



River Forest Public Library

River Forest, Illinois

Regular Board Meeting - Agenda*
July 21, 2020
Immediately following the 5:00 PM Annual Meeting of the River Forest
Public Library

Meeting Location: River Forest Village Hall
1st Floor Community Room - 400 Park Avenue, River Forest, IL 60305

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes June 16, 2020 Board Meeting
 - b. June 2020 Warrants
 - c. June 2020 Revenue and Expense Reports
 - d. June 30, 2020 Balance Sheet
 - e. Policy Revisions: Section 1: Oversight: I. Board Responsibilities
5. Communications
 - a. Patron Suggestions
 - b. Director's Report
6. President's Report
7. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee
 - v. Foundation Liaison
8. Old Business
9. Semi-annual review of closed session minutes
10. Closed session
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: June 16, 2020

Call to Order: At 7:02 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

President Smedinghoff made the following announcement at the start of the June 16, 2020 meeting. Governor Pritzker signed Bill 2135, which specifies requirements 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, Director Quinn is present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

Public Comments: None submitted.

Consent Agenda:

- a. Minutes of the Regular Meeting: May 19, 2020
- b. May 2020 Warrant List
- c. May 2020 Revenue and Expense reports
- d. May 31, 2020 Balance Sheet
- e. Non-resident Library Card Resolution

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

Trustee Long requested two changes to the May 19, 2020 minutes.

- Page 2, last bullet point: Trustee Long asked about the reduced service hours in the next stage of the plan. Director Quinn clarified that service hours are not reduced for help (via chat and email). The added curbside pickup (1-7 M-F and 11-5 Fri-Sat) are a subset of the overall service hours. Online support hours will be a part of our communication to public about reopening.
- Page 3, last bullet point before the New Business Section: Trustee Stierwalt asked if there was a plan to offer phone services by offsite staff during service hours. Director Quinn will investigate if RFPL can enable call forwarding through Comcast.

Trustee Hill moved to approve the consent agenda, items a.-e., with the minutes as amended. Trustee Hopkinson seconded. Trustees did not have any additional questions or comments about the consent agenda. A roll call vote was taken.

Roll Call Vote:

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

Director's Report

- On May 26th RFPL reopened the exterior book drops and curbside pickup for materials began June 2nd. Returned materials will be quarantined for 7 days. The public is confused about the quarantine process, as items remain on their accounts until they are checked-in, which is 7 days from when they are returned to the book drop. Our patrons are also adjusting to the notifications they will receive when materials are ready for pickup.
- On June 18th and June 25th, RAILS will return our items from storage at RAILS facilities and items from other libraries. At the end of June, we will begin to receive regular delivery of our items. Full resource sharing is not yet available. Director Quinn arranged materials drop off/pick-up with Forest Park library and Elmwood Park library as they have close proximity to RFPL.
- Our new materials procedures have been an adjustment for staff and we are working through the kinks. All staff have been trained in PPE usage, hand washing, and social distancing requirements while they are working in the building.
- During the workday, staffing levels are 5-6 people maximum. When Managers are in the building they are managing the circulation/curbside pickup process.
- On June 5th, RFPL experienced a power outage which brought down the RFPL server, phone system, and created other technology issues in the building. Our server was restored 2-3 days after the outage, although phone issues still persist. Comcast has identified that the issue is with a Comcast switch located outside our building. The switch malfunction is not allowing calls to roll through all of RFPL's 6 phone lines. When one phone line is in use and another incoming call is placed, the caller gets a busy signal.
- We have made adjustments to the scheduling of our chat service hours. Patrons can chat with RFPL staff 1-7 pm Monday thru Thursday and 11 am – 5 pm Friday and Saturday. As we started curbside it became challenging for staff to answer questions about materials status as they were not in the building. RFPL email accounts are monitored starting at 9 am through the end of pick-up service daily.
- At this point, Director Quinn recommends that curbside pick-up service be offered through July and possibly into August. This would allow virtual programming to continue as planned. The majority of virtual programming is being live streamed from RFPL. Due to space constraints, RFPL would not be able to continue the curbside

service model once the building reopens to the public. Additionally, the library meeting will be unavailable as we will be quarantining items for the foreseeable future.

- Director Quinn feels that if Governor Pritzker moves to Phase 4 of his Restore Illinois plan on June 26th, RFPL won't be ready to reopen to the public on that date.

Director Quinn addressed questions from Trustees:

- President Smedinghoff asked when the consortium would resume resource sharing. Director Quinn explained that members of the SWAN consortium will be voting when to resume full resource sharing/interlibrary loan service. A date has not yet been determined. When resource sharing resumes, RFPL will need to bring in an additional staff member or reallocate hours to help with this process. We will also need to reconfigure staff workspaces to allow for adequate social distancing for this process to take place.
- Trustee Bevan asked what factors would be taken in account to shift from the curbside model to in-person services. Director Quinn responded that virtual programming would be disrupted, nor would we be able to offer in-person programming when we shift to in-person service. Hours and access to the Children's room would have to be restricted to allow for virtual programming to continue. Additionally, Director Quinn responded that RFPL would need to guarantee reliable access to PPE, including hand sanitizer and wipes, which we have been unable to procure consistently. Additionally, the status of D90's reopening in the Fall is still unknown. Additional staffing challenges have to be taken into consideration as two managers are currently without childcare. Trustee Bevan requested that we have an internal framework for plan or a set of criteria for reopen to be able to share that with the public.
- Director Quinn commented that there is no consistency among libraries with plans to reopen to the public. Oak Park Public Library began curbside service on June 15th and has no plan at this time to reopen to the public.
- Trustee Hill thanked Trustee Bevan for her question and agreed that having a matrix to determine reopening would be helpful and asked that Director Quinn would have that available for the July meeting. Trustee Hill also commented that the Library Board may have to convene an August meeting as the situation continues to evolve.
- Trustee Long asked about the physical location of virtual programming. Director Quinn answered that story times are live streamed from the library due to copyright restrictions on the materials that are being shared. Children's staff have developed programs that have been streamed from inside the building as well, and filming takes places during the course of the day. Some Adult and Teen programs (Coffee Monday, for example) can take place from home and paid performers are being streamed from their location.
- Trustee Stierwalt asked if we knew how many people are watching the virtual programming. Director Quinn said that June to-date program statistics were not yet available. May program statistics were included in the Board packet. Trustee Bevan

commented that a children's program she attended had 20 participants, which seemed equivalent to a program previously hosted in person.

- Trustee Hopkinson asked about the rationale behind the 7-day quarantine of library materials. Director Quinn responded RAILS has asked libraries to quarantine their materials for 7-days as we await the results from the REALM study (facilitated by IMLS and OCLC). The REALM study is working to determine how long the coronavirus can live on library materials and make a recommendation for the appropriate quarantine period. Results of the study are projected to be delivered on July 15th. In order to ensure safety, RAILS has asked all member libraries to quarantine items for 7 days.
- Trustee Stierwalt asked where the library was receiving guidance about sanitization. Director Quinn responded that HR Source and LIRA (insurance company) have provided guidance for how to safeguard our work environment. Director Quinn shared concerns about how to maintain the patron restrooms without a custodian. Trustee Stierwalt offered support to Director Quinn in figuring out the logistics of reopening.

