



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, February 19, 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: January 15, 2019
 - b. Minutes of the Special Board Meeting: February 7, 2019
 - c. January 2019 Warrants
 - d. January 2019 Revenue and Expense reports
 - e. January 31, 2019 Balance Sheet
 - f. Boiler flue replacement in the amount of \$5,830.00 (Operating Fund—Bldg. Maint./ Repairs)
 - g. Self-check machine purchase in the amount of \$10,524.00 (Capital Improvement Fund)
 - h. LED lighting upgrade in the amount of \$6,224.29 (Capital Improvement Fund)
 - i. Policy Revisions: Patrons: XI. Public Comment;
 - j. Trustee Bylaw Revisions
5. Communications
6.
 - a. Patron Suggestions
 - b. Director's Report
7. President's Report
8. New Business
 - a. 2019-20 draft Capital Budget review
 - b. Board vote on administration recommendation to discontinue charging fines on overdue materials.
 - c. Draft Strategic Plan Goals and Objectives
 - d. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee
9. Old Business
 - a. 2019-20 draft Operating Budget (2nd viewing—no changes)
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: January 15, 2019

Call to Order: At 7:32 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, Hill, Long, O'Connor, and Smedinghoff
- Trustees Present by electronic means: Calabrese-Berry
- Excused: Dagli
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

President Smedinghoff asked for a motion to allow Trustee Calabrese-Berry to participate by electronic means. Trustee Hill moved to approve the motion, Trustee O'Connor seconded and the motion passed unanimously.

Visitors and Guests

- Jim Hopkinson

Consent Agenda

- Minutes of the Regular Board Meeting: November 13, 2018
- Minutes of the Special Board Meeting: December 10, 2018
- November 2018 and December 2018 Warrant Lists
- November and December 2018 Revenue and Expense Reports
- November 30, 2018 and December 31, 2018 Balance Sheets
- Memo dated January 2, 2019 re: assigning existing audit contract to Sikich LLP

President Smedinghoff asked for a motion to approve the Consent Agenda, items a. through f., Trustee Bevan made a motion to approve the consent agenda items a. through f. Trustee Long seconded.

Questions were taken.

- Trustee Hill asked if RFPL would be provided with the same auditor (Laura Babula) under the new agreement with Sikich. Director Quinn was not sure if Ms. Babula would remain RFPL's auditor. Trustee Hill encouraged Director Quinn to request that Ms. Babula remain the library's auditor as the Administrative staff have expressed that they value the strong working relationship that has been established with Ms. Babula.
- Trustee Calabrese-Berry commented on her positive experience with Sikich LLP when she was the Director of the Metropolitan Library System.
- Trustee Hill requested an update on how much of the total contract that RFPL has paid to Williams Architects for their services thus far. Director Quinn will provide that information as soon as possible.

A roll call vote was taken to approve the Consent Agenda:

- Ayes: Bevan, Hill, Long, O'Connor, and Smedinghoff
- Excused: Dagli

Staff Visit: Victoria Muraiti, Assistant Materials Services Manager

- Ms. Muraiti spoke to the Board about the Administration's desire for RFPL to become a fine free library.
- Ms. Muraiti explained that it has always been assumed that collecting overdue fines from library users ensured that books were returned on time and generated substantial revenue for the library and taught users responsibility. Ms. Muraiti suggested that there is evidence to support the claim that overdue fines have little to no effect on the timely return of library items as there will always be users who return materials late. Most importantly, in some cases fines become an actual deterrent to borrowing. With the implementation of automatic renewals in June 2017, fines collected have comprised roughly 1% of RFPL revenues. If fine elimination is approved, users would still be responsible for the items they check out, and would continue to pay fees for lost or damaged items.
- Ms. Muraiti also believes that fines are a barrier to access for some patrons, hurting those that can least afford it. Ms. Muraiti shared that as of December 31, 2018, we have a total of 8,305 patrons. There are currently 771 patrons blocked to fine balances of over \$10, including fines on overdue and lost items. Looking at patrons with strictly overdue fine balances, 42% of those are on children's library cards.
- If the Board approved RFPL becoming a fine free library, Ms. Muraiti recommended that all patrons who check out items at RFPL would do so fine free. When a user has 4 or more items overdue, their card would be blocked and after 42 days, the item would be marked "lost" and the user would be billed the items' replacement cost.

Director's Report

- Director Quinn provided an additional update to her written Director's Report. On January 7, 2019, Director Quinn and Trustee Hill attended a meeting at the Civic Center Authority Building. Also in attendance were representatives from the Village of River Forest, River Forest Park District, River Forest School District 90, River Forest Township, River Forest Community Center, and Opportunity Knocks. The entities met to share and discuss each organization's space needs. The Library shared an identified need in the community for more free meeting space that could be reserved for use by residents. The Village of River Forest plans to spend roughly \$20,000 of TIF funds to pay for a feasibility study to explore three options for the building: improve existing structure with renovation, move to a new location, or tear down the existing structure and rebuild at same location. It has not been decided how the yet-to-be-determined project would be funded.

- Director Quinn also added the library would publicly auction a few pieces of furniture, including an oak shelf and oak table from the Director's office in advance of the renovation project.
- Director Quinn updated the Board on the communication received from Mr. Martin Rizzo regarding his request that RFPL cancel the Thursday, January 17th program featuring Ms. Angalia Bianca. Mr. Rizzo had indicated that he is planning to file a petition for public protest with the Village of River Forest. Director Quinn explained that the library would not cancel the program as this group's request is an attempt to censor Ms. Bianca. Director Quinn shared the RFPL has been in contact with the ALA Office of Intellectual Freedom, an attorney from Klein, Thorpe, and Jenkins, and the River Forest Police Department for guidance on how to handle the situation.
- Trustee Bevan asked for an additional update on the strategic planning process. Director Quinn explained that the Management Team has met to pull together the information collected to create draft goals for Board review. The draft broad goals attempt to encompass the feedback from the survey and all of the listening sessions, including the ranking of service goals. These draft goals include: grow community; support diversity, equity, and inclusion; enhance collections; and optimize space. Director Quinn explained that the management team members are working on draft action steps to accompany these goals and that the measures would look differently than in the previous strategic plan. Trustee Bevan requested that Director Quinn share the data collected from the community, public, and staff listening sessions, as well as the community survey results with the Board.

President's Report

- President Smedinghoff announced that he will host a party for RFPL staff and Trustees in February, a date will be determined as soon as possible.
- President Smedinghoff shared an update that a RFPL check to Williams Architects in the amount of \$1,087.31 was fraudulently cashed at Chase Bank. RFPL administration made efforts to recover these stolen funds from Chase Bank to no avail. Community Bank of Oak Park River Forest reimbursed RFPL for the loss in December 2018.

New Business: 2019-20 Draft Operating Budget review

- Trustees reviewed and discussed the 2019-20 draft operations budget.
- Trustee Bevan requested a 5 year operations budget comparison. Director Quinn will share a recently completed 10 year comparison with Trustee Bevan and the Finance Committee.
- The final vote for the budget will be on the agenda for the March 19th regular meeting.

- Trustee Hill asked why interest income is projected to decline. Director Quinn explained that as RFPL spends down its operations reserves, interest income will decline.
- A question was asked regarding the projected decrease in gifts revenue from \$12,000 for FY 18-19 to \$2,000 for FY 19-20. Director Quinn explained that she did not budget for a donation from RFPL Foundation for FY 19-20, as the Foundation has not committed to a donation. Director Quinn noted that if the Foundation planned to fund the operations budget in FY 19-20, she would add the donation back into the gifts line as a revenue source and increase the strategic initiatives expense line to balance the budget. RFPL Administration would not authorize expense of additional strategic initiatives funds until RFPL Foundation had made the donation to RFPL.
- Director Quinn removed Fine Service Charges income from the draft budget should the Board approve to eliminate overdue fines. A resolution to eliminate fines will be voted on at the February 19th regular board meeting.

Committee Reports

- Facilities Committee
 - Trustee Calabrese-Berry reported for the Facilities Committee.
 - 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.
 - The Village of River Forest Sustainability Commission put Director Quinn in touch with a ComEd business partner to investigate replacing the remaining second floor incandescent and fluorescent light bulbs with LED bulbs. Director Quinn will bring the quote to the Facilities Committee for their review.
 - The public bid opening for the circulation and staff area workspace project will be held on Tuesday, February 5th at 1:30 pm.
- Finance Committee
 - No report.
- Policy Committee
 - Trustee Hill made a report for the Policy Committee. The policy committee will be looking at RFPL by-laws, specifically the section on Trustee participation in Board meetings via electronic means. The policy committee will schedule a meeting and plan to have a policy recommendation for Board approval at the February 7, 2019 special board meeting.
- Collaboration Committee
 - No report.

Security Camera Discussion

- President Smedinghoff asked that the Board discuss the possibility of installing security cameras at RFPL. Director Quinn received a bid for \$3,200 from Heritage Technology Solutions to install a total of 4 security cameras at the following locations: outside the staff entrance/exit (exterior), outside the meeting room exit door (exterior), outside the front door (exterior), and in the lobby, near the front door (interior). Director Quinn explained that staff has drafted a policy for security cameras and that the cameras would not be intended for surveillance.
- Trustee Hill suggested that Director Quinn ask Heritage Technology Solutions for a sample image the camera would provide to ensure that the camera provides a high quality image and the capability for the image to be saved or printed.
- Trustee Bevan shared her concerns that installing cameras in the library would be a deterrent for some individuals and would make the library to appear unwelcoming. Trustee Bevan asked the RFPL administration explore how other libraries are using cameras and asked what the ongoing maintenance fees for cameras, if approved, would be.

Review of Closed Session Minutes

- At this time, the Board does not have any closed session minutes eligible for release.
- President Smedinghoff will investigate the procedure for destruction of tapes/audio files in accordance with the IL State Statute.

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: February 7, 2019

Call to Order: At 7:40 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

New Business**Approve edits to Trustee by-laws**

- When the RFPL Trustee by-laws were reviewed at the February 9th Policy Meeting, it was discovered that changes to by-laws can only be made during a Regular Meeting of the RFPL Board. This item will be deferred to the next Regular Meeting on February 19, 2019.

Bid analysis and award of contract for staff area/lobby remodel project

- Mr. Andy Dogan of Williams Architects presented to the Board regarding the interior renovation project bid opening. On Tuesday, February 5th, Mr. Andy Dogan facilitated the bid opening for the RFPL interior renovation project in which 19 bidders submitted bid packets. The apparent low bidder for the project is Knudsen Construction, Inc. (KCI) of Calumet City, with a base bid at \$338,900. The base bid from Knudsen is roughly \$60,000 over Mr. Dogan's project cost estimate from December 5, 2018.
- Mr. Dogan identified elements of the project that may have caused the large discrepancy between the William's estimate and the bid. These elements include the steel column relocation to allow for ADA compliant access past the existing staff bathrooms, the inclusion of custom lighting fixtures for the lobby as opposed to less expensive fixtures, issues with logistics for contractors working in the building, and market conditions.
- Trustees asked Mr. Dogan if there were other elements of the plan that could be changed to reduce costs if the plan were to be re-bid. Mr. Dogan suggested that possible changes might include changing the specifications for light fixtures in the offices, less wood paneling in the lobby, less expensive materials to fabricate the circulation desk, and reducing the scope of the built-in cabinetry.
- Trustees also asked if there was a way to avoid the expense of relocating the column. Mr. Dogan answered that in the current plan the column must be moved in order to allow for enough clearance to satisfy ADA requirements. Mr. Dogan suggested that perhaps the plan and layout could be reworked to avoid the column relocation.

