



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
September 15, 2020 7:00 PM

This meeting will take place virtually via phone or computer. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to Sue Quinn, [squinn@rflib.org](mailto:squinn@rflib.org).

You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 846 8316 5204.

Questions may be submitted online during the meeting to [squinn@rflib.org](mailto:squinn@rflib.org).

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
  - a. Minutes of the Regular Board Meeting: July 21, 2020
  - b. Minutes of the Special Board Meeting: August 13, 2020
  - c. July 2020 Revenue and Expense reports
  - d. July 2020 Warrant List
  - e. July 31, 2020 Balance Sheet
  - f. August 2020 Revenue and Expense reports
  - g. August 2020 Warrant List
  - h. August 31, 2020 Balance Sheet
  - i. Policy Revisions: Oversight II. Fiscal Accountability
  - j. Group 2 Computer Replacement, Versatile Computer Services, Inc., \$13,103.79 - Capital Improvement Fund
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
  - a. Contract with HR Source, not to exceed \$15,000 for Library Director Search
  - b. Committees: (Report/Discussion/Action)
    - i. Facility Committee
    - ii. Finance Committee
    - iii. Policy Committee
    - iv. VRF Collaboration Committee Liaison
    - v. RFPL Foundation Liaison
9. Old Business
10. Closed Session (5 ILCS 120/2a(1))
11. 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: July 21, 2020**

**Call to Order:** At 5:18 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

President Hill asked for a motion to allow Trustee Stierwalt to attend the meeting by phone as personal illness prevents her from attending the meeting in person. Trustee Long moved to approve the motion, Trustee Smedinghoff seconded, and the motion passed unanimously.

Trustee Hopkinson called-in to listen as he is unable to participate in the meeting because his absence does not qualify for remote attendance according to the Open Meetings Act.

**Visitors and Guests**

- Cathy Ruggeri
- Kimberly Sam
- Ruth Sam
- Richard Sam
- Jeffrey Hill

**Consent Agenda:**

- a. Minutes of the Regular Meeting: June 16, 2020
- b. June 2020 Warrant List
- c. June 2020 Revenue and Expense reports
- d. June 30, 2020 Balance Sheet
- e. Policy Revisions: Section 1: Oversight: I. Board Responsibilities

President Hill asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be removed from the consent agenda and did not have any questions.

Trustee Smedinghoff moved to approve the consent agenda, items a.-e. Trustee Long seconded. A roll call vote was taken.

**Roll Call Vote:**

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

## Director's Report

- Before discussing RFPL's reopen plan, Director Quinn shared the following updates with the Board:
  - Director Quinn attended the LIRA midyear membership meeting on July 11. LIRA informed members to expect a 40% increase to property and casualty insurance. This projected increase is not a result of increased claims from the LIRA pool, but rather external factors affecting the insurance market. Trustee Bevan asked if the library should explore a new insurance options. Director Quinn answered that there were financial advantages to staying with the LIRA pool as libraries have lower loss incidents than municipalities. In addition, both the ILA and RAILS are members of the LIRA pool.
  - Director Quinn noted that the building maintenance and supplies budget lines are being spent down faster than usual due to RFPL's procurement of PPE and safety supplies.
- Director Quinn shared additional details regarding the reopen plan for July 27<sup>th</sup>.
  - Curbside service will end on Saturday, July 25<sup>th</sup>. Due to space constraints, the library will not be able to offer curbside service once the library reopens on July 27<sup>th</sup>.
  - The meeting room is being used to quarantine returned library materials and store excess furniture that has been removed from public spaces. Materials are quarantined for 3 days before check-in.
  - Staff will provide assistance from a distance and staff members will be stationed at all service desks. Each service desk will be equipped with a protective screen.
  - In order to accommodate staff distancing during meal breaks, the library will close from 12-1 pm daily so staff can clean the public spaces and have space to spread out during meal breaks.
  - Banners will be posted outside with the library's new hours:
    - Monday 9 AM – 12 PM; 1-7 PM
    - Tuesday – Saturday 9 AM – 12 PM; 1-5 PM
    - Closed daily from 12-1 PM.
- President Hill thanked Director Quinn for the comprehensive reopening plan.
- Trustee Long asked if the library could engage a cleaning company to perform the midday cleaning. Director Quinn responded that it was cost prohibitive to bring in our cleaning company to complete this work.
- Director Quinn explained the safety protocols staff have put into place
  - All staff are required to complete a health questionnaire before or at the start of their shift to certify that they are not experiencing any symptoms of COVID-19.
  - All staff have been provided with a safety training and updated protocols for cleaning upon reopen.
  - RFPL is following the travel quarantine directives put forth by the Cook County Department of Public Health. Any staff member traveling to a state on the Cook

County Travel Quarantine List will be asked to quarantine for 14 days before returning to work. The Families First Coronavirus Response Act does not include paid time off for mandated quarantine after voluntary travel.

- President Hill asked if reopen was more labor intensive for staff. Director Quinn responded that the schedule has been crafted to have back-ups in place to provide coverage in the event of an employee illness or vacation.
- Trustee Bevan asked for an update on the CDARS accounts whose terms are expiring in July and August. Ms. Bertucci answered that interest rates are unfavorable due to the current economic situation. The expiring 3-year CD (roughly \$62, 935), will be rolled into a 26-week CD earning .05% interest. This CD is part of the library's long term reserve ladder. With rates so low, it wouldn't be prudent to tie these funds up at low rates. In 6 months, we will reevaluate how to proceed with this CD and if it can be realigned with the ladder. Similarly, the 26-week CD (roughly \$157,576), which is the mid-term reserve, will be rolled into the Operations ICS as these funds may be needed if there is a further delay in property tax receipts. In 6 months, we will reevaluate and determine if any of these funds can be moved to a CD.

### **President's Report**

- President Hill stated that she is honored to be following in Trustee Smedinghoff's footsteps. President Hill feels that the library board has benefited greatly from his leadership in big and small ways, from his implementation of the consent agenda to his dedication to the first floor lobby/ staff spaces renovation project. President Hill announced that Trustee Smedinghoff will be the chair of Finance Committee and also serve as Treasurer.
- President Hill acknowledged Trustee Bevan for her work with the Finance Committee and hopes that her new role as Vice President will broaden her impact on the Board and RFPL.
- Trustee Hopkinson will be the Board Secretary and Trustee Long will continue to be the RFPL Foundation Board liaison. Additionally, Trustee Long will continue in her role President of the RFPL Foundation Board. President Hill conveyed that the Foundation has come to life due to Trustee Long's efforts.
- Trustee Calabrese-Berry will continue to serve as chair of the Facilities Committee. President Hill acknowledged the the fresh ideas and participation of Trustee Stierwalt on the Facilities Committee.
- Trustees Long and Hopkinson will continue to work with President Hill on the Policy Committee.
- President Hill thanked Director Quinn for all her hard work and leadership during what have been some difficult years at RFPL.
- Going forward, President Hill is requesting the following from Trustees:

- Any requests made to the Director, are first made to President Hill. President Hill will review the nature of the request and determine whether that request is to be made of the Director.
- Trustees are asked to email questions about items on the consent agenda to Director Quinn and President Hill in advance of the meeting, so that meeting time can be spent discussing larger issues.
- President Hill asked Trustees to remember the role of the Board and dedicate themselves to long term planning.

### **New Business**

- None

### **Committee Reports**

#### Facilities Committee

- No report.

#### Finance Committee

- No report.

#### Policy Committee

- No report.

#### RF Collaborative Committee

- Trustee Long will reach out to determine if the RF Collaborative Committee will remain an active committee.

#### Foundation Liaison

- The Foundation has been sending regular email communications to its list of roughly 200 subscribers.
- Director Quinn thanked Trustee Long for connecting residents to the library's communications through the Foundation.

### **Old Business**

- None

### **Semi-annual review of closed session minutes**

- President Hill announced that closed session minutes are to be reviewed every six months. At this time the Board does not have any closed session minutes to review.

### **Executive Session**

- At 6:01 PM, President Hill asked for a motion to enter Executive Session pursuant to 5 ILCS 120/2(c)1, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.
  - Trustee Smedinghoff moved to approve entering executive session, Trustee Calabrese-Berry seconded and a roll call vote was taken:
    - Roll Call Vote:
      - Ayes: Bevan, Calabrese-Berry, Hill, Long, Smedinghoff, and Stierwalt.
- The Board returned to Open Session at 7:15pm. President Hill stated that the Board discussed the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

### **Adjournment**

- Trustee Smedinghoff moved, and Trustee Bevan seconded, that the Regular Meeting be adjourned. There was a unanimous vote in favor and the meeting was adjourned at 7:16pm.

Respectfully submitted,  
Alice Calabrese-Berry  
Acting Secretary

**Meeting Minutes: Special Board Meeting: August 13, 2020**

Call to Order: At 5:00 pm, President Hill called the Special meeting of the River Forest Public Library Board of Trustees to order. The roll was taken.

- Trustees Present: Hill, Bevan, Smedinghoff, Hopkinson, Long, Calabrese-Berry and Stierwalt
- Also Present: Sue Quinn, Director RFPL

The August 13, 2020 Special Meeting of the River Forest Public Library Board of Trustees was held in compliance with Illinois Bill 2135 which specifies protocols for meetings of public bodies while Illinois is under a State of Emergency and Disaster Declaration due to the COVID-19 Pandemic. The bill states that if an in-person meeting is not practical or prudent, members of the public body can call into a meeting as long as one trustee or the Chief Executive Officer are present at the public body's physical location. All votes must be roll call votes and the meeting must be recorded. In order to comply with this law, President Hill, Director Quinn and Trustee Hopkinson are present at the River Forest Public Library building (735 Lathrop Avenue, River Forest, Illinois) and the meeting is being recorded by ZOOM.

**Public Comments:**

- None submitted

**New Business:**

- President Hill led the discussion regarding the replacement of a HVAC temperature control compressor. Director Quinn advised the trustees that the temperature control air compressor was original to the 1992 building addition and had a life expectancy of 20 years. Director Quinn received a proposal from Oak Brook Mechanical Services, Inc. dated July 27, 2020. The proposal was to replace the compressor for a net cost of \$8,814.00
- Trustee Calabrese-Berry moved to accept the proposal and proceed with the work. Trustee Stierwalt seconded. A roll call vote was taken.
  - Ayes: Stierwalt, Calabrese-Berry, Long, Hopkinson, Smedinghoff, Bevan and Hill

**President's Report:**

- President Hill reported that last week, she and Joanna Bertucci participated in a Zoom call organized by the Village. Other participants included Police Chief O'Shea, Village President Adduci, and representatives from District 90, the Park District and the Township. The purpose of the call was to confirm that all taxing bodies are communicating the same safety message and to discuss any concerns in enforcement. The Library confirmed that it was operating in compliance with this safety message and protocols.

**Executive Session:**

- A motion was made by Trustee Hill and seconded by Trustee Hopkinson to go into Executive Session pursuant to 5 ILCS 120/2(c)1 of the Open Meetings Act. A roll call vote was taken.
  - Ayes: Hill, Hopkinson, Stierwalt, Calabrese-Berry, Long, Smedinghoff and Bevan

Executive session took place from 5:15pm – 6:14 pm The board returned to open session at 6:14 pm. President Hill stated the board discussed employment matters. Trustee Bevan moved and Trustee Smedinghoff seconded, that the special meeting be adjourned. A roll call vote was taken:

- Ayes: Bevan, Smedinghoff, Hill, Hopkinson, Long, Calabrese-Berry, Stierwalt. The meeting was adjourned at 6:30.

