paid Amount
62540702	12/6/2018	MS Books		Books - Middle School	-15.46
62540304	12/6/2018	MS Books		Books - Middle School	-11.25
62539896	12/6/2018	MS Books		Books - Middle School	-11.25
62540813	12/6/2018	Teen books		Books - Teen	-11.25
62540704	12/6/2018	Teen books		Books - Teen	-10.18
62539790	12/6/2018	Teen books		Books - Teen	-11.82
62539250	12/6/2018	Teen books		Books - Teen	-15.21
62539897	12/6/2018	Teen books		Books - Teen	-11.25
62541506	12/8/2018	Adult books		Books - Adult	-103.83
62541508	12/8/2018	Adult books		Books - Adult	-15.77
62541508	12/8/2018	Adult books		Books - Adult	-146.80
67028222	12/8/2018	Adult books		Books - Adult	-17.35
62540986	12/8/2018	Adult books		Books - Adult	-14.38
62540985	12/8/2018	Adult books		Books - Adult	-17.47
62540987	12/8/2018	Adult books		Books - Adult	-31.43
62540984	12/8/2018	Adult books		Books - Adult	-16.35
62540982	12/8/2018	Adult books		Books - Adult	-18.04
62540571	12/8/2018	Adult books		Books - Adult	-12.56
62540843	12/8/2018	Adult books		Books - Adult	-20.18
62540840	12/8/2018	Adult books		Books - Adult	-16.90
62540841	12/8/2018	Adult books		Books - Adult	-27.08
62540842	12/8/2018	Adult books		Books - Adult	-14.36
62539911	12/8/2018	Adult books		Books - Adult	-16.70
67028821	12/8/2018	Adult books		Books - Adult	-47.84
62540351	12/8/2018	Adult books		Books - Adult	-18.03
62540355	12/8/2018	Adult books		Books - Adult	-76.19
62540352	12/8/2018	Adult books		Books - Adult	-16.78
62539875	12/8/2018	Adult books		Books - Adult	-5.38
62539876	12/8/2018	Adult books		Books - Adult	-18.04
62540354	12/8/2018	Adult books		Books - Adult	-15.78
62540350	12/8/2018	Adult books		Books - Adult	-18.04
62539981	12/8/2018	Adult books		Books - Adult	-23.09
62539874	12/8/2018	Adult books		Books - Adult	-16.34
62539365	12/8/2018	Adult books		Books - Adult	-77.78
62539363	12/8/2018	Adult books		Books - Adult	-34.56
62539835	12/8/2018	Adult books		Books - Adult	-101.27
62538937	12/8/2018	Adult books		Books - Adult	-6.78
62538938	12/8/2018	Adult books		Books - Adult	-15.26
62538535	12/8/2018	Adult books		Books - Adult	-16.34
62538536	12/8/2018	Adult books		Books - Adult	-16.34
62538537	12/8/2018	Adult books		Books - Adult	-16.34
62538538	12/8/2018	Adult books		Books - Adult	-16.76
62538539	12/8/2018	Adult books		Books - Adult	-7.18
62538540	12/8/2018	Adult books		Books - Adult	-13.18
TOTAL					-1,727.75

River Forest Public Library
WARRANT LIST DETAIL
 December 2018

Nbrm	Date	Name	Memo	Account	Paid Amount
16339	12/19/2018	Ingram Library Services		CB OPRF Operations 008...	
62542434	12/13/2018		Adult books	Books - Adult	-15.78
62542435	12/13/2018		Adult books	Books - Adult	-7.18
62542436	12/13/2018		Adult books	Books - Adult	-7.18
62542232	12/13/2018		Adult books	Books - Adult	-11.36
62542231	12/13/2018		Adult books	Books - Adult	-16.91
62541753	12/13/2018		Adult books	Books - Adult	-17.38
62541752	12/13/2018		Adult books	Books - Adult	-98.36
62542198	12/13/2018		Teen books	Books - Teen	-23.07
62541829	12/13/2018		Teen books	Books - Teen	-23.96
62543326	12/19/2018		MS Books	Books - Middle School	-15.82
62542990	12/19/2018		J Books	Books- Juv	-86.55
62543327	12/19/2018		Teen books	Books - Teen	-27.32
62543380	12/19/2018		Adult books	Books - Adult	-121.03
62543377	12/19/2018		Adult books	Books - Adult	-17.98
62543379	12/19/2018		Adult print	Books - Adult	-15.21
62543378	12/19/2018		Adult books	Books - Adult	-15.58
67031932	12/19/2018		Adult books	Books - Adult	-28.64
62542824	12/19/2018		Adult books	Books - Adult	-14.38
62542825	12/19/2018		Adult books	Books - Adult	-16.90
62542826	12/19/2018		Adult books	Books - Adult	-11.98
TOTAL					-593.57
16340	12/19/2018	Joanna Bertucci		CB OPRF Operations 008...	
	12/15/2018		Air Fresheners	Maintenance - Supply	-7.99
	12/15/2018		Mileage to HR Source, Downers Grove, IL Job Descrp. cla...	Misc. Expenses	-14.50
TOTAL					-22.49
16341	12/19/2018	JR Media Group LLC		CB OPRF Operations 008...	
	12/13/2018		Swedish Death Cleaning Program 1/13/19	Programs - Adult	-225.00
TOTAL					-225.00
16317	12/8/2018	Konica Minolta Business S...		CB OPRF Operations 008...	
900519...	12/8/2018		Copier Usage November	Copy Machine (usage, mal...	-185.82
TOTAL					-185.82

River Forest Public Library
WARRANT LIST DETAIL
 December 2018

Num	Date	Name	Memo	Account	Paid Amount
16318	12/8/2018	Konka Minoita Premier Fin...		CB OPRF Operations 008...	
372097 ...	12/6/2018		Copier Monthly Lease	Equipment - Copiar Lease ...	-199.00
TOTAL					-199.00
16319	12/8/2018	LibrariesFire1		CB OPRF Operations 008...	
7134	12/6/2018		Museum Adventure Pass Program	Special Programs	-150.00
TOTAL					-150.00
16342	12/19/2018	LIRA		CB OPRF Operations 008...	
	12/15/2018		2019 Property/Casual Insurance	Insurance	-7,572.00
TOTAL					-7,572.00
16320	12/8/2018	Mary Kay Stiff		CB OPRF Operations 008...	
	12/6/2018		Get Well Gift Cathaleen Roach	Misc. Expenses	-35.00
TOTAL					-35.00
16343	12/19/2018	McIlroy, Jana		CB OPRF Operations 008...	
	12/13/2018		Nov and Dec Book Discussions	Programs - Adult	-100.00
TOTAL					-100.00
16332	12/15/2018	Mertes, James S.		CB OPRF Operations 008...	
	12/15/2018		SWS Program	Programs - Juv	-650.00
TOTAL					-650.00
16321	12/8/2018	MIDWEST TAPE		CB OPRF Operations 008...	
9668694	12/6/2018		Adult DVD	Non-Print Adult	-123.45
9668695	12/6/2018		Adult DVD	Non-Print Adult	-26.04
9668684	12/6/2018		Adult DVD	Non-Print Adult	-26.04
9668686	12/6/2018		Adult DVD & BluRay	Non-Print Adult	-59.38
9668681	12/6/2018		Adult DVD	Non-Print Adult	-86.28
9668682	12/6/2018		Adult CD Audiobook	Non-Print Adult	-44.24
9668685	12/6/2018		Adult CD Audiobook	Non-Print Adult	-24.24
96659838	12/6/2018		Adult DVD	Non-Print Adult	-178.97

