



River Forest Public Library River Forest, Illinois

Special Board Meeting - Agenda*

April 1, 2020 7:00 PM

Online Zoom Meeting

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. You may listen to the meeting by participating in a telephone conference call as follows, dial—in number: 312—626—6799 with meeting ID: 214 236 336. Questions may be submitted online during the meeting to squinn@rflib.org.

1. Call to Order
2. Roll Call
3. Public comments or questions submitted via email in advance of meeting
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: February 18, 2020
 - b. February 2020 Warrant List
 - c. February 2020 Revenue and Expense reports
 - d. February 29, 2020 Balance Sheet
 - e. Policy Revisions: Staff IV. Computer Use; Patrons IV. Equipment and Computer Use
 - f. 1 year cleaning contract with Buildingstars in the amount of \$24,600
 - g. PlanIt Green Letter of Commitment Initiative in Pursuing 100% Renewable Energy
5. Old Business
 - a. 2020—21 Operating Budget — vote
 - b. 2020—21 Capital Budget - vote
6. Director communications regarding emergency closure
7. 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: February 18, 2020

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

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

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 21, 2020
- b. January 2020 Warrant List
- c. January 2020 Revenue and Expense reports
- d. January 31, 2020 Balance Sheet
- e. Policy Revisions: II. Operations: I. Collection Management; II. Reference Services
III. Patrons: XII. Donations of Non-Library Materials
IV. Staff: I. Employment

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

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

Roll Call Vote:

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

Patron Suggestions

- Director Quinn replied to patron suggestions and comments from January 2020.

Director's Report

- RFPL hosted a 2020 Census program on Sunday, February 17, 2020. The Village of River Forest has provided the library with promotional materials branded with the Census logo as well as informational handouts and bookmarks. RFPL will set-up a kiosk with a laptop on the second floor for patrons to access the census website and submit their data. Staff training on the census is underway across departments.
- The Oak Park River Forest League of Women Voters is celebrating its centennial and will be our Local Spotlight display in March in honor of Women's History Month.

- 2019 tax revenues have started to come in. River Forest is part of the triennial re-assessment this year. Director Quinn is looking for data on the average property tax increase for River Forest homeowners.
- Trustees Hopkinson and Long attended ILA's Legislative Lunch in early February with Director Quinn. ILA is focusing its efforts on key issues for libraries, including advocating for an increase in the per capita grant. Currently, state provides funding for libraries at \$1.25 per capita, a rate that has been in place since the mid-1970s.
- One of our air compressors is in need of repair. Oak Brook Mechanical was onsite this week to assess and will be back out the week of 2/24/2020 to complete the repair.
- Our 2020-21 cleaning contract will be part of the March consent agenda. After negotiations by Ms. Bertucci, our contractor agreed to hold the increase in costs to 2.5% over last year.
- Director Quinn handed out copies of *Standards for Illinois Public Libraries 4.0*. Director Quinn recommended that Trustees could review chapters, as they are applicable to policies to be reviewed and approved over the course of the year.
- Trustee Bevan asked when the Board would receive a report/update of strategic plan progress. Director Quinn responded that the Board would be given a year-end report on plan progress.

Staff Visit: Shannon Gruber, Adult and Teen Services Manager

- Since starting in December 2019, Ms. Gruber has been getting to know staff, collections, and the River Forest Community. The second-floor staff is wonderful and have been helpful in brainstorming changes in the department.
- The goal for collections is to keep items circulating. Staff are working on ways to feature local authors, backlist titles, new audiobooks, and our dementia friendly kits and tools.
- Ms. Gruber has met with representatives from our vendors (Ingram, Midwest Tape, and various database vendors) to renegotiate contracts, processing costs and specifications.
- RFPL will be adding Kanopy, a movie streaming service, in May 2020. This digital resource will round out our digital offerings by providing patrons with high quality movie streaming in their homes courtesy of the library.
- In alignment with our strategic plan, Meghan O'Keefe, Adult Programming Librarian, has made a concerted effort to hire a more diverse lineup of presenters for library programs. So far this year we have featured the Chicago Arabic Ensemble and African

Dance Fusion. We look forward to the Harriet Tubman Speaks program in early March and local Iranian author, Jacqueline Saper in April.

- RFPL continues to offer programs for seniors sponsored by the River Forest Township.
- Adult/Teen Services staff are preparing for the 2020 summer reading program. This year, patrons will be able to track their progress in the program using the Beanstack app.
- Connections programming, supported by the Oak Park River Forest Township resumed in January 2020. Programming takes place on Tuesdays and Fridays weekly and features craft programming and movie/gaming programs.
- Meghan O'Keefe will be attending the Public Library Association's (PLA) annual conference in Nashville, Tennessee at the end of February. Beth Kirchenberg will be attending the Chicago Comic Entertainment Expo (C2E2).

President's Report

- President Smedinghoff shared that RFPL has been invited to commit to PlanItGreen's initiative in pursuing 100% renewable electricity. Participation in the agreement is non-binding and will be brought to the Board for vote in March. All River Forest and Oak Park taxing bodies were invited to commit.
- President Smedinghoff provided an update on the Trustee vacancy process. RFPL cannot declare a vacancy until the end of the April Board meeting, after Trustee Calabrese-Berry tenders her resignation. An interest form will be posted on RFPL's website and a notice will be posted on the public meetings board in the lobby to alert the public of the vacancy. Interested parties must complete the online form between March 15 and April 15, 2020. Selected candidates will be interviewed in executive session meetings in May 2020.
- President Smedinghoff would like Trustees to consider putting a motion on an upcoming agenda to shorten the River Forest Public Library's Board of Trustees term from 6 years to 4 years.

New Business

- Facility Committee
 - Trustee Calabrese-Berry reported that the committee did not meet in January or February.
- Finance Committee
 - Trustee Bevan explained the 12-month reserve graph that was included in the Board packet and explained that twice a year Trustees would receive a graphical depiction of the library's reserve balances.
- Policy Committee

- Trustee Hill reported that the Policy Committee met on February 10, 2020 to continue their policy work. The committee will meet again in June 2020.
- VRF Collaboration Committee Liaison
 - Trustee Long reported that the VRF Collaboration does not have a future meeting scheduled.
- RFPL Foundation Liaison
 - Trustee Long reported that the 2019 winter appeal generated \$24,375. An eNews update will go out in February. Directors Long and Bevan are continuing to work on Foundation procedures and reporting.
- 2021 (Draft) Operating and Capital Budget review
 - Director Quinn presented the draft 2020-2021 budgets. Trustees reviewed the draft budgets. Director Quinn explained that the personnel budget takes into account the minimum wage increase. Trustee Long suggested that Director Quinn make a request to the RFPL Foundation for an additional \$5,000 to cover the overage in the Children's room project. Director Quinn will write a memo to the Foundation to that effect.