- Trustees discussed what legal options might be available regarding negotiating with the apparent low bidder to reduce some costs.
- After discussion, Trustee Bevan made a motion to reject all bids for the River Forest Public Library Interior Renovation Project and work with Williams Architects to rework the plans and rebid at a future date. Trustee Calabrese-Berry seconded and the motion passed unanimously.
- Mr. Dogan reiterated that Williams Architects is contractually obligated to deliver a project within the RFPL budget and will work at no additional cost until that plan is delivered.

Adjournment

- At 9:02 pm Trustee Long moved to adjourn the Special Meeting. Trustee Bevan seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,
Joan O'Connor
Secretary

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

Num	Date	Name	Memo	Account	Paid Amount
16378	1/21/2019	Adalbert Atshis		CB OPRF Operations 00805669201	
150676	1/21/2019		Teen program presenter	Programs-Teen	-100.00
TOTAL					-100.00
16350	1/10/2019	ANDERSON ELEVATOR COMPANY		CB OPRF Operations 00805669201	
INV-063...	1/9/2019		Jan '19 Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
166	1/10/2019	Anderson Lock		CB OPRF Capital 00805669202	
7078283	1/9/2019		Automatic door controls - public bathrooms install	Capital Reserve Fund	-5,144.80
TOTAL					-5,144.80
16361	1/10/2019	Arthur J. Gallagher & Co.		CB OPRF Operations 00805669201	
RIVEF...	1/9/2019		Annual Workers Comp Premium	Insurance	-2,286.00
TOTAL					-2,286.00
16379	1/21/2019	AT&T - Electronic Gateway		CB OPRF Operations 00805669201	
TOTAL			VOID:		0.00
16394	1/21/2019	AT&T - Electronic Gateway		CB OPRF Operations 00805669201	
S86041...	1/21/2019		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
16352	1/10/2019	BAKER & TAYLOR L 5076992		CB OPRF Operations 00805669201	
203421...	12/31/2018		Adult books	Books - Adult	-17.36
203424...	1/9/2019		Adult books	Books - Adult	-39.25
203423...	1/9/2019		Adult books	Books - Adult	-50.39
203423...	1/9/2019		Adult LD books	Books - Adult	-33.03
203423...	1/9/2019		Adult books	Books - Adult	-13.95
203423...	1/9/2019		Adult LD books	Books - Adult	-34.72
203423...	1/9/2019		Adult books	Books - Adult	-17.36
TOTAL					-206.06

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January 2019**

Num	Date	Name	Memo	Account	Paid Amount
16380	1/21/2019	BAKER & TAYLOR L 5076992		CB OPRF Operations 00805669201	
203427...	1/21/2019		Adult books	Books - Adult	-67.20
203427...	1/21/2019		LD Adult books	Books - Adult	-67.20
203425...	1/21/2019		Adult books	Books - Adult	-30.92
203425...	1/21/2019		Adult books	Books - Adult	-15.07
TOTAL					-190.39
16381	1/21/2019	BAKER & TAYLOR C0280133		CB OPRF Operations 00805669201	
501531...	1/21/2019		Adult books	Books - Adult	-201.08
TOTAL					-201.08
16377	1/21/2019	Card Services - MB Financial Bank		CB OPRF Operations 00805669201	
TOTAL				MB Financial Credit Card	-1,091.23
din	1/3/2019	CardConnect		CB OPRF Operations 00805669201	
TOTAL			Credit card fees Dec 18	Fines, Service Charges	-36.11
DNI	1/11/2019	CardConnect		CB OPRF Operations 00805669201	
TOTAL			Patron Refund for returned Lost Item	Lost Books Reimbursed	-17.00
16353	1/10/2019	Comcast		CB OPRF Operations 00805669201	
877120...	12/31/2018			Automation - Internet	-511.87
TOTAL			Monthly Telephone & Internet		-511.87
16354	1/10/2019	Communication Revolving Fund		CB OPRF Operations 00805669201	
T1913128	12/31/2018			Automation - Internet	-240.00
TOTAL			Monthly Internet		-240.00

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

Num	Date	Name	Memo	Account	Paid Amount
16366	1/10/2019	Complete Cleaning Company		CB OPRF Operations 00806669201	
C08523	12/26/2018		Daily Cleaning Service - January 2019	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
16382	1/21/2019	DEMCO, INC.		CB OPRF Operations 00806669201	
6530306	1/21/2019		AV cases, label protectors, book tape	Supplies - Library	-146.36
TOTAL					-146.36
16356	1/10/2019	DRESSEL'S ACE HARDWARE		CB OPRF Operations 00806669201	
27028	12/26/2018		Batteries	Maintenance - Supply	-11.98
TOTAL					-11.98
16357	1/10/2019	EZMail Services		CB OPRF Operations 00806669201	
6889	1/9/2019		BookPlate mailing sorting service	Printing	-90.00
TOTAL					-90.00
16396	1/29/2019	Foy Scalf		CB OPRF Operations 00806669201	
TOTAL	1/29/2019		Art and Architecture In Ancient Egypt program 1/27...	Programs - Adult	-200.00
16366	1/10/2019	Hoopla		CB OPRF Operations 00806669201	
96799441	1/9/2019		Hoopla Checkouts Dec '18	Hoopla	-1,561.02
TOTAL					-1,561.02
16383	1/21/2019	ILA		CB OPRF Operations 00806669201	
157881	1/21/2019		Annual ILA Institutional Membership	Membership Dues - Library	-225.00
TOTAL					-225.00

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

Num	Date	Name	Memo	Account	Paid Amount
dm	1/29/2019	IMRF		CB OPRF Operations 00805669201	
			Employee IMRF Contribution	Employee Compensation	-1,803.38
			Employer IMRF Contribution	IMRF	-3,686.89
TOTAL					-5,470.27
16359	1/10/2019	Ingram Library Services		CB OPRF Operations 00805669201	
62543602	12/26/2018		MS Books	Books - Middle School	-34.89
62543729	12/26/2018		MS Books	Books - Middle School	-10.69
62543673	12/26/2018		J Books	Books - Juv	-10.67
62543674	12/26/2018		J Books	Books - Juv	-30.46
62543603	12/26/2018		Teen print	Books - Teen	-14.38
67032570	12/26/2018		Teen print	Books - Teen	-13.18
62543604	12/26/2018		Teen books	Books - Teen	-65.88
62545772	1/9/2019		J Books	Books - Juv	-10.85
62545725	1/9/2019		J Books	Books - Juv	-6.58
62545530	1/9/2019		J Books	Books - Juv	-142.99
62544546	1/9/2019		J Books	Books - Juv	-22.50
62545527	1/9/2019		J Books	Books - Juv	-10.69
62544799	1/9/2019		J Books	Books - Juv	-22.17
62545454	1/9/2019		J Books	Books - Juv	-11.38
62545426	1/9/2019		MS Books	Books - Middle School	-30.06
62545152	1/9/2019		MS Books	Books - Middle School	-10.16
62544961	1/9/2019		MS Books	Books - Middle School	-10.69
62544040	1/9/2019		MS Books	Books - Middle School	-12.38
62546173	1/9/2019		MS Books	Books - Middle School	-10.69
62545610	1/9/2019		Teen books	Books - Teen	-8.38
62545427	1/9/2019		Teen books	Books - Teen	-45.45
62545153	1/9/2019		Teen books	Books - Teen	-22.50
62544962	1/9/2019		Teen books	Books - Teen	-11.25
62545045	1/9/2019		Teen books	Books - Teen	-11.25
62544041	1/9/2019		Teen books	Books - Teen	-23.64
62544542	1/9/2019		Adult books	Books - Teen	-37.14
62544541	1/9/2019		Adult books	Books - Teen	-11.82
62545205	1/9/2019		Adult books	Books - Adult	-11.25
62545204	1/9/2019		Adult books	Books - Adult	-1,211.24
62545201	1/9/2019		Adult books	Books - Adult	-7.18
62545202	1/9/2019		Adult books	Books - Adult	-109.13
62545203	1/9/2019		Adult books	Books - Adult	-17.47
62545208	1/9/2019		Adult books	Books - Adult	-128.95
62545207	1/9/2019		Adult books	Books - Adult	-20.87
62545206	1/9/2019		Adult books	Books - Adult	-140.51
62545209	1/9/2019		Adult books	Books - Adult	-37.22
62544540	1/9/2019		Adult books	Books - Adult	-33.49
			Adult books	Books - Adult	-16.34
			Adult books	Books - Adult	-100.48
			Adult books	Books - Adult	-8.99

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

Num	Date	Name	Memo	Account	Paid Amount
62546015	1/9/2019	Adult books		Books - Adult	-17.36
67036728	1/9/2019	Adult books		Books - Adult	-12.56
62545726	1/9/2019	Adult books		Books - Adult	-38.32
62545529	1/9/2019	Adult books		Books - Adult	-23.49
62545528	1/9/2019	Adult books		Books - Adult	-32.69
62544800	1/9/2019	Adult books		Books - Adult	-44.10
67035044	1/9/2019	Adult books		Books - Adult	-29.72
67034678	1/9/2019	Adult books		Books - Adult	-34.23
62544547	1/9/2019	Adult books		Books - Adult	-91.46
62544548	1/9/2019	Adult books		Books - Adult	-82.23
62544549	1/9/2019	Adult books		Books - Adult	-20.18
62544216	1/9/2019	Adult books		Books - Adult	-8.47
62544215	1/9/2019	Adult books		Books - Adult	-28.27
62543845	1/9/2019	Adult books		Books - Adult	-11.98
62543847	1/9/2019	Adult books		Books - Adult	-18.91
62543848	1/9/2019	Adult books		Books - Adult	-16.91
62543849	1/9/2019	Adult books		Books - Adult	-16.91
62543846	1/9/2019	Adult books		Books - Adult	-28.38
TOTAL					-3,051.74