River Forest Public Library
WARRANT LIST DETAIL
 December 2018

Num	Date	Name	Memo	Account	Paid Amount
96692760	12/8/2018		Adult DVD	Non-Print Adult	-16.54
96692915	12/8/2018		Adult DVD	Non-Print Adult	-20.04
TOTAL					-587.22
16344	12/19/2018	MIDWEST TAPE		CB OPRF Operations 008...	
96744112	12/19/2018		Adult DVDs	Non-Print Adult	-22.29
96744111	12/19/2018		Adult DVD	Non-Print Adult	-26.79
96712812	12/19/2018		Adult books	Non-Print Adult	-104.91
96712810	12/19/2018		Adult BluRay	Non-Print Adult	-36.34
TOTAL					-190.33
16322	12/8/2018	Muralti, Victoria		CB OPRF Operations 008...	
	12/6/2018		Mileage to RAILS Burr Ridge, IL SWAN Circ Advisory	Misc. Expenses	-17.28
	12/6/2018		NY Times	Periodicals - Adult	-9.00
TOTAL					-26.28
16323	12/8/2018	Oak Brook Mechanical Ser...		CB OPRF Operations 008...	
13869	12/8/2018		Semi Annual HVAC inspection	Maintenance - Service	-1,100.00
TOTAL					-1,100.00
164	12/19/2018	Oak Electric, Inc.		CB OPRF Capital 0080566...	
5609	12/19/2018		Electric Wiring for Automatic door controls	Capital Reserve Fund	-1,127.00
TOTAL					-1,127.00
16324	12/8/2018	OverDrive		CB OPRF Operations 008...	
01658C...	12/6/2018		Adult eBooks	eContent - Adult	-60.00
TOTAL					-60.00
16345	12/19/2018	OverDrive		CB OPRF Operations 008...	
01658C...	12/13/2018		Teen eBooks & eAudiobooks	eContent - Teen	-347.27
01658C...	12/19/2018		Children's eContent	eContent - Juvenile	-180.69
01658C...	12/19/2018		Adult eAudiobook	eContent - Adult	-190.00
TOTAL					-717.96

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
d1m	12/14/2018	PAYLOCITY	Employee Compensation Connections Employee Compensation	CB OPRF Operations 008...	-19,659.92
TOTAL					-114.74
d1m	12/14/2018	PAYLOCITY	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	CB OPRF Operations 008...	-19,774.66
TOTAL					-4,702.85
d1m	12/14/2018	PAYLOCITY	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	-22.96
TOTAL					-1,566.64
d1m	12/14/2018	PAYLOCITY	12/14/18 Payroll Fees	CB OPRF Operations 008...	-116.87
TOTAL					-116.87
d1m	12/28/2018	PAYLOCITY	12/28/18 Payroll Processing	CB OPRF Operations 008...	-116.87
TOTAL					-116.87
d1m	12/28/2018	PAYLOCITY	Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-25,502.26
TOTAL					-182.39
d1m	12/28/2018	PAYLOCITY	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	CB OPRF Operations 008...	-25,684.65
TOTAL					-6,465.36
d1m	12/28/2018	PAYLOCITY	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	-43.29
TOTAL					-2,046.54
d1m	12/28/2018	PAYLOCITY	12/28/18 Payroll Processing	CB OPRF Operations 008...	-13.99
TOTAL					-478.63
d1m	12/28/2018	PAYLOCITY	12/28/18 Payroll Processing	CB OPRF Operations 008...	-3.27
TOTAL					-9,051.08

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
16325	12/6/2018	S & D Prime Maintenance, I...		CB OPRF Operations 008...	
79506	12/6/2018		Building Maintenance/Repairs Supplies	Maintenance - Service	-550.00
TOTAL				Maintenance - Supply	-79.89
16326	12/8/2018	Smithereen Pest Managemen...		CB OPRF Operations 008...	-629.89
1881694	12/6/2018		Bi-monthly pest control	Maintenance - Service	-46.00
TOTAL					-46.00
16327	12/8/2018	Staples		CB OPRF Operations 008...	
100552...	12/8/2018		Cable ties, tape, easel pads Paper towel, toilet paper, Chlorox, Soap Copy paper	Office Supplies Maintenance - Supply Copier supplies	-96.61 -117.97 -25.58
TOTAL					-240.16
16328	12/8/2018	Swank Movie Licensing USA		CB OPRF Operations 008...	
2606492	12/8/2018		Motion Picture Viewing License	Special Programs	-330.00
TOTAL					-330.00
16346	12/18/2018	The Oriental Institute		CB OPRF Operations 008...	
	12/13/2018		1/27/19 Program Art and Architecture Ancient Egypt	Programs - Adult	-200.00
TOTAL					-200.00
16329	12/8/2018	VERSATILE COMPUTER S...		CB OPRF Operations 008...	
15363	12/6/2018		IT Support December 2018	Technical Support	-750.00
TOTAL					-750.00
16330	12/8/2018	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
001116...	12/6/2018		Water Bill Sept. Oct. 2018	Water	-253.46
TOTAL					-253.46

**River Forest Public Library
WARRANT LIST DETAIL
December 2018**

Num	Date	Name	Memo	Account	Paid Amount
16347	12/19/2018	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
Decem...	12/17/2018		EE Insurance Portion	Employee Compensation	-1,902.37
			ER Health Insurance portion	Health Insurance	-3,248.53
			ER Dental Insurance portion	Dental	-257.38
TOTAL					-5,408.28
16348	12/20/2018	WEDNESDAY JOURNAL		CB OPRF Operations 008...	
	12/20/2018		Wednesday Journal annual renewal	Periodicals - Adult	-35.00
TOTAL					-35.00
163	12/13/2018	Williams Architects		CB OPRF Capital 0080566...	
0018868	12/6/2018		Design Development Fee	Capital Reserve Fund	-2,341.05
TOTAL					-2,341.05
165	12/19/2018	Williams Architects		CB OPRF Capital 0080566...	
0018868	12/13/2018		Short Pay on Invoice 0018868	Capital Reserve Fund	-112.99
0018901	12/17/2018		Complete Design Development Phase - Interior Renovatio...	Capital Reserve Fund	-5,571.24
TOTAL					-5,684.23

River Forest Public Library

Register: MB Financial Credit Card
 From 11/01/2018 through 12/08/2018
 Sorted by: Date, Type, Number/Ref

1/8/2019 10:05 AM

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
11/01/2018		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Supplies for "I Survived...	70.68	X		2,014.85
11/05/2018		PANERA BREAD	Adult Expenses:Programs - Adult	Coffec Monday program...	40.97	X		2,055.82
11/05/2018		Snackcrats.com	Teen Expenses:Programs-Teen	Teen tasters program su...	49.00	X		2,104.82
11/07/2018		Jewel Foods	Juvenile Expenses:Programs - Juv	"I Survived" Program su...	19.73	X		2,124.55
11/12/2018	16286	Card Services - MB Financial ...	CB OPRF Operations 00805669201	See last page of the War...		X	1,944.17	180.38
11/14/2018		USPS	Office Expenses:Postage	Postage replenishment	50.00	X		230.38
11/15/2018		Hyatt	Professional Expenses:Professional ...	Hotel St. Louis, MO, F....	351.44	X		581.82
11/16/2018		PANERA BREAD	Adult Expenses:Programs - Adult	Film Lover Friday progr...	11.99	X		593.81
11/19/2018		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Supplies for Stories w/S...	209.48	X		803.29
11/20/2018		Discount School Supply	Juvenile Expenses:Programs - Juv	Stories with Santa suppl...	9.82	X		813.11
11/20/2018		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	J Program supplies	100.11	X		913.22
11/20/2018		Ticketmaster	Adult Expenses:Programs - Adult	Adult Winter Reading P...	118.28	X		1,031.50
11/20/2018		Ticketmaster	Adult Expenses:Programs - Adult	Adult Winter Reading P...	97.86	X		1,129.36
11/20/2018		PANERA BREAD	Misc. Expenses	Breakfast for Communit...	54.99	X		1,184.35
11/20/2018		Jewel Foods	Teen Expenses:Programs-Teen	Harry Potter program sn...	16.15	X		1,200.50
11/20/2018		SmartSign	Building Expenses:Maintenance - S...	Sign pole for Ice Warri...	116.24	X		1,316.74

River Forest Public Library

1/8/2019 10:05 AM

Register: MB Financial Credit Card
 From 11/01/2018 through 12/08/2018
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
11/20/2018		AMAZON.COM	Adult Expenses:Non-Print Adult	Adult Audiobook	25.45	X		1,342.19
11/20/2018		AMAZON.COM	Adult Expenses:Books - Adult	Adult print	12.14	X		1,354.33
11/20/2018		Management Association of Illin...	Professional Expenses:Professional ...	Job Descriptions progra...	195.00	X		1,549.33
11/21/2018		AMAZON.COM	Adult Expenses:Books - Adult	Adult books	75.89	X		1,625.22
11/23/2018		Stamps. com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99	X		1,641.21
11/26/2018		AMAZON.COM	Adult Expenses:Programs - Adult	Kindle Fire Winter Rea...	44.99	X		1,686.20
11/28/2018		AMAZON.COM	Building Expenses:Maintenance - S...	Delcer for Book Drop	8.95	X		1,695.15
11/28/2018		AMAZON.COM	Office Expenses:Office Supplies	Locking Bank bag	20.99	X		1,716.14
11/29/2018		Stamps. com	Office Expenses:Postage	Postage replenishment	50.00	X		1,766.14
11/29/2018		Stamps. com	Office Expenses:Postage	Stamps.com Labels	52.95	X		1,819.09
11/30/2018		AMAZON.COM	Adult Expenses:Books - Adult		42.75	X		1,861.84
11/30/2018		Facebook	Office Expenses:Advertisement		4.00	X		1,865.84
12/03/2018		PANERA BREAD	Adult Expenses:Programs - Adult		40.97	X		1,906.81
12/03/2018		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv		56.79	X		1,963.60
12/03/2018		AMAZON.COM	Teen Expenses:Programs-Teen		44.99	X		2,008.59
12/08/2018		Jewel Foods	-split- Programs - Juv	J Program supplies	93.13	X		2,101.72
					57.89			