Old Business

- None

Adjournment

- At 9:05 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Deborah Hill
Vice President

River Forest Public Library
WARRANT LIST DETAIL
February 2020

Num	Date	Name	Memo	Account	Paid Amount
17026	2/17/2020	Alarm Detection Services	177096	BYLINE Operations 00805...	
177096-...	2/14/2020		Quarterly Fire Alarm Monitoring (March - May 2020)	Maintenance - Service	-231.81
TOTAL					-231.81
16999	2/6/2020	ANDERSON ELEVATOR CO...		BYLINE Operations 00805...	
INV237-...	2/6/2020		February Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
17027	2/17/2020	AT&T - Electronic Gateway		BYLINE Operations 00805...	
S66041...	2/14/2020		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
17000	2/6/2020	BAKER & TAYLOR L 50769...		BYLINE Operations 00805...	
203506-...	2/6/2020		Adult books	Books - Adult	-34.72
203506-...	2/6/2020		Adult books	Books - Adult	-52.09
TOTAL					-86.81
17028	2/17/2020	Beth Kirchenberg		BYLINE Operations 00805...	
	2/14/2020		Mileage to Normal, IL Lincoln Award Selection Mtg.	Misc. Expenses	-142.60
TOTAL					-142.60
17029	2/17/2020	Buildingstars Operations, I...		BYLINE Operations 00805...	
2103041	2/14/2020		Daily Cleaning Service - February 2020	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
DM	2/4/2020	CardConnect		BYLINE Operations 00805...	
			Credit card processing fees	Misc. Expenses	-28.53
TOTAL					-28.53

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Num	Date	Name	Memo	Account	Paid Amount
17001	2/6/2020	Comcast		BYLINE Operations 00805...	
877120...	2/6/2020		Monthly Telephone & Internet	Automation - Internet	-545.47
TOTAL					-545.47
17002	2/6/2020	DEMCO, INC.		BYLINE Operations 00805...	
6758753	2/6/2020		Book tape & labels	Supplies - Library	-102.08
6753502	2/6/2020		1KBK Supplies	Strategic Initiatives	-95.97
			NEW labels	Supplies - Library	-46.11
TOTAL					-244.16
17003	2/6/2020	DRESSEL'S ACE HARDWA...		BYLINE Operations 00805...	
27028	2/6/2020		Ice melt	Maintenance - Supply	-67.96
TOTAL					-67.96
17030	2/17/2020	EBSCO Information Services		BYLINE Operations 00805...	
100001...	2/14/2020		Consumer Reports database (March - June 2020)	Automated - Subscription	-477.00
TOTAL					-477.00
17025	2/11/2020	Fifth Third Bank		BYLINE Operations 00805...	
			January 2020 Credit Card bill	5/3 Financial Credit Card	-2,701.17
TOTAL					-2,701.17
17004	2/6/2020	Flying Fox Conservation Fu...		BYLINE Operations 00805...	
	2/6/2020		Mammals & More Program 2/28/20	Programs - Juv	-350.00
TOTAL					-350.00
17031	2/17/2020	Francisca Arnold		BYLINE Operations 00805...	
	2/14/2020		Mileage to Naperville PL, Business Buy-In program	Misc. Expenses	-27.60
	2/14/2020		Mileage to Niles-Maine Dist. Lib, Marketing Mtg.	Misc. Expenses	-11.50
TOTAL					-39.10

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Num	Date	Name	Memo	Account	Paid Amount
17005	2/6/2020	GE Money Bank/Amazon		BYLINE Operations 00805...	
604578...	2/6/2020		Theme kit item	Non-Print Juvenile	-11.45
			Snacks for programs	Programs - Juv	-72.54
			Printer toner - admin printer	Copier supplies	-57.30
			T video games	Non-print -Teen	-84.93
			Snack program supplies	Programs-Teen	-31.40
			Snack program supplies	Programs-Teen	-7.62
			Snack attack program supplies	Programs - Juv	-5.73
			Corner guards	Maintenance - Supply	-6.68
			T video game	Non-print -Teen	-47.79
			Lights for War Memorial plaques	Equipment & Furniture	-210.18
			Superhero program supplies	Programs - Juv	-31.82
			Bead program supplies	Programs - Juv	-8.59
			Connections craft supplies	Connection - ASK Programs	-73.78
			Connectionsc craft supplies	Connection - ASK Programs	-19.11
			Credit card fee	Misc. Expenses	-23.90
TOTAL					-692.82
17032	2/17/2020	Hoopla	VOID:	BYLINE Operations 00805...	
TOTAL					0.00
17046	2/17/2020	Hoopla		BYLINE Operations 00805...	
98553078	2/14/2020		January Hoopla Checkouts	Hoopla	-1,343.66
TOTAL					-1,343.66
17006	2/6/2020	ILA		BYLINE Operations 00805...	
843773	2/6/2020		Trustee Forum Workshop K.Stierwall	Trustee Training & Member...	-135.00
TOTAL					-135.00
17007	2/6/2020	ILLINOIS ALARM		BYLINE Operations 00805...	
15512	2/6/2020		3/1-5/31 2020 Alarm Monitoring	Maintenance - Service	-110.85
TOTAL					-110.85

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Num	Date	Name	Memo	Account	Paid Amount
17033	2/17/2020	ILLINOIS ALARM		BYLINE Operations 00805...	
15691	2/14/2020		Update Alarm System	Maintenance - Service	-75.00
TOTAL					-75.00
dm	2/28/2020	IMRF		BYLINE Operations 00805...	
			Employee IMRF Contribution	Employee Compensation	-1,859.98
			Employer IMRF Contributiob	IMRF	-4,521.80
TOTAL					-6,381.78
17008	2/6/2020	Ingram Library Services		BYLINE Operations 00805...	
62626545	2/6/2020		J Books	Books- Juv	-43.56
67168287	2/6/2020		J Books	Books- Juv	-10.85
62628862	2/6/2020		J Books	Books- Juv	-13.46
62627852	2/6/2020		J Books	Books- Juv	-9.56
62626966	2/6/2020		J Books	Books- Juv	-198.16
62626902	2/6/2020		J Books	Books- Juv	-31.93
62626904	2/6/2020		J Books	Books- Juv	-9.60
62626413	2/6/2020		J Books	Books- Juv	-351.02
62626412	2/6/2020		J Books	Books- Juv	-8.99
67163909	2/6/2020		J Books	Books- Juv	-5.96
67164085	2/6/2020		J Books	Books- Juv	-32.20
67168785	2/6/2020		Adult books	Books - Adult	-16.35
62627356	2/6/2020		Adult books	Books - Adult	-16.88
62628864	2/6/2020		Adult books	Books - Adult	-15.66
62628787	2/6/2020		Adult books	Books - Adult	-9.81
62628702	2/6/2020		Adult books	Books - Adult	-20.85
62628705	2/6/2020		Adult books	Books - Adult	-32.55
62628863	2/6/2020		Adult books	Books - Adult	-57.69
62628704	2/6/2020		Adult books	Books - Adult	-16.34
62628703	2/6/2020		Adult books	Books - Adult	-32.70
62628860	2/6/2020		Adult books	Books - Adult	-18.03
62628861	2/6/2020		Adult books	Books - Adult	-47.87
62628078	2/6/2020		Adult books	Books - Adult	-15.78
62628079	2/6/2020		Adult books	Books - Adult	-16.90
62628234	2/6/2020		Adult books	Books - Adult	-75.22
62627851	2/6/2020		Adult books	Books - Adult	-16.90
62627849	2/6/2020		Adult books	Books - Adult	-16.91
62627850	2/6/2020		Adult books	Books - Adult	-18.01
62627853	2/6/2020		Adult books	Books - Adult	-18.04
62626964	2/6/2020		Adult books	Books - Adult	-141.63
62626965	2/6/2020		Adult books	Books - Adult	-21.54
62626968	2/6/2020		Adult books	Books - Adult	-18.01