Respectfully Submitted,  
Jim Hopkinson  
Secretary





**River Forest Public Library**  
**Fiscal Year: May 1, 2020 - April 30, 2021**  
**Revenue Report: July-20**

<u>Account:</u>	<u>July-20</u>	<u>YTD</u>	<u>2020-2021</u>	<u>% of Budget</u>
Property Taxes	\$ 189,581	\$ 197,148	1,320,000.00	14.94%
Connections Program Grant	\$ -	-	8,400.00	0.00%
Corp Property Replacement Taxes	\$ 2,084	\$ 4,091	12,000.00	34.09%
Lost Books Reimbursed	\$ 21	21	3,500.00	0.59%
Copy Machine Revenue	\$ -	-	5,500.00	0.00%
Rentals, Library Space, Meeting Room	\$ -	-	0.00	0.00%
Interest	\$ 1,164	\$ 4,132	9,000.00	45.92%
Gifts from RFPL Foundation	\$ -	\$ 12,000	12,000.00	100.00%
Gifts - other	\$ -	-	1,000.00	0.00%
IL Per Capita Grant	\$ -	-	14,000.00	0.00%
Grants, other	\$ -	\$ 801	3,200.00	25.03%
Community Foundation Endowment	\$ -	-	3,800.00	0.00%
Misc Income	\$ -	\$ 495	600.00	82.50%
<b>Total:</b>	<b>\$ 192,851</b>	<b>\$ 218,688</b>	<b>1,393,000.00</b>	<b>15.70%</b>
<b>Income:</b>	<b>\$ 192,851</b>	<b>\$ 218,688</b>	<b>1,393,000.00</b>	<b>15.70%</b>
<b>Expense:</b>	<b>\$ 96,393</b>	<b>\$ 272,367</b>	<b>1,393,000.00</b>	<b>19.55%</b>



**River Forest Public Library**  
 Fiscal Year: **May 1, 2020 - April 30, 2021**  
 Expense Report: **Jul-20**

**Expenses**

**Personnel**

	7/31/2020	Fiscal YTD	Actual % Budget 25% as of 7/31/2020	20-21 Budget
Wages & Salaries	\$ 49,118	\$ 159,584	22.16%	\$ 720,000.00
Medical Health Insurance Coverage	\$ 3,520	\$ 10,483	18.23%	\$ 57,500.00
IMRF	\$ 4,397	\$ 13,744	23.29%	\$ 59,000.00
Medicare/FICA	\$ 3,586	\$ 11,790	21.44%	\$ 55,000.00
Staff Training	\$ -	\$ 440	17.60%	\$ 2,500.00
Membership Dues	\$ -	\$ 1,319	32.98%	\$ 4,000.00
Professional Development	\$ 225	\$ 862	9.58%	\$ 9,000.00
<b>Total Personnel</b>	<b>\$ 60,845</b>	<b>\$ 198,222</b>	<b>21.85%</b>	<b>\$ 907,000.00</b>

**Support Services**

**Printing and Advertising**

Printing/Bookplate	\$ 296	\$ 296	5.38%	\$ 5,500.00
Advertising	\$ 549	\$ 577	19.22%	\$ 3,000.00
<b>Total Printing and Advertisement</b>	<b>\$ 845</b>	<b>\$ 873</b>	<b>10.27%</b>	<b>\$ 8,500.00</b>

**Programming**

Children's Programs	\$ 462	\$ 2,152	16.55%	\$ 13,000.00
Teen Programs	\$ 547	\$ 1,133	15.10%	\$ 7,500.00
Adult Programs	\$ -	\$ 155	1.55%	\$ 10,000.00
Special Programs	\$ -	\$ 60	1.71%	\$ 3,500.00
Connections Programs	\$ -	\$ -	0.00%	\$ 8,400.00
Total Programs	\$ 1,009	\$ 3,499	8.25%	\$ 42,400.00
<b>Total Support Services and Programs</b>	<b>\$ 1,854</b>	<b>\$ 4,372</b>	<b>8.59%</b>	<b>\$ 50,900.00</b>

**Other Support Services**

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	0.00%	\$ 1,000.00
Technical Support	\$ -	\$ 1,500	13.64%	\$ 11,000.00
Automation Administration	\$ 6,092	\$ 6,597	17.83%	\$ 37,000.00
Consultant Fees/Legal Fees	\$ 396	\$ 528	7.54%	\$ 7,000.00
Postage & Delivery	\$ 357	\$ 510	12.76%	\$ 4,000.00
Audit Fees	\$ -	\$ -	0.00%	\$ 7,500.00
Payroll and Employment Services	\$ 235	\$ 730	20.85%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 800	19.04%	\$ 4,200.00
Telephone/Internet	\$ 1,817	\$ 3,745	24.97%	\$ 15,000.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 648	23.15%	\$ 2,800.00
<b>Total Other Support Services</b>	<b>\$ 9,113</b>	<b>\$ 15,059</b>	<b>16.02%</b>	<b>\$ 94,000.00</b>

**Library Materials**

Books	\$ 5,796	\$ 12,537	16.50%	\$ 76,000.00
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Print Periodicals (Magazines)	\$	-	\$	2,964		45.60%	\$	6,500.00
Online Learning Tools & Data Base Subscriptions	\$	1,162	\$	2,475		32.99%	\$	7,500.00
Online E-Content - elect. books/magazines/movies/music	\$	5,020	\$	12,459		19.47%	\$	64,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,091	\$	5,493		20.35%	\$	27,000.00
<b>Total Library Materials</b>	\$	<b>15,068</b>	\$	<b>35,928</b>		<b>19.85%</b>	\$	<b>181,000.00</b>

### Library and Office Supplies

Office Supplies	\$	234	\$	424		10.59%	\$	4,000.00
Library Supplies	\$	797	\$	1,618		32.35%	\$	5,000.00
Copy And Printing Supplies	\$	87	\$	149		14.88%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	22	\$	94		3.75%	\$	2,500.00
Total Office Supplies	\$	1,140	\$	2,284		18.27%	\$	12,500.00
<b>Total Library Materials &amp; Supplies</b>	\$	<b>16,208</b>	\$	<b>38,211</b>		<b>19.75%</b>	\$	<b>193,500.00</b>

### Strategic Initiatives

Strategic Initiatives	\$	588	\$	706		14.12%	\$	5,000.00
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### Facilities Management Facility Supplies

Building Materials & Supplies	\$	430	\$	2,319		66.26%	\$	3,500.00
<b>Total Facility Supplies</b>	\$	<b>430</b>	\$	<b>2,319</b>		<b>66.26%</b>	\$	<b>3,500.00</b>

### Facility Services

Insurance	\$	-	\$	681		4.70%	\$	14,500.00
Maintenance and Custodial Service	\$	4,997	\$	10,317		17.19%	\$	60,000.00
Water	\$	-	\$	66		3.32%	\$	2,000.00
Natural Gas	\$	317	\$	1,907		21.19%	\$	9,000.00
Copier Maintenance and Usage	\$	155	\$	270		10.37%	\$	2,600.00
<b>Total Facility Services</b>	\$	<b>5,469</b>	\$	<b>13,241</b>		<b>15.03%</b>	\$	<b>88,100.00</b>

### Equipment & Furniture

Equipment (Equipment & Furniture)	\$	1,480	\$	1,480		21.14%	\$	7,000.00
Technology Misc.	\$	418	\$	538		17.93%	\$	3,000.00
<b>Total Equipment and Furniture</b>	\$	<b>1,898</b>	\$	<b>2,018</b>		<b>20.18%</b>	\$	<b>10,000.00</b>

### Total Facilities Management

Total Facilities Management	\$	7,785	\$	15,797		15.55%	\$	101,600.00
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### Total Operating Expenses

Total Operating Expenses	\$	96,393	\$	272,367		20.15%	\$	1,352,000.00
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### Capital Improvement Reserve Fund

Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	41,000.00
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### Total Expenses

Total Expenses	\$	96,393	\$	272,367		19.55%	\$	1,393,000.00
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### Total Income

Total Income	\$	192,851	\$	218,688		15.70%	\$	1,393,000.00
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**River Forest Public Library -Capital Reserve Fund - July 2020**  
**Fiscal Year: May 1, 2019 - April 30, 2020**

**Capital Reserve Account Balances as of July 31, 2020**

ICS Capital Reserve	118,622.60
Byline Capital Checking	1,134.26

**Expenses**

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>
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<b>Income</b>		
Interest	7/31/2020	\$ 92.92

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

Num	Date	Name	Memo	Account	Paid Amount
17194	7/14/2020	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805...	
INV-298...	7/13/2020		July Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
17195	7/14/2020	AT&T - Electronic Gateway		BYLINE Operations 00805...	
S66041...	7/14/2020		Monthly telephone	Automation - Internet	-299.84
TOTAL					-299.84
17213	7/30/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
501627...	7/23/2020		Adult books	Books - Adult	-132.33
TOTAL					-132.33
17214	7/30/2020	BayScan Technologies		BYLINE Operations 00805...	
64721	7/23/2020		Sticky receipt paper	Supplies - Library	-348.00
TOTAL					-348.00
17196	7/14/2020	Buildingstars Operations, Inc.		BYLINE Operations 00805...	
2133202	7/13/2020		July 2020 Daily Cleaning Service	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
dm	7/6/2020	CardConnect		BYLINE Operations 00805...	
TOTAL			June Credit Card Machine fees	Misc. Expenses	-22.45
					-22.45
17197	7/14/2020	Comcast		BYLINE Operations 00805...	
877120...	7/3/2020		Monthly Internet & Telephone	Automation - Internet	-556.80
TOTAL					-556.80
17198	7/14/2020	Communication Revolving Fund		BYLINE Operations 00805...	
T2028867	6/29/2020		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00

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

Num	Date	Name	Memo	Account	Paid Amount
17215	7/30/2020	Communication Revolving Fund		BYLINE Operations 00805...	
T2020444	7/23/2020		Monthly Internet	Automation - Internet	-240.00
T2023265	7/23/2020		Monthly Internet	Automation - Internet	-240.00
T2031671	7/30/2020		Monthly Telephone & Internet	Automation - Internet	-240.00
TOTAL					-720.00
17199	7/14/2020	DEMCO, INC.		BYLINE Operations 00805...	
6814781	7/14/2020		Kit bags and stickers	Supplies - Library	-266.34
TOTAL					-266.34
17216	7/30/2020	EZMail Services		BYLINE Operations 00805...	
7165	7/23/2020		Sorting and Mail permit renewal Postcard printing - new hours	Postage Printing	-330.00 -296.00
TOTAL					-626.00
17193	7/14/2020	Fifth Third Bank		BYLINE Operations 00805...	
TOTAL			June credit card bill	5/3 Financial Credit Card	-4,110.79 -4,110.79
17217	7/30/2020	Findaway World, LLC		BYLINE Operations 00805...	
324302	7/30/2020		J Wonderbooks	Non-Print Juvenile	-794.84
TOTAL					-794.84
17200	7/14/2020	GE Money Bank/Amazon		BYLINE Operations 00805...	
6/29/2020			Tripod	Programs-Teen	-61.73
			Teen SR Prizes	Programs-Teen	-27.99
			Teen SR Prizes	Programs-Teen	-19.99
			Teen SR Prizes	Programs-Teen	-313.05
			Teen SR Prizes	Programs-Teen	-15.48
			J SR Prizes	Programs - Juv	-11.30
			J SR Prizes	Programs - Juv	-4.99
			Spray bottles	Maintenance - Supply	-18.98
			SR Prizes	Programs-Teen	-82.95
TOTAL					-556.46