River Forest Public Library

Register: MB Financial Credit Card
 From 11/01/2018 through 12/08/2018
 Sorted by: Date, Type, Number/Ref

1/8/2019 10:05 AM

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
12/08/2018	16331	Card Services - MB Financial ...	Staff Training Programs-Teen	In Service Day supplies T program supplies	27.26 7.98		2,101.72	0.00
			CB OPRF Operations 00805669201					



River Forest Public Library
 Fiscal Year: May 1, 2018 - April 30, 2019
 Revenue Report - November 2018

<u>Account:</u>	<u>November-18</u>	<u>YTD</u>	<u>2018-2019</u>	<u>% of Budget</u>
Property Taxes	\$ 5,675	\$ 582,380	1,270,000.00	45.86%
Connections Program Grant	\$ 3,143	\$ 6,049	7,800.00	77.55%
Corp Property Replacement Taxes	\$ -	\$ 6,809	14,000.00	48.64%
Fines, Service Charges	\$ 472	\$ 3,420	7,000.00	48.86%
Lost Books Reimbursed	\$ 133	\$ 1,796	3,000.00	59.87%
Book Sales	\$ 31	\$ 388	500.00	77.58%
Copy Machine Revenue	\$ 305	\$ 3,105	4,000.00	77.63%
Rentals, Library Space, Meeting Room	\$ -	\$ 360	300.00	120.00%
Interest	\$ 1,484	\$ 10,036	12,000.00	83.63%
Gifts	\$ -	\$ 1,207	12,000.00	10.05%
IL Per Capita Grant	\$ -	\$ 13,965	8,600.00	162.38%
Grants, other	\$ -	\$ 2,689	4,000.00	67.22%
Community Foundation Endowment	\$ -	\$ -	3,300.00	0.00%
Misc Income	\$ 422	\$ 469	500.00	93.79%
Total:	\$ 11,665	\$ 632,673	1,347,000.00	46.97%
Income:	\$ 11,665	\$ 632,673	1,347,000.00	46.97%
Expense:			1,347,000.00	0.00%

LIRA disbursement



River Forest Public Library - Expense Report - November 2018
Fiscal Year: May 1, 2018 - April 30, 2019

November 2018 Fiscal YTD Actual % Budget
 58% as of 11/30/18 18-19 Budget

Expenses	November 2018	Fiscal YTD	Actual % Budget 58% as of 11/30/18	18-19 Budget
Personnel				
Wages & Salaries	\$ 49,756	\$ 365,689	53.39%	\$ 685,000.00
Medical Health Insurance Coverage	\$ 3,508	\$ 22,725	40.58%	\$ 56,000.00
IMRF	\$ 3,780	\$ 29,181	51.19%	\$ 57,000.00
Medicare/FICA	\$ 3,488	\$ 27,488	51.86%	\$ 53,000.00
Staff Training	\$ -	\$ 1,233	41.09%	\$ 3,000.00
Membership Dues	\$ 125	\$ 2,005	58.97%	\$ 3,400.00
Professional Development	\$ 916	\$ 4,288	42.88%	\$ 10,000.00
Total Personnel	\$ 61,572	\$ 452,609	52.18%	\$ 867,400.00

Support Services
Printing and Advertising

Printing/Bookplate	\$ -	\$ 1,544	30.88%	\$ 5,000.00
Advertising	\$ 47	\$ 444	14.79%	\$ 3,000.00
Total Printing and Advertising	\$ 47	\$ 1,988	24.85%	\$ 8,000.00

Programming

Children's Programs	\$ 1,123	\$ 9,353	77.94%	\$ 12,000.00
Teen Programs	\$ 82	\$ 3,046	48.51%	\$ 7,000.00
Adult Programs	\$ 614	\$ 5,396	53.96%	\$ 10,000.00
Special Programs	\$ 30	\$ 110	5.52%	\$ 2,000.00
Connections Programs	\$ 334	\$ 3,151	40.40%	\$ 7,800.00
Total Programs	\$ 2,184	\$ 21,057	54.27%	\$ 38,800.00
Total Support Services and Programs	\$ 2,231	\$ 23,044	49.24%	\$ 46,800.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ 86	10.70%	\$ 800.00
Technical Support	\$ 750	\$ 5,250	43.75%	\$ 12,000.00
Automation Administration	\$ 315	\$ 16,330	50.25%	\$ 32,500.00
Consultant Fees/Legal Fees	\$ 378	\$ 1,255	20.92%	\$ 6,000.00
Postage & Delivery	\$ 799	\$ 2,975	82.64%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,750	96.43%	\$ 7,000.00
Payroll and Employment Services	\$ 284	\$ 1,694	56.46%	\$ 3,000.00
Youth Interventionist Contract	\$ -	\$ 866	18.83%	\$ 4,600.00
Telephone/Internet	\$ 1,352	\$ 7,268	50.12%	\$ 14,500.00
Trustee Training and Memberships	\$ 40	\$ 290	29.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 1,393	55.72%	\$ 2,500.00
Total Other Support Services	\$ 4,067	\$ 44,156	50.46%	\$ 87,500.00

Library Materials

Books	\$ 6,467	\$ 37,100	51.17%	\$ 72,500.00
Print Periodicals (Magazines)	\$ -	\$ 5,747	88.41%	\$ 6,500.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	12,330		79.55%	\$	15,500.00
Online E-Content - elect. books/magazines/movies/music	\$	2,603	\$	18,653		34.54%	\$	54,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	2,385	\$	16,496		49.99%	\$	33,000.00
Total Library Materials	\$	11,455	\$	90,326		49.77%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	219	\$	1,513		36.03%	\$	4,200.00
Library Supplies	\$	128	\$	1,982		39.63%	\$	5,000.00
Copy And Printing Supplies	\$	103	\$	545		41.90%	\$	1,300.00
Misc Expenses (includes Patron Relations)	\$	115	\$	1,066		42.66%	\$	2,500.00
Total Office Supplies	\$	565	\$	5,106		39.28%	\$	13,000.00
Total Library Materials & Supplies	\$	12,020	\$	95,431		49.07%	\$	194,500.00

Strategic Initiatives

	\$	1,964	\$	4,929		98.58%	\$	5,000.00
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**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	682	\$	2,261		47.10%	\$	4,800.00
Total Facility Supplies	\$	682	\$	2,261		47.10%	\$	4,800.00

Facility Services

Insurance	\$	-	\$	41		0.37%	\$	11,000.00
Maintenance and Custodial Service	\$	7,992	\$	32,163		53.61%	\$	60,000.00
Water	\$	-	\$	860		42.98%	\$	2,000.00
Natural Gas	\$	754	\$	3,905		43.39%	\$	9,000.00
Copier Maintenance and Usage	\$	218	\$	1,629		65.14%	\$	2,500.00
Total Facility Services	\$	8,964	\$	38,598		45.68%	\$	84,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	-	\$	4,574		48.15%	\$	9,500.00
Technology Misc.	\$	-	\$	1,617		80.84%	\$	2,000.00
Total Equipment and Furniture	\$	-	\$	6,191		53.84%	\$	11,500.00

Total Facilities Management	\$	8,964	\$	46,406		46.04%	\$	100,800.00
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Total Operating Expenses	\$	90,818	\$	666,575		51.20%	\$	1,302,000.00
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Capital Improvement Reserve Fund	\$	-				0.00%	\$	45,000.00
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Total Expenses	\$	90,818	\$	666,575		49.49%	\$	1,347,000.00
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Total Income	\$	11,665	\$	652,673		46.97%	\$	1,347,000.00
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**River Forest Public Library -Capital Reserve Fund - November 2018
Fiscal Year: May 1, 2018 - April 30, 2019**

Capital Reserve Account Balances as of 11/2018

ICS Capital Reserve 398,710.21

CB OPRF Capital Checking 8,055.34

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>	
160	11/1/2018	Amazon.com - New patron and staff laptops	3,135.00
161	11/1/2018	Williams Architects	2,311.10
162	11/27/2018	Williams Architects	1,087.31
			<u>6,533.41</u>
Income			
Interest	11/30/2018		412.13