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Num	Date	Name	Memo	Account	Paid Amount
62626967	2/6/2020		Adult books	Books - Adult	-14.88
6262415	2/6/2020		Adult books	Books - Adult	-16.58
62626411	2/6/2020		Adult books	Books - Adult	-27.77
62626414	2/6/2020		Adult books	Books - Adult	-15.58
62626901	2/6/2020		Adult books	Books - Adult	-7.18
62626905	2/6/2020		Adult books	Books - Adult	-16.95
62626903	2/6/2020		Adult books	Books - Adult	-78.42
62630051	2/6/2020		Adult books	Books - Adult	-16.35
62630052	2/6/2020		Adult books	Books - Adult	-12.72
62629528	2/6/2020		Adult books	Books - Adult	-33.81
62629527	2/6/2020		Adult books	Books - Adult	-14.38
62628565	2/6/2020		MS Books	Books - Middle School	-30.67
62628080	2/6/2020		MS Books	Books - Middle School	-10.69
62627854	2/6/2020		MS Books	Books - Middle School	-12.63
67165666	2/6/2020		MS Books	Books - Middle School	-10.12
62628788	2/6/2020		Teen books	Books - Teen	-10.56
62628567	2/6/2020		Teen books	Books - Teen	-10.56
62628566	2/6/2020		Teen books	Books - Teen	-10.18
62628081	2/6/2020		Teen books	Books - Teen	-11.25
62627856	2/6/2020		Teen books	Books - Teen	-62.80
62627855	2/6/2020		Teen books	Books - Teen	-48.19
62627859	2/6/2020		Teen books	Books - Teen	-10.56
62627857	2/6/2020		Teen books	Books - Teen	-22.38
67165667	2/6/2020		Teen books	Books - Teen	-8.38
62626761	2/6/2020		Teen books	Books - Teen	-22.50
TOTAL					-1,895.05
17034	2/17/2020	Ingram Library Services		BYLINE Operations 00805...	
62631765	2/14/2020		MS Books	Books - Middle School	-19.93
62630076	2/14/2020		MS Books	Books - Middle School	-11.25
62629519	2/14/2020		MS Books	Books - Middle School	-19.68
62630666	2/14/2020		MS Books	Books - Middle School	-8.87
62630665	2/14/2020		MS Books	Books - Middle School	-28.39
62632219	2/14/2020		J Books	Books - Juv	-10.16
62631020	2/14/2020		J Books	Books - Juv	-6.73
62630272	2/14/2020		J Books	Books - Juv	-5.97
62630273	2/14/2020		J Books	Books - Juv	-10.36
62630014	2/14/2020		J Books	Books - Juv	-239.70
62630686	2/14/2020		J Books	Books - Juv	-10.69
62630689	2/14/2020		J Books	Books - Juv	-10.16
62632363	2/14/2020		Teen Books	Books - Teen	-44.88
62632106	2/14/2020		Teen books	Books - Teen	-26.96
62631102	2/14/2020		Teen Books	Books - Teen	-11.38
62631101	2/14/2020		Teen books	Books - Teen	-10.18
62631103	2/14/2020		Teen Books	Books - Teen	-11.82
62631425	2/14/2020		Teen Books	Books - Teen	-8.38
62631426	2/14/2020		Teen Books	Books - Teen	-22.26

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Num	Date	Name	Memo	Account	Paid Amount
62631766	2/14/2020		Teen Books	Books - Teen	-33.06
62629521	2/14/2020		Teen Books	Books - Teen	-11.69
62630168	2/14/2020		Teen Books	Books - Teen	-45.57
62630078	2/14/2020		Teen Books	Books - Teen	-12.38
62630077	2/14/2020		Teen Books	Books - Teen	-13.18
62629520	2/14/2020		Teen Books	Books - Teen	-20.96
62630667	2/14/2020		Teen Books	Books - Teen	-11.13
62632362	2/14/2020		Adult books	Books - Adult	-24.19
62632286	2/14/2020		Adult Books	Books - Adult	-65.92
62632285	2/14/2020		Adult books	Books - Adult	-81.12
62632287	2/14/2020		Adult books	Books - Adult	-16.90
62632288	2/14/2020		Adult books	Books - Adult	-7.18
62632284	2/14/2020		Adult books	Books - Adult	-16.90
67172710	2/14/2020		Adult books	Books - Adult	-11.38
62632925	2/17/2020		Adult books	Books - Adult	-38.34
62632608	2/17/2020		Adult books	Books - Adult	-16.91
62632607	2/17/2020		Adult books	Books - Adult	-30.06
62632927	2/17/2020		Adult books	Books - Adult	-15.78
62632926	2/17/2020		Adult books	Books - Adult	-32.68
62632924	2/17/2020		Adult books	Books - Adult	-12.59
62632923	2/17/2020		Adult books	Books - Adult	-18.04
62632928	2/17/2020		Adult books	Books - Adult	-19.17
62632214	2/17/2020		Adult books	Books - Adult	-730.82
62632216	2/17/2020		Adult books	Books - Adult	-12.56
62632213	2/17/2020		Adult books	Books - Adult	-17.47
62632215	2/17/2020		Adult books	Books - Adult	-46.05
62632218	2/17/2020		Adult books	Books - Adult	-155.96
62632217	2/17/2020		Adult books	Books - Adult	-173.04
62631424	2/17/2020		Adult books	Books - Adult	-18.28
62631299	2/17/2020		Adult books	Books - Adult	-7.18
62631021	2/17/2020		Adult books	Books - Adult	-17.34
62631840	2/17/2020		Adult books	Books - Adult	-16.34
67172012	2/17/2020		Adult books	Books - Adult	-16.32
62631842	2/17/2020		Adult books	Books - Adult	-34.70
62631841	2/17/2020		Adult books	Books - Adult	-304.56
62631297	2/17/2020		Adult books	Books - Adult	-16.35
62631298	2/17/2020		Adult books	Books - Adult	-16.90
62631839	2/17/2020		Adult books	Books - Adult	-20.87
62631838	2/17/2020		Adult books	Books - Adult	-15.78
62630664	2/17/2020		Adult books	Books - Adult	-26.63
62629518	2/17/2020		Adult books	Books - Adult	-28.09
62630687	2/17/2020		Adult books	Books - Adult	-17.47
62630684	2/17/2020		Adult books	Books - Adult	-15.21
62630685	2/17/2020		Adult books	Books - Adult	-11.98
62630688	2/17/2020		Adult books	Books - Adult	-97.89
TOTAL					-2,890.67