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

Num	Date	Name	Memo	Account	Paid Amount
17218	7/30/2020	Hatcher Associates, Inc.		BYLINE Operations 00805...	
20122	7/30/2020		Custon Desk Shield barriers	Equipment & Furniture	-1,480.00
TOTAL					-1,480.00
17201	7/14/2020	Hoopla		BYLINE Operations 00805...	
200001...	7/3/2020		June Hoopla Checkouts	Hoopla	-171.42
TOTAL					-171.42
17219	7/30/2020	HR Source		BYLINE Operations 00805...	
12060	7/30/2020		HR Roundtable Virtual Series J. Bertucci	Professional Development	-225.00
TOTAL					-225.00
17202	7/14/2020	Hulen Landscaping Contractors		BYLINE Operations 00805...	
16585	6/29/2020		June Lawn Maintenance	Maintenance - Service	-266.50
TOTAL					-266.50
17220	7/30/2020	Hulen Landscaping Contractors		BYLINE Operations 00805...	
16650	7/30/2020		July Garden maintenance	Maintenance - Service	-266.50
TOTAL					-266.50
17221	7/30/2020	ILLINOIS ALARM		BYLINE Operations 00805...	
17347	7/30/2020		Sept-Nov Alarm monitoring	Maintenance - Service	-110.85
TOTAL					-110.85
DM	7/31/2020	IMRF		BYLINE Operations 00805...	
			Employee IMRF Contribution	Employee Compensation	-1,808.50
			Employer IMRF Contribution	IMRF	-4,396.63
TOTAL					-6,205.13

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

Num	Date	Name	Memo	Account	Paid Amount
<b>17203</b>	<b>7/14/2020</b>	<b>Ingram Library Services</b>		<b>BYLINE Operations 00805...</b>	
62647876	6/29/2020		Teen print	Books - Teen	-11.82
62647875	6/29/2020		Teen books	Books - Teen	-8.38
67199436	6/29/2020		Adult books	Books - Adult	-80.82
62647877	6/29/2020		Adult books	Books - Adult	-16.34
67199435	6/29/2020		Adult books	Books - Adult	-17.36
26247878	6/29/2020		Adult books	Books - Adult	-31.44
62647879	6/29/2020		Adult books	Books - Adult	-37.10
62647880	6/29/2020		Adult books	Books - Adult	-7.78
62648690	7/3/2020		J Books	Books-Juv	-10.27
62648689	7/3/2020		Teen books	Books - Teen	-23.07
62648424	7/3/2020		MS Books	Books - Middle School	-21.43
62648426	7/3/2020		J Books	Books- Juv	-12.33
62648483	7/3/2020		J Books	Books- Juv	-10.16
62648425	7/3/2020		Teen books	Books - Teen	-23.20
67200876	7/3/2020		Adult books	Books - Adult	-644.70
67200875	7/3/2020		Adult books	Books - Adult	-16.91
62648017	7/3/2020		Adult books	Books - Adult	-15.22
62648016	7/3/2020		Adult books	Books - Adult	-11.96
62649779	7/13/2020		Adult books	Books - Adult	-20.84
62650147	7/13/2020		J Books	Books- Juv	-10.16
62649778	7/13/2020		J Books	Books- Juv	-9.58
62650146	7/13/2020		J Books	Books- Juv	-1,239.99
67203266	7/13/2020		J Books	Books- Juv	-54.45
62649078	7/13/2020		J Books	Books- Juv	-320.46
62650191	7/13/2020		J Books	Books- Juv	-181.99
62649558	7/13/2020		MS Books	Books - Middle School	-14.36
62649380	7/13/2020		MS Books	Books - Middle School	-54.12
62648801	7/13/2020		MS Books	Books - Middle School	-10.69
62650192	7/13/2020		Teen books	Books - Middle School	-31.05
62649559	7/13/2020		Teen books	Books - Teen	-11.25
62649382	7/13/2020		Teen books	Books - Teen	-101.89
62649381	7/13/2020		Teen books	Books - Teen	-46.14
62649236	7/13/2020		Adult books	Books - Teen	-11.38
62649777	7/13/2020		Adult books	Books - Adult	-16.35
62650145	7/13/2020		Adult books	Books - Adult	-7.18
62649076	7/13/2020		Adult books	Books - Adult	-11.26
62648853	7/13/2020		Adult books	Books - Adult	-33.26
62649234	7/13/2020		Adult books	Books - Adult	-17.47
62648855	7/13/2020		Adult books	Books - Adult	-16.91
62649235	7/13/2020		Adult books	Books - Adult	-82.84
62648852	7/13/2020		Adult books	Books - Adult	-63.37
			Adult books	Books - Adult	-16.88
			Adult books	Books - Adult	-14.96



# River Forest Public Library WARRANT LIST DETAIL

July 2020

Num	Date	Name	Memo	Account	Paid Amount
62648854	7/13/2020		Adult books	Books - Adult	-58.56
62649077	7/13/2020		Adult books	Books - Adult	-12.38
<b>TOTAL</b>					<b>-3,470.06</b>
<b>17222</b>	<b>7/30/2020</b>	<b>Ingram Library Services</b>		<b>BYLINE Operations 00805...</b>	
62650693	7/17/2020		J Books.	Books - Juv	-203.20
62650749	7/17/2020		J Books	Books - Juv	-59.00
62650748	7/17/2020		J Books	Books - Juv	-12.95
67203868	7/17/2020		J Books	Books - Juv	-20.81
62650722	7/17/2020		Teen books	Books - Teen	-27.56
62650723	7/17/2020		Teen books	Books - Teen	-11.25
62650692	7/17/2020		Adult books	Books - Adult	-16.90
62650691	7/17/2020		Adult books	Books - Adult	-217.66
62650747	7/17/2020		Adult books	Books - Adult	-15.22
67203942	7/17/2020		Adult books	Books - Adult	-16.16
62651413	7/23/2020		J Books	Books - Juv	-28.72
67205428	7/23/2020		J Books	Books - Juv	-54.65
62651172	7/23/2020		J Books	Books - Juv	-10.69
62651174	7/23/2020		J Books	Books - Juv	-10.69
62651406	7/23/2020		MS Books	Books - Middle School	-10.69
62651198	7/23/2020		MS Books	Books - Middle School	-10.69
62651652	7/23/2020		Teen books	Books - Teen	-11.85
62651199	7/23/2020		Teen books	Books - Teen	-10.18
62652047	7/23/2020		Adult books	Books - Adult	-16.90
62652046	7/23/2020		Adult books	Books - Adult	-507.84
62652045	7/23/2020		Adult books	Books - Adult	-16.88
62652049	7/23/2020		Adult books	Books - Adult	-314.65
62651657	7/23/2020		Adult books	Books - Adult	-16.35
62651656	7/23/2020		Adult books	Books - Adult	-116.64
62651655	7/23/2020		Adult books	Books - Adult	-60.85
67206040	7/23/2020		Adult books	Books - Adult	-90.44
67206039	7/23/2020		Adult books	Books - Adult	-32.59
62651173	7/23/2020		Adult books	Books - Adult	-16.32
62651175	7/23/2020		Adult books	Books - Adult	-137.46
67205429	7/23/2020		Adult books	Books - Adult	-16.50
62651176	7/23/2020		Adult books	Books - Adult	-100.99
<b>TOTAL</b>					<b>-2,193.28</b>
<b>17223</b>	<b>7/30/2020</b>	<b>KLEIN, THORPE &amp; JENKINS, LTD</b>		<b>BYLINE Operations 00805...</b>	
211318	7/23/2020		Open Mtg. Act Advice	Consultant/Legal Fees	-66.00
208986	7/23/2020		Trustee term advice; Janitorial services ag...	Consultant/Legal Fees	-330.00
<b>TOTAL</b>					<b>-396.00</b>

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

Numerical ID	Date	Name	Memo	Account	Paid Amount
17204	7/14/2020	Konica Minolta Business Solutions		BYLINE Operations 00805...	
900692...	7/14/2020		June copier usage	Copy Machine (usage, mai...	-154.55
TOTAL					-154.55
17205	7/14/2020	Konica Minolta Premier Finance		BYLINE Operations 00805...	
417510...	6/29/2020		Monthly copier lease	Equipment - Copier Lease ...	-216.10
TOTAL					-216.10
17206	7/14/2020	MIDWEST TAPE		BYLINE Operations 00805...	
99064878	7/13/2020		Adult DVDs	Non-Print Adult	-26.04
99064877	7/13/2020		Adult DVDs	Non-Print Adult	-52.62
99064875	7/13/2020		Adult CD Audiobooks	Non-Print Adult	-181.96
99064879	7/13/2020		Adult CD Audiobook	Non-Print Adult	-44.24
TOTAL					-304.86
17224	7/30/2020	MIDWEST TAPE		BYLINE Operations 00805...	
99115372	7/17/2020		Adult DVDs	Non-Print Adult	-37.09
99115369	7/17/2020		Adult DVDs	Non-Print Adult	-121.95
99115367	7/17/2020		Adult CD Audiobook	Non-Print Adult	-88.48
99115370	7/17/2020		Adult DVDs	Non-Print Adult	-44.58
99115371	7/17/2020		Adult CD Audiobooks	Non-Print Adult	-49.24
99145189	7/23/2020		Adult CD Audiobooks	Non-Print Adult	-98.48
99145351	7/23/2020		Adult DVDs	Non-Print Adult	-52.08
99145352	7/23/2020		Adult CD Audiobook	Non-Print Adult	-44.24
TOTAL					-636.14
17225	7/30/2020	NICOR GAS		BYLINE Operations 00805...	
898234...	7/30/2020		Gas bill	Heat	-317.25
TOTAL					-317.25
17207	7/14/2020	Oak Brook Mechanical Services, Inc.		BYLINE Operations 00805...	
21520	7/13/2020		BiAnnual HVAC Maintenance	Maintenance - Service	-1,100.00
TOTAL					-1,100.00

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

Num	Date	Name	Memo	Account	Paid Amount
17208	7/14/2020	OverDrive		BYLINE Operations 00805...	
01658C...	6/29/2020		Children's Online	eContent - Juvenile	-35.98
01658C...	6/29/2020		Adult online	eContent - Adult	-484.16
01658D...	6/29/2020		Teen online	eContent - Teen	-79.97
			Adult online	eContent - Adult	-186.47
01658D...	6/29/2020		Teen online	eContent - Teen	-18.99
01658C...	6/29/2020		Adult online	eContent - Adult	-386.46
01658D...	7/3/2020		Adult eContent	eContent - Adult	-221.98
01658C...	7/3/2020		Adult online	eContent - Adult	-245.08
TOTAL					-1,659.09
17226	7/30/2020	OverDrive		BYLINE Operations 00805...	
01658C...	7/17/2020		Adult eContent	eContent - Adult	-650.50
01658C...	7/17/2020		Teen eContent	eContent - Teen	-268.43
01658C...	7/23/2020		Adult eContent	eContent - Adult	-414.44
0168DA...	7/23/2020		Adult eContent	eContent - Adult	-30.00
01658C...	7/23/2020		Adult eContent	eContent - Adult	-313.92
01658C...	7/23/2020		Adult online	eContent - Adult	-500.97
01658D...	7/23/2020		Adult online	eContent - Adult	-274.96
01658D...	7/30/2020		Teen eContent	eContent - Teen	-64.24
01658C...	7/30/2020		Adult Online	eContent - Adult	-191.91
TOTAL					-2,709.37
dm	7/14/2020	PAYLOCITY		BYLINE Operations 00805...	
TOTAL			Employee Compensation 7/15/20	Employee Compensation	-18,278.14
					-18,278.14
dm	7/14/2020	PAYLOCITY		BYLINE Operations 00805...	
TOTAL			Employee Tax deduction	Employee Compensation	-4,258.82
			Employer FICA	FICA	-1,453.55
			Employer Medicare	Medicare Exp	-339.94
					-6,052.31
dm	7/15/2020	PAYLOCITY		BYLINE Operations 00805...	
TOTAL			Payroll service 7/15/20	Payroll Service	-117.58
					-117.58