Director Quinn provided some additional updates:

- Director Quinn thanked the RFPL Foundation for the \$12,000 donation received in May 2020.
- The Illinois State Library sent notification that RFPL will receive \$13,965 for the FY 20 Per Capita Grant.
- Mortenson Roofing applied the seal coat to the slate roof and will make one final visit to adjust the ice melt heating cool on the roof. We expect to submit final payment in the next weeks.
- The lobby renovation project was closed out with JA Watts in June and final payment was submitted.
- RFPL experienced an air conditioning outage in late May. Oak Brook Mechanical was onsite to replace a flow switch on the chiller.
- Director Quinn thanked Children's Services Manager, Amy Grossman, and Teen/Middle School Librarian, Beth Kirchenberg, for their incredible work coordinating the D90 summer book club program. Amy and Beth have spent about 40 hours coordinating this program with D90. Books are available for pick-up at RFPL and the program begins 6/23. RFPL is cross promoting our summer reading program with the book club participants.

New Business:

- a. Youth Interventionist Contract FY 20-21

Director Quinn presented the Youth Interventionist Contract to the Board. Director Quinn noted that originally the Oak Park Township proposed a 17% increase to our fee. Director Quinn was able to re-negotiate the contract to \$4,200, which is in line with RFPL's budget for this service. The Township acquired a grant to help fund the program, as neither Village (Oak Park and River Forest) contribute to this program.

Director Quinn feels that the Youth Interventionist is a valuable resource for staff as they create a bridge between the school and the library. Director Quinn is in full support of funding this program.

Roll Call Vote:

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

b. River Forest Civic Center Authority redevelopment

Director Quinn and Trustee Hill attended a Zoom meeting with the RF Township, RF Park District, RF School District 90, Opportunity Knocks, Village of RF, and the RF Civic Center Authority to review 3 plans submitted by Cordogan, Clark, & Associates regarding the RF Civic Center Authority redevelopment.

Trustee Hill explained that three sets of plans were shared. The first plan would involve a renovation of the current RF Civic Center Authority building, the second plan would involve a tear down and rebuild at the current location, and the third plan would involve building a new building at the Forest/Vine location in River Forest. The cost for these options ranges from \$42-45 million dollars and those costs do not include land acquisition, if the location were to be moved to Forest/Vine. The project would take an estimated 18-24 months to complete.

Trustee Hill shared the VRF is still fleshing out further details and the VRF felt there was consensus in the community about the need for more recreational space. Eric Palm, VRF Administrator asked if the Library was in support of the project and Dr. Ed Condon, D90 Superintendent, asked if any other public bodies were considering referendum as the RFCCA will likely need to go to referendum to complete this project.

Trustees expressed a strong need for more information to get a better understanding of the project before discussing. With regards to a future RFPL referendum, Trustee Bevan stated that RFPL is evaluating its options and could not rule out going to referendum in the future.

Old Business: None

President's Report

- President Smedinghoff reported that the Illinois Public Library Annual Report was completed by staff and reviewed by Director Quinn, Trustee Calabrese-Berry and himself. The report will be submitted to the Illinois State Library this week.
- The July 21st annual and regular meetings of the River Forest Public Library Board of Trustees will take place in person, at a location where Trustees and Library staff can safely social distance, either at Roosevelt Middle School or River Forest Village Hall.
- A copy of the RFPL strategic plan update was included in the June meeting packet. Director Quinn will present a strategic plan update at the July 21st meeting.

Adjournment

- At 8:20 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
17159	6/9/2020	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805...	
INV-286...	6/9/2020		June Elevator Service	Maintenance - Service	-196.27
TOTAL					-196.27
17182	6/18/2020	AT&T - Electronic Gateway		BYLINE Operations 00805...	
S66410...	6/18/2020		Telephone bill - monthly	Automation - Internet	-299.84
TOTAL					-299.84
17160	6/9/2020	BAKER & TAYLOR L 5076992		BYLINE Operations 00805...	
203524...	6/4/2020		Adult books	Books - Adult	-16.80
203524...	6/4/2020		Adult books	Books - Adult	-32.46
203524...	6/4/2020		Adult books	Books - Adult	-34.74
203524...	6/4/2020		Adult books	Books - Adult	-52.03
203524...	6/4/2020		Adult books	Books - Adult	-34.74
203524...	6/4/2020		Adult books	Books - Adult	-16.21
203524...	6/4/2020		Adult books	Books - Adult	-99.61
203524...	6/4/2020		Adult books	Books - Adult	-17.93
203518...	6/4/2020		Adult books	Books - Adult	-68.90
203518...	6/4/2020		Adult books	Books - Adult	-33.60
203524...	6/9/2020		Adult books	Books - Adult	-17.36
203525...	6/9/2020		Adult books	Books - Adult	-119.30
203524...	6/9/2020		Adult books	Books - Adult	-34.16
TOTAL					-577.84
17183	6/18/2020	BAKER & TAYLOR L 5076992		BYLINE Operations 00805...	
203526...	6/18/2020		Adult books	Books - Adult	-120.44
203530...	6/23/2020		Adult Books	Books - Adult	-251.58
TOTAL					-372.02
17161	6/9/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
501616...	6/9/2020		Adult books	Books - Adult	-215.71
TOTAL					-215.71

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Num	Date	Name	Memo	Account	Paid Amount
17184	6/18/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805...	
501621...	6/23/2020		Adult Books	Books - Adult	-201.49
TOTAL					-201.49
17162	6/9/2020	Buildingstars Operations, Inc.		BYLINE Operations 00805...	
2118329	5/28/2020		May Cleaning - prorated starting 5/11/20	Maintenance - Service	-1,383.92
2122067	6/9/2020		June Daily Cleaning	Maintenance - Service	-999.50
TOTAL					-2,383.42
dm	6/5/2020	CardConnect		BYLINE Operations 00805...	
			Credit Card monthly fee	Misc. Expenses	-22.45
TOTAL					-22.45
17163	6/9/2020	Comcast		BYLINE Operations 00805...	
877120...	5/30/2020		Monthly Internet	Automation - Internet	-544.76
TOTAL					-544.76
17164	6/9/2020	Communication Revolving Fund		BYLINE Operations 00805...	
T2026079	5/28/2020		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
17181	6/9/2020	Fifth Third Bank		BYLINE Operations 00805...	
				5/3 Financial Credit Card	-4,551.13
TOTAL					-4,551.13
17165	6/9/2020	GOOD EARTH GREENHOUSE		BYLINE Operations 00805...	
299628	5/28/2020		Garden summer planters	Maintenance - Service	-392.55
TOTAL					-392.55