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February 2020

Num	Date	Name	Memo	Account	Paid Amount
17035	2/17/2020	Irish American Heritage Ce...		BYLINE Operations 00805...	
	2/14/2020		Irish Heritage Singers Program 3/15/2020	Programs - Adult	-600.00
TOTAL					-600.00
17036	2/17/2020	JANWAY COMPANY USA, I...		BYLINE Operations 00805...	
134491	2/14/2020		1KBK Supplies & Giveaways	Strategic Initiatives	-189.20
TOTAL					-189.20
17037	2/17/2020	Joan Davis		BYLINE Operations 00805...	
	2/14/2020		Blue Zones Program 3/8/2020	Programs - Adult	-150.00
TOTAL					-150.00
17009	2/6/2020	Joanna Bertucci		BYLINE Operations 00805...	
	2/6/2020		Kitchen towels	Maintenance - Supply	-14.99
	2/6/2020		Mileage to Palatine PL, HR Roundtable 2/5/20	Misc. Expenses	-26.45
TOTAL					-41.44
17038	2/17/2020	Konica Minolta Business S...		BYLINE Operations 00805...	
900648...	2/14/2020		January Copier Usage	Copy Machine (usage, mai...	-152.53
TOTAL					-152.53
17010	2/6/2020	Konica Minolta Premier Fin...		BYLINE Operations 00805...	
405447...	2/6/2020		Monthly copier lease	Equipment - Copier Lease ...	-216.10
TOTAL					-216.10
17011	2/6/2020	LACONI - ADMIN		BYLINE Operations 00805...	
River F...	2/6/2020		2020 RFPL LACONI membership	Professional Development	-100.00
TOTAL					-100.00
17039	2/17/2020	Laura Enright	VOID:	BYLINE Operations 00805...	
TOTAL					0.00

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February 2020

Num	Date	Name	Memo	Account	Paid Amount
17047	2/17/2020	Laura Enright	VOID:	BYLINE Operations 00805...	
TOTAL					0.00
17040	2/17/2020	Marlene Rivero		BYLINE Operations 00805...	
	2/14/2020		Harriet Tubman Speaks Program 3/1/2020	Programs - Adult	-796.92
TOTAL					-796.92
17012	2/6/2020	MIDWEST TAPE		BYLINE Operations 00805...	
98542766	2/6/2020		Adult DVDs	Non-Print Adult	-76.82
98542764	2/6/2020		Adult CD Music	Non-Print Adult	-20.54
98542763	2/6/2020		J DVDs	Non-Print Juvenile	-8.79
98541971	2/6/2020		Adult DVDs	Non-Print Adult	-18.54
98538544	2/6/2020		Adult DVDs	Non-Print Adult	-33.54
98538545	2/6/2020		Adult CD Audiobook	Non-Print Adult	-137.72
98538543	2/6/2020		Adult CD Audiobook	Non-Print Adult	-39.24
98538548	2/6/2020		Adult DVDs	Non-Print Adult	-26.04
98538546	2/6/2020		Adult DVDs	Non-Print Adult	-26.04
98538547	2/6/2020		Adult BluRays	Non-Print Adult	-29.79
98538540	2/6/2020		Adult CD Music	Non-Print Adult	-17.54
98538542	2/6/2020		Adult CD Music	Non-Print Adult	-40.08
98538289	2/6/2020		J DVDs	Non-Print Juvenile	-20.09
98509641	2/6/2020		Adult DVDs	Non-Print Adult	-104.91
98509640	2/6/2020		J DVDs	Non-Print Juvenile	-25.08
98509188	2/6/2020		Adult CD Music	Non-Print Adult	-16.54
98502987	2/6/2020		Adult DVD	Non-Print Adult	-26.04
98502989	2/6/2020		ADult DVDs	Non-Print Adult	-73.62
98502986	2/6/2020		Adult CD Audiobooks	Non-Print Adult	-83.48
98502984	2/6/2020		Adult CD Music	Non-Print Adult	-28.08
98502988	2/6/2020		Adult BluRay	Non-Print Adult	-33.34
98502983	2/6/2020		J DVDs	Non-Print Juvenile	-14.79
TOTAL					-900.65
17041	2/17/2020	MIDWEST TAPE		BYLINE Operations 00805...	
98599733	2/14/2020		J DVDs	Non-Print Juvenile	-37.09
98599735	2/14/2020		ADult CD Audiobook	Non-Print Adult	-39.24
98599742	2/14/2020		ADult DVDs	Non-Print Adult	-34.09
98599732	2/14/2020		ADult DVDs	Non-Print Adult	-37.09
98599741	2/14/2020		Adult DVDs	Non-Print Adult	-78.12
98599738	2/14/2020		ADult DVDs	Non-Print Adult	-26.04
98599734	2/14/2020		Adult DVDs	Non-Print Adult	-78.12

River Forest Public Library
WARRANT LIST DETAIL
February 2020

Num	Date	Name	Memo	Account	Paid Amount
98599737	2/14/2020		Adult DVDs	Non-Print Adult	-26.04
98599731	2/14/2020		Adult DVDs	Non-Print Adult	-46.83
98599739	2/14/2020		Adult DVDs	Non-Print Adult	-26.04
98599740	2/14/2020		Adult DVDs	Non-Print Adult	-25.29
98574130	2/14/2020		Adult DVDs	Non-Print Adult	-109.41
98574069	2/14/2020		Adult BluRays	Non-Print Adult	-41.59
98570506	2/14/2020		Adult DVD Replacement disc	Non-Print Adult	-9.99
98574068	2/14/2020		Adult BluRays	Non-Print Adult	-28.54
98574132	2/14/2020		Adult DVDs	Non-Print Adult	-20.79
98574131	2/14/2020		Adult CD Audiobooks	Non-Print Adult	-44.24
98574066	2/14/2020		Adult CD Audiobook	Non-Print Adult	-59.24
TOTAL					-767.79
17013	2/6/2020	Muralti, Victoria		BYLINE Operations 00805...	
	2/6/2020		Mileage to RAILS Burr Ridge, IL Circ Adv. Mtg.	Misc. Expenses	-18.06
TOTAL					-18.06
201	2/17/2020	Oak Brook Mechanical Ser...		BYLINE Capital 00805669...	
19916	2/14/2020		Install Thermostat in New Conference room	Capital Reserve Fund	-1,098.00
TOTAL					-1,098.00
17042	2/17/2020	Oak Brook Mechanical Ser...		BYLINE Operations 00805...	
19852	2/14/2020		Half Yearly HVAC Inspection	Maintenance - Service	-1,100.00
TOTAL					-1,100.00
17014	2/6/2020	OAK PARK TOWNSHIP YO...		BYLINE Operations 00805...	
2nd Qu...	2/6/2020		Oct-Dec 2019 (Q2) Youth Interventionist	Youth Interventionist Contract	-1,145.18
TOTAL					-1,145.18
17015	2/6/2020	OverDrive		BYLINE Operations 00805...	
01658C...	2/6/2020		Teen eBooks	eContent - Teen	-297.93
01658C...	2/6/2020		Adult eBooks & eAudiobooks	eContent - Adult	-1,195.94
01658D...	2/6/2020		Adult eBook	eContent - Adult	-55.00
TOTAL					-1,548.87