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

Num	Date	Name	Memo	Account	Paid Amount
DM	7/31/2020	PAYLOCITY		BYLINE Operations 00805...	
			7/31/2020 Payroll process	Payroll Service	-117.58
TOTAL					-117.58
DM	7/31/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee compensation 7/31/2020	Employee Compensation	-18,536.69
TOTAL					-18,536.69
DM	7/31/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax deduction	Employee Compensation	-4,284.55
			Employer Tax deduction	FICA	-1,452.72
			Employer tax deduction	Medicare Exp	-339.75
TOTAL					-6,077.02
17209	7/14/2020	RIVER FOREST PARK DISTRICT		BYLINE Operations 00805...	
200629...	7/13/2020		AD Summer Guide 2020	Advertisement	-150.00
TOTAL					-150.00
17210	7/14/2020	S & D Prime Maintenance, Inc.		BYLINE Operations 00805...	
86049	7/13/2020		Final payment exterior Plaque install	Maintenance - Service	-391.50
86047	7/13/2020		Maintenance visit 6/30/20	Maintenance - Service	-221.50
			Supplies	Maintenance - Supply	-80.44
TOTAL					-693.44
17227	7/30/2020	Southwest Fireplace		BYLINE Operations 00805...	
106712	7/30/2020		Fireplace repair	Maintenance - Service	-205.00
TOTAL					-205.00

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

Num	Date	Name	Memo	Account	Paid Amount
17228	7/30/2020	Staples		BYLINE Operations 00805...	
162965...	7/23/2020		Soap, paper towels, bleach, trash bags Labels, first aid supplies, tape, sharpies, s... Copy paper Supply for craft pick-up bags	Maintenance - Supply Office Supplies Copier supplies Programs - Juv	-330.28 -233.89 -86.98 -13.49
TOTAL					-664.64
17211	7/14/2020	SWAN		BYLINE Operations 00805...	
8072	7/14/2020		SWAN Quarterly Fees EBSCO Database package	Automation - Administration Automated - Subscription	-6,077.25 -1,161.50
TOTAL					-7,238.75
17229	7/30/2020	ULINE		BYLINE Operations 00805...	
121944...	7/17/2020		Bags for curbside pickup	Supplies - Library	-166.79
TOTAL					-166.79
17212	7/14/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
July He...	7/13/2020		Employee Health/Dental Portion Employer Health Employer Dental	Employee Compensation Health Insurance Dental	-1,950.88 -3,278.94 -241.08
TOTAL					-5,470.90
17230	7/30/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
0003057	7/23/2020		Elevator Inspection	Maintenance - Service	-50.00
TOTAL					-50.00

River Forest Public Library

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Register: 5/3 Financial Credit Card

From 06/05/2020 through 07/03/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
06/05/2020		JANWAY COMPANY USA...	Supplies - Library		228.02	X		4,779.15
06/05/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		8.99	X		4,788.14
06/05/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		34.55	X		4,822.69
06/05/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		14.52	X		4,837.21
06/05/2020		JANWAY COMPANY USA...	Building Expenses:Maintenanc...		219.28	X		5,056.49
06/05/2020		AMAZON.COM	Building Expenses:Maintenanc...		77.37	X		5,133.86
06/08/2020		Discount School Supply	Juvenile Expenses:Programs - J...		29.94	X		5,163.80
06/09/2020	17181	Fifth Third Bank	BYLINE Operations 00805669...			X	4,551.13	612.67
06/10/2020		BOOK TABLE	Teen Expenses:Programs-Teen		150.00	X		762.67
06/10/2020		AMAZON.COM	-split-					
06/11/2020		STARBUCKS	Teen Expenses:Programs-Teen		58.99	X		821.66
06/11/2020		Starship, Inc	Teen Expenses:Programs-Teen		150.00	X		971.66
06/11/2020		ScreenCloud	Automation Expenses:Automati...		110.00	X		1,081.66
06/11/2020		Go Daddy.com	Automation Expenses:Automati...		16.50	X		1,098.16
06/12/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		42.34	X		1,140.50
06/12/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		34.59	X		1,175.09
06/12/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		6.69	X		1,181.78
06/15/2020		The Resturant Store	Juvenile Expenses:Programs - J...		88.99	X		1,270.77
06/15/2020		AMAZON.COM	Building Expenses:Maintenanc...		56.53	X		1,327.30
06/15/2020		AMAZON.COM	Adult Expenses:Programs - Adult		4.89	X		1,332.19
06/15/2020		AMAZON.COM	Supplies - Library		20.98	X		1,353.17
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		11.99	X		1,365.16
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		1,378.15
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		1,388.14
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		1,401.13
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		1,411.12
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		1,426.11
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		12.99	X		1,439.10
06/15/2020		AMAZON.COM	Online e-Content:eContent - Ad...		11.99	X		1,451.09

River Forest Public Library

8/3/2020 2:09 PM

Register: 5/3 Financial Credit Card

From 06/05/2020 through 07/03/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
06/15/2020	10001292731	EBSCO Information Services	Automation Expenses:Automat...		1,313.00	X		2,764.09
06/18/2020		JANWAY COMPANY USA...	Supplies - Library		396.94	X		3,161.03
06/18/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		3,171.02
06/18/2020		AMAZON.COM	Online e-Content:cContent - Ad...		11.99	X		3,183.01
06/18/2020		AMAZON.COM	Online e-Content:eContent - Ad...		10.99	X		3,194.00
06/18/2020		Geppetto's Toy Box	Teen Expenses:Programs-Teen		50.00	X		3,244.00
06/29/2020		A2 Hosting	Automation Expenses:Automati...		431.28	X		3,675.28
06/29/2020		AMAZON.COM	Supplies - Library		78.95	X		3,754.23
06/29/2020		FedEx	Office Expenses:Postage		8.70	X		3,762.93
06/29/2020		Stamps. com	Office Expenses:Postage		17.99	X		3,780.92
06/29/2020		ORIENTAL TRADING	Juvenile Expenses:Programs - J...		19.99	X		3,800.91
06/29/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.51	X		3,810.42
06/29/2020		AMAZON.COM	Online e-Content:eContent - Ad...		9.99	X		3,820.41
06/29/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		3,835.40
06/29/2020		AMAZON.COM	Online e-Content:eContent - Ad...		13.99	X		3,849.39
06/29/2020		AMAZON.COM	Online e-Content:eContent - Ad...		14.99	X		3,864.38
06/29/2020		Menards	Online e-Content:eContent - Ad...		13.99	X		3,878.37
06/30/2020		Facebook	Building Expenses:Maintenanc...		17.42	X		3,895.79
07/03/2020		Critter Detectives	Office Expenses:Advertisement		25.00	X		3,920.79
			Building Expenses:Maintenanc...		190.00	X		4,110.79

# River Forest Public Library Balance Sheet

As of July 31, 2020

## ASSETS

	<b>7/31/2020</b>
<b>Current Assets</b>	
<b>CHECKING/SAVINGS - OPERATIONS ACCOUNT</b>	
<b>Operations Current</b>	
ICS Operations                    805669201 .20% Interest Rate	605,089.70
Byline Operations                805669201	36,120.87
Petty Cash	40.00
TOTAL Operations Current	641,250.57
Operations Midterm Reserves	
OP CD 26 WEEKS    1023527878 <u>CD Maturity Date</u>	8/20/2020
	157,750.89
TOTAL Operations Midterm Reserves	157,750.89
Operations Long Term Reserves	
OP CD 26 WK                    1024039287 <u>CD Maturity Date</u>	1/21/2021
OP CD 3 YEAR                    1021670576	8/12/2021
OP CD 5 YEAR                    1020450904	7/28/2022
OP CD 5 YEAR                    1021670738	8/10/2023
OP CD 5 YEAR                    1022865745	7/25/2024
TOTAL Operations Long Term Reserves	316,054.57
<b>TOTAL OPERATIONS ACCOUNT</b>	<b>1,115,056.03</b>
<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>	
ICS Capital                    805669202 .20% Interest Rate	118,622.60
Byline Capital                    805669202	1,134.26
<b>TOTAL CAPITAL ACCOUNT</b>	<b>119,756.86</b>
<b>TOTAL CURRENT CHECKING/SAVINGS</b>	<b>1,234,812.89</b>
<b>TOTAL CURRENT ASSETS</b>	<b>1,234,812.89</b>
<b>TOTAL ASSETS</b>	<b>1,234,812.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	(741.11)
Total Accounts Payable	(741.11)
<b>Credit Cards</b>	
MB Financial Credit Card	2,818.15
Total Credit Cards	2,818.15
Total Current Liabilities	2,077.04
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	500,736.16
Net Income	(89,884.46)
Total Equity	1,232,735.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,234,812.89</b>





**River Forest Public Library**  
**Fiscal Year: May 1, 2020 - April 30, 2021**  
**Revenue Report: August-20**

<u>Account:</u>	<u>August-20</u>	<u>YTD</u>	<u>2020-2021</u>	<u>% of Budget</u>
Property Taxes	\$ 286,646	\$ 485,122	1,320,000.00	36.75%
Connections Program Grant	\$ -	\$ -	8,400.00	0.00%
Corp Property Replacement Taxes	\$ -	\$ 4,091	12,000.00	34.09%
Lost Books Reimbursed	\$ 35	\$ 56	3,500.00	1.59%
Copy Machine Revenue	\$ -	\$ -	5,500.00	0.00%
Rentals, Library Space, Meeting Room	\$ -	\$ -	0.00	0.00%
Interest	\$ 209	\$ 4,839	9,000.00	53.76%
Gifts from RFPL Foundation	\$ -	\$ 12,000	12,000.00	100.00%
Gifts - other	\$ -	\$ -	1,000.00	0.00%
IL Per Capita Grant	\$ -	\$ -	14,000.00	0.00%
Grants, other	\$ -	\$ 801	3,200.00	25.03%
Community Foundation Endowment	\$ -	\$ -	3,800.00	0.00%
Misc Income	\$ 791	\$ 1,285	600.00	214.17%
<b>Total:</b>	<b>\$ 287,681</b>	<b>\$ 508,193</b>	<b>1,393,000.00</b>	<b>36.48%</b>
<b>Income:</b>	<b>\$ 287,681</b>	<b>\$ 508,193</b>	<b>1,393,000.00</b>	<b>36.48%</b>
<b>Expense:</b>	<b>\$ 84,411</b>	<b>\$ 355,466</b>	<b>1,393,000.00</b>	<b>25.52%</b>