River Forest Public Library
 Fiscal Year: May 1, 2018 - April 30, 2019
 Revenue Report - December 2018

<u>Account:</u>	<u>December-18</u>	<u>YTD</u>	<u>2018-2019</u>	<u>% of Budget</u>
Property Taxes	\$ 2,314	\$ 580,734	1,270,000.00	45.73%
Connections Program Grant	\$ -	\$ 6,049	7,800.00	77.55%
Corp Property Replacement Taxes	\$ 458	\$ 7,267	14,000.00	51.91%
Fines, Service Charges	\$ 413	\$ 3,833	7,000.00	54.75%
Lost Books Reimbursed	\$ 359	\$ 2,155	3,000.00	71.85%
Book Sales	\$ 73	\$ 460	500.00	92.08%
Copy Machine Revenue	\$ 12	\$ 3,117	4,000.00	77.92%
Rentals, Library Space, Meeting Room	\$ 150	\$ 510	300.00	170.00%
Interest	\$ 1,445	\$ 11,481	12,000.00	95.68%
Gifts	\$ -	\$ 1,207	12,000.00	10.05%
IL Per Capita Grant	\$ -	\$ 13,965	8,600.00	162.38%
Grants, other	\$ -	\$ 2,689	4,000.00	67.22%
Community Foundation Endowment	\$ -	\$ -	3,300.00	0.00%
Misc Income	\$ 12	\$ 481	500.00	96.19%
Total:	\$ 5,236	\$ 633,948	1,347,000.00	47.06%
Income:	\$ 5,236	\$ 633,948	1,347,000.00	47.06%
Expense:	\$ 93,981	\$ 760,389	1,347,000.00	56.45%



River Forest Public Library - Expense Report - December 2018
 Fiscal Year: May 1, 2018 - April 30, 2019

December 2018 Fiscal YTD Actual % Budget 18-19 Budget

67% as of 12/31/2018

Expenses
 Personnel

Wages & Salaries	\$ 56,825	\$ 424,514	\$ 61.97%	\$ 685,000.00
Medical Health Insurance Coverage	\$ 3,508	\$ 26,231	46.84%	\$ 56,000.00
IMRF	\$ 4,565	\$ 33,745	59.20%	\$ 57,000.00
Medicare/FICA	\$ 4,458	\$ 31,946	60.28%	\$ 53,000.00
Staff Training	\$ 243	\$ 1,476	49.20%	\$ 3,000.00
Membership Dues	\$ 461	\$ 2,466	72.53%	\$ 3,400.00
Professional Development	\$ -	\$ 4,288	42.88%	\$ 10,000.00
Total Personnel	\$ 72,060	\$ 524,667	60.49%	\$ 867,400.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ -	\$ 1,544	30.88%	\$ 5,000.00
Advertising	\$ 250	\$ 698	23.25%	\$ 3,000.00
Total Printing and Advertising	\$ 250	\$ 2,242	28.02%	\$ 8,000.00

Programming

Children's Programs	\$ 868	\$ 10,011	83.43%	\$ 12,000.00
Teen Programs	\$ 65	\$ 3,108	44.40%	\$ 7,000.00
Adult Programs	\$ 602	\$ 5,998	59.98%	\$ 10,000.00
Special Programs	\$ 490	\$ 590	29.52%	\$ 2,000.00
Connections Programs	\$ 422	\$ 3,573	45.81%	\$ 7,800.00
Total Programs	\$ 2,437	\$ 23,281	60.00%	\$ 38,800.00
Total Support Services and Programs	\$ 2,687	\$ 25,523	54.54%	\$ 46,800.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ 86	10.70%	\$ 800.00
Technical Support	\$ 750	\$ 6,000	50.00%	\$ 12,000.00
Automation Administration	\$ -	\$ 16,330	50.25%	\$ 32,500.00
Consultant Fees/Legal Fees	\$ -	\$ 1,255	20.92%	\$ 6,000.00
Postage & Delivery	\$ -	\$ 2,975	82.64%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,750	96.43%	\$ 7,000.00
Payroll and Employment Services	\$ 234	\$ 1,928	64.25%	\$ 3,000.00
Youth Interventionist Contract	\$ -	\$ 866	18.83%	\$ 4,600.00
Telephone/Internet	\$ 872	\$ 8,140	56.14%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 290	29.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 1,592	63.68%	\$ 2,500.00
Total Other Support Services	\$ 2,055	\$ 46,211	52.81%	\$ 87,500.00

Library Materials

Books	\$ 3,004	\$ 40,148	55.38%	\$ 72,500.00
Print Periodicals (Magazines)	\$ 44	\$ 5,791	89.09%	\$ 6,500.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	12,330		79.55%	\$	15,500.00
Online E-Content - elect. books/magazines/movies/music	\$	2,479	\$	21,132		39.13%	\$	54,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	1,036	\$	17,532		53.13%	\$	33,000.00
Total Library Materials	\$	6,568	\$	96,992		53.41%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	97	\$	1,610		38.33%	\$	4,200.00
Library Supplies	\$	347	\$	2,329		46.58%	\$	5,000.00
Copy And Printing Supplies	\$	26	\$	570		43.87%	\$	1,300.00
Misc Expenses (includes Patron Relations)	\$	243	\$	1,309		52.36%	\$	2,500.00
Total Office Supplies	\$	712	\$	5,818		44.76%	\$	13,000.00
Total Library Materials & Supplies	\$	7,275	\$	102,750		52.83%	\$	194,500.00

Strategic Initiatives

Strategic Initiatives	\$	-	\$	4,929		98.58%	\$	5,000.00
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**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	214	\$	2,475		51.56%	\$	4,800.00
Total Facility Supplies	\$	214	\$	2,475		51.56%	\$	4,800.00

Facility Services

Insurance	\$	7,572	\$	7,613		69.21%	\$	11,000.00
Maintenance and Custodial Service	\$	1,892	\$	34,056		56.76%	\$	60,000.00
Water	\$	253	\$	1,113		55.65%	\$	2,000.00
Natural Gas	\$	-	\$	3,905		43.39%	\$	9,000.00
Copier Maintenance and Usage	\$	186	\$	1,814		72.58%	\$	2,500.00
Total Facility Services	\$	9,904	\$	48,501		57.40%	\$	84,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	-	\$	4,574		48.15%	\$	9,500.00
Technology Misc.	\$	-	\$	1,617		80.84%	\$	2,000.00
Total Equipment and Furniture	\$	-	\$	6,191		53.84%	\$	11,500.00

Total Facilities Management	\$	9,904	\$	56,309		55.86%	\$	100,800.00
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Total Operating Expenses	\$	96,981	\$	760,389		58.40%	\$	1,302,000.00
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Capital Improvement Reserve Fund	\$	-				0.00%	\$	45,000.00
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Total Expenses	\$	96,981	\$	760,389		56.45%	\$	1,347,000.00
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Total Income	\$	5,236	\$	633,948		47.06%	\$	1,347,000.00
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River Forest Public Library -Capital Reserve Fund - December 2018
Fiscal Year: May 1, 2018 - April 30, 2019

Capital Reserve Account Balances as of 12/2018

ICS Capital Reserve 399,133.67

CB OPRF Capital Checking (9.56)

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	
163	12/8/2018	Williams Architects	2,341.05
164	12/19/2018	Oak Electric - public restroom auto controls	2,311.10
165	12/19/2018	Williams Architects	5,684.23
			<u>10,336.38</u>
Income			
Interest	12/31/2018		423.46

River Forest Public Library
Balance Sheet
As of November 30, 2018

Nov 30, 18

ASSETS

Current Assets

Checking/Savings

OP CD 5 YEAR 1021670738	60,485.63
OP CD 3 YEAR 1021670576	60,459.05
OP CD 26 WK 1021699698	75,412.08
OP CD 1 YEAR 1021700558	152,872.10
OP CD 5 YEAR 1020450904	61,574.95
OP CD 3 YEAR 1020448578	61,321.84
OP CD 2 YEAR 1020448543	61,175.35
ICS Operations 805669201	494,261.16
ICS Capital 805669202	398,710.21
CB OPRF Operations 00805669201	18,091.98
CB OPRF Capital 00805669202	8,055.34
Petty Cash	40.00

Total Checking/Savings 1,452,459.69

Total Current Assets 1,452,459.69

TOTAL ASSETS 1,452,459.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable -741.11