River Forest Public Library
WARRANT LIST DETAIL
February 2020

Num	Date	Name	Memo	Account	Paid Amount
17043	2/17/2020	OverDrive		BYLINE Operations 00805...	
01658D...	2/14/2020		Teen ebooks	eContent - Teen	-64.99
01658C...	2/14/2020		Adult eBooks & eAudiobooks	eContent - Adult	-1,292.31
01658C...	2/14/2020		Adult eBooks & eAudiobooks	eContent - Adult	-841.77
TOTAL					-2,199.07
DM	2/14/2020	PAYLOCITY		BYLINE Operations 00805...	
			2/14/2020 Payroll & W2 processing	Payroll Service	-402.78
TOTAL					-402.78
DM	2/14/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Compensation	Employee Compensation	-20,636.03
			Connections Employee Compensation	Connection - ASK Salaries	-161.36
TOTAL					-20,797.39
DM	2/14/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax deduction	Employee Compensation	-4,736.90
			Connections employee tax deduction	Connection - ASK Salaries	-27.56
			Employer medicare expense - employees	Medicare Exp	-381.57
			Employer medicare expense - connections employees	Connection - ASK Medicare	-2.83
			Employer FICA expense - employees	FICA	-1,631.54
			Employer FICA expense - employees	Connection - ASK FICA	-12.09
TOTAL					-6,792.49
DM	2/28/2020	PAYLOCITY		BYLINE Operations 00805...	
			2/28/2020 Payroll processing	Payroll Service	-120.28
TOTAL					-120.28
DM	2/28/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee compensation 2/28/2020	Employee Compensation	-20,705.06
			Connectins employee compensation 2/28/2020	Connection - ASK Salaries	-125.99
TOTAL					-20,831.05

River Forest Public Library
WARRANT LIST DETAIL
February 2020

Num	Date	Name	Memo	Account	Paid Amount
DM	2/28/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee tax deductions	Employee Compensation	-4,745.94
			Connections employee tax deductions	Connection - ASK Salaries	-17.93
			Employer FICA	FICA	-1,622.81
			Employer FICA - Connections employees	Connection - ASK FICA	-9.30
			Employer Medicare	Medicare Exp	-379.52
			Employer Medicare - Connections employees	Connection - ASK Medicare	-2.18
TOTAL					-6,777.68
17044	2/17/2020	PeopleFacts		BYLINE Operations 00805...	
34181-1...	2/14/2020		Background Check New Hire	Payroll Service	-48.69
TOTAL					-48.69
17016	2/6/2020	PIONEER PRESS		BYLINE Operations 00805...	
167027...	2/6/2020		Forest Leaves subscription	Periodicals - Adult	-32.50
TOTAL					-32.50
17017	2/6/2020	RAILS		BYLINE Operations 00805...	
Serving	2/6/2020		"Serving our Public 4.0" handbooks	Trustee Training & Member...	-250.00
TOTAL					-250.00
17018	2/6/2020	S & D Prime Maintenance, I...		BYLINE Operations 00805...	
84487	2/6/2020		Staff Bathroom Rodding	Maintenance - Service	-357.50
			Supplies	Maintenance - Supply	-72.69
84290	2/6/2020		War Memorial plaque installation	Maintenance - Service	-385.00
TOTAL					-815.19
17045	2/17/2020	S & D Prime Maintenance, I...		BYLINE Operations 00805...	
84359	2/14/2020		Maintenance Visits: 1/6 & 1/20	Maintenance - Service	-550.00
			Supplies	Maintenance - Supply	-109.11
TOTAL					-659.11

River Forest Public Library
WARRANT LIST DETAIL
February 2020

Num	Date	Name	Memo	Account	Paid Amount
17019	2/6/2020	Smithereen Pest Managem...		BYLINE Operations 00805...	
2144624	2/6/2020		Bimonthly pest control	Maintenance - Service	-46.00
TOTAL					-46.00
17020	2/6/2020	Staples		BYLINE Operations 00805...	
162760...	2/6/2020		Copy paper Label tape, cable ties, batteries Cleaning supplies, paper towels, toliet paper, soap	Copier supplies Office Supplies Maintenance - Supply	-43.49 -144.80 -267.68
TOTAL					-455.97
17021	2/6/2020	SWAN		BYLINE Operations 00805...	
7259	2/6/2020		RB & ILL reimburse	ILL Lost Materials Expenses	-17.76
TOTAL					-17.76
17022	2/6/2020	VERSATILE COMPUTER S...		BYLINE Operations 00805...	
15588	2/6/2020		February 2020 Tech Support	Technical Support	-750.00
TOTAL					-750.00
17024	2/6/2020	VERSATILE COMPUTER S...		BYLINE Operations 00805...	
15561	2/6/2020		Sticky label printer	Equipment - Technology	-343.68
TOTAL					-343.68
17023	2/6/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
001116-...	2/6/2020		Nov & Dec 2019 Water bill	Water	-850.85
TOTAL					-850.85
17048	2/24/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
Feb He...	2/24/2020		Employee Health Ins. Contribution Employer Health Ins. Contribution Employer Dental Ins. Contribution	Employee Compensation Health Insurance Dental	-1,882.90 -3,243.24 -238.49
TOTAL					-5,364.63

River Forest Public Library

3/2/2020 3:46 PM

Register: 5/3 Financial Credit Card

From 01/04/2020 through 02/04/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
01/04/2020		PANERA BREAD	Adult Expenses:Programs - Adult		48.97	X		2,369.93
01/05/2020		DEMCO, INC.	Juvenile Expenses:Programs - J...		28.00	X		2,397.93
01/08/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		2,412.93
01/08/2020		Jewel Foods	-split-		63.83	X		2,476.76
			Connection - ASK Programs	Connections program...	20.00			
			Programs-Teen	Cocoa Loco program...	43.83			
01/09/2020		PANERA BREAD	Adult Expenses:Programs - Adult		23.98	X		2,500.74
01/09/2020		4IMPRINT	Capital Expenditures:Strategic I...		448.20	X		2,948.94
01/13/2020	16974	Fifth Third Bank	BYLINE Operations 00805669...	December 2019 Cred...		X	2,320.96	627.98
01/14/2020		Jewel Foods	Juvenile Expenses:Programs - J...		33.85	X		661.83
01/15/2020		ScienceTellers	Juvenile Expenses:Programs - J...		365.00	X		1,026.83
01/15/2020		AMAZON.COM	Adult Expenses:Programs - Adult		110.62	X		1,137.45
01/15/2020		FedEx	Office Expenses:Postage		8.81	X		1,146.26
01/17/2020		PLA	Professional Expenses:Professi...		440.00	X		1,586.26
01/21/2020		LibraryWorks	Professional Expenses:Professi...		49.00	X		1,635.26

River Forest Public Library

3/2/2020 3:46 PM

Register: 5/3 Financial Credit Card
 From 01/04/2020 through 02/04/2020
 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>
01/21/2020		AMAZON.COM	Special Programs		5.49	X		1,640.75
01/22/2020		Stamps.com	Office Expenses:Postage		17.99	X		1,658.74
01/23/2020		USPS	Office Expenses:Postage		50.00	X		1,708.74
01/24/2020		ILA	Professional Expenses:Trustee ...		90.00	X		1,798.74
01/27/2020		AMAZON.COM	Supplies - Library		13.41	X		1,812.15
01/27/2020		4IMPRINT	Office Expenses:Advertisement		662.17	X		2,474.32
01/28/2020		PANERA BREAD	Adult Expenses:Programs - Adult		11.99	X		2,486.31
01/28/2020		Discount School Supply	Juvenile Expenses:Programs - J...		72.96	X		2,559.27
01/28/2020		HR Source	Professional Expenses:Professi...		78.00	X		2,637.27
02/03/2020		Facebook	Office Expenses:Advertisement		19.43	X		2,656.70
02/04/2020		PANERA BREAD	Adult Expenses:Programs - Adult		29.47	X		2,686.17
02/04/2020		Eventbrite.com	Professional Expenses:Professi...		15.00	X		2,701.17