Better World Books disbursement



**River Forest Public Library**  
 Fiscal Year: **May 1, 2020 - April 30, 2021**  
 Expense Report: **Aug-20**

**Expenses**  
**Personnel**

	8/31/2020	Fiscal YTD	Actual % Budget 33% as of 8/31/2020	20-21 Budget
Wages & Salaries	\$ 48,926	\$ 208,510	28.96%	\$ 720,000.00
Medical Health Insurance Coverage	\$ 3,520	\$ 14,004	24.35%	\$ 57,500.00
IMRF	\$ 4,435	\$ 18,178	30.81%	\$ 59,000.00
Medicare/FICA	\$ 2,569	\$ 14,358	26.11%	\$ 55,000.00
Staff Training	\$ 230	\$ 670	26.79%	\$ 2,500.00
Membership Dues	\$ 74	\$ 1,393	34.83%	\$ 4,000.00
Professional Development	\$ 1,843	\$ 2,705	30.05%	\$ 9,000.00
<b>Total Personnel</b>	<b>\$ 61,596</b>	<b>\$ 259,817</b>	<b>28.65%</b>	<b>\$ 907,000.00</b>

**Support Services**  
**Printing and Advertising**

Printing/Bookplate	\$ -	\$ 296	5.38%	\$ 5,500.00
Advertising	\$ -	\$ 577	19.22%	\$ 3,000.00
<b>Total Printing and Advertisement</b>	<b>\$ -</b>	<b>\$ 873</b>	<b>10.27%</b>	<b>\$ 8,500.00</b>

**Programming**

Children's Programs	\$ 258	\$ 2,410	18.54%	\$ 13,000.00
Teen Programs	\$ 329	\$ 1,462	19.49%	\$ 7,500.00
Adult Programs	\$ 136	\$ 291	2.91%	\$ 10,000.00
Special Programs	\$ 60	\$ 120	3.43%	\$ 3,500.00
Connections Programs	\$ 145	\$ 145	1.72%	\$ 8,400.00
Total Programs	\$ 928	\$ 4,427	10.44%	\$ 42,400.00
<b>Total Support Services and Programs</b>	<b>\$ 928</b>	<b>\$ 5,300</b>	<b>10.41%</b>	<b>\$ 50,900.00</b>

**Other Support Services**

ILL and RB Services (SWAN Libraries)	\$ 13	\$ 13	1.29%	\$ 1,000.00
Technical Support	\$ 750	\$ 2,250	20.45%	\$ 11,000.00
Automation Administration	\$ 15	\$ 6,612	17.87%	\$ 37,000.00
Consultant Fees/Legal Fees	\$ 291	\$ 819	11.70%	\$ 7,000.00
Postage & Delivery	\$ 68	\$ 578	14.46%	\$ 4,000.00
Audit Fees	\$ 6,000	\$ 6,000	80.00%	\$ 7,500.00
Payroll and Employment Services	\$ 235	\$ 965	27.57%	\$ 3,500.00
Youth Interventionist Contract	\$ 1,091	\$ 1,891	45.02%	\$ 4,200.00
Telephone/Internet	\$ 1,443	\$ 4,632	30.88%	\$ 15,000.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 864	30.87%	\$ 2,800.00
<b>Total Other Support Services</b>	<b>\$ 10,123</b>	<b>\$ 24,625</b>	<b>26.20%</b>	<b>\$ 94,000.00</b>

**Library Materials**

Books	\$ 1,598	\$ 14,135	18.60%	\$ 76,000.00
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Print Periodicals (Magazines)	\$	-	\$	2,964		45.60%	\$	6,500.00
Online Learning Tools & Data Base Subscriptions	\$	-	\$	2,475		32.99%	\$	7,500.00
Online E-Content - elect. books/magazines/movies/music	\$	3,948	\$	15,926		24.88%	\$	64,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	481	\$	5,975		22.13%	\$	27,000.00
<b>Total Library Materials</b>	<b>\$</b>	<b>6,027</b>	<b>\$</b>	<b>41,475</b>		<b>22.91%</b>	<b>\$</b>	<b>181,000.00</b>

#### Library and Office Supplies

Office Supplies	\$	81	\$	230		5.74%	\$	4,000.00
Library Supplies	\$	88	\$	1,706		34.11%	\$	5,000.00
Copy And Printing Supplies	\$	81	\$	230		22.97%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	52	\$	146		5.84%	\$	2,500.00
Total Office Supplies	\$	302	\$	2,311		18.49%	\$	12,500.00
<b>Total Library Materials &amp; Supplies</b>	<b>\$</b>	<b>6,330</b>	<b>\$</b>	<b>43,786</b>		<b>22.63%</b>	<b>\$</b>	<b>193,500.00</b>

#### Strategic Initiatives

Strategic Initiatives	\$	-	\$	706		14.12%	\$	5,000.00
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#### Facilities Management Facility Supplies

Building Materials & Supplies	\$	994	\$	3,313		94.66%	\$	3,500.00
<b>Total Facility Supplies</b>	<b>\$</b>	<b>994</b>	<b>\$</b>	<b>3,313</b>		<b>94.66%</b>	<b>\$</b>	<b>3,500.00</b>

#### Facility Services

Insurance	\$	-	\$	681		4.70%	\$	14,500.00
Maintenance and Custodial Service	\$	2,752	\$	13,069		21.78%	\$	60,000.00
Water	\$	39	\$	105		5.27%	\$	2,000.00
Natural Gas	\$	-	\$	1,907		21.19%	\$	9,000.00
Copier Maintenance and Usage	\$	37	\$	307		11.80%	\$	2,600.00
<b>Total Facility Services</b>	<b>\$</b>	<b>2,829</b>	<b>\$</b>	<b>16,069</b>		<b>18.24%</b>	<b>\$</b>	<b>88,100.00</b>

#### Equipment & Furniture

Equipment (Equipment & Furniture)	\$	2,194	\$	3,674		52.49%	\$	7,000.00
Technology Misc.	\$	206	\$	744		24.80%	\$	3,000.00
<b>Total Equipment and Furniture</b>	<b>\$</b>	<b>2,400</b>	<b>\$</b>	<b>4,418</b>		<b>44.18%</b>	<b>\$</b>	<b>10,000.00</b>
<b>Total Facilities Management</b>	<b>\$</b>	<b>5,435</b>	<b>\$</b>	<b>21,231</b>		<b>20.90%</b>	<b>\$</b>	<b>101,600.00</b>
<b>Total Operating Expenses</b>	<b>\$</b>	<b>84,411</b>	<b>\$</b>	<b>355,466</b>		<b>26.29%</b>	<b>\$</b>	<b>1,352,000.00</b>
Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	41,000.00
<b>Total Expenses</b>	<b>\$</b>	<b>84,411</b>	<b>\$</b>	<b>355,466</b>		<b>25.52%</b>	<b>\$</b>	<b>1,393,000.00</b>
<b>Total Income</b>	<b>\$</b>	<b>287,681</b>	<b>\$</b>	<b>508,193</b>		<b>36.48%</b>	<b>\$</b>	<b>1,393,000.00</b>



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

Capital Reserve Account Balances as of August 31, 2020

ICS Capital Reserve	118,633.63
Byline Capital Checking	1,134.93

**Expenses**

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

Interest	8/31/2020	\$ 11.70
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**River Forest Public Library**  
**WARRANT LIST DETAIL**  
 August 2020

Num	Date	Name	Memo	Account	Paid Amount
17245	8/17/2020	Alarm Detection Services	177096	BYLINE Operations 00805...	
177096...	8/14/2020		Quarterly Alarm monitoring Sep-Nov	Maintenance - Service	-236.22
TOTAL					-236.22
17231	8/8/2020	ANDERSON ELEVATOR CO...		BYLINE Operations 00805...	
INV-310...	8/7/2020		August - Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
17246	8/17/2020	AT&T 708 R06-2125 1364		BYLINE Operations 00805...	
S66041...	8/14/2020		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
17247	8/17/2020	BAKER & TAYLOR L 50769...		BYLINE Operations 00805...	
203536...	8/14/2020		Adult books	Books - Adult	-50.96
203535...	8/14/2020		Adult books	Books - Adult	-32.41
TOTAL					-83.37
17248	8/17/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
201616...	8/14/2020		Adult books	Books - Adult	-188.42
TOTAL					-188.42
17249	8/17/2020	Buildingstars Operations, I...		BYLINE Operations 00805...	
2139440	8/14/2020		August 2020 - Daily Cleaning service	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
dm	8/7/2020	Byline Bank		BYLINE Operations 00805...	
			Stop Payment on Check #17197	Misc. Expenses	-30.00
TOTAL					-30.00

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

Num	Date	Name	Memo	Account	Paid Amount
dm	8/7/2020	CardConnect		BYLINE Operations 00805...	
TOTAL			Credit card reader - monthly fee	Misc. Expenses	-22.45
					-22.45
17250	8/17/2020	Custom Design Stages and...		BYLINE Operations 00805...	
2364	8/17/2020		Custom Desk Dividers (safety precaution)	Equipment & Furniture	-1,775.00
TOTAL					-1,775.00
17243	8/8/2020	Fifth Third Bank		BYLINE Operations 00805...	
TOTAL			July Credit Card Bill	5/3 Financial Credit Card	-3,011.67
					-3,011.67
17232	8/8/2020	GE Money Bank/Amazon		BYLINE Operations 00805...	
	8/7/2020		Social distancing floor decals	Maintenance - Supply	-23.90
			Alcohol wipes	Maintenance - Supply	-19.78
			Thermometer	Office Supplies	-39.99
			Thermometers for staff	Staff Training	-29.97
			Gloves	Maintenance - Supply	-134.97
			Hand sanitizer	Maintenance - Supply	-104.70
			Funnels	Office Supplies	-6.22
			Walkie talkies	Equipment - Technology	-43.00
			Thermometers for staff	Staff Training	-199.80
			Laminator refill	Supplies - Library	-50.99
TOTAL					-653.32
17233	8/8/2020	Hoopla		BYLINE Operations 00805...	
99205928	8/7/2020		July 2020 Hoopla Checkouts	Hoopla	-1,961.12
TOTAL					-1,961.12
17234	8/8/2020	HR Source		BYLINE Operations 00805...	
12087	8/7/2020		Benchmarking Structure Update	Consultant/Legal Fees	-92.50
TOTAL					-92.50