Total Accounts Payable -741.11

Credit Cards

MB Financial Credit Card 1,819.09

Total Credit Cards 1,819.09

Total Current Liabilities 1,077.98

Total Liabilities 1,077.98

Equity

Opening Bal Equity 821,884.15

Retained Earnings 678,498.55

Net Income -49,000.99

Total Equity 1,451,381.71

TOTAL LIABILITIES & EQUITY 1,452,459.69

River Forest Public Library
Balance Sheet
As of December 31, 2018

Dec 31, 18

ASSETS

Current Assets

Checking/Savings

OP CD 5 YEAR 1021670738	60,627.06
OP CD 3 YEAR 1021670576	60,592.70
OP CD 28 WK 1021699698	75,540.28
OP CD 1 YEAR 1021700556	153,171.01
OP CD 5 YEAR 1020450904	61,677.01
OP CD 3 YEAR 1020448578	61,407.31
OP CD 2 YEAR 1020448543	61,251.25
ICS Operations 805669201	394,740.71
ICS Capital 805669202	399,133.67
CB OPRF Operations 00805669201	26,511.24
CB OPRF Capital 00805669202	-9.56
Petty Cash	40.00

Total Checking/Savings 1,354,682.68

Total Current Assets 1,354,682.68

TOTAL ASSETS 1,354,682.68

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable -741.11

Total Accounts Payable -741.11

Credit Cards

MB Financial Credit Card 684.81

Total Credit Cards 684.81

Total Current Liabilities -56.30

Total Liabilities -56.30

Equity

Opening Bal Equity 821,884.15

Retained Earnings 678,498.55

Net Income -145,643.72

Total Equity 1,354,738.98

TOTAL LIABILITIES & EQUITY 1,354,682.68

12:04 PM
12/04/18

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 11/30/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 11/30/2018						40.00
Ending Balance						40.00

10:48 AM
01/08/19

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 12/31/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 12/31/2018						40.00
Ending Balance						40.00

MEMO

To: RFPL Board of Trustees

From: Sue Quinn, Library Director
Joanna Bertucci, Materials and Business Services Manager

Date: January 2, 2019

RE: Assignment of existing audit contract agreement with Knutte & Associates to Sikich, LLP

On April 17, 2018, the Library Board voted to approve a 3-year audit contract with Knutte & Associates PC ("Knutte") for the fiscal years ending April 30, 2018, April 30, 2019 and April 30, 2020. Knutte completed our April 30, 2018 audit and we have 2 years remaining in our contract agreement. It was our intent to issue a Request For Proposal in October 2020 to interview and engage a new auditing firm.

On December 19, 2018, Knutte contacted RFPL to let us know that their practice had been acquired by Sikich LLP ("Sikich"). As part of the contract, Sikich has agreed to honor Knutte's obligations under signed agreements between Knutte and its clients, including the agreed pricing therein. Fees for preparation of the April 30, 2019 and April 30, 2020 audits will be \$7,000 and \$7,250, respectively.

Sikich LLP is a much larger accounting firm with a strong reputation. Sikich services many local government clients, including The Village of Western Springs. Thomas Ford Memorial Library reports that they have been pleased with the level of service that they receive from Sikich.

It is our recommendation that the RFPL assign our current agreement with Knutte to Sikich and the remaining 2 years of the contract with Sikich LLP as our auditor.

Administration

- I attended the SWAN quarterly meeting on December 3rd. SWAN Board members presented the SWAN 3- year strategic plan and asked member libraries to approve an appropriation from SWAN operating reserves to design a new mobile app for the SWAN catalog. Our users have indicated that the SWAN catalog does not work very well on their mobile devices, so we look forward to a solution.
- Joanna and Victoria completed the 2018 ILLINET report on inter-library lending and Amy completed the annual 2019 Per Capita grant request.

Staff Training

- The library was closed on December 7th for an all-staff training day. In addition to a 2 hour session on strategic planning, an update on the lobby renovation project was provided. Departments met for staff meetings and also discussed best practices for communicating with and providing good service to patrons who have disabilities.

Facilities

- Automatic controls were installed on the public restroom entryway doors on December 7th.
- The slate roof repairs have not been completed due to the cold weather and we have experienced some leaking during recent (unseasonable) periods of rain.
- I obtained an additional outdoor book drop unit, at no cost, from the Director of Germantown Hills Public Library. The unit has a roughly \$3,500 value and will be installed in outside in front of the library
- The flue piping that vents our furnace is deteriorating and must be replaced with new stainless steel piping. Oak Brook Mechanical has given us a price for the work at \$5,830 which will be paid from the operating budget. Custom parts must be fabricated and the order has been placed. The library may need to close to make this repair as the boiler will need to be off for the entire day.
- At the request of the Village Sustainability Commission, an assessment of our 2nd floor lighting was completed by Sydney Fitch of Verde Experts, a ComEd business partner in December. Ms. Fitch has provided a plan to upgrade all of our remaining lighting on the 2nd floor (including shelf mounted lighting) to LED at a total net cost to us of \$6,224.29. This would also result in an estimated annual energy savings of \$1,570.35 to the Village, paying for itself in 4 years. It would also improve our lighting levels and cut down on the amount of time and money that we currently spend on bulb replacement. The Facility Committee will be asked to review this proposal at our next meeting. Ms. Fitch also provided me with the name of a contact who might be able to assist us in procuring ComEd rebates to replace our current air handler with a more energy efficient model.

- Klein, Thorpe and Jenkins reviewed the AIA and other contract documents prepared by Williams for the staff area/lobby remodeling project in late December, adding a Rider to reflect insurance requirements, changes in warranties and additional information to be provided by the bidders. After discussion with the architect and legal counsel this week, KTJ will prepare draft language for an addendum to the A105 agreement requesting an alternate bid from contractors for providing a 3-year warranty for materials and workmanship from the date of final payment.

Finance

- Staff members submitted their materials and staffing budget requests to the Director in December. The 2019-20 draft operating budget document will be discussed at the January Board meeting.
- I am negotiating a new 3 year lease agreement with Konica Minolta for two new printer/copiers. The contract will be presented to the Board in February or March for approval.

Technology

- The contract for our 20 Mbps AT&T internet service (which is supported by ICN and subject to government rate pricing) was renewed in December. Our monthly payment will decrease from \$315 to \$264 for a monthly savings of \$51. ICN will continue to support our connection at a monthly fee of \$240 paid to the Communication Revolving Fund. Our Comcast Business line supports our staff and public internet. The AT&T line supports our SWAN catalog traffic and is our backup internet provider if Comcast is down. This configuration, while somewhat costly, has worked very well for us as opposed to going with a single provider. While we have experienced slowdowns on the few occasions that Comcast was down, the library has not had a complete internet outage.

Strategic Planning

- The Management Team met on January 7th to identify 4 broad strategic goals based on the information collected from community surveys and community, Library Board, and staff input sessions. In February, I will present a synopsis of information collected along with the Management Team's recommendations for draft goals and objectives.

Community Partnerships

- The Oak Park River Forest Historical Museum had a River Forest history display in our lobby during the month of December.
- Amy coordinated with New Mom's to hold a parent workshop at the library on December 5th on upcycling to create kids toys and games.
- A Children's librarian will be presenting a monthly story time on Wednesday mornings at the Fresh Thyme Market in River Forest.

- Little Bits Workshop students are at work creating a new book-related mural to be displayed on the stucco wall above the Lucky Day shelves. Patron response to the 2 current installations in the library that showcase local children's talents has been very positive. We are excited to have a new piece of art on display to delight our visitors and to draw attention to our new collection.

Marketing and Public Relations

- The Winter 2019 Bookplate arrived in homes in early January.
- Patron designed bookmarks (from our recent competition) are now at our service desks.