River Forest Public Library

Fiscal Year: May 1, 2019 - April 30, 2020

Revenue Report: February-20

<u>Account:</u>	<u>February-20</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 147,371	\$ 756,173	1,289,000.00	58.66%
Connections Program Grant	\$ -	\$ -	8,000.00	0.00%
Corp Property Replacement Taxes	\$ -	\$ 12,760	12,000.00	106.34%
Lost Books Reimbursed	\$ 315	\$ 3,397	3,000.00	113.23%
Copy Machine Revenue	\$ 77	\$ 3,641	4,400.00	82.75%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 1,133	\$ 15,689	10,000.00	156.89%
Gifts	\$ -	\$ 1,437	2,000.00	71.85%
IL Per Capita Grant	\$ -	\$ 13,965	14,000.00	99.75%
Grants, other		\$ 1,845	3,000.00	61.50%
Community Foundation Endowment	\$ -	\$ -	3,200.00	0.00%
Misc Income	\$ 43	\$ 813	100.00	813.00%
Total:	\$ 148,939	\$ 809,720	1,349,000.00	60.02%
Income:	\$ 148,939	\$ 809,720	1,349,000.00	60.02%
Expense:	\$ 96,438	\$ 996,586	1,349,000.00	73.88%



River Forest Public Library

Fiscal Year: May 1, 2019 - April 30, 2020

Expense Report: Feb-20

2/29/2020 Fiscal YTD Actual % Budget 19-20 Budget
83% as of 2/29/2020

Expenses
Personnel

Wages & Salaries	\$ 53,931	\$ 551,230	78.41%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 34,949	62.41%	\$ 56,000.00
IMRF	\$ 4,522	\$ 39,444	79.69%	\$ 49,500.00
Medicare/FICA	\$ 4,015	\$ 41,057	76.03%	\$ 54,000.00
Staff Training	\$ -	\$ 791	39.54%	\$ 2,000.00
Membership Dues	\$ 1,000	\$ 2,413	77.82%	\$ 3,100.00
Professional Development	\$ 2,150	\$ 4,742	56.45%	\$ 8,400.00
Total Personnel	\$ 69,100	\$ 674,626	77.01%	\$ 876,000.00

Support Services
Printing and Advertising

Printing/Bookplate	\$ -	\$ 3,070	55.82%	\$ 5,500.00
Advertising	\$ 49	\$ 1,726	57.53%	\$ 3,000.00
Total Printing and Advertisement	\$ 49	\$ 4,796	56.42%	\$ 8,500.00

Programming

Children's Programs	\$ 535	\$ 7,793	64.94%	\$ 12,000.00
Teen Programs	\$ 66	\$ 4,046	57.79%	\$ 7,000.00
Adult Programs	\$ 1,779	\$ 6,533	72.59%	\$ 9,000.00
Special Programs	\$ -	\$ 1,413	70.66%	\$ 2,000.00
Connections Programs	\$ 456	\$ 1,651	20.64%	\$ 8,000.00
Total Programs	\$ 2,836	\$ 21,436	56.41%	\$ 38,000.00
Total Support Services and Programs	\$ 2,886	\$ 26,232	56.41%	\$ 46,500.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ 18	\$ 586	146.56%	\$ 400.00
Technical Support	\$ 750	\$ 8,741	79.46%	\$ 11,000.00
Automation Administration	\$ 15	\$ 25,852	70.83%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ -	\$ 3,071	43.88%	\$ 7,000.00
Postage & Delivery	\$ 68	\$ 2,053	57.03%	\$ 3,600.00
Audit Fees	\$ -	\$ 7,000	100.00%	\$ 7,000.00
Payroll and Employment Services	\$ 572	\$ 3,152	90.05%	\$ 3,500.00
Youth Interventionist Contract	\$ 1,145	\$ 2,446	61.15%	\$ 4,000.00
Telephone/Internet	\$ 845	\$ 10,024	69.13%	\$ 14,500.00
Trustee Training and Memberships	\$ 385	\$ 475	47.50%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 1,945	77.80%	\$ 2,500.00
Total Other Support Services	\$ 4,014	\$ 65,345	71.81%	\$ 91,000.00

Library Materials

Books	\$ 4,873	\$ 56,418	74.23%	\$ 76,000.00
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Print Periodicals (Magazines)	\$ 33	\$ 5,600	86.15%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ 477	\$ 7,219	72.19%	\$ 10,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 5,218	\$ 45,677	71.04%	\$ 64,300.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,819	\$ 21,143	85.60%	\$ 24,700.00
Total Library Materials	\$ 12,419	\$ 136,057	74.96%	\$ 181,500.00

Library and Office Supplies	Office Supplies	\$ 160	\$ 3,327	83.18%	\$ 4,000.00
	Library Supplies	\$ 171	\$ 4,576	91.52%	\$ 5,000.00
	Copy And Printing Supplies	\$ 103	\$ 766	76.59%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 280	\$ 2,492	99.67%	\$ 2,500.00
	Total Office Supplies	\$ 714	\$ 11,161	89.28%	\$ 12,500.00
	Total Library Materials & Supplies	\$ 13,134	\$ 147,218	75.89%	\$ 194,000.00

Strategic Initiatives	Strategic Initiatives	\$ 285	\$ 2,211	44.21%	\$ 5,000.00
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Facilities Management	Building Materials & Supplies	\$ 524	\$ 3,493	99.80%	\$ 3,500.00
	Total Facility Supplies	\$ 524	\$ 3,493	99.80%	\$ 3,500.00

Facility Services	Insurance	\$ -	\$ 11,255	97.87%	\$ 11,500.00
	Maintenance and Custodial Service	\$ 5,051	\$ 45,142	75.24%	\$ 60,000.00
	Water	\$ 851	\$ 2,917	145.86%	\$ 2,000.00
	Natural Gas	\$ -	\$ 4,677	49.23%	\$ 9,500.00
	Copier Maintenance and Usage	\$ 153	\$ 1,712	68.49%	\$ 2,500.00
	Total Facility Services	\$ 6,055	\$ 65,704	76.85%	\$ 85,500.00

Equipment & Furniture	Equipment (Equipment & Furniture)	\$ 220	\$ 12,240	94.16%	\$ 13,000.00
	Technology Misc.	\$ 373	\$ 1,506	75.29%	\$ 2,000.00
	Total Equipment and Furniture	\$ 593	\$ 13,746	91.64%	\$ 15,000.00

Total Facilities Management	\$ 7,020	\$ 80,955	77.84%	\$ 104,000.00
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Total Operating Expenses	\$ 96,438	\$ 996,586	75.70%	\$ 1,316,500.00
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 32,500.00
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Total Expenses	\$ 96,438	\$ 996,586	73.88%	\$ 1,349,000.00
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Total Income	\$ 148,939	\$ 809,720	60.02%	\$ 1,349,000.00
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River Forest Public Library -Capital Reserve Fund - February 2020
Fiscal Year: May 1, 2019 - April 30, 2020

Capital Reserve Account Balances as of 02/29/2020

ICS Capital Reserve	112,646.49
CB OPRF Capital Checking	8,126.74

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>			
201	2/17/2020	Oak Brook Mechanical	\$	1,098.00	Theromstat in Con. Room
			\$	1,098.00	

Income

Interest	2/29/2020		\$	130.30	
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River Forest Public Library Balance Sheet