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

Num	Date	Name	Memo	Account	Paid Amount
17251	8/17/2020	HR Source		BYLINE Operations 00805...	
12158	8/14/2020		2020 Public Library Benefits Analysis	Consultant/Legal Fees	-150.00
TOTAL					-150.00
dm	8/26/2020	IMRF		BYLINE Operations 00805...	
TOTAL			Employee IMRF Contribution Employer IMRF Contribution	Employee Compensation IMRF	-1,824.18 -4,434.76
					-6,258.94
17252	8/17/2020	Ingram Library Services		BYLINE Operations 00805...	
62656289	8/14/2020	Adult books	Adult books	Books - Adult	-51.86
62656287	8/14/2020	Adult books	Adult books	Books - Adult	-11.36
62656198	8/14/2020	Adult books	Adult books	Books - Adult	-52.41
67212678	8/14/2020	Adult books	Adult books	Books - Adult	-15.78
62654349	8/14/2020	Adult books	Adult books	Books - Adult	-18.09
62654346	8/14/2020	Adult books	Adult books	Books - Adult	-16.34
62652591	8/14/2020	Adult books	Adult books	Books - Adult	-11.36
62652592	8/14/2020	Adult books	Adult books	Books - Adult	-81.72
62652913	8/14/2020	Adult books	Adult books	Books - Adult	-60.17
62655130	8/14/2020	Adult books	Adult books	Books - Adult	-16.91
62654733	8/14/2020	Adult books	Adult books	Books - Adult	-32.68
62653699	8/14/2020	Adult books	Adult books	Books - Adult	-15.78
62652914	8/14/2020	Adult books	Adult books	Books - Adult	-16.90
62652595	8/14/2020	Adult books	Adult books	Books - Adult	-32.56
62653387	8/14/2020	Adult books	Adult books	Books - Adult	-12.56
67212677	8/14/2020	Adult books	Adult books	Books - Adult	-32.55
62652596	8/14/2020	Adult books	Adult books	Books - Adult	-16.22
62653686	8/14/2020	Adult books	Adult books	Books - Adult	-26.29
67212925	8/14/2020	Adult books	Adult books	Books - Adult	-14.65
62653685	8/14/2020	Adult books	Adult books	Books - Adult	-16.90
62654345	8/14/2020	Adult books	Adult books	Books - Adult	-18.04
62652912	8/14/2020	Adult books	Adult books	Books - Adult	-33.82
62655438	8/14/2020	Adult books	Adult books	Books - Adult	-7.18
67211733	8/14/2020	Adult books	Adult books	Books - Adult	-7.18
62654731	8/14/2020	Adult books	Adult books	Books - Adult	-19.14
62655439	8/14/2020	Adult books	Adult books	Books - Adult	-19.97
62654347	8/14/2020	Adult books	Adult books	Books - Adult	-11.39
62653386	8/14/2020	Adult books	Adult books	Books - Adult	-16.91
62656222	8/14/2020	Teen books	Teen books	Books - Teen	-11.82
62654859	8/14/2020	Teen books	Teen books	Books - Teen	-10.18
62653951	8/14/2020	Teen books	Teen books	Books - Teen	-38.88
62653950	8/14/2020	Teen books	Teen books	Books - Teen	-29.59

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

Num	Date	Name	Memo	Account	Paid Amount
67209746	8/14/2020		Teen books	Books - Teen	-10.18
62652902	8/14/2020		Teen books	Books - Teen	-13.18
62653435	8/14/2020		Teen books	Books - Teen	-23.07
62654860	8/14/2020		Teen books	Books - Teen	-11.13
62654489	8/14/2020		Teen books	Books - Teen	-11.82
62654488	8/14/2020		Teen books	Books - Teen	-14.38
62656221	8/14/2020		MS Books	Books - Middle School	-10.69
62653737	8/14/2020		MS Books	Books - Middle School	-21.38
62652735	8/14/2020		MS Books	Books - Middle School	-33.19
62653949	8/14/2020		MS Books	Books - Middle School	-10.94
62654858	8/14/2020		MS Books	Books - Middle School	-10.94
62656288	8/14/2020		J Books	Books- Juv	-11.25
62654732	8/14/2020		J Books	Books- Juv	-11.25
62653687	8/14/2020		J Books	Books- Juv	-19.12
62653688	8/14/2020		J Books	Books- Juv	-5.98
62652695	8/14/2020		J Books	Books- Juv	-9.43
62653593	8/14/2020		J Books	Books- Juv	-30.93
62652594	8/14/2020		J Books	Books- Juv	-5.38
67208895	8/14/2020		J books	Books- Juv	-21.14
62655440	8/14/2020		J Books	Books- Juv	-10.14
62655131	8/14/2020		J Books	Books- Juv	-15.95
62654348	8/14/2020		J Books	Books- Juv	-11.25
67211734	8/14/2020		J Books	Books- Juv	-10.29
62653700	8/14/2020		J Books	Books- Juv	-11.42
62653388	8/14/2020		J Books	Books- Juv	-204.75
<b>TOTAL</b>					<b>-1,326.37</b>
<b>dm</b>	<b>8/17/2020</b>	<b>Intuit</b>		<b>BYLINE Operations 00805...</b>	
<b>TOTAL</b>			Check stock re-order	Office Supplies	-376.97
<b>17253</b>	<b>8/17/2020</b>	<b>Joanna Bertucci</b>		<b>BYLINE Operations 00805...</b>	
<b>TOTAL</b>			J.Bertucci Half ALA Dues Masks, door stops, zip ties	Membership Dues - Library Maintenance - Supply	-74.00 -65.47 -139.47
<b>17254</b>	<b>8/17/2020</b>	<b>KLEIN, THORPE &amp; JENKIN...</b>		<b>BYLINE Operations 00805...</b>	
208986	8/14/2020		Short paid Invoice 208986	Consultant/Legal Fees	-48.73
<b>TOTAL</b>					<b>-48.73</b>



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

Num	Date	Name	Memo	Account	Paid Amount
<b>17255</b>	<b>8/17/2020</b>	<b>Konica Minolta Business S...</b>		<b>BYLINE Operations 00805...</b>	
900698...	8/14/2020		Copier usage	Copy Machine (usage, mai...	-37.16
<b>TOTAL</b>					<b>-37.16</b>
<b>17235</b>	<b>8/8/2020</b>	<b>Konica Minolta Premier Fin...</b>		<b>BYLINE Operations 00805...</b>	
419894...	8/7/2020		Monthly copier lease	Equipment - Copier Lease ...	-216.10
<b>TOTAL</b>					<b>-216.10</b>
<b>17256</b>	<b>8/17/2020</b>	<b>MIDWEST TAPE</b>		<b>BYLINE Operations 00805...</b>	
99178089	8/14/2020		Adult CD Books	Non-Print Adult	-39.24
99178087	8/14/2020		Adult CD Audiobooks	Non-Print Adult	-127.72
99209548	8/14/2020		Adult CD Audiobooks	Non-Print Adult	-60.24
99209547	8/14/2020		Adult CD Audiobooks	Non-Print Adult	-44.24
99209546	8/14/2020		Adult CD Audiobooks	Non-Print Adult	-81.48
99209860	8/14/2020		Adult DVDs	Non-Print Adult	-40.08
99226863	8/14/2020		Adult Audiobooks	Non-Print Adult	-88.48
<b>TOTAL</b>					<b>-481.48</b>
<b>17257</b>	<b>8/17/2020</b>	<b>OAK PARK TOWNSHIP YO...</b>		<b>BYLINE Operations 00805...</b>	
4th Qua...	8/14/2020		4th Quarter Youth Interven.	Youth Interventionist Contract	-1,091.25
<b>TOTAL</b>					<b>-1,091.25</b>
<b>17236</b>	<b>8/8/2020</b>	<b>OverDrive</b>		<b>BYLINE Operations 00805...</b>	
01658C...	8/7/2020		Teen Online content	eContent - Teen	-225.15
01658C...	8/7/2020		Adult online content	eContent - Adult	-349.36
01658C...	8/7/2020		J Online content	eContent - Juvenile	-512.82
01658D...	8/7/2020		Teen online content	eContent - Teen	-87.50
<b>TOTAL</b>					<b>-1,174.83</b>
<b>17258</b>	<b>8/17/2020</b>	<b>OverDrive</b>		<b>BYLINE Operations 00805...</b>	
01658D...	8/14/2020		Teen online content	eContent - Teen	-17.99
01658C...	8/17/2020		Adult online content	eContent - Adult	-313.67
<b>TOTAL</b>					<b>-331.66</b>

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

Num	Date	Name	Memo	Account	Paid Amount
dm	8/14/2020	PAYLOCITY	Employee Compensation	BYLINE Operations 00805... Employee Compensation	-18,578.53 -18,578.53
TOTAL					
dm	8/14/2020	PAYLOCITY	Employee Tax Portion Employer FICA Employer Medicare	BYLINE Operations 00805... Employee Compensation FICA Medicare Exp	-4,318.89 -579.45 -135.48 -5,033.82
TOTAL					
dm	8/14/2020	PAYLOCITY	Payroll Processing 8/14/2020	BYLINE Operations 00805... Payroll Service	-117.58 -117.58
TOTAL					
dm	8/31/2020	PAYLOCITY	Employee Compensation 8/31/20 Check	BYLINE Operations 00805... Employee Compensation	-19,150.03 -19,150.03
TOTAL					
dm	8/31/2020	PAYLOCITY	Employee Payroll Tax deduction Employer FICA Employer Medicare	BYLINE Operations 00805... Employee Compensation FICA Medicare Exp	-4,388.97 -1,502.31 -351.35 -6,242.63
TOTAL					
dm	8/31/2020	PAYLOCITY	8/31 Payroll processing	BYLINE Operations 00805... Payroll Service	-117.58 -117.58
TOTAL					
17237	8/8/2020	S & D Prime Maintenance, I...	Monthly Service 7/27/2020	BYLINE Operations 00805... Maintenance - Service	-275.00
86268	8/7/2020		Supplies	Maintenance - Supply	-150.71
TOTAL					-425.71

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

Num	Date	Name	Memo	Account	Paid Amount
17259	8/17/2020	Sikich		BYLINE Operations 00805...	
456949	8/14/2020		1st Audit Payment	Audit Fees	-6,000.00
TOTAL					-6,000.00
17238	8/8/2020	Smithereen Pest Managem...		BYLINE Operations 00805...	
2269876	8/7/2020		Bimonthly Pest control	Maintenance - Service	-46.00
TOTAL					-46.00
17239	8/8/2020	Staples		BYLINE Operations 00805...	
163016...	8/7/2020		Clorox wipes, tissue, paper towels Batteries and BandAids Copy paper Dymo Label printer	Maintenance - Supply Office Supplies Copier supplies Equipment - Technology	-278.07 -72.20 -80.95 -162.99
TOTAL					-594.21
17240	8/8/2020	SWAN		BYLINE Operations 00805...	
8157	8/8/2020		Reciprocal Borrowing & ILL Loss	ILL Lost Materials Expenses	-12.93
TOTAL					-12.93
17260	8/17/2020	TUMBLEWEED PRESS, INC.		BYLINE Operations 00805...	
100772	8/14/2020		Annual Tumblebook subscription	Other Online eContent	-479.20
TOTAL					-479.20
17241	8/8/2020	ULINE		BYLINE Operations 00805...	
122547...	8/7/2020		Gloves	Maintenance - Supply	-86.51
TOTAL					-86.51
17261	8/17/2020	VERSATILE COMPUTER S...		BYLINE Operations 00805...	
15686	8/14/2020		August IT Support	Technical Support	-750.00
TOTAL					-750.00

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

Num	Date	Name	Memo	Account	Paid Amount
17242	8/8/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
001116-...	8/7/2020		May and June 2020 Water	Water	-39.06
TOTAL					-39.06
17262	8/17/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
AUGUS...	8/14/2020		Employee Benefits portion	Employee Compensation	-1,950.88
			Employer - health portion	Health Insurance	-3,278.94
			Employer - dental portion	Dental	-241.08
TOTAL					-5,470.90