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Num	Date	Name	Memo	Account	Paid Amount
17166	6/9/2020	Hulen Landscaping Contractors		BYLINE Operations 00805...	
16502	5/28/2020		Lawn Maintenance May 2020	Maintenance - Service	-266.50
TOTAL					-266.50
dm	6/25/2020	IMRF		BYLINE Operations 00805...	
			Employee IMRF	Employee Compensation	-1,969.48
			Employer IMRF	IMRF	-4,788.01
TOTAL					-6,757.49
17167	6/9/2020	Ingram Library Services		BYLINE Operations 00805...	
62639221	3/13/2020		Teen books	Books - Teen	-11.25
62639304	3/16/2020		Adult books	Books - Adult	-16.32
62639305	3/16/2020		Adult books	Books - Adult	-15.78
62639606	3/17/2020		Adult books	Books - Adult	-16.90
62639608	3/17/2020		Adult books	Books - Adult	-159.06
67185678	3/18/2020		J Books	Books- Juv	-15.48
62639738	3/18/2020		J Books	Books- Juv	-9.92
62639734	3/18/2020		J Books	Books- Juv	-7.30
62639883	3/19/2020		J Books	Books- Juv	-10.69
62639855	3/19/2020		MS Books	Books - Middle School	-10.69
62639854	3/19/2020		MS Books	Books - Middle School	-33.19
62639857	3/19/2020		Teen books	Books - Teen	-11.25
62639856	3/19/2020		Teen books	Books - Teen	-20.36
62639858	3/19/2020		Teen books	Books - Teen	-8.98
62643688	6/4/2020		J Books	Books- Juv	-55.66
62643675	6/4/2020		J Books	Books- Juv	-5.98
62643674	6/4/2020		J Books	Books- Juv	-10.56
62643673	6/4/2020		J Books	Books- Juv	-10.56
62643672	6/4/2020		J Books	Books- Juv	-7.78
62643671	6/4/2020		J Books	Books- Juv	-10.56
62643667	6/4/2020		J Books	Books- Juv	-9.56
62643666	6/4/2020		J Books	Books- Juv	-118.23
67192401	6/4/2020		J Books	Books- Juv	-21.52
62643621	6/4/2020		MS Books	Books - Middle School	-8.03
62644102	6/4/2020		MS Books	Books - Middle School	-108.54
62643623	6/4/2020		MS Books	Books - Middle School	-223.38
62643622	6/4/2020		MS Books	Books - Middle School	-54.38
67194175	6/4/2020		Teen books	Books - Teen	-13.78
62644104	6/4/2020		Teen books	Books - Teen	-81.47
62644103	6/4/2020		Teen books	Books - Teen	-55.70
62643627	6/4/2020		Teen books	Books - Teen	-34.75
62643626	6/4/2020		Teen books	Books - Teen	-260.32

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Num	Date	Name	Memo	Account	Paid Amount
62643625	6/4/2020		Teen books	Books - Teen	-11.82
62643624	6/4/2020		Teen books	Books - Teen	-132.43
67192397	6/4/2020		Teen books	Books - Teen	-57.39
67192396	6/4/2020		Teen books	Books - Teen	-11.82
62639607	6/4/2020		Adult books	Books - Adult	-11.38
62639735	6/4/2020		Adult books	Books - Adult	-33.22
62639881	6/4/2020		Adult books	Books - Adult	-50.73
67185406	6/4/2020		Adult books	Books - Adult	-43.47
62639736	6/4/2020		Adult books	Books - Adult	-13.16
62639737	6/4/2020		Adult books	Books - Adult	-84.11
62639739	6/4/2020		Adult books	Books - Adult	-15.43
62639740	6/4/2020		Adult books	Books - Adult	-6.98
67185679	6/4/2020		Adult books	Books - Adult	-35.51
62639882	6/4/2020		Adult books	Books - Adult	-11.38
62639884	6/4/2020		Adult books	Books - Adult	-47.38
62639885	6/4/2020		Adult books	Books - Adult	-20.18
62644506	6/4/2020		Adult books	Books - Adult	-142.53
62644505	6/4/2020		Adult books	Books - Adult	-59.39
62644504	6/4/2020		Adult books	Books - Adult	-17.38
62644503	6/4/2020		Adult books	Books - Adult	-22.18
62644502	6/4/2020		Adult books	Books - Adult	-16.91
62644272	6/4/2020		Adult books	Books - Adult	-30.77
62644271	6/4/2020		Adult books	Books - Adult	-177.83
62644112	6/4/2020		Adult books	Books - Adult	-93.03
62644111	6/4/2020		Adult books	Books - Adult	-258.75
62644110	6/4/2020		Adult books	Books - Adult	-11.96
62644067	6/4/2020		Adult books	Books - Adult	-33.80
62644059	6/4/2020		Adult books	Books - Adult	-131.23
62644058	6/4/2020		Adult books	Books - Adult	-15.19
62644057	6/4/2020		Adult books	Books - Adult	-32.66
62644056	6/4/2020		Adult books	Books - Adult	-103.31
62643687	6/4/2020		Adult books	Books - Adult	-12.78
62643686	6/4/2020		Adult books	Books - Adult	-33.34
62643685	6/4/2020		Adult books	Books - Adult	-11.76
62643684	6/4/2020		Adult books	Books - Adult	-17.15
62643683	6/4/2020		Adult books	Books - Adult	-33.77
62643682	6/4/2020		Adult books	Books - Adult	-14.33
62643681	6/4/2020		Adult books	Books - Adult	-61.24
62643680	6/4/2020		Adult books	Books - Adult	-16.02
62643679	6/4/2020		Adult books	Books - Adult	-40.98
62643678	6/4/2020		Adult books	Books - Adult	-72.57
62643677	6/4/2020		Adult books	Books - Adult	-46.36
62643676	6/4/2020		Adult books	Books - Adult	-16.22
62643670	6/4/2020		Adult books	Books - Adult	-107.81
62643669	6/4/2020		Adult books	Books - Adult	-65.10
62643668	6/4/2020		Adult books	Books - Adult	-174.30
62643665	6/4/2020		Adult books	Books - Adult	-18.03
67192400	6/4/2020		Adult books	Books - Adult	-11.83
62645100	6/9/2020		J Books	Books- Juv	-125.30

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WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
62645276	6/9/2020		J Books	Books- Juv	-15.99
62645101	6/9/2020		J Books	Books- Juv	-7.34
62645098	6/9/2020		Adult books	Books - Adult	-33.82
67194578	6/9/2020		Adult audiobooks	Non-Print Adult	-22.39
TOTAL					-4,129.67
17185	6/18/2020	Ingram Library Services		BYLINE Operations 00805...	
DP0037...	6/18/2020		J Books	Books- Juv	-230.96
DP0037...	6/18/2020		J Books	Books- Juv	-30.83
62645639	6/18/2020		J Books	Books- Juv	-191.79
62645949	6/18/2020		Adult books	Books - Adult	-16.91
62645638	6/18/2020		Adult books	Books - Adult	-18.04
62645619	6/18/2020		Teen program supplies	Programs-Teen	-99.00
				Misc. Expenses	-26.29
62645620	6/18/2020		Teen books	Books - Teen	-8.38
62645621	6/18/2020		Teen books	Books - Teen	-11.82
62645618	6/18/2020		MS Books	Books - Middle School	-10.69
62646254	6/18/2020		Teen books	Books - Teen	-80.28
62646255	6/18/2020		Teen books	Books - Teen	-103.98
62646253	6/18/2020		MS Books	Books - Middle School	-85.19
62646953	6/23/2020		J Books	Books- Juv	-10.85
62646962	6/23/2020		MS Books	Books - Middle School	-11.25
62646956	6/23/2020		MS Books	Books - Middle School	-10.67
62646721	6/23/2020		MS Books	Books - Middle School	-10.69
62646964	6/23/2020		Teen books	Books - Teen	-11.25
62646963	6/23/2020		Teen books	Books - Teen	-10.19
62646957	6/23/2020		Teen books	Books - Teen	-11.25
62647004	6/23/2020		ADult books	Books - Adult	-285.30
62647003	6/23/2020		Adult books	Books - Adult	-85.66
62646952	6/23/2020		Adult books	Books - Adult	-12.58
62647005	6/23/2020		Adult books	Books - Adult	-18.40
TOTAL					-1,392.25
	6/9/2020	J.A. Watts, Inc.	VOID:	BYLINE Operations 00805...	
TOTAL					0.00
202	6/9/2020	J.A. Watts, Inc.		BYLINE Capital 00805669...	
507.101...	6/9/2020			Capital Reserve Fund	-29,233.22
TOTAL					-29,233.22