Num	Date	Name	Memo	Account	Paid Amount
16384	1/21/2019	Ingram Library Services		CB OPRF Operations 00905669201	
62547029	1/21/2019	J Books		Books- Juv	-48.84
62547028	1/21/2019	J Books		Books- Juv	-136.88
67039257	1/21/2019	J Books		Books- Juv	-25.37
62547321	1/21/2019	J Books		Books- Juv	-20.24
62547114	1/21/2019	J Books		Books- Juv	-51.70
62546702	1/21/2019	J Books		Books- Juv	-7.18
67041355	1/21/2019	Adult books		Books - Adult	-14.36
62547823	1/21/2019	Adult books		Books - Adult	-17.47
62547771	1/21/2019	Adult books		Books - Adult	-16.34
67040271	1/21/2019	Adult books		Books - Adult	-5.98
62547612	1/21/2019	Adult books		Books - Adult	-141.78
62547322	1/21/2019	Adult books		Books - Adult	-28.93
62547325	1/21/2019	Adult books		Books - Adult	-33.13
62547324	1/21/2019	Adult books		Books - Adult	-5.38
62547323	1/21/2019	Adult books		Books - Adult	-15.78
62546836	1/21/2019	Adult books		Books - Adult	-202.99
67039289	1/21/2019	Adult books		Books - Adult	-72.64
62546837	1/21/2019	Adult books		Books - Adult	-21.84
67039414	1/21/2019	Adult books		Books - Adult	-11.96
62547116	1/21/2019	Adult books		Books - Adult	-42.11
62547113	1/21/2019	Adult books		Books - Adult	-16.34
62547115	1/21/2019	Adult books		Books - Adult	-50.13
62546703	1/21/2019	Adult books		Books - Adult	-16.71
62547671	1/21/2019	Teen books		Books - Teen	-84.09
62547673	1/21/2019	Teen books		Books - Teen	-11.82

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

Num	Date	Name	Memo	Account	Paid Amount
62546704	1/21/2019		Teen books	Books - Teen	-11.82
62546492	1/21/2019		Teen books	Books - Teen	-11.25
62547672	1/21/2019		MS Books	Books - Middle School	-7.78
62547128	1/21/2019		MS Books	Books - Middle School	-7.99
62546491	1/21/2019		MS Books	Books - Middle School	-6.58
TOTAL					-1,125.21
16360	1/10/2019	Joanna Bertucci		CB OPRF Operations 00805669201	
TOTAL	1/9/2019		Mileage to Palatine PL, HR Roundtable, 1/9/19	Misc. Expenses	-32.83
16361	1/10/2019	KLEIN, THORPE & JENKINS, LTD		CB OPRF Operations 00805669201	
199755	12/26/2018		November Legal Fees	Consultant/Legal Fees	-484.00
TOTAL					-484.00
16385	1/21/2019	KLEIN, THORPE & JENKINS, LTD		CB OPRF Operations 00805669201	
200184	1/21/2019		Review contract & draft rider for renovation project	Consultant/Legal Fees	-820.00
TOTAL					-820.00
16362	1/10/2019	Konica Minolta Business Solutions		CB OPRF Operations 00805669201	
900529...	1/9/2019		Copier Usage December 2018	Copy Machine (usage, maint.)	-144.14
TOTAL					-144.14
16363	1/10/2019	Konica Minolta Premier Finance		CB OPRF Operations 00805669201	
374382...	1/9/2019		Copier Lease monthly	Equipment - Copier Lease nonpub	-199.00
TOTAL					-199.00
16364	1/10/2019	LEAGUE OF WOMEN VOTERS		CB OPRF Operations 00805669201	
TOTAL	1/9/2019		Great Decisions program materials	Programs - Adult	-80.00
					-80.00

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

Num	Date	Name	Memo	Account	Paid Amount
16365	1/10/2019	Mid-America Graphics		CB OPRF Operations 00805669201	
18-2465...	12/26/2018				
TOTAL			Winter BookPlate printing	Printing	-1,435.00
16366	1/10/2019	MIDWEST TAPE		CB OPRF Operations 00805669201	
96828396	1/9/2019	Adult DVDs		Non-Print Adult	-78.57
96828399	1/9/2019	Adult BluRay		Non-Print Adult	-41.74
96828397	1/9/2019	Adult DVDs		Non-Print Adult	-314.68
96809524	1/9/2019	Adult DVD		Non-Print Adult	-26.04
96809521	1/9/2019	Adult CD Audiobook		Non-Print Adult	-54.24
96803489	1/9/2019	Adult DVDs		Non-Print Adult	-57.33
96804340	1/9/2019	Adult CD Audiobooks		Non-Print Adult	-182.96
96803487	1/9/2019	Adult CDs		Non-Print Adult	-36.08
96803488	1/9/2019	Adult DVDs		Non-Print Adult	-523.97
96803486	1/9/2019	Adult BluRay & DVD		Non-Print Adult	-246.43
96748710	1/9/2019	Adult DVDs		Non-Print Adult	-47.08
96778258	1/9/2019	J DVDs		Non-Print Juvenile	-64.78
96778256	1/9/2019	Adult DVDs		Non-Print Adult	-92.91
96778255	1/9/2019	Adult DVDs		Non-Print Adult	-33.34
TOTAL					-1,845.93
16366	1/21/2019	MIDWEST TAPE		CB OPRF Operations 00805669201	
96862773	1/21/2019	Adult DVD		Non-Print Adult	-185.49
96862772	1/21/2019	Adult DVD		Non-Print Adult	-23.04
96857449	1/21/2019	Adult BluRay		Non-Print Adult	-46.74
96857531	1/21/2019	Adult DVDs		Non-Print Adult	-64.56
96857532	1/21/2019	Adult DVDs		Non-Print Adult	-33.34
96857533	1/21/2019	Adult DVDs		Non-Print Adult	-26.04
96834081	1/21/2019	Adult BluRay/DVD		Non-Print Adult	-830.85
96829081	1/21/2019	Adult CD Audiobook		Non-Print Adult	-259.57
96829083	1/21/2019	Adult DVD		Non-Print Adult	-54.24
TOTAL					-1,549.93
16367	1/10/2019	MOTION PICTURE LICENSING CORP.		CB OPRF Operations 00805669201	
504193...	1/9/2019		Public Motion Picture viewing license	Special Programs	-201.70
TOTAL					-201.70

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

Num	Date	Name	Memo	Account	Paid Amount
16387	1/21/2019	Muratti, Victoria		CB OPRF Operations 00805669201	
TOTAL	1/21/2019		Mileage to Burr Ridge, IL SWAN Circ Advisory Mtg....	Misc. Expenses	-18.21
16368	1/10/2019	NICOR GAS		CB OPRF Operations 00805669201	
89-82-3...	12/26/2018		Gas bill	Heat	-1,001.40
TOTAL					-1,001.40
16388	1/21/2019	Nostalgia Entertainment		CB OPRF Operations 00805669201	
TOTAL	1/21/2019		Music of the 1950s program 2/24/19	Programs - Adult	-295.00
16389	1/21/2019	OAK PARK TOWNSHIP YOUTH SERV...		CB OPRF Operations 00805669201	
TOTAL	1/21/2019		1st Quarter Youth Interventionist Contract (July - S...	Youth Interventionist Contract	-1,005.68
16389	1/10/2019	OverDrive		CB OPRF Operations 00805669201	
01658C...	12/26/2018		Adult eBooks	eContent - Adult	-55.00
TOTAL					-55.00
16390	1/21/2019	OverDrive		CB OPRF Operations 00805669201	
H-0056...	1/21/2019		Content credit, holds manager, and participation fee	Other Online eContent	-3,000.00
01658C...	1/21/2019		J eBooks & audiobooks	eContent - Juvenile	-248.27
01658C...	1/21/2019		Teen eBooks	eContent - Teen	-281.96
TOTAL					-3,530.23
dim	1/16/2019	PAYLOCITY		CB OPRF Operations 00805669201	
TOTAL			Payroll Processing 1/15/19	Payroll Service	-114.35
					-114.35

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

Num	Date	Name	Memo	Account	Paid Amount
dm	1/15/2019	PAYLOCITY	Employee Compensation Connectins Employee Compensation	CB OPRF Operations 00805669201 Employee Compensation Connection - ASK Salaries	-18,862.49 -71.14
TOTAL					-18,933.63
dm	1/15/2019	PAYLOCITY	Employee Tax Deduction Connectors Employee Tax Deduction Library FICA Portion - Employees Library FICA Portion - Connections employees Library Medicare Portion - Employees Library Medicare Portion - Connections employees	CB OPRF Operations 00805669201 Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-4,620.43 -13.01 -1,512.44 -5.22 -353.72 -1.22
TOTAL					-6,506.04
dm	1/31/2019	PAYLOCITY	Payroll processing 1/31/19	CB OPRF Operations 00805669201 Payroll Service	-114.35
TOTAL					-114.35
dm	1/31/2019	PAYLOCITY	Employee Compensation Connections Employee Compensation	CB OPRF Operations 00805669201 Employee Compensation Connection - ASK Salaries	-19,046.83 -78.34
TOTAL					-19,123.17
dm	1/31/2019	PAYLOCITY	Employee Tax deduction Connections Employee Tax deduction Library Medicare Portion - Employees Library Medicare Portion - Connections Employees Library FICA Portion - Employees Library FICA Portion - Connections employees	CB OPRF Operations 00805669201 Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-4,849.52 -15.46 -356.80 -1.33 -1,525.64 -5.69
TOTAL					-6,554.44
16391	1/21/2019	PENNWORTHY COMPANY	F:1130888-1	CB OPRF Operations 00805669201	-185.33
054765...	1/21/2019	J Books		Books- Juv	-185.33
TOTAL					-185.33

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

Num	Date	Name	Memo	Account	Paid Amount
16392	1/21/2019	PROFESSIONAL IMAGE		CB OPRF Operations 00805669201	
174449	1/21/2019		Staff nametags	Supplies - Library	-24.95
TOTAL					-24.95
16370	1/10/2019	RIVER FOREST PARK DISTRICT		CB OPRF Operations 00805669201	
190107...	1/9/2019		Park District Winter/Spring 2019 AD	Advertisement	-150.00
TOTAL					-150.00
16371	1/10/2019	Rivistas		CB OPRF Operations 00805669201	
8534	1/9/2019		Eating Well subscription	Periodicals - Adult	-19.97
TOTAL					-19.97
16372	1/10/2019	S & D Prime Maintenance, Inc.		CB OPRF Operations 00805669201	
79848	1/9/2019		12/5 & 12/17 Maintenance Vests Maintenance supplies	Maintenance - Service Maintenance - Supply	-550.00 -13.85
TOTAL					-563.85
16373	1/10/2019	Staples		CB OPRF Operations 00805669201	
162224...	1/9/2019		Tissue, trash bags, paper towels, swiffers Labels, hand sanitizer, masking tape, sheet protect... Copy paper	Maintenance - Supply Office Supplies Copier supplies	-259.50 -124.47 -124.47
TOTAL					-508.44
16393	1/21/2019	Sue Baugh		CB OPRF Operations 00805669201	
101	1/21/2019		POW/Codebreaker program 2/16	Programs - Adult	-100.00
TOTAL					-100.00
16374	1/10/2019	Sue Quinn		CB OPRF Operations 00805669201	
	1/9/2019		Mileage to Burr Ridge, IL, SWAN Quarterly meeting Mileage to IL Prairie District Library, Germantown ...	Misc. Expenses Misc. Expenses	-17.05 -131.89
TOTAL					-148.94

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

Num	Date	Name	Memo	Account	Paid Amount
16375	1/10/2019	SWAN		CB OPRF Operations 00905689201	
6536	1/9/2019		SWAN Quarter 3 Fees	Automation - Administration	-5,333.50
TOTAL					-5,333.50
16376	1/10/2019	VERSATILE COMPUTER SERVICES, IN...		CB OPRF Operations 00905689201	
15376	1/9/2019		Tech Support Jan '19	Technical Support	-750.00
TOTAL					-750.00
16395	1/29/2019	VILLAGE OF RIVER FOREST		CB OPRF Operations 00905689201	
Jan He...	1/29/2019		Employee Health portion Employer Health Employer Dental	Employee Compensation Health Insurance Dental	-1,902.37 -3,248.53 -257.38
TOTAL					-5,408.28