Respectively submitted,
Sue Quinn
January 11, 2019

December 2018 Key Performance Indicators

Total Circulation	Dec-18	YTD 2018- 2019	Last YTD 2017 2018	Change over Last FY
Preschool Collection	3,499	30,986	27,281	14%
Juvenile Collection	4,457	40,302	35,971	12%
Middle School Collection	467	4,728	4,606	3%
Teen Collection	741	7,669	6,875	12%
Adult Fiction	3,952	34,879	33,763	3%
Adult Non-Fiction	3,002	26,304	26,461	-1%
Adult Media	2,732	23,839	23,976	-1%
Adult Other	195	1,577	1,346	17%
Non SWAN ILL	19	166	251	-34%
Webpac Renewals	41	363	3,318	-89%
Total Circulation	19,105	170,813	163,848	4%
Programs & Meeting Room Use				
Older Adults				
Programs	6	60	73	-18%
Attendance	114	1,252	1,441	-13%
Middle School				
Programs	10	94	91	3%
Attendance	128	2,364	2,567	-8%
Children/Family Programs				
Programs	26	272	297	-8%
Elementary School Age Attendance	456	6,619	5,165	28%
Preschool Attendance	770	5,297	5,682	-7%
Other Programs				
Programs	0	0	-	
Attendance	0	0	-	
Outside Groups				
Barbara Hall Meeting Room Use	12	115	72	60%
Cardholders & Visits				
Monthly Visitors	7,919	63,966	66,705	-4%
New Cardholders Added	33	478	470	2%
Total Number Cardholders	8,305		8,370	
Cardholders as % of Population*	74%		75%	

* RF Population is 11,172 Per 2010 Census Data

River Forest Public Library Draft Budget 2019-20

General Fund for Operation		Budget 2018-19	Budget 2019-20
Revenues			
Property Taxes, for operating		\$ 1,270,000.00	\$1,289,000.00
Connections Program		\$ 7,800.00	\$8,000.00
Corp. Property Replacement Tax		\$ 14,000.00	\$12,000.00
Fines Service Charges(includes e-commerce)		\$ 7,000.00	\$0.00
Lost Books Reimbursed		\$ 3,000.00	\$3,000.00
Book Sale		\$ 500.00	\$0.00
Copy Machine Revenues		\$ 4,000.00	\$4,400.00
Rentals-Library Space		\$ 300.00	\$300.00
Interest		\$ 12,000.00	\$10,000.00
Gifts		\$ 12,000.00	\$2,000.00
Illinois Per Capita Grant		\$ 8,600.00	\$14,000.00
Grants, Other		\$ 4,000.00	\$3,000.00
Community Fund Endowment distribution		\$ 3,300.00	\$3,200.00
Miscellaneous Income		\$ 500.00	\$100.00
Total Revenues		\$ 1,347,000.00	\$ 1,349,000.00
Expenses			
Personnel			
Wages & Salaries		\$ 685,000.00	\$703,000.00
Medical Health Insurance Coverage		\$ 56,000.00	\$56,000.00
IMRF		\$ 57,000.00	\$50,000.00
FICA, Medicare		\$ 53,000.00	\$54,000.00
Staff Training and Recognitions		\$ 3,000.00	\$2,000.00
Membership Dues		\$ 3,400.00	\$3,100.00
Professional Development		\$ 10,000.00	\$8,400.00
Total Personnel		\$ 867,400.00	\$ 876,500.00
		64.4%	65.0%
Support Services			
Printing and Advertising			
Printing (Bookplate)		\$ 5,000.00	\$5,500.00
Advertisement		\$ 3,000.00	\$3,000.00
Total Printing and Advertising		\$ 8,000.00	\$ 8,500.00
Programming			
Children's Programs		\$ 12,000.00	\$12,000.00
Teen Programs		\$ 7,000.00	\$7,000.00
Adult Programs		\$ 10,000.00	\$9,000.00
Special Programs		\$ 2,000.00	\$2,000.00
ASK/Connections Programs		\$ 7,800.00	\$8,000.00
Total Programs		\$ 38,800.00	\$ 38,000.00
Total Support Services-Programming		\$ 46,800.00	\$ 46,500.00
		3.5%	3.4%
Other Support Services			
ILL and RB Services		\$ 800.00	\$400.00
Technical Support (IT)		\$ 12,000.00	\$11,000.00
Automation - SWAN / RAILS and Website		\$ 32,500.00	\$35,000.00
Consultant / Legal		\$ 6,000.00	\$7,000.00
Postage & Delivery		\$ 3,600.00	\$3,600.00
Audit		\$ 7,000.00	\$7,000.00

	Payroll and employment services	\$ 3,000.00	\$3,500.00
	Youth Interventionist Contract	\$ 4,600.00	\$4,000.00
	Telephone/Internet	\$ 14,500.00	\$14,500.00
	Trustee Training and memberships	\$ 1,000.00	\$1,000.00
	Copy Machine Leases (pub and nonpub)	\$ 2,500.00	\$2,500.00
	Total Other Support Servies	\$ 87,500.00	\$ 89,500.00
		6.5%	6.6%
Library Materials			
	Books	\$ 72,500.00	\$74,500.00
	Print Periodicals	\$ 6,500.00	\$6,500.00
	Automated Subscriptions (Online learning, research)	\$ 15,500.00	\$12,500.00
	Online E-content (MOD, Flipster, hoopla)	\$ 54,000.00	\$58,800.00
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$ 33,000.00	\$29,200.00
	Total Library Materials	\$ 181,500.00	\$ 181,500.00
		13.5%	13.5%
Materials and Supplies			
	Office Supplies	\$ 4,200.00	\$ 4,000.00
	Library Supplies	\$ 5,000.00	\$ 5,000.00
	Copy And Printing Supplies	\$ 1,300.00	\$ 1,000.00
	Misc Expenses	\$ 2,500.00	\$ 2,500.00
	Total Library and Office Supplies	\$ 13,000.00	\$ 12,500.00
	Total Library Materials and Supplies	\$ 194,500.00	\$ 194,000.00
	Strategic Initiatives	\$ 5,000.00	\$5,000.00
Facilities Management			
Facility Supplies			
	Building Materials & Supplies	\$ 4,800.00	\$ 4,500.00
	Total Facility Supplies	\$ 4,800.00	\$ 4,500.00
Facility Services			
	Insurance	\$ 11,000.00	\$11,500.00
	Maintenance and Custodial Services	\$ 60,000.00	\$60,000.00
	Water	\$ 2,000.00	\$2,000.00
	Natural Gas	\$ 9,000.00	\$9,500.00
	Copier Maintenance and Usage	\$ 2,500.00	\$2,500.00
	Total Facilities Services	\$ 84,500.00	\$ 85,500.00
Equipment & Furniture*			
	Equipment & Furniture	\$ 10,000.00	\$13,000.00
	Technology misc.	\$ 1,500.00	\$2,000.00
	Equipment & furniture--paid from Cap. Expenditures		
	Total Equipment and Furniture	\$ 11,500.00	\$ 15,000.00
	Total Facilities Management	\$ 100,800.00	\$ 105,000.00
		7.5%	
	Total Operating Expenses	\$ 1,302,000.00	\$ 1,316,500.00
		96.7%	97.6%
	Levy for capital Improvement fund (minium of 2.5% of tax revenues)	\$ 45,000	\$32,500.00
	Total	\$ 1,347,000.00	\$ 1,349,000.00

Date: January 10, 2019

To: Library Board of Trustees

From: Sue Quinn

RE: FY 2019-10 Draft Budget notes

The 2019-20 operating budget request is \$1,349,000, a .15% increase over 2018-19. Significant sources of revenue and areas of expense, or individual line items that have a variance from FY 2018-19 of greater than 20%, are noted.

Operating Revenues:

Property taxes comprise 94% of our revenues. The 2018-19 levy is estimated at \$1,289,000. This is an increase of 1.4% over our prior year's levy and 2.8% over the prior year's actual levy extension of \$1,254,688.

Corporate Property Replacement Tax has proved difficult to project. Based on the FY 18-19 receipts to date, we estimate that we will receive \$12,000 next year.

Book Sale shelves will be removed from the lobby as part of the remodeling project. We will no longer have revenue from sales of donated items.

Overdue fines have always been less than 1.5% of revenues. Due to the success of the SWAN auto-renewal program instituted in June 2017, overdue fines collected in 2018 dropped to less than 1% of revenues. We are projecting to collect less than \$6,000 in overdue fines in FY 18-19. This draft budget reflects management's plan to phase out overdue fines completely beginning in FY 19-20.

Interest revenue will decrease as we transfer our operating reserves to the capital improvement fund in late 2019 in order to complete large imperative projects in 19-20 such as replacing the air handler. (Interest earned on the Capital Improvement Fund is not a source of operating revenue.)

Gifts are projected to decrease to 2,000 as an annual contribution amount from the RFPL Foundation to the Operating Fund has not been set. If the Foundation made a decision to contribute an amount annually to operations, it could potentially be tied to the Strategic Initiatives line.

Illinois Per Capita Grant funding was restored this year to the full \$1.25 per resident.

Grants, (Other) has been comprised primarily of funding received from the RF Township for our joint programs. In June 2018, we discontinued contracting for a paid independent computer lab instructor, which was about \$1000 of our grant request from the Township

Senior Services. A Library staff member now provides technology instruction in our monthly *Connect With Tech* program.