As of February 29, 2020

ASSETS

2/29/2020

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

ICS Operations	805669201	1.4% Interest Rate	372,884.24
Byline Operations	805669201		42,458.37
Petty Cash			40.00

TOTAL Operations Current 415,382.61

Operations Midterm Reserves

		<u>CD Maturity Date</u>	
OP CD 26 WEEKS	1023527878	8/20/2020	156,893.63

TOTAL Operations Midterm Reserves 156,893.63

Operations Long Term Reserves

		<u>CD Maturity Date</u>	
OP CD 3 YEAR	1020448578	7/30/2020	62,591.19
OP CD 3 YEAR	1021670576	8/12/2021	62,455.06
OP CD 5 YEAR	1020450904	7/28/2022	63,093.39
OP CD 5 YEAR	1021670738	8/10/2023	62,599.70
OP CD 5 YEAR	1022865745	7/25/2024	62,461.58

TOTAL Operations Long Term Reserves 313,200.92

TOTAL OPERATIONS ACCOUNT 885,477.16

CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	1.4% Interest Rate	112,646.49
Byline Capital	805669202		8,126.74

TOTAL CAPITAL ACCOUNT 120,773.23

TOTAL CURRENT CHECKING/SAVINGS 1,006,250.39

TOTAL CURRENT ASSETS 1,006,250.39

TOTAL ASSETS 1,006,250.39

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

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

Credit Cards

MB Financial Credit Card	2,747.02
Total Credit Cards	<u>2,747.02</u>

Total Current Liabilities 2,005.91

Equity

Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(557,250.21)

Total Equity 1,004,244.48

TOTAL LIABILITIES & EQUITY 1,006,250.39

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03/03/20

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 02/29/2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 02/29/2020						40.00
Ending Balance						40.00

IX. Computer Use

A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of personal devices brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error.

RFPL staff members will notify RFPL Managers as soon as reasonably practical of any known failure or security issue with RFPL hardware or software. Staff will inform RFPL Managers if there are needed updates on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a network or cloud-based drive or to a portable storage device. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff are assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the internet that they find to be offensive.

Use of RFPL's computers must be for legal, acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;

- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state or federal laws, or ordinances;
- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers;
- Deliberately accessing obscene materials.

IX. Computer Use

A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of ~~any~~ computer personal devices brought into RFPL. Neither RFPL nor its staff shall be held ~~liable~~ responsible for any loss arising from the use of hardware, software, or from human error.

RFPL staff members ~~are responsible for notifying~~ will notify RFPL Managers ~~as soon as~~ reasonably practical of any known failure or security issue with RFPL hardware or software. Staff ~~should~~ will inform RFPL Managers if there are needed updates on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a network or cloud-based drive or to a portable storage device. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff ~~(with the exception of pages)~~ are assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the internet that they find to be offensive.

Use of RFPL's computers must be for legal, acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;

- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state or federal laws, or ordinances;
- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers;
- Deliberately accessing obscene materials.

IV. Equipment and Computer Use

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. These computers require a login with a current RFPL card in good standing. A limited number of guest passes may be issued. Some computers may be designated for use by specific patron age groups. Patrons may not use another River Forest resident's card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit, refuse, and/or ban any patron from using RFPL equipment and computers.

Public computers are configured such that hard drives are wiped and restored at the end of each session. RFPL patrons may use portable storage devices to save and store their data. Documents and data are not saved after a session ends.

There is a charge for printing from RFPL computers. At the discretion of RFPL staff, RFPL patrons may use personal paper to print specialized documents such as resumes. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL may only be connected to the RFPL network by wireless connection, except for storage devices such as USB drives. RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case by case basis, at the discretion of the Manager of Adult Services.

RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of our networks for our patrons. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held responsible for the safety or security of information transmitted via the internet using RFPL computers or networks.

RFPL assumes no responsibility for preventing users from accessing systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

RFPL's computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for inappropriate purposes may lose the privilege of using all RFPL facilities.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the internet at RFPL.

IV. Equipment and Computer Use

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. These computers require a login with a current RFPL card in good standing. A limited number of guest passes may be issued ~~at any one time to non-residents~~. Some computers may be designated for use by specific patron age groups. Patrons may not use another River Forest resident's card to circumvent any computer use policies, or to ~~gain~~ gain extra time on RFPL computers. RFPL reserves the right to limit, refuse, and/or ban any patron from using RFPL equipment and computers.

Public computers are configured such that hard drives are wiped and restored at the end of each session. RFPL patrons may use portable storage devices to save and store their data. Documents and data are not saved after a session ends.

There is a charge for printing from RFPL computers. At the discretion of RFPL staff, RFPL patrons may use personal paper to print specialized documents such as resumes. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held ~~liable~~ liable responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL may only be connected to the RFPL network by wireless connection, except for storage devices such as USB drives. RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case by case basis, at the discretion of the Manager of Adult Services.

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~~liable~~ responsible for the safety or security of information transmitted via the internet using RFPL computers or networks.

RFPL assumes no responsibility for preventing users from accessing systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

Use of RFPL's computers ~~is to~~ may only be limited to used for legal and acceptable ~~uses~~ appropriate purposes. Some examples of ~~unacceptable uses~~ inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for ~~unacceptable uses~~ inappropriate purposes may lose the privilege of using all RFPL facilities, ~~including but not limited to access to its computers~~.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the internet at RFPL.

~~Approved by the RFPL Board on March 19, 2019~~

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Materials and Business Services Manager
Date: March 17, 2020
RE: 2020-2021 RFPL cleaning contract

On April 30, 2020, RFPL's one-year contract with Buildingstars Operations, Inc. will expire. In January 2020, RFPL Administration began re-negotiating our contract for fiscal year 2020-21. After negotiation, Buildingstars offered a 2% increase over last year, for annual cost of \$24,600.

The contract enclosed in your packet has been reviewed and modified by Greg Smith of Klein, Thorpe and Jenkins.

BUILDINGSTARS SERVICE AGREEMENT

PERFORMANCE OF SERVICES. 1. Buildingstars Operations, Inc. ("Buildingstars") shall perform the Cleaning Services described herein beginning 1st day of May 2020, at the following location: **Board of Library Trustees of the Village of River Forest at 735 Lathrop Avenue, River Forest, Illinois 60305** ("Customer"). The premises at this location making up the working area under this Agreement ("Areas Serviced") are further defined in the cleaning schedule, attached hereto and by this reference made a part of this Agreement ("Cleaning Schedule"). Buildingstars agrees to furnish all necessary equipment, tools, and cleaning supplies. The Customer shall provide, at its cost, consumable supplies such as: toilet tissue, hand towels, trash can liners and soap.

PAYMENT. 2.1. Customer shall pay to Buildingstars in full the amount required by this Agreement, as set forth in a proper invoice, within the time required by the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*, as amended. Customers serviced 5 times per week or more shall pay for the six major Holidays (or days designated as Holidays): New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There shall be no service rendered on these days nor will there be any credit on Customer's invoice for these Holidays. If Customer requests services to be provided on any of these Holidays, Customer will be charged double the regular rate for the Holiday.

2.2 In the event any substantial changes are made to the Areas Serviced, the rates for Buildingstars services shall be increased accordingly, and Customer agrees to pay such increase in an agreed upon amount. In the event it shall become necessary for Buildingstars to clean up after or during construction, remodeling, vandalism, burglary, or after any other activity not normally conducted on the Areas Serviced, Customer shall be charged and agrees to pay additional amounts.