River Forest Public Library

2/4/2019 9:13 AM

Register: MB Financial Credit Card
From 12/05/2018 through 01/02/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
12/05/2018		Snackrate.com	Teen Expenses:Programs-Teen		49.00	X		2,150.72
12/08/2018	16331	Card Services - MB Financial ...	CB OPRF Operations 00805669201			X	2,101.72	49.00
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		14.99	X		63.99
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		11.46	X		75.45
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		14.99	X		90.44
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		8.99	X		99.43
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		14.99	X		114.42
12/13/2018		AMAZON.COM	Online e-Content:eContent - Adult		12.99	X		127.41
12/13/2018		Home Depot	Juvenile Expenses:Programs - Juv		17.49	X		144.90
12/13/2018		AMAZON.COM	Building Expenses:Maintenance - S...		8.13	X		153.03
12/13/2018		Lou Malnati's Pizza	Professional Expenses:Staff Training		183.20	X		336.23
12/13/2018		Jewel Foods	Juvenile Expenses:Programs - Juv		25.49	X		361.72
12/13/2018		PANERA BREAD	Adult Expenses:Programs - Adult		36.10	X		397.82
12/13/2018		Lou Malnati's Pizza	Professional Expenses:Staff Training			X	7.32	390.50
12/14/2018		AMAZON.COM	Connection - ASK:Connection - AS...		11.99	X		402.49
12/18/2018		Jewel Foods	Juvenile Expenses:Programs - Juv		54.12	X		456.61

River Forest Public Library

2/4/2019 9:13 AM

Register: MB Financial Credit Card
 From 12/05/2018 through 01/02/2019
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
12/19/2018		Uprinting.com	Office Expenses:Advertisement		249.88	X		706.49
12/20/2018		Discount School Supply	Juvenile Expenses:Programs - Juv		113.76	X		820.25
12/26/2018		Eckhartz Press	Adult Expenses:Books - Adult		25.99	X		846.24
12/28/2018		USPS	Office Expenses:Postage		50.00	X		896.24
12/29/2018		Stamps.com	Office Expenses:Postage		15.99	X		912.23
01/02/2019		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...		175.00	X		1,087.23
01/02/2019		Facebook	Office Expenses:Advertisement		4.00	X		1,091.23



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

Account:	January-19	YTD	2018-2019	% of Budget
Property Taxes	\$ 855	\$ 585,550	1,270,000.00	46.11%
Connections Program Grant	\$ -	\$ 6,049	7,800.00	77.55%
Corp Property Replacement Taxes	\$ 1,536	\$ 8,803	14,000.00	62.88%
Fines, Service Charges	\$ 416	\$ 4,248	7,000.00	60.69%
Lost Books Reimbursed	\$ 120	\$ 2,275	3,000.00	75.84%
Book Sales	\$ 41	\$ 502	500.00	100.33%
Copy Machine Revenue	\$ 511	\$ 3,625	4,000.00	90.62%
Rentals, Library Space, Meeting Room	\$ -	\$ 510	300.00	170.00%
Interest	\$ 1,358	\$ 12,659	12,000.00	105.49%
Gifts	\$ 14	\$ 1,221	12,000.00	10.18%
Il. Per Capita Grant	\$ -	\$ 13,965	8,600.00	162.38%
Grants, other	\$ 757	\$ 3,445	4,000.00	86.13%
Community Foundation Endowment	\$ -	\$ -	3,300.00	0.00%
Misc Income	\$ 13	\$ 573	500.00	114.65%
Total:	\$ 5,620	\$ 643,426	1,347,000.00	47.77%
Income:	\$ 5,620	\$ 643,426	1,347,000.00	47.77%
Expense:	\$ 96,475	\$ 856,912	1,347,000.00	63.62%



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

January 2019 Fiscal YTD Actual % Budget 18-19 Budget
 75% as of 1/31/19

Expenses
 Personnel

Wages & Salaries	\$ 50,885	\$ 475,399	69.40%	\$ 685,000.00
Medical Health Insurance Coverage	\$ 3,508	\$ 29,737	53.10%	\$ 56,000.00
IMRF	\$ 3,667	\$ 37,412	65.64%	\$ 57,000.00
Medicare/FICA	\$ 3,749	\$ 35,695	67.35%	\$ 53,000.00
Staff Training	\$ -	\$ 1,476	49.20%	\$ 3,000.00
Membership Dues	\$ 225	\$ 2,691	79.15%	\$ 3,400.00
Professional Development	\$ 235	\$ 4,523	45.23%	\$ 10,000.00
Total Personnel	\$ 62,268	\$ 586,933	67.67%	\$ 867,400.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ 1,488	\$ 3,032	60.64%	\$ 5,000.00
Advertising	\$ 225	\$ 923	30.75%	\$ 3,000.00
Total Printing and Advertisement	\$ 1,713	\$ 3,955	49.48%	\$ 8,000.00

Programming

Children's Programs	\$ 173	\$ 10,298	85.81%	\$ 12,000.00
Teen Programs	\$ 196	\$ 3,353	47.89%	\$ 7,000.00
Adult Programs	\$ 963	\$ 6,962	69.62%	\$ 10,000.00
Special Programs	\$ 202	\$ 792	39.60%	\$ 2,000.00
Connections Programs	\$ 323	\$ 3,909	50.11%	\$ 7,800.00
Total Programs	\$ 1,857	\$ 25,313	65.24%	\$ 38,800.00
Total Support Services and Programs	\$ 3,570	\$ 29,267	62.54%	\$ 46,800.00

Other Support Services

ITL and RB Services (SWAN Libraries)	\$ -	\$ 86	10.70%	\$ 800.00
Technical Support	\$ 750	\$ 6,750	56.25%	\$ 12,000.00
Automation Administration	\$ 5,334	\$ 21,663	66.66%	\$ 32,500.00
Consultant Fees/Legal Fees	\$ 1,304	\$ 2,559	42.65%	\$ 6,000.00
Postage & Delivery	\$ -	\$ 3,041	84.47%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,750	96.43%	\$ 7,000.00
Payroll and Employment Services	\$ 229	\$ 2,156	71.88%	\$ 3,000.00
Youth Interventionist Contract	\$ 1,006	\$ 1,871	40.68%	\$ 4,600.00
Telephone/Internet	\$ 1,110	\$ 9,250	63.79%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 290	29.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 1,791	71.64%	\$ 2,500.00
Total Other Support Services	\$ 9,931	\$ 56,207	64.24%	\$ 87,500.00

Library Materials

Books	\$ 5,077	\$ 45,226	62.38%	\$ 72,500.00
Print Periodicals (Magazines)	\$ 53	\$ 5,843	89.90%	\$ 6,500.00

Online Learning Tools & Data Base Subscriptions	\$ -	\$ 12,330	79.55%	\$ 15,500.00
Online E-Content - elect. books/magazines/movie/music	\$ 5,146	\$ 26,272	48.65%	\$ 54,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 3,396	\$ 20,928	63.42%	\$ 33,000.00
Total Library Materials	\$ 13,672	\$ 110,599	60.94%	\$ 181,500.00

Library and Office Supplies

Office Supplies	\$ 124	\$ 1,734	41.29%	\$ 4,200.00
Library Supplies	\$ 171	\$ 2,500	50.01%	\$ 5,000.00
Copy And Printing Supplies	\$ 124	\$ 695	53.44%	\$ 1,300.00
Misc Expenses (includes Patron Relations)	\$ 200	\$ 1,509	60.36%	\$ 2,500.00
Total Office Supplies	\$ 620	\$ 6,438	49.53%	\$ 13,000.00
Total Library Materials & Supplies	\$ 14,392	\$ 117,037	60.17%	\$ 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	\$ 285	\$ 2,760	57.50%	\$ 4,800.00
Total Facility Supplies	\$ 285	\$ 2,760	57.50%	\$ 4,800.00

Facility Services

Insurance	\$ 2,286	\$ 9,899	89.99%	\$ 11,000.00
Maintenance and Custodial Service	\$ 2,941	\$ 36,997	61.66%	\$ 60,000.00
Water	\$ -	\$ 1,113	55.65%	\$ 2,000.00
Natural Gas	\$ 1,001	\$ 4,906	54.51%	\$ 9,000.00
Copier Maintenance and Usage	\$ 186	\$ 1,814	72.58%	\$ 2,500.00
Total Facility Services	\$ 6,414	\$ 54,780	64.77%	\$ 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	\$ 6,414	\$ 62,538	62.04%	\$ 100,800.00
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Total Operating Expenses	\$ 96,475	\$ 856,912	65.82%	\$ 1,302,000.00
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Capital Improvement Reserve Fund	\$ -		0.00%	\$ 45,000.00
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Total Expenses	\$ 96,475	\$ 856,912	63.62%	\$ 1,347,000.00
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Total Income	\$ 5,620	\$ 648,426	47.77%	\$ 1,347,000.00
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River Forest Public Library -Capital Reserve Fund - January 2019
Fiscal Year: May 1, 2018 - April 30, 2019

Capital Reserve Account Balances as of 1/2019

ICS Capital Reserve 389,548.00
CB OPRF Capital Checking 4,845.69

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	
166	1/10/2019	Anderson Lock	
			<u>5,144.80</u>
Income			<u>5,144.80</u>
Interest	1/31/2019		414.38

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Materials and Business Services Manager
Date: February 11, 2019
RE: Updated Balance Sheet

Upon recommendation from President Smedinghoff, I have redone the monthly balance sheet included in your monthly Board packet. This new sheet organizes our assets in the following categories: current operations, midterm operations reserve, long term operations reserves, and capital assets. The liabilities and equity portion of the sheet remains unchanged.

It is my hope that the new balance sheet makes our financial position easier to understand going forward. Thank you to President Smedinghoff for this helpful suggestion.