Operating Expenses:

Wages and Salaries will increase by 2.63%, which is lower than the 2018 national average wage increase of 3.2% reported by the Society of Human Resource Managers. (Jan 4, 2019)

IMRF will decrease by roughly 12% as the 2019 employer contribution rate dropped from 11.01% to 9.15%.

Staff Training will decrease by \$1,000 as we will be eliminating Lynda.com as a staff training tool.

Automation Expenses will increase about 7% as our SWAN membership fees are increasing and we are adding new self-check operating software and the annual fee for maintaining the (new) Library Calendar software.

Professional Development will be cut by 16%. The ALA mid-summer conference will be held in Chicago and we will not need to pay travel expenses for staff to attend.

Adult Programs allocation will decrease by \$1,000 as we discontinued contracting with an independent computer lab instructor.

Consultant/Legal Fees will increase by 17% to \$7,000 as will need legal review of contracts associated with some of our planned capital project and may need to hire outside consultants to provide guidance with our revenue and cash flow projections.

Materials Expense will be maintained at a healthy 13.5% of budget. Illinois public library standards recommend that the library spend of minimum of 12% of its operating budget on materials for patrons, so our budget allocation is strong.

We eliminated the \$4,500 annual Lynda.com database subscription as usage was low despite continued efforts to promote this unique subscription. (\$1000 of the subscription was paid from the Staff Training line).

Allocations to print materials increased slightly to fund our Lucky Day Collection. We are continuing to cut back the In-House AV line as there is a marked drop in circulation in both the DVD and music CD collections. We attribute this decrease in circulation to greater patron use of streaming services such as Apple Music, Spotify, Netflix, Amazon Prime and Hulu. We will continue to buy physical audiobooks at current levels, but need to allocate more funds to meet the growing demand from patrons for Hoopla downloads and to purchase more eBooks and eAudiobooks through OverDrive.

affordable (?)

Strategic Initiatives is an unallocated line that allows management to take advantage of strategic mid-year opportunities. In previous years we have used this line to upgrade our internet service, add new digital collections and to purchase additional technology equipment. The amount available annually for Strategic Initiatives depends on other fixed budget expenses. In 2018-19, the amount of Strategic Initiatives was decreased to \$5000.00 to accommodate other areas of need. This past year, this budget line was used towards our strategic planning patron direct mail survey and to customize and implement the Library Calendar system which will launch in April. This budget line will remain fixed at \$5,000 for FY 19-20 unless the Foundation would decide to allocate monies to the library's operating fund.

Copy and Printing Supplies have decreased as we have made a concerted effort to reduce the amount of paper used in our Summer Reading packets.

Insurance Expense has increased about 4% due to higher Workers Compensation premiums based on a larger payroll. RFPL received a rebate from the LIRA pool in the amount of \$422 in November 2018 as LIRA pool property/casualty losses remained low.

The Maintenance and Custodial Services remains at \$60,000. We will issue an RFP for new 6 day/week cleaning quotes in February 2019 to try to lower our monthly payments. This year, ongoing HVAC repairs will comprise a fairly significant amount of this budget line.

Equipment/Furniture expense has increased to \$13,000. We plan to purchase new display fixtures for the renovated lobby and to install 2nd floor east side window shades.

Capital Improvement Fund Reserve:

The 2018-19 operating budget includes an allocation to the Capital Improvement fund in the amount of \$32,500 which is 2.5% of our budgeted tax revenues.

Capital Expenses:

The Board has set a policy that a separate Capital Budget will be established annually and approved by the Board at the same time as the Operating Budget. It will include a line item listing for known capital expenditures the Facilities Committee ranked as "Imperative" or "Essential", plus \$10,000.00 set aside for unexpected contingencies.

As per our policy, any capital expenditures over \$5,000.00 will require prior approval by the Facilities committee and be voted on by the Board of Trustees at a meeting. A detailed breakout of capital expenditures will be provided in March 2019.

As recently as a decade ago, for a library to abolish overdue fines was a radical move. Some libraries have been fine-free for years—a few for their entire existence. But for many, the idea has gathered momentum recently, along with the growing awareness that fines and fees are an equity issue, raising barriers to those who need the library most.

Apart from “this is how we’ve always done it,” there are three common reasons given for collecting fines and fees: to generate revenue, to ensure that books are returned, and to teach responsibility. These are the same across all types of libraries—public and academic, large and small, urban and rural. Yet as more libraries go fine-free, their experiences challenge all three.

Much has changed even since *LJ*’s January 2017 Fines and Fees survey (see “Doing Fines(s)?” at ow.ly/7Cah30IAABBD). Those results showed 92 percent of the more than 450 respondents collecting fees. Only five percent of those did not charge for children’s materials. Although responding libraries estimated that around 14 percent of materials were returned late, the majority—88 percent—were returned within one week of the due date. Daily fines for lateness were typically small, approximately 17¢, but could be up to a maximum of \$5–\$10, or the cost of replacement.

Recently, large systems such as the San Diego Public Library; Enoch Pratt Free Library (EPFL), Baltimore; Salt Lake City Public Library (SLCPL); Nashville Public Library; and more have eliminated fines entirely, as have many suburban, small-town, and rural libraries. Academic libraries from private universities to small community colleges have elected to stop collecting late fees from students. Some libraries that have eliminated fines for books still charge

that they have examined their budgets, card registration patterns, renewal rates, and circulation statistics; reviewed before and after numbers and testimonials from peer libraries; and then stepped up to challenge the assumptions for collecting fines in the first place. Increasingly, they have found that eliminating fines has raised circulation numbers, brought lapsed users back to the library, and boosted goodwill, which can lead to substantial funding gains at the ballot box.

REMOVING BARRIERS

In 2014, the Colorado State Library (CSL) undertook a two-year project, funded by the Institute of Museum and Library Services (IMLS), to promote early learning among low-income children. The resulting study and report, Project SPELL (Supporting Parents in Early Literacy Through Libraries), scrutinized barriers to public library use among

THE END OF FINES?

As more and more libraries are finding, eliminating fees lowers barriers while still bringing books back into circulation

By Lisa Peet

parents and caregivers in low-income communities and discovered that fines and fees were among the greatest obstacles.

Many parents and caregivers surveyed said that although they did use the library, they didn’t let their children check out books because they didn’t want to risk late fines and were afraid they wouldn’t be able to return them in time—whether because of work schedules, mobility issues, or lack of reliable transportation. Other parents, explains CSL youth and family services consultant Beth Crist, told them, “We do let our kids check out books, but as soon as we get home we put them high up on the shelf and don’t let the kids touch them because we don’t want them damaged or lost.”

The study led to a white paper, “Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials,” issued in 2015, and many libraries have used it as a starting point for analyzing whether they can—and should—go fine-free.

REVENUE, RETURNS, RESPONSIBILITY

Revenue from fines and fees has been falling steadily for years as more e-materials—which are returned automatically—enter circulation, and more libraries institute auto-renewal for physical materials without holds. The income generated by fines currently averages one percent or less across all types and sizes of libraries. Many that have gone fine-free have easily made up the shortfall by other means, such as offering passport services or holding fundraisers. Some even find that the cost of collecting fines equals or even exceeds the revenue thus generated, so that eliminating them doesn’t leave any shortfall to overcome.

HAS YOUR LIBRARY CONSIDERED DOING AWAY WITH FINES?

One third of libraries currently charging fines have considered doing away with them.

	POPULATION			
	TOTAL*	SMALL (<25K)	MIDSIZE (25K-99K)	LARGE (100K+)
YES	34.3%	25.9%	31.6%	53.5%
NO	57.6	66.2	57.9	39.5
DON'T KNOW	8.1	7.9	10.5	7.0

SOURCE: *LJ* FINES & FEES SURVEY 2017 *Weighted

fees on items such as DVDs or Playaways; others do not. Some place a freeze on holds until an item is returned; some don’t. (Nearly all fine-free libraries charge for lost or damaged items.) In her recent editorial “Farewell to Fines” (*LJ* 7/18), *LJ* editor in chief Rebecca T. Miller asked readers about their experiences going fine-free. Several of the responding libraries are included in this article.

What all fine-free libraries have in common, however, is

Lisa Peet is Associate News Editor, *LJ*.

Late fees can encourage returns and thus put books back in circulation, but they can also backfire, as patrons who can't afford to pay the accumulated fines may decide not to return a book at all. Amnesty periods, reading down fines, or "food for fines" donation programs don't always serve the people who need them most. EPFL had held a number of food for fines initiatives over the years, and these proved solid partnerships with local food banks, reports CEO Heidi Daniel. The problem, she explains, "was that you can't ask a customer who themselves might benefit from the services of a food bank to participate in that program."