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WARRANT LIST DETAIL
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Num	Date	Name	Memo	Account	Paid Amount
17168	6/9/2020	Kanopy	VOID:	BYLINE Operations 00805...	
TOTAL					0.00
17169	6/9/2020	Kathleen Obirek		BYLINE Operations 00805...	
	6/9/2020		Gifts for staff	Staff Training	-440.00
TOTAL					-440.00
17170	6/9/2020	Konica Minolta Business Solutions		BYLINE Operations 00805...	
900683...	6/9/2020		Copier Usage May	Copy Machine (usage, mai...	-40.00
TOTAL					-40.00
17171	6/9/2020	Konica Minolta Premier Finance		BYLINE Operations 00805...	
415157...	6/1/2020		Monthly Copier Lease	Equipment - Copier Lease ...	-216.10
TOTAL					-216.10
17186	6/18/2020	Magic of Gary Kantor		BYLINE Operations 00805...	
	6/18/2020		Virtual Magic Trick Workshop	Programs - Juv	-375.00
TOTAL					-375.00
17172	6/9/2020	MIDWEST TAPE		BYLINE Operations 00805...	
98920856	6/4/2020		Adult Non Print	Non-Print Adult	-26.79
98920851	6/4/2020		Adult Non Print	Non-Print Adult	-118.61
98920855	6/4/2020		Adult Non Print	Non-Print Adult	-26.04
98920859	6/4/2020		Adult Non Print	Non-Print Adult	-47.08
98921161	6/4/2020		Adult Non Print	Non-Print Adult	-26.79
98921163	6/4/2020		Adult Non Print	Non-Print Adult	-25.29
98921162	6/4/2020		Adult Non Print	Non-Print Adult	-44.58
98921164	6/4/2020		Adult Non Print	Non-Print Adult	-25.29
98921165	6/4/2020		Adult Non Print	Non-Print Adult	-26.79
98920857	6/4/2020		Adult Non Print	Non-Print Adult	-52.08
98920858	6/4/2020		Adult Non Print	Non-Print Adult	-67.43
98896578	6/4/2020		Adult Non Print	Non-Print Adult	-33.54
98896573	6/4/2020		Adult Non Print	Non-Print Adult	-33.54
98896580	6/4/2020		Adult Non Print	Non-Print Adult	-33.34
98896519	6/4/2020		Adult Non Print	Non-Print Adult	-5.47
98896576	6/4/2020		Adult Non Print	Non-Print Adult	-29.79

River Forest Public Library
WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
9886572	6/4/2020		Adult Non Print	Non-Print Adult	-26.04
98896574	6/4/2020		Adult Non Print	Non-Print Adult	-26.04
98896575	6/4/2020		Adult Non Print	Non-Print Adult	-29.79
98896577	6/4/2020		Adult Non Print	Non-Print Adult	-29.79
98921160	6/4/2020		Adult Non Print	Non-Print Adult	-49.24
98920854	6/4/2020		Adult Non Print	Non-Print Adult	-161.96
98920852	6/4/2020		Adult Non Print	Non-Print Adult	-49.24
98896570	6/4/2020		Adult Non Print	Non-Print Adult	-93.48
98896579	6/4/2020		Adult Non Print	Non-Print Adult	-44.24
98973914	6/9/2020		Adult DVDs	Non-Print Adult	-46.83
98973916	6/9/2020		Adult DVDs	Non-Print Adult	-62.87
98973917	6/9/2020		Adult DVDs	Non-Print Adult	-26.04
TOTAL					-1,268.01
17187	6/18/2020	MIDWEST TAPE		BYLINE Operations 00805...	
98995565	6/18/2020		Adult CD Audiobooks	Non-Print Adult	-39.24
98995564	6/18/2020		Adult DVDs	Non-Print Adult	-26.04
98995563	6/18/2020		Adult DVDs	Non-Print Adult	-26.04
99018888	6/23/2020		Adult DVDs	Non-Print Adult	-51.99
99018887	6/23/2020		Adult DVDs	Non-Print Adult	-23.04
99018886	6/23/2020		Adult DVDs	Non-Print Adult	-25.29
99018889	6/23/2020		Adult CD Audiobook	Non-Print Adult	-44.24
TOTAL					-235.88
203	6/24/2020	Mortenson Roofing Co., Inc.		BYLINE Capital 00805669...	
10366	6/24/2020		Final Roof Project Payment	Capital Reserve Fund	-8,872.00
TOTAL					-8,872.00
17173	6/9/2020	NICOR GAS		BYLINE Operations 00805...	
898234...	5/28/2020		Natural gas supply	Heat	-1,020.37
TOTAL					-1,020.37
17188	6/18/2020	Nikki Rung		BYLINE Operations 00805...	
	6/18/2020		Virtual ST Program 6/19/20	Programs - Juv	-125.00
TOTAL					-125.00

River Forest Public Library
WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
17174	6/9/2020	Oak Brook Mechanical Services, Inc.		BYLINE Operations 00805...	
21125	6/9/2020		Chiller Fan Switch Replacement	Maintenance - Service	-1,062.76
TOTAL					-1,062.76
17175	6/9/2020	OverDrive		BYLINE Operations 00805...	
01658C...	5/28/2020		Adult eBooks	eContent - Adult	-189.01
01658D...	5/28/2020		Adult eContent	eContent - Adult	-376.96
01658C...	6/9/2020		Children's online	eContent - Juvenile	-333.53
01658C...	6/9/2020		Adult online	eContent - Adult	-233.96
01658D...	6/9/2020		Adult online	eContent - Adult	-268.48
01658C...	6/9/2020		Teen online	eContent - Teen	-184.88
TOTAL					-1,586.82
17189	6/18/2020	OverDrive		BYLINE Operations 00805...	
01658D...	6/11/2020		Adult online	eContent - Adult	-143.98
			Teen online	eContent - Teen	-87.98
01658C...	6/11/2020		Adult online	eContent - Adult	-422.52
SGHDH...	6/18/2020		Adult eContent	eContent - Adult	-173.75
01658D...	6/22/2020		Adult online	eContent - Adult	-172.98
			Teen online	eContent - Teen	-57.99
TOTAL					-1,059.20
dm	6/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			June 15, 2020 Payroll	Employee Compensation	-20,989.84
TOTAL					-20,989.84
dm	6/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax deduction	Employee Compensation	-4,771.31
			Employer FICA	FICA	-1,655.58
			Employer Medicare	Medicare Exp	-387.19
TOTAL					-6,814.08
dm	6/30/2020	PAYLOCITY		BYLINE Operations 00805...	
			Payroll process 6/30/2020 Payday	Payroll Service	-117.58
TOTAL					-117.58

River Forest Public Library
WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
dm	6/30/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Compensation	Employee Compensation	-20,940.41
TOTAL					-20,940.41
dm	6/30/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax portion	Employee Compensation	-5,034.52
			Employer FICA	FICA	-1,656.11
			Employer Medicare	Medicare Exp	-387.32
TOTAL					-7,077.95
dm	6/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			6/15 Payroll processing	Payroll Service	-125.68
TOTAL					-125.68
17190	6/18/2020	Rhonda Fentry		BYLINE Operations 00805...	
	6/18/2020		Virtual Yoga Program	Programs - Adult	-50.00
TOTAL					-50.00
17176	6/9/2020	S & D Prime Maintenance, Inc.		BYLINE Operations 00805...	
1274	6/4/2020		Cover Exterior Building bookdrop	Maintenance - Service	-391.50
TOTAL					-391.50
17177	6/9/2020	Smithereen Pest Management		BYLINE Operations 00805...	
2226543	6/4/2020		Pest Control	Maintenance - Service	-46.00
TOTAL					-46.00
17178	6/9/2020	Staples		BYLINE Operations 00805...	
162929...	6/9/2020		Soap	Maintenance - Supply	-198.70
			Paper clips, duct tape, staplers	Office Supplies	-97.82
			Copy paper	Copier supplies	-61.81
TOTAL					-358.33