River Forest Public Library Balance Sheet

As of January 31, 2019

ASSETS

Current Assets

1/31/2019

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

ICS Operations	805669201	295,130.85
CB OPRF Operations	805669201	34,113.12
Pety Cash		40.00

TOTAL Operations Current 329,283.97

Operations Midterm Reserves

OP CD 26 WK	1021699698	75,668.70
OP CD 1 YEAR	1021700556	153,470.50

TOTAL Operations Midterm Reserves 229,139.20

Operations Long Term Reserves

OP CD 2 YEAR	1020448543	61,327.25
OP CD 3 YEAR	1020448578	61,492.90
OP CD 3 YEAR	1021670576	60,726.65
OP CD 5 YEAR	1020450904	61,779.24
OP CD 5 YEAR	1021670738	60,768.82

TOTAL Operations Long Term Reserves 306,094.86

TOTAL OPERATIONS ACCOUNT **864,518.03**

CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	389,548.00
CB OPRF Capital	805669202	4,845.69

TOTAL CAPITAL ACCOUNT **394,393.69**

TOTAL CURRENT CHECKING/SAVINGS 1,258,911.72

TOTAL CURRENT ASSETS 1,258,911.72

TOTAL ASSETS **1,258,911.72**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

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

Credit Cards

MB Financial Credit Card		972.46
Total Credit Cards		<u>972.46</u>

Total Current Liabilities 231.35

Equity

Opening Bal Equity		821,884.15
Retained Earnings		678,498.55
Net Income		(241,702.33)
		<u>1,258,680.37</u>

TOTAL LIABILITIES & EQUITY **1,258,911.72**

9:50 AM
02/04/19

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 01/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Cir</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 01/31/2019						40.00
Ending Balance						40.00

January 2019 Key Performance Indicators

Total Circulation	Jan-19	YTD 2018-2019
Preschool Collection	3,671	34,657
Juvenile Collection	4,332	44,634
Middle School Collection	331	5,059
Teen Collection	1,167	8,836
Adult Fiction	2,925	37,804
Adult Non-Fiction	2,679	28,983
Adult Media	2,821	26,660
Adult Other	161	1,738
Non SWAN ILL	20	186
Webpac Renewals	47	410
Total Circulation	18,154	188,967

Programs & Meeting Room Use		
Older Adults		
Programs	12	72
Attendance	321	1,573
Middle School		
Programs	11	105
Attendance	123	2,487
Children/Family Programs		
Programs	26	298
Elementary School Age Attendance	125	6,744
Preschool Attendance	337	6,051
Other Programs		
Programs	0	0
Attendance	0	0
Outside Groups		
Barbara Hall Meeting Room Use	19	134

Cardholders & Visits		
Monthly Visitors	5,766	69,732
New Cardholders Added	26	504
Total Number Cardholders	8,340	
Cardholders as % of Population*	75%	

* R.F Population is 11,172 Per 2010 Census Data

December 27, 2018

River Forest Public Library
735 Lathrop Ave.
River Forest, IL. 60305

Attention: Sue Quinn

Regarding: Boiler Flue Replacement Proposal

Dear Ms. Quinn,

Oak Brook Mechanical Services, Inc. is pleased to present our proposal to replace the existing flue that is deteriorating. Below please find our scope of work and associated price.

Scope of Work

- Disconnect and dispose of deteriorating flue pipe.
- Furnish and install new stainless steel pressure pipe from boiler to 12" stainless stack opening.
- Fabricate and install a new stainless steel "y" branch and cap with drain.
- Replace flue from exhaust booster fan to new "y" branch.

Exclusions/Clarifications

- No premium time.
- Boiler will be off all day during repair.
- Lead time on material is 6 weeks.

The total net cost for this work is \$5,830.00.

Very Truly Yours,
Oak Brook Mechanical Services, Inc.


Mark Sullivan
President

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Materials and Business Services Manager
Date: February 11, 2019
RE: Self Check Purchase

As part of the interior renovation project, RFPL had planned to purchase a new self-check machine to replace our current unit in the lobby. Even though the construction has been delayed, we'd like to still move forward with the self-check purchase as our current model is not the most intuitive or user friendly.

After reviewing several self-check machine models, I recommended to Director Quinn and the Facility Committee that RFPL purchase a bibliotheca selfCheck 500 full height kiosk shelf check. Bibliotheca has a strong reputation for their products and support and are a preferred vendor of SWAN.

The Facility Committee approved this recommendation and voted to bring approval for this purchase to the Board at the February 19, 2019 meeting. The attached quote includes purchase of the self-check kiosk, software, and shipping/handling for \$10,524.00, which would be paid for from the Capital Reserve. The unit has an 8 week lead time and we'd expect to take delivery and have the new unit installed by April 30, 2019.



bibliotheca selfCheck™ 500

self-service that's self-explanatory

selfCheck 500 offers the essential self-service experience to libraries. Powered by our intuitive quickConnect™ self-service software, the selfCheck 500 was designed to deliver an engaging user experience that also promotes your library collection, services and events. It conveniently allows users to check-out, check-in, renew, and pay fines on their library account.

selfCheck 500 allows you to continually evolve your service to the community and focus on more meaningful interactions. Available in a freestanding and desktop design, you have the flexibility to choose the best option for your unique space.



Customer Official System Quote

Customer Bill To:
 River Forest Public Library
 735 Lathrop Ave
 River Forest IL 60305-1883
 United States of America

Jbertuccl@rflib.org
 Tel: (708) 366-5205

Quote Details
 RiverForestPL-RFID-SC500

Quote Date: 02/05/2019
 Quote Number: QUO-108712-C2V0, Rev: 2

Location Information:
 River Forest Public Library
 Joanna Bertucci
 735 Lathrop Ave
 River Forest IL 60305-1883
 United States of America

Sales Contact: David Szulim
Sales Phone: +1-678-336-7980 x433
Sales Email: d.szulim@bibliotheca.com
 Prices are in US Dollars
 Quote expires (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Sale Price	Sub Total
SWR000004-000-US	libraryConnect™ Devices subscription - 1 license / device Subsequent renewals after year 1 (SWR000017-000) \$249/yr	1	\$325.000	\$325.00
SCK500000-000-US	selfCheck 500 full height kiosk	1	\$11,399.000	\$11,399.00
SHP000001-000-US	Shipping and Handling Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$495.000	\$495.00
			Total (Less Sales Tax):	\$12,219.00
			Discount:	\$1,695.000
			Grand Total: (Taxes Not Included)	\$10,524.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 869287321 RT0001

ibibliotheca, LLC
 1169 Holcomb Bridge Road, NW, Suite 200,
 Dorcross, GA 30071, USA

Phone No - 877-207-3127
 Fax No - 1-877 689 2269
 www.bibliotheca.com

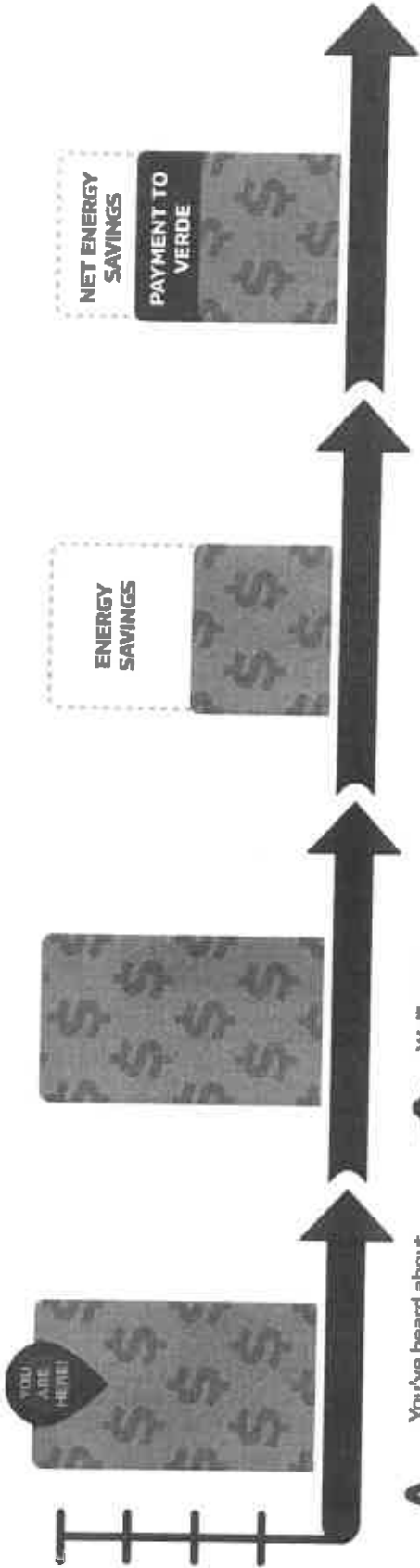
MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Library Director
Date: February 12, 2019
RE: 2nd Floor LED Lighting Upgrade quote

The Village of River Forest has made a concerted effort to promote sustainable environmental practices throughout the Village. In early December, I was referred to Verde Energy Efficient Experts from the Chair of the VRF Sustainability Committee and requested a quote to upgrade all of the light bulbs on the 2nd floor to LED lights. The attached quote from \$6,224.29 to be paid for from the capital improvement fund includes replacement of all the bulbs on the second floor as well as mechanical lift for the work to be completed.

In addition to being more energy efficient than our current fluorescent lighting, LED lighting is brighter and will provide a much needed improvement to overall lighting levels on the second floor. We previously upgraded all the lighting in the Children's Room in April 2018 and the increase in the lighting level is an improvement to the space. This upgrade would also provide a 3 years savings of roughly \$4,711.04 to the Village of River Forest.

At the February 11th meeting the Facilities Committee moved to recommend approval of this project at the regular February 19th Board Meeting.



You've heard about energy efficiency before, but you know it's expensive. What you don't know is that it's costing you more to do nothing!

We'll assess your critical energy usage, and report the most efficient and cost effective measures for you.

You choose the best improvements for your business. We install the measures, and savings start immediately.

Your project is cash flow positive instantly! Your new monthly costs, and payment to us, are still significantly lower than what you would be paying.

Your Timeline to Savings

Total Cost before Tax*	Incentive	Client Cost before Tax
\$10,082.39	\$3,858.10	\$6,224.29
Annual Energy Savings	Annual Maintenance Savings	3 Year Savings
\$1,570.35	\$0.00	\$4,711.04

Sue Quinn
River Forest Public Library
735 Lathrop Ave.



Sydney Fitch
12/3/18
1801 W Berbeau Ave

*Cost includes all materials, labor, and recycling. Materials and labor are warranted for 3 years from install date.

XI. Public Comment

The Board welcomes public comment and meets the requirements of the Open Meetings Act (State of Illinois Public Act 96-1473 effective January 1, 2011), which provides in relevant part:

“Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

Members of the public may address the Board during the “Visitors and Guests” portion of the Agenda.

- Each speaker shall provide his or her name;
- Comments should be brief and specific and shall not exceed three (3) minutes in length;
- The Board President has the discretion to limit the total time devoted to public comment to thirty (30) minutes and to limit the number of times a person may speak as well as the number of persons who may speak to the same issue;
- Though Board members may respond to public comments, an immediate response is not required nor should it be expected;
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments.

Approved by the RFPL Board of Trustees on September 18, 2018.

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Approved by the RFPL Board of Trustees on September 18, 2018.

BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

ARTICLE ONE

Bylaws

These Bylaws shall constitute the Bylaws of the Board of Trustees of the River Forest Public Library and shall nullify and take the place of all other Bylaws of said Board of Trustees. Wherever these Bylaws shall be inconsistent with the latest Illinois Compiled Statutes, said Statutes and not these Bylaws shall govern.

ARTICLE TWO

Board of Trustees

The Board of Trustees shall consist of seven members elected on a staggered basis every two years, serving for a term of six years. Any vacancies occurring in the membership of the Board other than by expiration of the term for which the Trustee has been elected shall be filled by the remaining Trustees who shall elect by vote a successor, per the Illinois Local Library Act 75ILCS 5/4-4.

Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create Policy.

ARTICLE THREE

Fiscal Year

The fiscal year of the library shall be the same as the fiscal year of the Village of River Forest, Illinois. (May 1st through April 30th).

ARTICLE FOUR

Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board of the Library Trustees will meet at least ten times a year.

BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

Page 2 of 6

The regular meetings of the Board of Library Trustees shall be held in the library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Trustees are expected to prepare for and attend all regular meetings.

Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in an least two conspicuous places in the library.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in at least two conspicuous places in the library and notifying the media. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at original meeting and there has been no change in the agenda for such meeting.

An annual letter shall be sent to the local media informing them of the schedule of monthly meetings.

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

Special meetings shall be called upon the request of the President or any two Trustees. Notice of the meeting shall be given at least 48 hours in advance together with purpose of the meeting by posting public notice in at least two conspicuous places in the library.

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1. Call to Order
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3. Visitors and Guests
4. Consent Agenda, including but not limited to Minutes and Financial Reports.
5. Communications
6. Director's Report
7. Old Business
8. New Business
9. Executive Session
10. Adjournment

Quorum

Four Trustees shall constitute a quorum at all meetings of the Board.

Participation by Electronic Means

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of those physically present vote to allow a Trustee to attend by electronic means; (b) the Trustee is unable to physically attend the meeting due to: i) illness or disability; ii) employment purposes or Library business; or iii) a family or other emergency; and (c) the Trustee has notified the Secretary before the meeting unless notice is impractical.

Procedure

Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees except when such rules are in conflict with any of the rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of a majority of the members present at any meeting.

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The President may appoint members of the Board to act as liaison agents between the library and other institutions in the community.

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ARTICLE EIGHT

Indemnification of officers and employees

If any claim or action not covered by insurance is instituted against an officer or employee of the River Forest Public Library allegedly arising out of an act of omission occurring within the scope of his or her duties as such officer or employee, the River Forest Public Library shall at the request of the officer or employee:

- a) appear and defend against the claim or action; and
- b) Pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- c) Pay or indemnify the officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Trustees of this Library.

For the purpose of this section, the term officer shall include both elected and appointed officers. The term officer and employee shall include former officers and employees. This indemnification resolution shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Trustees will be determined after an investigation of the facts.

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All gifts and donations received by the library shall be subject to review by the Board of Library Trustees for acceptance.

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Amendments to these bylaws may be proposed at any regular meeting of the Board and shall become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

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The By-laws shall be reviewed bi-annually.

Approved January 10, 1996

Reviewed January 12, 2005

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BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY
Page 7 of 7

Revised January 19, 2016

Revised May 18, 2016

Revised May 23, 2017

Please correct this long-standing problem with the through-put for your wifi.

Thank you for your comment. Other than in the busiest times of the late afternoon on school days, we have not been made aware of persistent connectivity issues or any major deficiency in our wifi bandwidth. We are currently exploring the cost of increasing our speed with our Comcast Business line. Increasing our bandwidth would require a major capital outlay that is not currently in our budget.

When one exits the parking lot going north on Lathrop, the curb is very precarious. Someone will either get stuck or break an axle. This should be attended to before the library remodeling.

Thank you for your comment. Several patrons have noted this issue with the curb. The library property line on the north extends to the iron fence which encloses our garden. While we recognize that many patrons utilize the parking lot to access our building, the library does not own the parking lot and the precarious curb is not located on library property.

River Forest Public Library Draft Budget 2019-20

Capital Improvement Fund		Budget 2018-19	Projected 2018-19	Budget 2019-20
Revenues				
		*		
	Donations	0		\$ 80,000.00
	Minimum of 2.5% of projected tax receipts for FY 20	0	\$ 31,075.00	\$ 32,500.00
	Excess of revenues over expenditures for fiscal year	0	\$ 30,000.00	\$ 20,000.00
	Total Revenues	0	\$ 61,075.00	\$ 132,500.00
Expenses				
	Staff Area/Lobby Remodel	\$ 350,000.00	\$ 24,700.00	\$ 340,000.00
	Other Building Improvements	\$ 26,000.00	\$ -	\$ -
	Children's Room Shelving Project	\$ -	\$ -	\$ 65,000.00
	HVAC component replacement	\$ 5,000.00	\$ 4,820.00	\$ 20,000.00
	Engineering plans for Air Handler unit	\$ -		\$ 40,000.00
	Technology	\$ 35,000.00	\$ 17,500.00	\$ 17,500.00
	Security Camera Installation	\$ 10,000.00	\$ -	\$ 3,500.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 10,000.00	\$ 12,496.00	\$ 15,000.00
	Total Capital Expenses	\$ 436,000.00	\$ 59,516.00	\$ 501,000.00

Capital Improvement Fund reserves to cover excess expenses over revenues in 2018-19 and 2019-20.

* Revenues not budgeted in 2018-19.

2/12/19 draft

MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Library Director
Date: February 13, 2019
RE: Discontinue overdue fines

At the January 19th Regular Board Meeting, Victoria Muraiti, Assistant Materials and Business Services Manager, spoke to the Board about RFPL's desire to discontinue overdue fines and become a fine free library. At this time, RFPL administration would like to formally recommend that RFPL discontinue assessing overdue fines starting in the 2019-20 fiscal year.

During her presentation, Ms. Muraiti offered a few reasons in support of RFPL discontinuing overdue fines. Ms. Muraiti suggested that research from other libraries that have gone fine free suggests that removing overdue fines does not have an adverse effect on circulation. In some cases fines are deterrent to borrowing, we have seen this with our middle school population and those patrons who cannot afford to pay overdue fines. Ms. Muraiti shared that as of December 31, 2018, we have a total of 8,305 patrons. There are currently 771 patrons blocked to fine balances of over \$10, including fines on overdue and lost items. Looking at patrons with strictly overdue fine balances, 42% of those are on children's library cards. Lastly, with the implementation of automatic renewals in June 2017, fines collected have decreased to roughly 1% of RFPL revenues.

If approved, we recommend changing our policy to allow patrons to check out materials at RFPL free from fines. Patrons would still be held responsible for lost/damaged items. For example, if a patron has 4 or more items overdue, their card would become automatically blocked until they returned the items or paid for them. At 42 days overdue the item(s) would be considered lost and the patron would be billed for their replacement.

MEMO

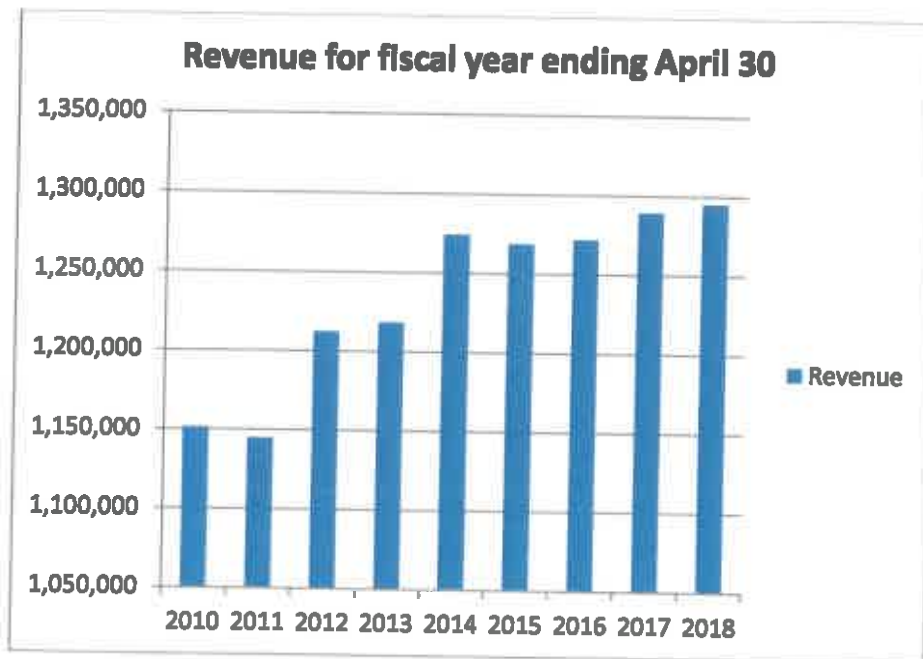
To: RFPL Board of Trustees
From: Sue Quinn
Date: February 12, 2019
RE: 10 year revenue and expense analysis

The Treasurer had asked for some historical revenue and spending data in order to help Trustees better understand our current financial position. The information for fiscal years 2009-10 through 2012-13 is from audited statements provided by the Village when our audit was presented as a component unit of theirs. The information from fiscal years 2013-14 is from our own independent audit and therefore, we have more detailed breakouts for expenses.

Revenues

Over the last 9 years, we have seen a 13% revenue growth. Total library revenues increased by 6% in 2012 when the Harlem-Lake TIF district expired and River Forest taxing bodies were able to receive the full amount of taxes attributable to the natural increase in value of this property development. Other sources of income from 2012-13 included: fees for video rentals (discontinued in FY 2014), overdue fines, donations and grants.

In late 2013, the library received a \$50,000 gift from the estate of George Parry. While that money was eventually transferred to the newly-formed RFPL Foundation, it was reflected as revenue in our FY 2014 audit.



Property tax receipts

Property tax receipts have always been our primary source of revenue as we are unable to charge for programs and overdue fines are minimal charges. In 2010, property taxes comprised about 93.5% of our total revenues. In 2018 property taxes were 94.27% of our total revenues. We project them to be 94.65% in 2019 as the amount we collect in fines continues to decrease.

	2010	2011	2012	2013	2014
Total Revenues	1,150,751	1,144,833	1,212,323	1,218,534	1,274,305
Property Tax Revenues	1,079,207	1,070,035	1,138,731	1,141,366	1,158,393
% of total revenues	93.78%	93.47%	93.93%	93.67%	90.90%

	2015	2016	2017	2018	2019 Projected
Total Revenues	1,268,756	1,272,086	1,288,906	1,295,123	1,313,000
Property Tax Revenues	1,169,353	1,195,424	1,213,883	1,220,973	1,243,000
% of total revenues	92.17%	93.97%	94.18%	94.27%	94.65%

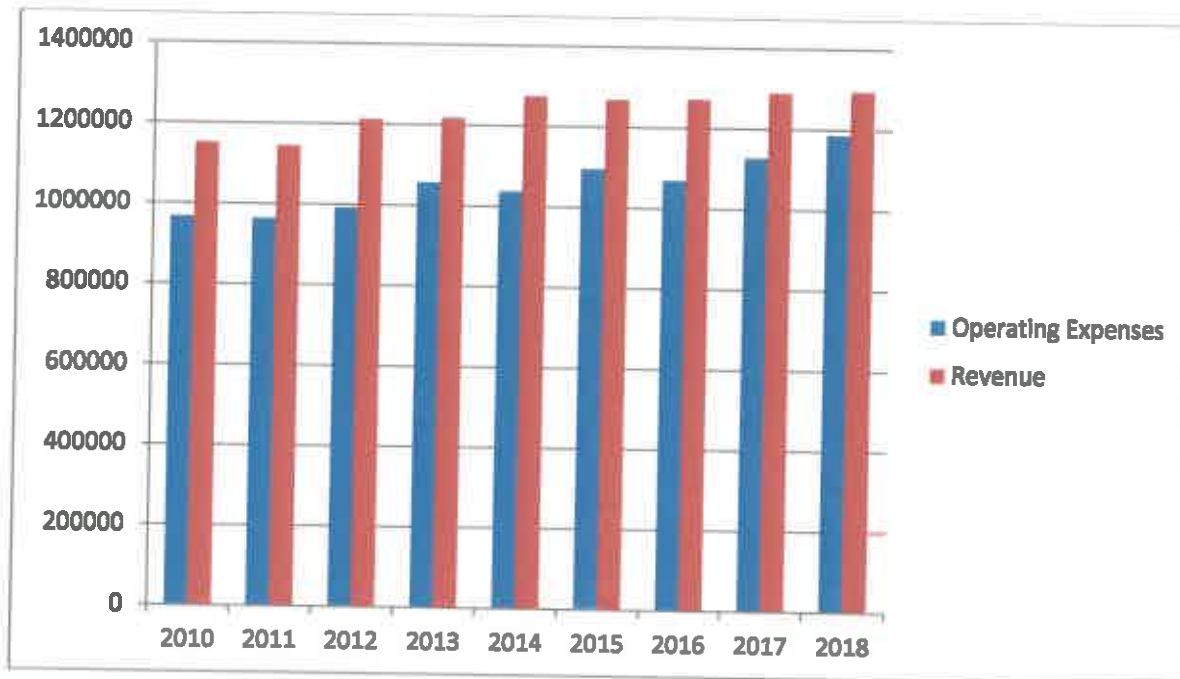
There have been years when property tax revenues either declined (2011) from the prior year or the increase was less than \$10,000.00 (2013, 2018). In the six years since the 2012 TIF bump, total property tax receipts have increased by \$82,242—an average of about \$13,000/year.