The concept of promoting responsibility is the hardest to quantify and inspires debate over whether it ought to be a library job even if fines were effective at doing so. Notes SLCPL executive director Peter Bromberg, "The library is an arm of the government, and I believe that the teaching of morals and behavior is really the purview of the family and the church. I would want to be very sensitive about the government stepping in and seeing itself as having a role to teach morals and moral responsibility." Even for those who are comfortable seeing libraries in that role, questions of equity arise: Is it fair to put a freeze on the card of a five-year-old who can't get to the library to return a book on time? Or to punish a patron who might need to choose between paying a fine and eating?

STARTING ANEW

A number of recent fine-free initiatives originated with a new director who brought fresh eyes and a creative take on breaking down service barriers to their system.

Bromberg arrived at SLCPL in 2016 with the initial goal of laying the groundwork for a budget increase, imagining he'd save the question of fines for the following year. As he met with board members, city council, community leaders, and employees, however, he found himself casually bringing up the idea of going fine-free, and people were interested to hear more. In the process of discussing the budget, "I was workshopping the [fine-free] messaging a little bit," Bromberg explains. "I could start to see what was resonating and what wasn't."

By the time Bromberg gave his formal budget presentation in spring 2017, he recalls, the city council executive director was all in: "We want you to do this fine-free thing now. It's a great idea—why wait?" Surprised, Bromberg only had a few months to put a policy together, but it was passed and implemented by the beginning of July 2017. Bromberg elected to wipe all fines clean and go forward fine-free and immediately saw an increase in checkouts, new cards, and returning borrowers. He has been collecting statistics since then and gladly shares them, adding, "I feel like I have a part-time unpaid consulting gig...helping libraries go fine-free."

Sharing both quantitative and qualitative data on the transition is critical to assisting more libraries to move forward on eliminating fines. When then adult services director Bobbi Perryman wanted to take the Vespaian Warner Public Library District (VWPLD), Clinton, IL, fine-free in 2009, she reports, there was little hard or anecdotal data on the subject. The director at the time had a background in law enforcement, she says, "so her knee-jerk reaction was, 'They've broken the rules. They have to be punished somehow.'"

Perryman, now VWPLD executive director, did her own research. She pointed out that the library's overdue

fees, making out at \$2 per item, accounted for .0016 percent of its income while taking up large amounts of staff time. Perryman recalls college students who had lost library privileges as children coming in to pay their fines once they had jobs of their own.

Another groundbreaker, Colorado's Anythink Libraries also decided to go fine-free in 2009—the change initiated by staff who had begun experimenting with the idea the previous summer. Fines were waived for children and teen who signed up for summer reading, recalls Director Pan Sandlian Smith, and "the response from the community was so positive that it set the conversation in motion to create a fine-free policy." The library formed a task force, made recommendation to the administrative team, and developed a draft policy to present to the Board of Trustees.

"When people discover that they aren't going to be penalized for forgetting to return their books on time, they are always a bit surprised and always grateful," notes Sandlian



Smith. "We want people to remember the library for the fabulous experiences they encounter, not the grief of having to pay a fine for returning books a few days late."

FINE-FREE FOR LIFE

Sometimes, however, the library convinces the director. When Cheryl Schoenhaar stepped into her role at the helm of the Town Hall Library (THL), North Lake, WI, in 2013, she had spent most of her 30 years of librarianship in fine-based institutions. THL, however, had been fine-free since it opened in 1966. At her welcoming reception, she recalled, "Over half of the 90 people who attended felt the need to get me into a quiet corner so that they could share two main themes over and over again—how truly wonderful the staff were...and how important it was to remain a no-fine library. As one member of the Friends of the Town Hall Library commented, 'Why would we want to fine our neighbors? That's just not the community we want to have.'"

THL serves a largely agricultural population that poses multiple challenges to due dates. Farmers' schedules don't always align with that of the library, Schoenhaar says, vacation home owners take books back to their home states by mistake, and homeschooled students tend to keep materials for an entire semester. Instead of fees, the library employs a "high touch" system of personal phone calls to remind patrons. "Hey, those books are a little overdue right now. If you

could get those back to us, we'd really appreciate it." Return rates average around 95 percent, says Schoenhaar.

EASING STUDENT BURDENS

Academic libraries are also realizing the additional stresses overdue fines can place on students who are already struggling to manage their time—not to mention meeting extra expenditures on top of tuition and textbooks. Because academic libraries often need to maintain separate fiscal accounts for different kinds of transactions, maintaining those accounts involves another set of costs.

When Jeff Wahl, library director at the Front Range Community College (FRCC) Westminster Campus Library, CO, brought up the idea of going fine-free, he was pleasantly surprised that the college's fiscal department jumped at the idea. FRCC was already working to simplify financial procedures on campus, he explains, and the library was an easy item to cross off the list. The largest community

majority of those exchanges do not feel positive to either party—a more difficult cost to quantify but a critical one.

Augment the quantitative data with testimonials, Crist advises. "If you can collect some compelling stories about how fines have negatively affected people in your communities, that can be powerful."

A board or city council may respond positively to the idea of a pilot period. Crist suggests a full year, if possible, as borrowing habits can vary seasonally. Starting with children's materials can also help sway reluctant officials, she adds.

THE CASE FOR EQUITY

The most compelling reason, of course, is the need for everyone in a community to have access to the library, regardless of their ability to pay.

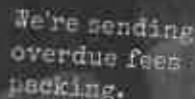
When EPFL set out to make a case for going fine-free, the library's Innovation Team interviewed staff at other systems that had eliminated fines, reviewed those libraries' policies and procedures, and looked internally at how much revenue EPFL's fines were generating (in this case, less than one quarter of one percent of the overall budget). A public advisory council of city residents offered input from a patron perspective. Finally, the team gathered statistics on not only which neighborhoods were seeing the most fines collected but where the greatest number of blocked users lived—which proved to be in the library's lowest-income communities. (Similarly, SLCPL found that its three branches serving a predominantly lower-income population accounted for 14 percent of circulation and 32 percent of blocked cards.)

Erin Schmädt, director of the Caro Area District Library (CADL), MI, considered going fine-free for several years before deciding the library board would be open to the idea. The CADL service area is largely rural and low income, with a state mental hospital and a number of group homes in the area. Library policy was to block patrons who owed more than \$10 not only from checkouts but from in-library computer use; in a community with low Internet access, this impacted everyone from schoolchildren to job hunters.

Schmädt gathered articles about libraries that had made the transition, printed them out, and made packets for her board members in September 2017. When the board met in October it had some reservations, chiefly about losing revenue. She crunched the numbers to show that the library would only lose \$2,000 a year out of a \$515,000 budget—an amount the library could easily absorb—and stressed that the library would still bill for lost items. That November, the seven-member board agreed to a trial period of one year, which was implemented on January 1.

Although that year is not yet over, Schmädt doesn't imagine the board will want to return to collecting fees. "I have fewer people in collections than I did in the past," she notes, pointing out that since the spring, card sign-ups are up by about 50 percent.

Still, it's the stories that resonate most. Shortly after CADL waived fines, Schmädt recalls, a girl came in who would be starting at the nearby middle school that fall. A constant reader, she had racked up so many fines that her parents had taken away her library card. "And she was just ecstatic that we were going fine-free," says Schmädt. "She...said, 'I'm going to be reading so much, I'll be here after school every day!' She was so happy to come back." ■



FINE-FREE IS FINE The Enoch Pratt Free Library celebrated doing away with fines with a block party featuring performances, food trucks, a DJ, and a new mural at its Walbrook branch; fine-free announcements from the Salt Lake City Public Library and San Diego Public Library

college in the state, it employs only five library staff members, who share reference, circulation, and teaching duties. "I can't justify having any time taken away from that to put toward processing credit card receipts and putting together financial statements for the small amount of money we bring in," says Wahl.

The dual use Westminster Campus Library shares space with a local public library that still collects fines, but navigating different fine policies with a shared integrated library system (ILS) hasn't been difficult. Students who don't return a book after a month have their college accounts frozen and won't be allowed to register or drop classes until it is returned; members of the public who don't return books are blocked on the shared ILS.

MAKING THE CASE

The advice CSL's Crist has for libraries looking to make the case to their boards or city council is to begin with as much research as possible on their own system, starting with basic numbers: how much of the library's operating or materials budget comes from fines, and the accumulated time, energy, and financial costs to the library to collect them. At a minimum of 30 seconds per transaction, collecting fines can significantly eat into the time of desk staff. With the additional expense of credit card transactions or collection agencies, fiscal costs add up. And the