River Forest Public Library
WARRANT LIST DETAIL
 June 2020

Num	Date	Name	Memo	Account	Paid Amount
17191	6/18/2020	Sue Quinn		BYLINE Operations 00805...	
	6/18/2020		Portable DVD for circulation	Strategic Initiatives	-58.99
TOTAL					-58.99
17179	6/9/2020	VERSATILE COMPUTER SERVICES, INC.		BYLINE Operations 00805...	
15652	6/9/2020		June 2020 Tech Support	Technical Support	-750.00
TOTAL					-750.00
17180	6/9/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
001116-...	6/4/2020		March and April 2020 Water bill	Water	-66.30
TOTAL					-66.30
17192	6/18/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
June H...	6/18/2020		Employee Health & dental ins. portion	Employee Compensation	-1,882.90
			Employer Health ins. portion	Health Insurance	-3,243.24
			Employer Dental ins. portion	Dental	-238.49
TOTAL					-5,364.63

River Forest Public Library

7/2/2020 11:02 AM

Register: 5/3 Financial Credit Card

From 05/05/2020 through 06/01/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
05/05/2020	17142	Fifth Third Bank	BYLINE Operations 00805669...	April credit card pay...		X	3,830.72	0.00
05/06/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		56.98	X		56.98
05/07/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		71.98
05/07/2020		FedEx	Office Expenses:Postage		10.42	X		82.40
05/11/2020		AMAZON.COM	Office Expenses:Office Supplies		34.03	X		116.43
05/11/2020		AMAZON.COM	Building Expenses:Maintenanc...		39.99	X		156.42
05/13/2020		4IMPRINT	Juvenile Expenses:Programs - J...		478.00	X		634.42
05/14/2020		AMAZON.COM	Teen Expenses:Programs-Teen		1.27	X		635.69
05/14/2020		AT&T - Electronic Gateway	Automation Expenses:Automati...		299.84	X		935.53
05/14/2020		AMAZON.COM	Teen Expenses:Programs-Teen		25.05	X		960.58
05/14/2020	8065557651	Comcast	Automation Expenses:Automati...		544.36	X		1,504.94
05/15/2020		AMAZON.COM	Supplies - Library		95.82	X		1,600.76
05/15/2020		GOOD EARTH GREENHO...	Special Programs		60.00	X		1,660.76
05/16/2020		MobileBeacon	Online e-Content:Other Online ...		720.00	X		2,380.76
05/18/2020		AMAZON.COM	Professional Expenses:Member...		79.00	X		2,459.76
05/18/2020		Booksense	Adult Expenses:Programs - Adult		50.00	X		2,509.76
05/18/2020		Ten Thousand Villages	Adult Expenses:Programs - Adult		50.00	X		2,559.76
05/20/2020		AMAZON.COM	Capital Expenditures:Equipmen...		119.98	X		2,679.74
05/21/2020		AMAZON.COM	Building Expenses:Maintenanc...		24.99	X		2,704.73
05/22/2020		ULINE	Juvenile Expenses:Programs - J...		81.77	X		2,786.50
05/22/2020		ORIENTAL TRADING	Juvenile Expenses:Programs - J...		80.29	X		2,866.79
05/22/2020		Discount School Supply	Juvenile Expenses:Programs - J...		21.74	X		2,888.53
05/22/2020		S & S Worldwide	Juvenile Expenses:Programs - J...		138.92	X		3,027.45
05/22/2020		AMAZON.COM	Building Expenses:Maintenanc...		280.00	X		3,307.45
05/25/2020		My Parking Sign	Building Expenses:Maintenanc...		975.16	X		4,282.61
05/26/2020		AMAZON.COM	Juvenile Expenses:Programs - J...		51.99	X		4,334.60
05/28/2020		AMAZON.COM	Office Expenses:Office Supplies		57.88	X		4,392.48
05/28/2020		Uprinting.com	Juvenile Expenses:Programs - J...		42.22	X		4,434.70

River Forest Public Library

7/2/2020 11:02 AM

Register: 5/3 Financial Credit Card

From 05/05/2020 through 06/01/2020

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
05/28/2020		Stamps. com	Office Expenses:Postage		17.99	X		4,452.69
05/28/2020		Stamps. com	Office Expenses:Postage		36.30	X		4,488.99
05/28/2020		Stamps. com	Office Expenses:Postage		62.14	X		4,551.13



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

<u>Account:</u>	<u>June-20</u>	<u>YTD</u>	<u>2020-2021</u>	<u>% of Budget</u>
Property Taxes		\$ 8,894	1,320,000.00	0.67%
Connections Program Grant	\$ -	\$ -	8,400.00	0.00%
Corp Property Replacement Taxes		\$ 2,006	12,000.00	16.72%
Lost Books Reimbursed	\$ -	\$ -	3,500.00	0.00%
Copy Machine Revenue	\$ -	\$ -	5,500.00	0.00%
Rentals, Library Space, Meeting Room	\$ -	\$ -	0.00	0.00%
Interest	\$ 1,413	\$ 3,334	9,000.00	37.04%
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%
Total:	\$ 1,413	\$ 27,530	1,393,000.00	1.98%
Income:	\$ 1,413	\$ 27,530	1,393,000.00	1.98%
Expense:	\$ 91,086	\$ 174,555	1,393,000.00	12.53%



River Forest Public Library

Fiscal Year: May 1, 2020 - April 30, 2021

Expense Report: Jun-20

6/30/2020 Fiscal YTD Actual % Budget 20-21 Budget
17% as of 5/31/2020

Expenses
Personnel

Wages & Salaries	\$ 54,953	\$ 110,466	15.34%	\$ 720,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 6,963	12.11%	\$ 57,500.00
IMRF	\$ 4,559	\$ 9,347	15.84%	\$ 59,000.00
Medicare/FICA	\$ 4,086	\$ 8,204	14.92%	\$ 55,000.00
Staff Training	\$ 440	\$ 440	17.60%	\$ 2,500.00
Membership Dues	\$ -	\$ 1,319	32.98%	\$ 4,000.00
Professional Development	\$ -	\$ 637	7.08%	\$ 9,000.00
Total Personnel	\$ 67,519	\$ 137,376	15.15%	\$ 907,000.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ -	\$ -	0.00%	\$ 5,500.00
Advertising	\$ -	\$ 3	0.10%	\$ 3,000.00
Total Printing and Advertisement	\$ -	\$ 3	0.04%	\$ 8,500.00

Programming

Children's Programs	\$ 758	\$ 1,710	13.15%	\$ 13,000.00
Teen Programs	\$ 559	\$ 585	7.80%	\$ 7,500.00
Adult Programs	\$ 55	\$ 155	1.55%	\$ 10,000.00
Special Programs	\$ -	\$ 60	1.71%	\$ 3,500.00
Connections Programs	\$ -	\$ -	0.00%	\$ 8,400.00
Total Programs	\$ 1,372	\$ 2,510	5.92%	\$ 42,400.00
Total Support Services and Programs	\$ 1,372	\$ 2,513	4.94%	\$ 50,900.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	0.00%	\$ 1,000.00
Technical Support	\$ 750	\$ 1,500	13.64%	\$ 11,000.00
Automation Administration	\$ 490	\$ 505	1.37%	\$ 37,000.00
Consultant Fees/Legal Fees	\$ -	\$ 132	1.89%	\$ 7,000.00
Postage & Delivery	\$ 27	\$ 154	3.84%	\$ 4,000.00
Audit Fees	\$ -	\$ -	0.00%	\$ 7,500.00
Payroll and Employment Services	\$ 243	\$ 495	14.13%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 800	19.04%	\$ 4,200.00
Telephone/Internet	\$ 1,085	\$ 1,929	12.86%	\$ 15,000.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 432	15.44%	\$ 2,800.00
Total Other Support Services	\$ 2,811	\$ 5,946	6.33%	\$ 94,000.00