Other Sources of Revenue

- As part of our 2013-2017 strategic plan initiative to increase circulation, the library ceased charging for DVD rentals and extended lending periods on our DVDs to 2 weeks in May 2013, thereby lowering fine collections.
- Overdue fine collection dropped again when we instituted auto-renewals on our materials in May 2017. For 2019 projected fines/fees income is \$6000—down from a high of \$24,000 in 2012.
- While grant income has stayed fairly constant between the annual Per Capita grant distribution from the State, the Liebner fund distribution and program funding support from the River Forest Township, outside donations are now being directed to the Foundation instead of to the library. The Foundation has not made a formal determination as to how they plan to distribute funds to the library—annually into the operating budget or directly into the Capital Improvement Fund.

Operating Expenses

The services that a public library provides require staff, facilities, materials and many other costly inputs. Over the last 9 years our operating expenses have increased by \$219,144 from \$967,321 to \$1,186,465—an increase of 22.66%. Revenues over the same time period have increased by 13%. Our expenses continue to rise faster than our revenues.



Personnel

Because libraries are service driven organizations, personnel costs are our largest single expense.

Staffing Levels	2012	2013	2014	2015	2016	2017	2018	2019 Projected
Full time employees	7	7	6	7	8	8	8	8
Part time employees	24	26	25	23	17	17	17	16
Total Employees	31	33	31	30	25	25	25	24
Total avg. weekly hours	630	608	734	728	676	711	711	705
Part time staff equivalent to FT employee (37.5 hours)	8	8	10	10	9	9	9	9
Total FTE	15	15	16	17	17	17	17	17
Employees electing insurance plan	6	6	4	5	4	6	5	6
Employees receiving IMRF benefits	8	7	9	10	9	10	10	10

Significant Events

- We increased total staff hours in 2014 to allow us to offer more programs and services for all age group in support of the 2013-17 Strategic Plan goals.
- In 2014, two of our full-time employees reduced their hours below 37.5 and we saw a reduction in full-time employees and our insurance costs.
- In 2016, we created a full-time position of Adult Programming librarian. Formerly, the Manager of Adult Services had full responsibility for supervising staff, collection development and planning and delivery of all programs. We partially offset this full-time position by reducing part-time hours. This new position added another employee to IMRF and another employee who was eligible to enroll for health insurance.
- In 2018, we performed a market benchmark study to compare employee compensation rates against libraries with similar-sized budgets. This study showed that we were compensating many of our positions at the 25th percentile for their pay range. We subsequently adjusted all wages to move all employees to within 20%+/- of the range midpoint (50th percentile) for each position.
- The roughly \$118,000 increase in Personnel costs from 2012 (\$673,447) to 2018 (\$788,910) accounts for about 54% of our increase in total operating expenses over that time period.

Personnel Costs	2012	2013	2014	2015	2016	2017	2018	2019 Projected
Salaries total	546,183	554,708	546,565	581,276	577,390	583,439	641,266	650,000
Health Insurance	26,577	30,930	27,744	24,069	35,821	40,831	30,678	40,600
IMRF	42,637	50,249	48,419	53,623	51,754	51,165	53,837	49,100
FICA	40,639	41,379	40,663	42,551	42,780	43,331	48,538	49,800
Other	15,439	14,831	14,687	13,607	12,024	15,699	12,573	11,000
Total Personnel	673,487	692,097	680,092	717,141	721,785	736,482	788,910	800,500
Total Revenues	1,192,000	1,218,000	1,274,305	1,268,756	1,272,086	1,289,384	1,295,123	1,310,000
	56.50%	56.82%	53.37%	56.52%	56.74%	57.12%	60.91%	61.11%

Employees working over 1000 hours per year (19 hours week) must be enrolled in IMRF. Any employee working more than 30 hours week is eligible for health insurance which covers the employee only and 85% of the premium cost. The number of employees enrolled in the health insurance coverage may vary annually.

Library Materials

We spent \$144,612 on materials in 2011 (15% of our budget) and \$185,450 in 2018 (14.38%). We cut the print budget significantly in 2013 when we eliminated our reference collection and used that savings to buy digital materials. We have added back more money to print in recent years and have funded that by cutting back on electronic database subscriptions.

Library Operations

Library operations expenses increased from \$80,000 in 2012 to \$102,000 in 2018—about 20%. Our SWAN membership fees have stayed fairly constant over time and we saved money in 2015 when we went to an outside IT company for technical support. However, other automation costs have increased as we expanded our bandwidth, increased our online security features, added wireless printing and updated our website and online program calendar. Audit and legal fees have each increased by 50%.

Facilities Management

Facilities Management expenses increased from \$74,600 in 2012 to \$102,000 in 2018—about 36%. Utilities costs have remained pretty steady. While we have managed to cut our insurance costs from \$30,000 to 13,000 through participating in LIRA, we spend twice as much annually in 2018 (\$60,000) on building maintenance and repairs than we did in 2012 (\$27,000). Some of this is due to the fact that our HVAC equipment is 9 years older and more parts need to be replaced. We also have a garden to maintain in addition to a building. Finally, our cleaning costs increased in 2016 when we went with a professional cleaning service.

Capital Expenses

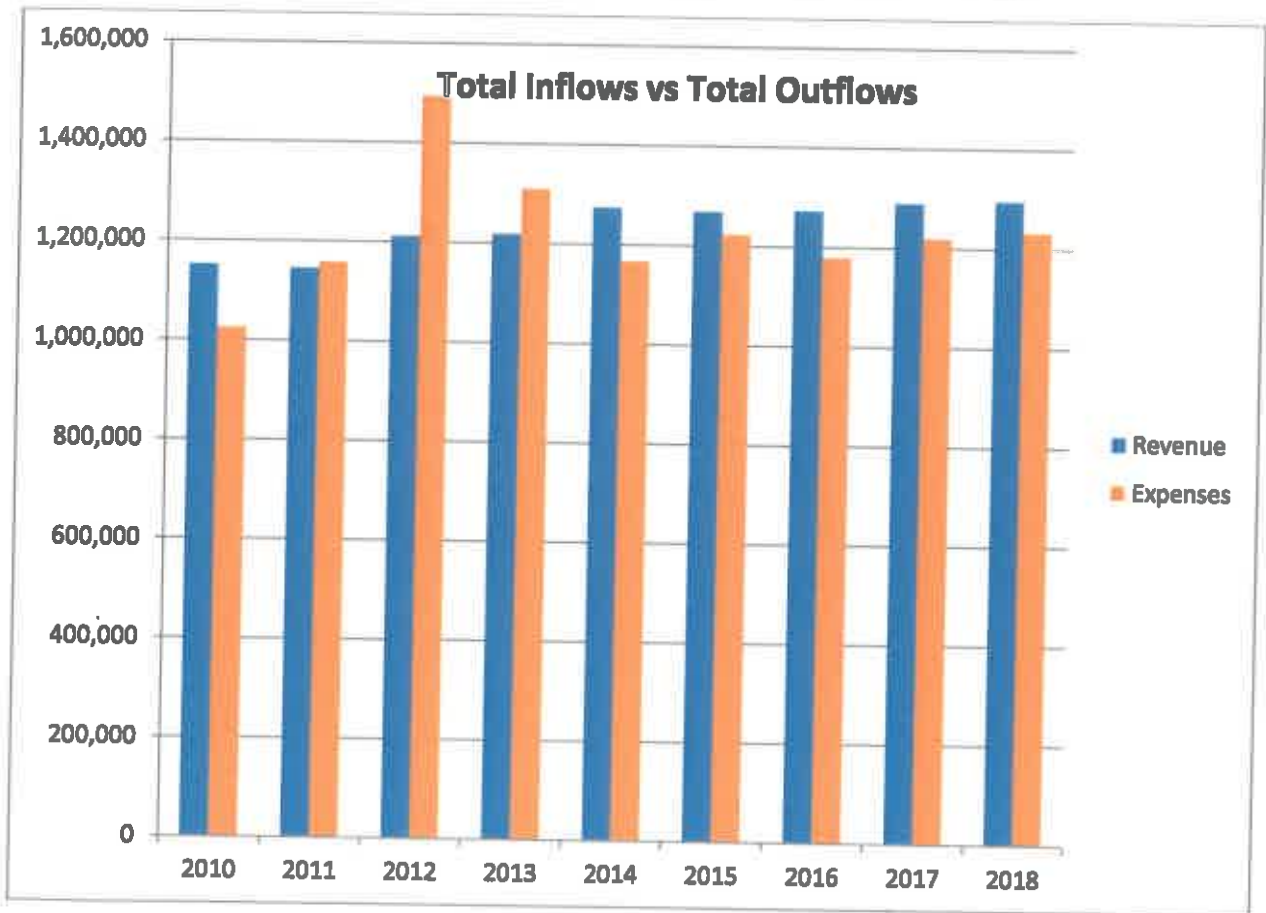
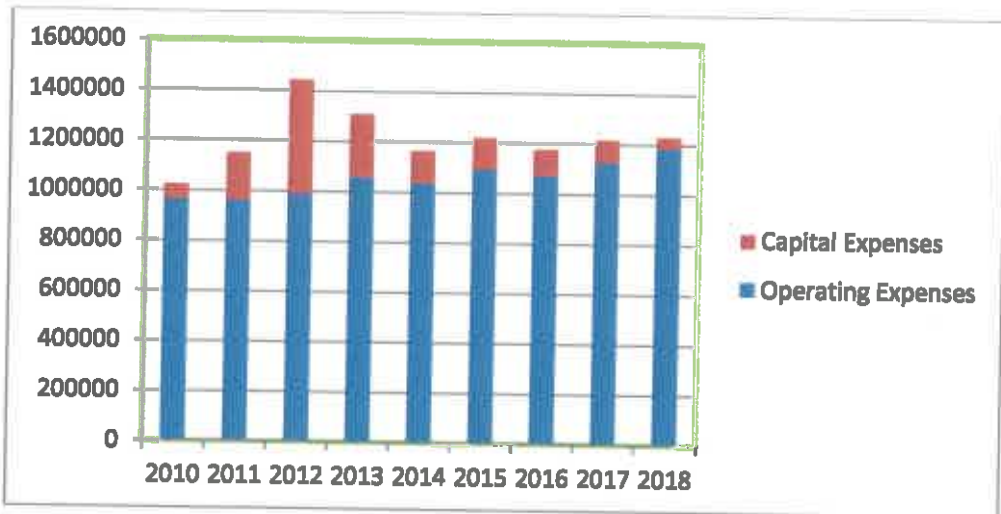
Some years we have had larger capital projects—such as the building envelope repair in 2012 and the library garden in 2013. In recent years, we have not had a large project but we plan to do the staff area/lobby project in 2020.

