

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

Regular Meeting

April 4, 2020

4:30 pm

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Merrionna Pierce**
 - B. POLICY AND BYLAWS --- Catherine Boettcher**
 - C. PERSONNEL--- Elizabeth Norcutt**
 - D. PUBLIC RELATIONS--- Crystal Parker**

- 7. UNFINISHED BUSINESS**

- 8. NEW BUSINESS**
 - A. Accounting Program**
 - B. Stay at Home Order**
 - C. Staff Payment During Pandemic**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

April 2020

LIBRARIAN'S REPORT

I hope this message finds you all well and safe. These are scary and unsure times. I am doing my best to remain up to date with all of the alerts as they occur. I am also remaining in contact with the staff as a whole as well as individually as the need arises.

I have been in the building every few days to check the book drop and mail etc. Several other staff have stepped in to continue projects as well. Colleen, Devonte and I have also been monitoring via the cameras. It is comforting to know that as a Library we are not in this alone! As you will see later in the meeting, all other libraries are grappling with these same questions and having access to the other Directors has been a life saver for me. Their willingness to share information has been great.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

April

Dyer Bank and Trust
PAYROLL \$131,582.77
GENERAL FUND \$ 19,826.16
MONEY MARKET \$103,756.12
PETTY CASH \$4,564.06
SAVINGS \$2,090.81
Total: \$261,819.92

Loan

\$501,997.21



Prepared for Nancy L McConathy Public District Library
 Wednesday, March 11, 2020

Accounting CS/Accounting CS Payroll

Pricing: These figures were created with 2019 pricing. New 2020 pricing will be released soon (April most likely) and will increase between 4-7%.

Option 1: Hosted on server (not cloud based)

	Retail	w/Disc	Renewal (approx.)
Accounting CS	\$3,340	\$2,338	\$850 + (Optional, \$905 for ATF Payroll)
Accounting CS Payroll	\$2,545	\$1,781.50	\$610
Server License	\$2,700	\$1,890	\$640

Year 1 total: \$6,009.50

Option 2: Accounting CS on Virtual Office (the cloud)

	Retail	w/Disc	Renewal (approx.)
Accounting CS	\$3,340	\$2,338	\$850 + (Optional, \$905 for ATF Payroll)
Accounting CS Payroll	\$2,545	\$1,781.50	\$610
Server License	\$2,700	\$1,890	\$640
Virtual Office Setup	\$800	\$560	n/a, onetime fee
Monthly Per Login Fee	\$122	\$61*	*50% off for 36 months, then retail

Year 1 Total: \$5,569.50 + Monthlies (can vary depending on # of active users)

*One login must always be active with Virtual Office, but you can turn additional logins on/off on a monthly basis.

Option 3: Local Installs (one machine)

	Retail	w/Disc	Renewal (approx.)
Accounting CS	\$3,340	\$3,006	\$850 + (Optional, \$905 for ATF Payroll)
Accounting CS Payroll	\$2,545	\$2,290.50	\$610

Year 1 Total: \$2,596.50

Training:

For you, I would recommend at least some basic setup training as you are not used to working from the "admin" side of things. Further training if necessary for Payroll.

As an estimate, I would say \$1,200-1,500 max, but probably less. I can judge more after knowing what pieces you would end up with.

Due to scheduling constraints after tax season, I would not wait to schedule training.

Support:

Support is free for 90 days after purchase with the potential to extend to 120 with discretion. After the free support period, support is billed \$26 per 10 minute increment. If there is still a need for support after then, we can look into support contracts which is unlimited support for a monthly fee- \$68/month per product currently.

For questions, please contact Rachel Clark at 734-330-2252 or rachel.clark@thomsonreuters.com

subject: [SWANcom] COVID-19: March 20 Member Update - Statewide Stay-at-home
Date: Sat, Mar 21, 2020 9:23 am

With the Governor's announcement of a statewide stay-at-home order through at least April 7th, we will be extending all days closed through April 7th or all libraries. See the [full news post](#) and visit our [COVID-19 support page](#) for all news and information.

WAN Library Services

00 Quail Ridge Drive, Westmont, IL 60559

[wanlibraries.net](#) • [catalog.swanlibraries.net](#)

Library Closing/Payment Responses

<u>Library Name</u>	<u>Pay all staff</u>	<u>Who comes in</u>	<u>Indefinitely</u>	<u>Long-term plan</u>
Franklin Park	Y	Dir	Y	?
Lions	Y	N/A	Not Sure	?
Alsip-Merrionette	Y	Dir	So Far ind.	?
Mary (Idk Library)	Y	Maint	Y	?
Vernon	Y	No	Y	?
Poplar Creek	Y	Dir	Y	?
Berwyn	Y	Dir	Y	?
Lincolnwood	Y	Dir	?	?
East Dubuque	Y	Dir	Y	?
Steger	Y	No	Y	4/30
Johnsburg	Y	DH 1x week	Y	until open
Kankakee	Y	DH volunteers	Y	until open
Downers Grove	Y	Maint	Y	?
Northbrook	Y	No	Y	Budget
Orion	Y	Dir	till schools	?
Galena	Y	Dir	Till FY/20	?
Green Hills	Y	Dir & Maint	Y	Budget
Polo	Y	N	N	N
Batavia	Y	Dir & Pay	Y	Y
Itasca	Y	DH	Y	?
Eureka	Y	Dir	Y	Y
Stickney-Forrest View	Y	Dir	Y	?
Ogelsby	Y	Dir	Y	FY20
Messenger	Y	N/A	Director can determine	