River Forest Public Library

9/2/2020 10:11 AM

Register: 5/3 Financial Credit Card

From 07/07/2020 through 08/03/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
07/07/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		4,125.79
07/07/2020		MobileBeacon	-split- Equipment - Technology Other Online eContent	Two Hotspots for Cir... HotSpot annual data ...	658.00 418.00 240.00	X		4,783.79
07/07/2020		MobileBeacon	-split- Strategic Building Improvements Other Online eContent	Two HotSpots to Cir... HotSpot data plan an...	658.00 418.00 240.00	X		5,441.79
07/09/2020		FedEx	Office Expenses:Postage		8.70	X		5,450.49
07/10/2020		DRJ Printing Services	Office Expenses:Advertisement		130.51	X		5,581.00
07/14/2020	17193	Fifth Third Bank	BYLINE Operations 00805669...	June credit card bill		X	4,110.79	1,470.21
07/17/2020		123rf.com	Office Expenses:Advertisement		45.00	X		1,515.21
07/17/2020		Best Buy	Capital Expenditures:Strategic I...		537.98	X		2,053.19
07/17/2020		AMAZON.COM	Teen Expenses:Programs-Teen		13.99	X		2,067.18
07/17/2020		Canva	Office Expenses:Advertisement		119.40	X		2,186.58
07/20/2020		AMAZON.COM	Supplies - Library		15.81	X		2,202.39
07/20/2020		DRJ Printing Services	Office Expenses:Advertisement		89.79	X		2,292.18

River Forest Public Library

9/2/2020 10:11 AM

Register: 5/3 Financial Credit Card

From 07/07/2020 through 08/03/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
07/23/2020		AMAZON.COM	Capital Expenditures:Strategic I...		49.98	X		2,342.16
07/23/2020		Stamps. com	Office Expenses:Postage		17.99	X		2,360.15
07/24/2020		Sugarcup Trading	Juvenile Expenses:Programs - J...		432.00	X		2,792.15
07/31/2020		DollarTree	Teen Expenses:Programs-Teen		8.00	X		2,800.15
07/31/2020		DollarTree	Teen Expenses:Programs-Teen		4.00	X		2,804.15
07/31/2020		Facebook	Office Expenses:Advertisement		14.00	X		2,818.15
08/03/2020		Shop POP Displays	Capital Expenditures:Equipmen...		193.52	X		3,011.67

# River Forest Public Library Balance Sheet

As of August 31, 2020

**ASSETS**

8/31/2020

**Current Assets**

**CHECKING/SAVINGS - OPERATIONS ACCOUNT**

**Operations Current**

ICS Operations	805669201	.20% Interest Rate	965,677.10
Byline Operations	805669201		37,480.88
Petty Cash			40.00

TOTAL Operations Current 1,003,197.98

Operations Midterm Reserves

TOTAL Operations Midterm Reserves -

**Operations Long Term Reserves**

CD Maturity Date

OP CD 26 WK	1024039281	1/28/2021	63,020.13
OP CD 3 YEAR	1021670576	8/12/2021	63,279.00
OP CD 5 YEAR	1020450904	7/28/2022	63,716.66
OP CD 5 YEAR	1021670738	8/10/2023	63,473.52
OP CD 5 YEAR	1022865745	7/25/2024	63,062.70

TOTAL Operations Long Term Reserves 316,552.01

**TOTAL OPERATIONS ACCOUNT 1,319,749.99**

**CHECKING/SAVINGS - CAPITAL ACCOUNT**

ICS Capital	805669202	.20% Interest Rate	118,633.63
Byline Capital	805669202		1,134.93

**TOTAL CAPITAL ACCOUNT 119,768.56**

TOTAL CURRENT CHECKING/SAVINGS 1,439,518.55

TOTAL CURRENT ASSETS 1,439,518.55

**TOTAL ASSETS 1,439,518.55**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

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

**Credit Cards**

MB Financial Credit Card	4,389.64
<b>Total Credit Cards</b>	<u>4,389.64</u>

**Total Current Liabilities 3,648.53**

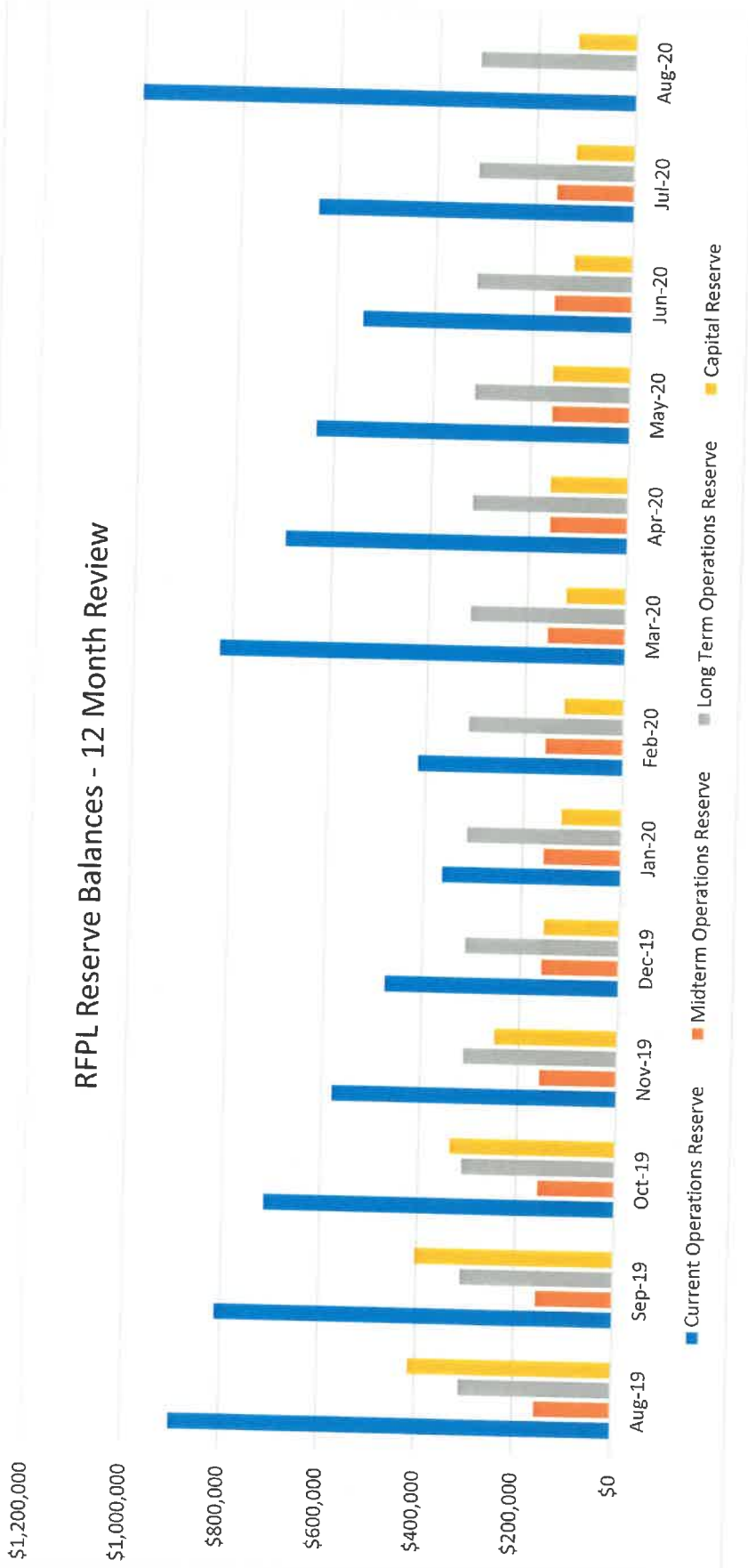
**Equity**

Opening Bal Equity	821,884.15
Retained Earnings	500,736.16
Net Income	113,249.71

**Total Equity 1,435,870.02**

**TOTAL LIABILITIES & EQUITY 1,439,518.55**

### RFPL Reserve Balances - 12 Month Review



**Notes:**

\*Taxes Receipts come in February, March, August, September

\*A midterm operations CD (\$157,750) was closed in August 2020 and funds were transferred to the current operations reserve



## II. Fiscal Accountability

### A. Levy and Budget Approval

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

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

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

### B. Library Funds

#### 1. Operating Fund

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

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

#### 2. Capital Improvement Fund

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

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

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

### C. Reporting

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

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

### D. Authority to Spend

#### 1. Routine Banking

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

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

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

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

#### 2. Routine Expenditures

The Director, or Designee, is authorized to pay all budgeted expenditures (invoices, warrants, voucher and payroll and personnel) and all invoices for contracts and

agreements previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws.

The Director is authorized to spend up to ~~\$5000~~5,000 on any single (budgeted or unbudgeted) expenditure without the prior approval of the Board. Purchases in this category are typically routine purchases of materials, supplies and services.

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

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

### 3. Non-Recurring Expenditures

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

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

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

#### b. Purchases in Excess of \$20,000

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

### 4. Petty Cash

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

## 5. Joint purchasing

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

## E. Credit Card Use

### 1. Authorized Purchases

The Board authorizes the Director and up to 3 additional staff designated by the Director ("Authorized Cardholders") to use RFPL credit cards ("Library Credit Cards") for RFPL authorized purchases only ("Authorized Purchases"). Authorized Purchases include, but are not limited to, library supplies and materials, and food for RFPL events and programs, in an amount that does not exceed an aggregate amount of \$6,000 per month. Purchases may be made in person, online, or by telephone. Authorized Cardholders shall submit all receipts for purchases to the Director, or Designee, within 7 days after making a purchase. Itemization of the charges of the Library Credit Card statements will be included on a monthly basis in the Board packet. Any benefit received from Library Credit Card usage will accrue to the RFPL.

### 2. Purchases Requiring Director Approval

- Any single purchase in excess of \$1,000 must be authorized in advance by the Director ("Single Purchase Limit").
- Any equipment and travel expenses must be authorized in advance by the Director ("Equipment/Travel Purchase").

### 3. Unauthorized Purchases

- Authorized Cardholders may not charge expenses that are not for Authorized Purchases to the Library Credit Cards.
- Absent Director approval, Authorized Cardholders may not charge a single purchase in excess of the Single Purchase Limit or an Equipment/Travel Purchase to the Library Credit Card.
- Alcohol is not an Authorized Purchase.
- Any purchase that is not an Authorized Purchase shall be deemed the responsibility of the party so charging such purchase and shall be reimbursed to RFPL ~~on or~~ before the date payment for same is due.
- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment and may form the basis for criminal charges to be brought.
- The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

#### 4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

#### F. Travel Expenses

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

##### 1. Reimbursable Rates

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

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

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

b. The total maximum allowed for any one trip for RFPL purposes is \$2,000.00.

##### 2. Reimbursement Request Form

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

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##### 4. RFPL Approval of Certain Reimbursable Expenses

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

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## **II. Fiscal Accountability**

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## MEMO

To: RFPL Board of Trustees

From: Sue Quinn, Library Director  
Joanna Bertucci, Operations Manager

Date: September 4, 2020

RE: Group 2 Computer Equipment upgrade

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In fiscal year 2016-17, the RFPL Capital Improvement Plan was updated to include costs for future technology upgrades. It was determined that major technology purchases would be paid from the Capital Improvement Reserve fund. Library computers were categorized into four groups to be replaced over a rolling 4-year cycle in order to spread out replacement costs over time and to ensure that our technology remained up-to-date and in good working order.

Group 1 (staff computers-13 total) were replaced in August 2019 and are next scheduled to be replaced in FY 23-24.

Group 2 (remaining staff and adult patron computers-12 total) were replaced in Dec 2016 and are due to be replaced this year.

Group 3 (children's and teen patron computers-10 total) were replaced July 2017 and are next scheduled to be replaced in FY 21-22.