In 2004, the Village of River Forest sold general revenue bonds on behalf of the library, providing roughly \$490,000 to fund capital improvements. (The Village assumed the debt service on those bonds as they were repaid in 2019.) Some of those funds went to an architect in 2006 for a library plan that was not accepted and then the funds were not touched for a few years.

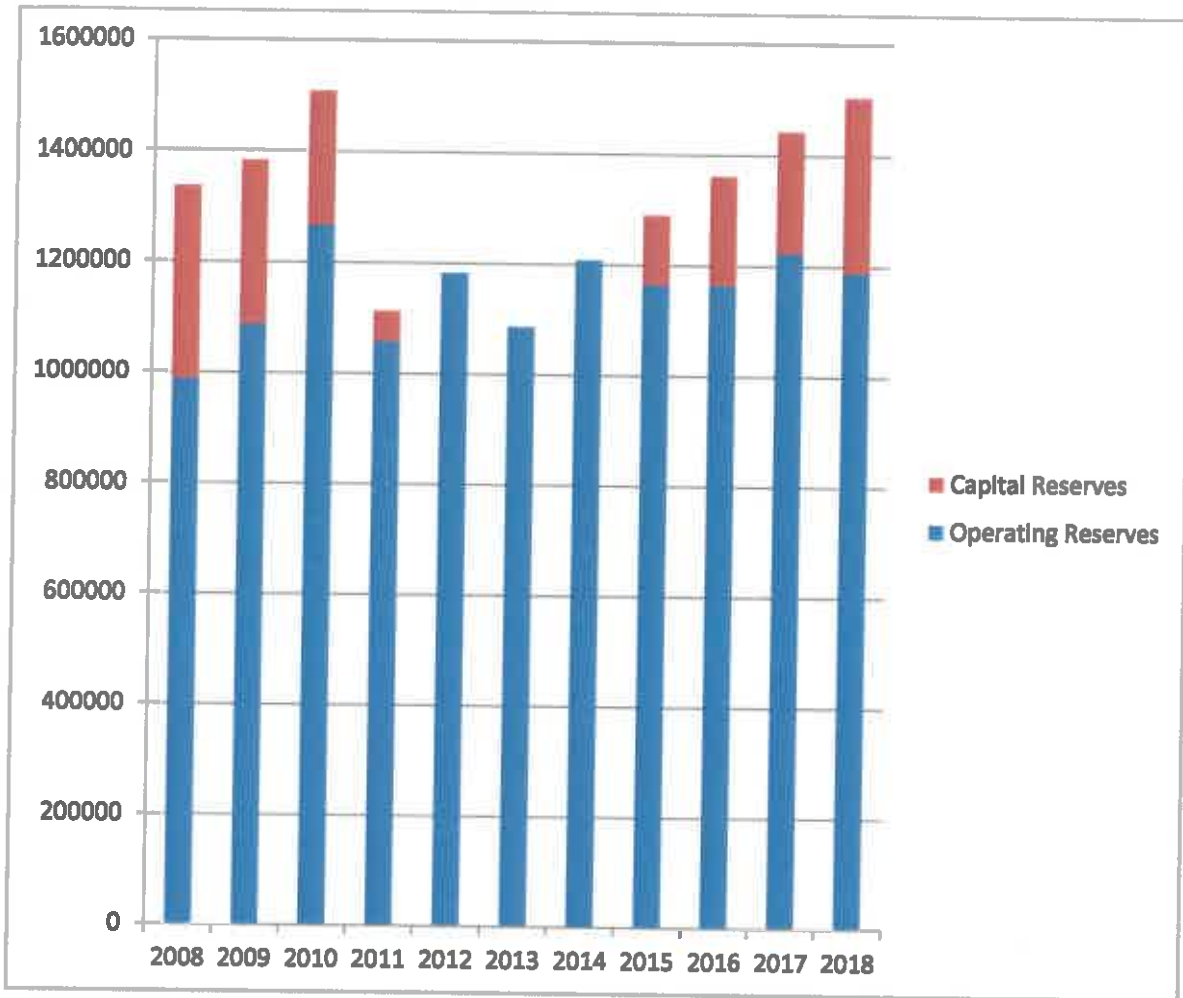
In 2010, bond funds were used to replace the east side shingle roof. In 2011, a new chiller and flat EPDM roof were installed and the building envelope work completed, fully expending the bond proceeds.

Projects completed after 2012-2014 were funded by operating reserves as our total expense outflows exceeded our annual revenue inflows. In 2015, we established the capital reserve and began building back up our capital reserves by transferring excess operating revenues to the Capital Improvement fund. In 2017, we removed capital expenses from our Operating Budget and

began paying capital expenses from the Capital Improvement Fund. Below is a breakout of capital vs. operating expenses over the time period from 2010-2018.



In years when expenses exceeded revenues, reserve balances were utilized.

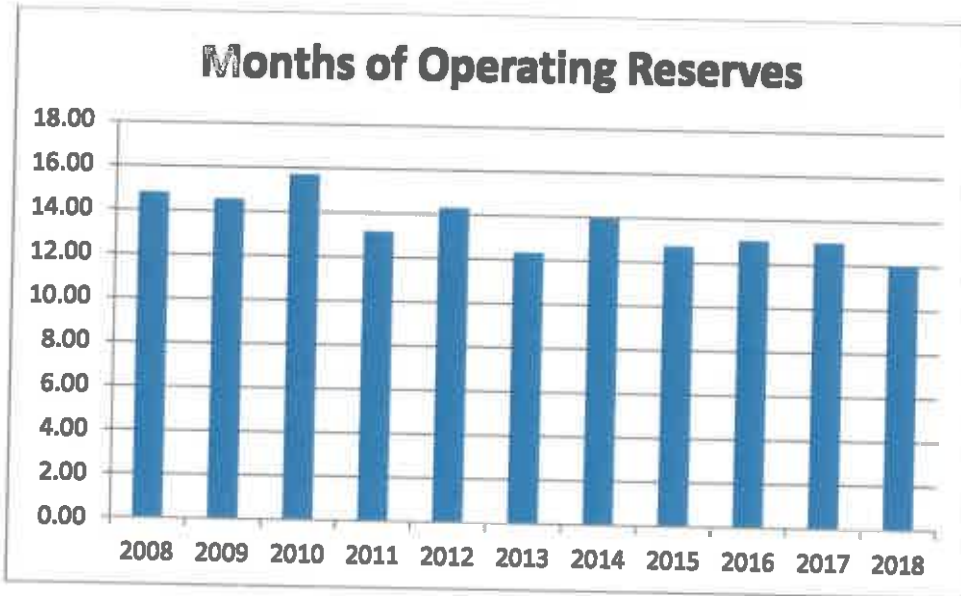


In 2015, the Board began moving all excess operating revenues at year end into a newly-established Capital Improvement Fund. Board policy states that a minimum of 2.5% of tax receipts will be moved to this fund annually. While we have been able to transfer excess revenues over expenditures to our annual fund since FY 2015, operating expenses are rising quicker than revenues. We are transferring less each year and capital improvements continue to be needed.

Excess of Revenues over Expenditures transferred to Capital Improvement Fund						
2014	2015	2016	2017	2018	2019 (Projected)	2020 (Projected)
\$ 125,890.00	\$ 71,728.00	\$ 93,414.00	\$ 140,845.00	\$ 107,658.00	\$ 65,000.00	\$ 45,000.00

Operating Reserves and Fund Balance Policy

As we begin to spend down our capital improvement fund, we will need to dip into our operating reserves in order to continue to make capital improvements.



Based on the Cook County property tax distribution cycle, we need to keep about 6 months reserves on hand to pay expenses between disbursements in August and March.

Our fund balance policy requires that we keep a minimum of 3 months reserves at all time. If we assume that the 3 month requirement is for emergency funding, and we need 6 months in August to keep us going until the March distribution, we require 9 months of operating reserves on hand.

As of 4/30/18, we had 12 months of operating reserves. This means that we have 3 months' worth of operating reserves on hand—roughly \$325,000—that we could potentially use for capital improvements.

River Forest Public Library FY 19-20 Grade and Scale

Grade	FLSA	Position	Range Minimum	Range Midpoint	Range Maximum
12	E	Library Director	\$68,405 \$35.08	\$85,506 \$48.85	\$102,607 \$52.62
11		HOLD FOR FUTURE RESTRUCTURING			
10	E	Materials and Business Services Manager	\$49,478 \$25.37	\$61,847 \$31.72	\$74,217 \$38.06
9	E	Adult/Teen Services Manager	\$45,030	\$56,287	\$67,545
		Children's Services Manager	\$23.09	\$28.87	\$34.64
8	E	Middle School and Teen Librarian/Webmaster	37,197	\$46,496	\$55,795
	E	Children's Services Assistant Manager	\$19.08	\$23.84	\$28.61
	NE	Adult Services Programming Librarian			
7	NE	Adult and Teen Librarian(s) --PT	\$35,299	\$44,124	\$52,948
	NE	Materials and Business Services Assistant Manager	\$18.10	\$22.63	\$27.15
	NE	PR & Marketing Coordinator (PT)			
6		HOLD FOR FUTURE RESTRUCTURING			
5	NE	Technical Services Associate	\$25,798	\$32,247	\$38,697
		Library Associate	\$13.23	\$16.54	\$19.84
4		HOLD FOR FUTURE RESTRUCTURING			
3	NE	Materials Services Associate	\$20,689 \$10.61	\$25,861 \$13.26	\$31,033 \$15.91
2	NE	Page/ILL clerk	\$16,391 \$8.41	\$20,488 \$10.51	\$24,586 \$12.61
1	NE	Page	\$16,088 \$8.25	\$19,515 \$10.01	\$23,418 \$12.01

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.

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.

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
Support Services		64.4%	65.0%
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
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
Audt		\$ 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, audlobooks)	\$ 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
	Copler Maintenance and Usage	\$ 2,500.00	\$2,500.00
	Total Facilities Services	\$ 84,500.00	\$ 85,500.00
	Equilment & 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 (minlum of 2.5% of tax revenues)	\$ 45,000	\$32,500.00
	Total	\$ 1,347,000.00	\$ 1,349,000.00