Library Materials

Books	\$ 6,741	\$ 6,741	8.87%	\$ 76,000.00
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Print Periodicals (Magazines)	\$ -	\$ 2,964	45.60%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ 1,313	\$ 1,313	17.51%	\$ 7,500.00
Online E-Content - elect. books/magazines/movies/music	\$ 2,887	\$ 7,471	11.67%	\$ 64,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,526	\$ 1,526	5.65%	\$ 27,000.00
Total Library Materials	\$ 12,467	\$ 20,016	11.06%	\$ 181,000.00

Library and Office Supplies	Office Supplies	\$ 98	\$ 190	4.74%	\$ 4,000.00
	Library Supplies	\$ 725	\$ 820	16.41%	\$ 5,000.00
	Copy And Printing Supplies	\$ 62	\$ 62	6.18%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 49	\$ 71	2.85%	\$ 2,500.00
	Total Office Supplies	\$ 933	\$ 1,143	9.15%	\$ 12,500.00
	Total Library Materials & Supplies	\$ 13,400	\$ 21,159	10.93%	\$ 193,500.00

Strategic Initiatives	Strategic Initiatives	\$ 118	\$ 118	2.36%	\$ 5,000.00
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Facilities Management	Building Materials & Supplies	\$ 569	\$ 1,889	53.98%	\$ 3,500.00
Facility Supplies	Total Facility Supplies	\$ 569	\$ 1,889	53.98%	\$ 3,500.00

Facility Services	Insurance	\$ -	\$ 681	4.70%	\$ 14,500.00
	Maintenance and Custodial Service	\$ 4,739	\$ 5,319	8.87%	\$ 60,000.00
	Water	\$ 66	\$ 66	3.32%	\$ 2,000.00
	Natural Gas	\$ 1,020	\$ 1,020	11.34%	\$ 9,000.00
	Copier Maintenance and Usage	\$ 40	\$ 115	4.43%	\$ 2,600.00
	Total Facility Services	\$ 5,866	\$ 7,202	8.17%	\$ 88,100.00

Equipment & Furniture	Equipment (Equipment & Furniture)	\$ -	\$ -	0.00%	\$ 7,000.00
	Technology Misc.	\$ -	\$ 120	4.00%	\$ 3,000.00
	Total Equipment and Furniture	\$ -	\$ 120	1.20%	\$ 10,000.00

Total Facilities Management	\$ 5,866	\$ 7,442	7.32%	\$ 101,600.00
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Total Operating Expenses	\$ 91,086	\$ 174,555	12.91%	\$ 1,352,000.00
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 41,000.00
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Total Expenses	\$ 91,086	\$ 174,555	12.53%	\$ 1,393,000.00
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Total Income	\$ 1,413	\$ 27,530	1.98%	\$ 1,393,000.00
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River Forest Public Library -Capital Reserve Fund - June 2020
Fiscal Year: May 1, 2019 - April 30, 2020

Capital Reserve Account Balances as of June 30, 2020

ICS Capital Reserve	118,530.36
Byline Capital Checking	1,133.58

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>	
202	6/9/2020	JA Watts	\$ 29,233.22
201	6/24/2020	Mortenson Roofing	\$ 8,872.00
			<u>\$ 38,105.22</u>

Income

Interest	6/30/2020	\$ 165.39
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River Forest Public Library Balance Sheet

As of June 30, 2020

ASSETS

	6/30/2020
Current Assets	
CHECKING/SAVINGS - OPERATIONS ACCOUNT	
Operations Current	
ICS Operations 805669201 1.4% Interest Rate	512,602.55
Byline Operations 805669201	32,977.26
Petty Cash	40.00
TOTAL Operations Current	545,619.81
Operations Midterm Reserves	
OP CD 26 WEEKS 1023527878 <u>CD Maturity Date</u> 8/20/2020	157,576.82
TOTAL Operations Midterm Reserves	157,576.82
Operations Long Term Reserves	
OP CD 3 YEAR 1020448578 <u>CD Maturity Date</u> 7/30/2020	62,935.22
OP CD 3 YEAR 1021670576 8/12/2021	63,000.16
OP CD 5 YEAR 1020450904 7/28/2022	63,505.96
OP CD 5 YEAR 1021670738 8/10/2023	63,177.73
OP CD 5 YEAR 1022865745 7/25/2024	62,859.50
TOTAL Operations Long Term Reserves	315,478.57
TOTAL OPERATIONS ACCOUNT	1,018,675.20
CHECKING/SAVINGS - CAPITAL ACCOUNT	
ICS Capital 805669202 1.4% Interest Rate	118,530.36
Byline Capital 805669202	1,133.58
TOTAL CAPITAL ACCOUNT	119,663.94
TOTAL CURRENT CHECKING/SAVINGS	1,138,339.14
TOTAL CURRENT ASSETS	1,138,339.14
TOTAL ASSETS	1,138,339.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(741.11)
Total Accounts Payable	(741.11)
Credit Cards	
MB Financial Credit Card	3,888.53
Total Credit Cards	3,888.53
Total Current Liabilities	3,147.42
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	500,736.16
Net Income	(187,428.59)
Total Equity	1,135,191.72
TOTAL LIABILITIES & EQUITY	1,138,339.14

The River Forest Public Library is governed by a variety of Federal and State Statutes, Laws, and Rules (collectively, the “Governing Acts”). If any provision contained in this Policy Manual conflicts with the Governing Acts, the Governing Acts shall control.

I. Board Responsibilities

The River Forest Public Library (“RFPL”) is governed by a Board created and maintained in compliance with Chapter 75 ILCS 5/4-7.

Additionally, the Board maintains the following oversight practices. The Board:

- Has written bylaws, reviewed bi-annually, that outline its purpose and operational procedures, and address conflict-of-interest issues;
- Adheres to the United for Libraries Public Library Trustee Ethics Statement (See Appendix);
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act;
- Keeps written or recorded minutes of each meeting, makes approved minutes available for public inspection, and retains minutes in compliance with the State Records Act;
- Has authority to establish an annual operating budget and a capital improvements budget according to state law;
- Maintains adequate insurance coverage for RFPL, including property/casualty, general liability, cyber liability, government crime, and workmen’s compensation policies;
- Monitors the revenue collection, expenditures, investments and fund balances to meet short-term and long-term financial needs of RFPL;
- Has a Board-approved mission statement and strategic plan;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address;
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Adopts policies that are consistent with the Code of Ethics of the American Library Association (See Appendix);

- Conducts an annual review of the Director.

RFPL is a member of an Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing. The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.

River Forest Public Library

COVID-19 Response Plan Phase 4

Reopen Building to Public in Limited Capacity

Introduction:

The River Forest Public Library's building will be reopened to the public on Monday, July 27, 2020.

The library's hours of operations will be:

Monday: 9 AM-12 PM; 1-7 PM

Tuesday-Saturday: 9 AM-12 PM; 1-5 PM

The library will be closed daily from 12PM-1 PM to allow for building cleaning and staff meal breaks.

Plan Guidance:

Library staff will continue to follow public health guidelines from the Illinois Department of Public Health [Restore Illinois](#) plan and the [Center for Disease Control](#) to guide decisions and planning for providing library services. In addition, we will follow [OSHA](#) guidance on preparing workplaces to reduce our employee's risk of exposure to the COVID-19 virus.