Group 4 (patron and staff laptops—6 total) were replaced in February 2019 and should be replaced in FY 22-23.

We recommend approval of the attached quote from our IT consultants, Versatile Computer Services in the amount of \$13,103.76 to replace the Group 2 (12 total) computers to be paid from the Capital Improvement fund.

**Versatile Computer Services, Inc.**

146 Indiana St

Park Forest, IL 60466 US

7087481577

tiffanig@versatilecsi.com

www.versatilecsi.com

**ADDRESS**

RIVER FOREST LIBRARY

ATTN:Sue Quinn

735 LATHROP AVE.

RIVER FOREST, IL 60305

**Estimate rfs08282020**

**DATE 08/28/2020**

**EXPIRATION DATE 09/28/2020**

DESCRIPTION	QTY	RATE	AMOUNT
<b>Hardware</b> HP EliteDesk 800G5 SFF i59500 8G/256 PC Intel i5-9500, 256GB SSD, DVD Writer, 8GB DDR4, W10P6 64bit, 3-3-3 Wty U.S. - English localization	12	925.99	11,111.88
<b>Hardware</b> HP P27h/G4/FHD Monitor	12	165.99	1,991.88

**TOTAL \$13,103.76**

Accepted By

Accepted Date

We appreciate your business and look forward to helping you again soon.

## Staff News and Training

- Please congratulate Victoria Muraiti for her recent promotion to Materials Services Manager. Victoria has been with the Library since 2005 when she was hired as a shelver. Victoria has been the full-time Assistant Manager since March 2016 and she has served on the SWAN Circ Advisory Committee (an elected position) for the past 2 years. Victoria will continue to report to Joanna, who will continue to supervise the Technical Services department, manage our business services and finances, oversee our Human Resources function and serve as second in command to the Director. Joanna's new title is Operations Manager.
- Amy Grossman will be co-presenting a session "We're Just Getting Started: Effective Employee Onboarding" at the Illinois Library Association Virtual conference on October 20th.
- The Workplace Transparency Act (WTA) requires that all Illinois employers provide annual anti-harassment training to all staff members. Library managers (and assistant managers) will complete a live 2 hour training webinar through HR Source and all other employees will complete a 1 hour online training course.

## Administration

- Based on the latest results from Phase 3 of the REALM study in late August, RAILS has increased the quarantine period for returned materials. All RAILS member libraries must wait 7 full days before checking in returned materials. A copy of an August 26, 2020 memo from RAILS regarding the extension of quarantine is attached. In order to mitigate the effects of the delay in removing items from patron accounts, we have increased the threshold for account blocks from 4 to 10 overdue items on an account.
- Joanna submitted a \$500 grant request to the Illinois State Library for reimbursement to offset increased maintenance supply expenses due to COVID-19. We have also asked the Village of River Forest to include an additional \$5,100 of Library PPE expenditures in their FEMA grant funding request for COVID-19 related expenses. The Village was awarded approximately 100,000 in CARES Act funding by Cook County.

## Key Performance Indicators Update

- A key performance indicator report is not included in the packet as our circulation statistics continue to be anomalous. With items being quarantined for 7-8 days after patrons return items, some returned items are automatically renewing while in quarantine. We don't feel those numbers are an accurate representation of our overall circulation. An overview of circulation, programming, and social media presence is below:

Category	July 2020	August 2020
Physical item circulation	6,967	7,240
Digital item circulation	4,896	4,571
Virtual programs for Older Adults	4 programs with 31 attendees	6 programs with 131 attendees
Virtual programs for Middle School aged children	7 programs with 90 attendees	7 programs with 193 attendees
Virtual programs for Children	12 programs with 91 elementary school aged attendees and 132 preschool aged attendees	19 programs with 113 elementary school aged attendees and 159 preschool aged attendees
Instagram followers	1,059	1,074
Facebook followers	1,233	1,234
New cardholders added	21 (8,495 cardholders)	27 (8,526 cardholders)
WiFi Use	1,934	2,172
Patron visits	Closed to the public	3,767

## Finance

- Sikich LLP completed their audit in late July. The audit results are currently under partner review and the draft report should be issued at the end of September.
- The mid-term operating CD expired in August and the \$157,000 in proceeds was moved into the Operating Reserve account. A 12 month review of our reserve balances is attached to the Director's Report.
- We have collected \$485,122 in property tax revenues through August 2020. This amount is approximately \$100,000 less in property tax revenue than for this same period last year. We expect to see more distributions in September as the last day to pay property taxes before late-payment interest charges are assessed is October 1st.

## Facilities

- Facilities Committee meeting on August 27th. At their request, Sue and Joanna prepared a monthly calendar of building maintenance services to be completed.
- Davis Tree Care will be pruning the trees in the garden and on the north side of the building. S&D Prime maintenance will be powerwashing the limestone around the front entrance and the gardens seat wall.



## **Technology**

- We have ordered a new firewall device for our IT network. A SWAN employee will be configuring the settings and our IT consultant at Versatile will install the new device on our network.
- Group 2 computers are due to be replaced.

## **Strategic Plan progress**

- Beth Kirchenberg, Middle School and Teen Librarian will launch a new reading program in October for middle school students --"100 Books before High School". The RFPL Foundation provided the funding for the reading incentive prizes.
- The Children's Room has launched a new storytime for the K-5 set called "Fun Facts" which features non-fiction books from our collection.

## **Public Relations**

- We continue to send out eNews on a weekly basis to deliver service updates and information on upcoming virtual programs.
- Bookplate arriving in homes by the end of September.
- The Library, along with other village government units, is an active partner in the All In Illinois campaign to promote mask usage in public. We have been promoting this health safety campaign in our social media posting and our digital communications with our patrons.

Respectively submitted,

Sue Quinn

September 11, 2020

26 August 2020

**TO: RAILS**

**FROM: Deirdre Brennan**

**SUBJECT: Extension of Quarantine for items in RAILS delivery**

RAILS staff have been closely monitoring information from the REALM study (Test 3 results released on August 18 are the most recent), as well as increasing infection rates in Illinois as reported by Governor Pritzker and the Illinois Department of Public Health (IDPH).

After very careful and detailed analysis of all of this information, we have made the very difficult decision to increase our quarantine requirements for items moving through RAILS Delivery from 3 to 7 days, effective Monday, August 31. Our primary motivating factor is the health and safety of our staff. The following is a brief recap of the REALM research and other factors that led us to this decision.

Battelle, the scientific laboratory actually conducting the REALM research, has now completed three tests and is in the process of a fourth, which is a redo of Test 1 materials in a stacked configuration. The results of Test 4 are expected in mid-September.

#### Test 1

Test 1 dealt with these materials: hardback book cover, softback book, plain paper pages inside a closed book, plastic book covering, and DVD case. Review Test 1 results.

#### Test 2

Test 2 included braille paper pages, glossy paper pages from a coffee table book, magazine pages, children's board book, and archival folders in a stacked configuration. *“Samples from each item were inoculated and placed inside the closed book or magazine. The items were then configured to mimic common storage conditions such as stacked or shelved books, or a pile of folders or magazines.”*

After two days of quarantine, the SARS-CoV-2 virus was not detectable on the archival folders. After four days, it was not detectable on the braille pages, glossy book pages, and board book. The magazine pages showed a trace amount of the virus at four days (the final timepoint tested). *“Compared to the results of Test 1, the results of Test 2 indicate that a longer quarantine time for these types of cellulose-based paper materials may be required to render SARS-CoV-2 undetectable.”* Review Test 2 results.

### Test 3

Test 3 included library materials (including cases for talking books and DVD discs), storage materials (storage bags and tubs like RAILS uses to transport materials for delivery), as well as plexiglass, which could be partitions in display cases and other areas. These materials were not stacked. Results show that *“after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), plexiglass, and the USB cassette all showed detectable virus at five days. Day five was the final timepoint tested.”*

*“Compared to the results of Test 1 and 2, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. Alternatively, based on the materials’ nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method.”* [Review Test 3 results.](#)

After studying all of this information, as well as the overall progress of the pandemic in Illinois, RAILS has made the decision to increase our quarantine requirements from 3 to 7 days, beginning August 31. With the overarching goal of ensuring the health and safety of our staff, these two major points are driving our decision:

1. Test 2 showed the virus remaining detectable longer in a stacked configuration. Our delivery, of course, is stacked. This is different than in individual libraries where materials can be given more space.
2. Throughout Illinois, the number of COVID-19 cases is rising. As summer comes to an end and schools and colleges resume (some in person), people begin to retreat inside and historically illnesses increase throughout the general population. We can only assume that COVID-19 infections will also increase, even more than they have in the past few weeks.

We hope we are wrong and will continue to monitor the situation closely and will make changes to our quarantine period as necessary moving forward. Hopefully, future test results will allow a more optimistic outlook, and infection rates and deaths will decline again. But, for now, we see no other reasonable option than to extend our quarantine requirements to 7 days.

We also recognize that not everyone will agree with this decision. However, until there is certainty about what level of virus is safe on materials that RAILS and library staff and library users handle, we believe we have no other choice than to take the most conservative approach possible.

When making decisions about their own collections, libraries may also want to consider a generally longer quarantine of at least four or five days for their materials as they are returned from patron contact. Based on the limit of quantitation in Test 2 and Test 3, this seems like a prudent practice. When concerning items from Test 3 like plexiglass and plastic cases, it is well documented that a very viable way to kill the virus quickly is to use an acceptable cleaner and wipe down items.

Thank you for your continued attention and dedication to your library staff and communities during these times of uncertainty. We will continue to provide you with the best information and recommendations that we can, and we are grateful that the REALM study is ongoing.

To: River Forest Public Library Board of Trustees  
From: Director Search Team (Katie Bevan, Elan Long, and Joanna Bertucci)  
Re: Director Search  
Date: September 10, 2020

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The search team has been exploring the process of finding and hiring a new Director to lead the River Forest Public Library. We have determined that engaging a search firm will provide the Board with guidance, support, and a more streamlined and organized process. We interviewed three search firms, and conducted reference checks and other background research on two of those. We recommend that the Board engage HR Source to aid us in our search.

We find HR Source to be professional and experienced in search tasks. We particularly appreciate their clear process and focus on communication. Their recruiting team will help us refine our understanding of what we are looking for, screen candidates, and develop an interview plan. They will handle candidate communications and ensure consistency throughout the process. HR Source will bill us for actual hours worked, and is willing to adjust the process to meet our needs. This gives us the flexibility to add desired services (such as individual staff interviews), or alternately, control costs by performing some tasks ourselves.

Below is a general overview of the process. We expect it to take 3-4 months for the selection and hiring process and 1 additional month before the new Director is in place.

- Preparatory phase:
  - o Gather information on our culture and environment, including conducting staff interviews
  - o Hold a launch meeting with the Board to understand the requirements and also the intangibles we are looking for in a Director, as well as what makes RFPL unique
  - o Draft a final job posting
- Candidate sourcing and interviewing:
  - o Post job on RAILS and consider targeted recruiting
  - o Screen candidates through resumes and phone screens
  - o Conduct Board interviews on a small pool of candidates
  - o Hold staff meet-and-greets with final candidates
  - o Interview finalists
- Final selection and onboarding
  - o Make hiring decision, extend an offer, and negotiate
  - o Develop an onboarding plan

In conclusion, we recommend that the River Forest Public Library Board of Trustees engage HR Source to facilitate our Library Director Search, with costs not to exceed \$15,000.