River Forest Public Library may change the details of this plan at any time based on new information or directives from public health authorities and is prepared to move back to earlier service stages (Phase 3 or Phase 2) as dictated by the metrics collected under the Restore Illinois plan. As we progress through Restore Illinois Phase 4, we will continually assess the library for use patterns and community needs and adjust our plan as appropriate.

Context:

Although community transmission rates are declining, physical distancing is still recommended. Masks are required to be worn by everyone in the library building. Most public seating has been removed to allow for physical distancing. Staff continue to follow established safe work practices and to wipe down areas regularly. PPE supply needs are predictable and supplies are available. There is signage to remind people to physically distance, wash hands, and wear masks.

Summary:

RAILS delivery resumed on July 7, 2020. Patrons are once again able to secure materials from other SWAN member library collections. On July 27, curbside pickup will be discontinued and patrons will be responsible for picking up their own holds inside the

building. Physical distance strategies will be implemented to protect the health and safety of library employees and patrons. There will be limited face-to-face staff/public interaction. Acrylic desk shields will be in place at service desks and in office areas. Most seating has been eliminated to discourage people from settling in for a prolonged visit, and all remaining seating (including at public computers) is configured to allow for physical distancing. Desk staff will be available at the service desks, but only one staff member per desk. Patron technology assistance may be provided if appropriate physical distance intervals can be maintained. A limited amount of staff may continue to work remotely on certain days due to office space constraints and childcare considerations.

Capacity Limits:

The Restore Illinois guidelines indicate the allowance of the lesser of 5 people per 1,000 square feet of space or 25% of occupancy, up to a limit of 50 people. Our building footprint is 13,500 square feet, which includes spaces that are off limits to the public including maintenance and storage areas, staff workspaces, and the meeting and study rooms, which will be closed during this time. Using 8,000 square feet as the remaining public access square footage, the recommended building capacity is a total of 40 people, including library employees. We have determined the maximum desired occupancy for each area based on square footage and including the number of staff who are working in the building:

Area	Square Footage	Total building Capacity	Computers	Browsing
Total Public Area Square footage	7934	40		
Childrens Room public area	1450	6	0	6
Teen	1076	4	2	2
DVD/Fiction/Computers	1500	6	3	3
2nd floor copy	108	1		1
Lobby (including Circ desk and holds area)	500	2		2
West side--New books and non-fiction	3300	8		8
Total Visitors in Building		27	5	22
Staff working in Building		13		
Shelver--Meeting Room and public areas		1		
Circulation/lobby Desk		1		
Children's Room Desk		1		
Children's Room staff office		1		
Children's Work Area		1		
2nd floor Staff Desk		1		
2nd floor office		2		
Heroes and History Room		1		

North side study--temp staff space	1
Staff meeting room-1st floor	1
Bus. Mgr Office 1st floor	1
Director's office 1st floor	1

RFPL Service Model:

Patrons are allowed to enter the library building in a limited fashion and use the library for up to 30 minutes. Patrons will be encouraged to “grab and go” and not linger in the building in order to limit exposure and contact. All patrons 2 years of age or older (who do not have a legitimate prohibiting medical restriction) will be required to properly wear a mask or other adequate face covering while inside the library and while waiting to enter the building. A disposable mask will be provided to any patron who is not wearing one. Any patron refusing to comply with our instructions will be asked to leave.

To control this process and best ensure public and staff safety during Phase 4, a full time library staff member will be stationed at the entry door as a greeter at all times during the library’s open hours of operation. The greeter will admit people into the building on a metered basis and explain the new service model. A patron’s intended use of the library will be determined by the greeter.

The greeter will control the flow of patrons entering in order to limit each library gathering space to a safe and appropriate number. Radios will be used for staff communication. The greeter will communicate via radio with the appropriate service desk staff member inside the building to determine if there is capacity to admit that patron. Patrons awaiting entry will be physically distanced from each other outside while awaiting admittance. Staff members will be physically distanced from patrons.

OPERATING CONSIDERATIONS

Public Health Safety Protocols:

- Signs will be posted at the entrance asking patrons to stay home if they’re ill.
- Signs will be posted stating the mask requirement while inside the library and while waiting to enter the building.
- Hand sanitizer stations will be available in the Lobby, the Children’s Room, and on the second floor.
- Public restrooms are equipped with hands-free soap dispensers and paper hand towels.
- The drinking fountains will be closed; the bottle filler portion is open for public use.
- Acrylic desk shields will be placed at every public service desk.
- Floor markers will be used in the lobby to delineate 6 feet of space around the Circulation Desk and Materials Holds areas.
- Checklist and audit systems will be used to ensure enhanced cleaning practices.

- Daily at 12 PM, staff will wipe down high contact surfaces (counters, tables, elevator buttons) and fixtures (railings, door knobs) in the public spaces with disinfectants approved for use against the COVID-19 virus.

Circulating Materials:

- Patrons will be allowed to browse displays and the shelves freely, but will be asked to refrain from reshelving items that they have used but not taken home. Browsed items may be quarantined for 24 hours before reshelving.
- Newspapers and magazines will be removed. Newspaper subscriptions have been discontinued. Magazines and journals (including the newest issue) may be checked out with staff assistance.
- Themed kit bags for children will not be available for checkout as safe decontamination cannot be achieved due to unique materials and components.
- Additional hotspots have been purchased. We will also begin circulating 2 Chromebook wifi laptops (with hotspots) to River Forest cardholders for 2 week lending periods.
- Library materials must be returned to the exterior book drop. All returns will be quarantined in the Meeting Room and checked in after three days (as recommended by the IMLS C-19 partnership study and RAILS).

Programs:

- No public programs will be held in the building.
- Virtual programming will continue as scheduled through August. Children's virtual storytimes and other weekly Zoom activity programs will be conducted in a corner of the Children's Room during open hours. Teen programs will be conducted from staff members' offsite locations. Staff members working both inside the building and offsite will lead adult Zoom programs. Our Fall virtual program offerings will be decided in mid-August.
- Outreach visits are not planned at this time.

Public Spaces:

Lobby

- Patron on-holds items will be stored on Holds shelves in the lobby for self-service.
- The lobby desk will be available for checkout of materials.
- Patron account issues (lost items, returned items still listed on accounts) will be handled over the phone by the Materials Services Assistant Manager.
- Patrons needing new library cards will be encouraged to apply online or over the phone. Library card expiration dates have been extended through December 31, 2020.
- Floor markers will be used in the lobby to delineate 6 feet of space around the Circulation Desk and Materials Holds areas.
- There will be 2 desk screens on the lobby desk.

- The barcode scanner and receipt printer at the lobby desk will be turned to face patrons to enable them to scan their own library card and item barcodes for checkout. Staff will assist when necessary.
- The Envisionware self-check machine will be removed from the Children's room and placed on a higher stand near the Holds shelves. Keyboards, mice and touch screens will be cleaned hourly.
- The interior book drop will be closed. All materials must be returned to the outside book drops.

Public Furnishings

- Most seating will be removed. Lounge-type furnishings will be put in temporary storage.
- Signs will be posted to inform patrons that furniture cannot be moved to eliminate groupings.
- Public access surfaces will be wiped at the mid-day break aside from computers which will be wiped after each use.

Meeting/Study Spaces

- Patrons will be unable to reserve the Meeting Room as it will remain a space to quarantine returned materials and store excess furniture.
- To support physical distancing and short visits, patrons will not have access to the study rooms. These 2 spaces will be repurposed as staff offices or storage for excess furniture.
- Signs will be placed on bathroom doors and elevators asking patrons to limit to two users or individual family groups at one time.

Public Computing

- Computer use remains on a first come, first served basis.
- We will reduce the number of computer stations by eliminating every other station to support social distancing, and make disinfecting between users easier.
- To offset the reduction of computer stations, computer sessions will be shortened to 30 minutes to maximize the number of patrons who can use computers. Staff will have the ability to extend a patron's session beyond the 30 minutes session if needed.
- Staff will disinfect the chair, work surface, and computer mouse after each user completes their session. Keyboards will be covered in plastic wrap and discarded after each use.
- Staff will limit one-on-one computer assistance as much as possible to adhere to social distancing guidelines. FAQ guides are being created to reduce patron computer questions.
- No computer sessions may start within 30 minutes of morning and evening closing.

Adult Areas - Second Floor

- Signage will remind patrons to respect social distancing and mask requirements.

- Floor markers will be used to delineate 6 feet of space so patrons line up at a safe distance from the desk.
- Staff members are assigned during each shift to move through 2nd floor space at regular intervals to communicate with patrons and monitor usage.
- The Envisionware self check will be available on the 2nd floor. Keyboards, mice, and touch screens will be cleaned hourly.

Middle School and Teen Area - Second Floor

- Signage will remind patrons to respect social distancing and mask requirements.
- Most seating will be removed.
- Activities, games, and crafts will be removed.
- 2 of the 6 computers will be available for adult or teen use. No group game playing is allowed.

Children's Room - First Floor

- Signage will remind patrons to respect social distancing and mask requirements.
- Floor markers will be used to delineate 6 feet of space so patrons line up at a safe distance from the desk.
- Our Child Safety Policy remains in effect. Children under the age of 8 will not be able to enter our facilities without a parent, guardian, or responsible caretaker. (We will evaluate this procedure after Week 2 to see if it needs to be adjusted.)
- Most seating will be removed.
- The online computer catalog will be unavailable for use as young children frequently play with the keyboards.
- The Bibliotheca self-check machine will be relocated to the Children's Room to encourage parents to checkout in the room-- so as to keep children out of the lobby.
- Furnishings and supplies will be arranged in a way that reduces groups.
- Toys, activities, games, coloring sheets/crayons, and crafts will be removed. Pre-bagged coloring/activity sheets and craft supplies will be available for children to take home.
- 1 computer will be available in the Children's Room. Sessions will be metered at 30 minutes. Keyboards, mice, and touch screens will be cleaned after each use.

EMPLOYEE WELLNESS CONSIDERATIONS

Scheduling:

- While open hours to the public have been reduced, the duties and responsibilities of operating under the current circumstances have greatly added to staff workload. We will be increasing the amount of staff working at one time in the building.
- The chance of employee absence due to COVID-19 illness is still a reasonable threat. Employees will be assigned to fill backup roles on a daily basis (should any staff member fall ill) in order to avoid a significant disruption to our daily operations.
- Most staff will work in the building. A limited amount of staff may continue to work remotely on certain days due to office space constraints and childcare considerations.

Protections and Screening:

- Staff working in the building will be required to complete a daily health screening form to verify that they are symptom-free of the COVID-19 virus. All staff members will be given an oral thermometer and should check their temperature before arriving at work.
- Staff will be encouraged to leave the building if they start to feel ill during their shift.
- Staff will be required to wear a mask while they are in the building. Staff who forget their mask will be provided a disposable mask.
- Acrylic desk shields will be placed at every public service desk.
- Desk cleaning protocols will continue to be in place.
- Staff restrooms are equipped with hands free soap dispensers and paper hand towels.
- Staff will be supplied with gloves when needed, such as when wiping down areas or emptying the book drops. Book drops will continue to be emptied by a staff member wearing gloves and a mask.

Staff Spaces:

- Only 2 A/T staff members (including the PR Specialist) may work in the A/T office at one time and must be separated by at least 6 feet between their work stations.
- A/T staff who work in group workrooms will be offered alternate work spaces if they are unable to achieve 6 feet of distance between desks.

Employee Meal Breaks:

- The library will be closed daily from 12-1 PM to allow for building cleaning and staff meal breaks.
- Since the square footage of the break room is small and the staff restrooms are also located in the same space, only one staff member will be allowed in the break room at a time to access the refrigerator or microwave.
- Eating will not be allowed in the break room. Staff will be asked to eat in their private offices and/or at a table spaced apart from others. Staff may leave the building to eat their meal.

Employee Sickness:

- In the event of an employee contracting COVID-19, the work area of the ill employee will be quarantined for cleaning and disinfecting as recommended by the CDC. The Director will assess the need to close down the building immediately in order to complete the process.
- The Director will call the **IDPH COVID-19 Hotline** (800-889-3931 or email DPH.SICK@illinois.gov) to secure best practices and next steps based on the individual scenario (such as the length of exposure and proximity of the employee's contact with other staff members or the public.) We will follow the guidance provided by the IDPH regarding whether other employees may need to quarantine until they are able to be tested.

Administration

- Based on the latest results from the REALM study, RAILS has reduced the quarantine period for materials check-in to 72 hours. RAILS delivery resumed on June 25th and RFPL began participating in interlibrary loan on July 7th. Our patrons are now able to receive items from the collections of other participating libraries and we have sent out (and received) a record-breaking amount of RFPL items to other libraries over the past several days.
- Details for our plan to reopen the library building to the public on July 27th are included in the attached Phase 4 Reopen plan which will be discussed as part of the Director's oral report.

Key Performance Indicators Update

- A key performance indicator report is not included in the packet as June's circulation statistics are an anomaly due to the auto renewal of materials that occurred on June 3rd when the SWAN system came back online. An overview of circulation, programming, and social media presence is below:

Physical item circulation	3,481
Digital item circulation	4,841
Virtual programs for Older Adults	6 programs with 72 attendees
Virtual programs for Middle School aged children	6 programs with 64 attendees
Virtual programs for Children	23 programs with 169 elementary school aged attendees and 520 preschool aged attendees
Ingram followers	1,037
Facebook followers	1,231
New cardholders added	19 (8,471 cardholders)

Finance

- On July 29th Sikich LLP will start work on our audit for the fiscal year ending April 30, 2020. Work will be completed offsite and Joanna has sent them digital copies of the requested documents.

Facilities

- We closed out the contract for the slate roof repair work with Mortenson Roofing. The total amount of the project was \$51,730.
- The plaque commemorating the contributions of the River Forest Women's Club to the Library was installed on the exterior of the building next to the front door. Pictures have been sent to the River Forest Public Library Foundation.
- Oak Brook Mechanical was on site June 2nd to complete our semi-annual HVAC maintenance.
- We have completed our annual elevator and fire inspections as required by the Village.

Technology

- Fran and Beth successfully migrated the library website to a new web hosting service on July 3rd.

Strategic Initiatives

- Since our computer sessions will now be limited to 30 minutes, we have purchased two Google Chromebooks that will circulate to River Forest cardholders with a wifi hotspot. We also purchased 2 portable DVD players for circulation.
- In an effort to further promote inclusivity and to introduce our readers to a wider array of diverse authors and experiences, the Adult/Teen Services staff will begin highlighting (through emailed and printed book lists and rotating monthly displays) more library materials in the "Own Voices" category. Books in this category are those that have been written by a member of a marginalized community that it depicts.

Respectively submitted,

Sue Quinn

June 11, 2020

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
- 5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
- 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
- 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
- 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
- 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
- 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
- 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
- 12. The library maintains insurance covering property and liability, including volunteer liability.
- 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.