2.3 In the event payment of an invoice is not received when such payment is due, in addition to any other remedies available, Buildingstars may suspend services to Customer until such payment is received. Applicable sales or service taxes will be added to the invoice, where required by state and/or local jurisdictions.

TERM. 3.1. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin, per Section 1, and shall be automatically extended and renewed by mutual written agreement of Buildingstars and the Customer for additional one (1) year periods on each anniversary date on the same terms and conditions. Unless renewed by mutual written agreement of Buildingstars and the Customer, this Agreement shall expire at midnight on the anniversary date. Notwithstanding the foregoing, Buildingstars or the Customer shall have the right to immediately terminate this Agreement for the other's breach of this Agreement.

GENERAL. 4.1. Buildingstars shall not incur any liability for failure to provide services hereunder or prevented by Act of God, fire, strike, riot, war, or any other cause beyond Buildingstars' control. Buildingstars shall not be responsible for loss of Customer's property if placed in or on top of waste containers. Buildingstars shall provide services to the Customer in compliance with all applicable laws, ordinances and regulations.

4.2 All notices under this Agreement will be considered as duly given if in writing and either hand delivered, sent by courier, or sent by certified mail, return receipt requested, to the other party at its address set forth herein or to such other address as may be designated by notice given as herein required.

4.3 This Agreement and attachments constitutes the sole and entire agreement between the parties, which may only be modified in writing. No single or partial exercise by either party of any right or remedy will preclude other or further exercise thereof or the exercise of any other right or remedy.

4.4 Customer agrees that during the term of this Agreement, and within 180 days after termination or expiration, Customer will not employ or hire any employees, agents, or representatives of Buildingstars or Buildingstars' franchisees to perform Cleaning Services without the express written consent of Buildingstars.

4.5 This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of Illinois. Any legal action with respect to this Agreement shall be brought in the State courts of Illinois.

4.6 This Agreement and attachments constitutes the sole and entire agreement between the parties, and supersedes all other bids or agreements between the parties, whether written or oral, relating to the subject matter hereof. There are no covenants, assurances or representations, either express or implied, other than those expressly stated herein. Except as otherwise expressly provided in this Agreement, no modification, rescission or waiver of this Agreement, or any provision thereof, shall be binding on either party unless evidenced by an instrument in writing duly signed by an authorized officer or employee of such party.

Pricing Schedule:

12,704 sq. ft. serviced 6 times per week for a charge of: \$2,050 monthly.

Customer Signature:	Signature:
Print Name:	Print Name: Heriberto Sanchez
Date:	Date: 2/17/2020



Letter of Commitment to Join the PlanItGreen Initiative in Pursuing 100% Renewable Electricity

The purpose of this Letter of Commitment, signed by River Forest Public Library on this 17th day of March 2019, is to affirm River Forest Public Library's commitment to join other stakeholders in the PlanItGreen initiative in pursuing on-site solar installations and/or renewable energy purchasing toward the goal of achieving 100% renewable electricity use.

The Stakeholders recognize that the impacts of climate change, which may include severe weather events, flooding, warmer and shorter winters, hotter and drier summers, drought, and other impacts, threaten the natural environment, historic water cycles, economic and recreational resources, and public health and safety of our region.

The Stakeholders have articulated a shared vision for Oak Park and River Forest to reduce greenhouse gas (GHG) emissions in alignment with the recommended targets set forth in the Environmental Sustainability Plan for Oak Park and River Forest, dated June 2011, and updated goal targets that align with the most recent Intergovernmental Panel on Climate Change Reports to stay below a 1.5 degree Celsius increase from pre-industrial levels (i.e., 45% reduction in greenhouse gas emissions from 2010 levels by 2030 and 100% by 2050). This letter of Intent makes a commitment to collaborate on creating a vibrant, low-carbon regional economy by transforming energy systems, buildings, transportation, waste management, and through coordinated education and outreach strategies.

By reaffirming its commitment to the PlanItGreen goal targets and strategies, River Forest Public Library commits to cooperate with other PlanItGreen stakeholders in initiatives designed to meet Oak Park and River Forest greenhouse gas emission reduction goals.

Key Activities

- Measurement and metrics data and analysis that may be collected from time to time, such as information on institutional energy use and GHG emissions.
- Participation in Energy Road Mapping initiative designed to move the entire communities of Oak Park and River Forest toward 100% renewable electricity usage.
- Exploration of on-site solar panel installation capacity.
- Participation in Power Purchase Agreements or other energy purchasing that enables procurement of newly developed solar and wind energy in Illinois.
- Development and ratification of policies that support the above-mentioned greenhouse gas emission reduction goals.

- Education and outreach to constituents about renewable energy and efficiency actions
- Engagement with utility-run, private sector and non-profit energy efficiency programs toward the goal of implementing efficiency upgrades that reduce energy use.

Benefits and Deliverables

- A)** Inclusion and recognition in on-going public relations and education and outreach campaigns in both digital and print media. Inclusion in relevant press releases, media events, and other community engagement opportunities to share positive stories about successful accomplishments that support PlanItGreen goals and recommendations.
- B)** Decision input providing direction on proposed PlanItGreen strategies, programs and policies. Each Stakeholder will have a “seat at the table” to provide guidance, give feedback, set recommendations, and determine the most effective and efficient means to leverage programs and resources for maximum impact. Each Stakeholder will have a vote on all decisions affecting strategy, policies, programs, and annual budgets.
- C)** Technical assistance, training, and best practice information sharing opportunities will be available to each Stakeholder as may be developed and/or expanded through PlanItGreen and partner entities and/or contractors.
- D)** Access to financial incentives and grant funding will be provided to Stakeholders as it may be available. Regional collaboration and cooperation of the Stakeholders makes a powerful case to prospective funding partners including philanthropic foundations, individual donors, and other entities that provide financial assistance toward proactive coordinated climate action implementation.

Non-Binding – This Letter of Commitment represents the signatory’s intent to collaborate for the purposes stated herein. This Letter of Intent shall have no legal effect, impose no legally binding obligation enforceable in any court of law or other tribunal of any sort, and will not change, influence or create new legal relationships among the Stakeholders.

By: _____

Printed name: _____

Title: _____

Organization: _____

"I think you should buy more audiobooks. I think this because there are not many audiobooks. I have listened to almost every audiobook you have. Also they are not really to my interest. Maybe you could get audiobooks like Dork Diaries, more Clementine, and Diary of a Wimpy Kid."

Thank you for your thoughtful suggestion. We have over 300 books on CD in the Children's Room and it is wonderful that you have listened to so many! While we are limited in the number of audiobooks we can purchase every year, we will take your suggestions in mind for future purchases. Also, please let us know if you would like to place holds to receive audiobooks from other libraries. There are over 8000 books on CD available for kids through the SWAN system! We also encourage you to look at our digital audiobook collections through our apps Libby and Hoopla. There are a lot of ways to listen to books and we are always happy to show you how you can find audiobooks and help recommend ones that would be most interesting to you.

Administration

- In light of the recent COVID-19 outbreak, we have communicated with staff about proper health safety practices and have implemented a checklist to ensure that surfaces (including door handles, desktops and keyboards) in the public and staff areas are wiped down with disinfectant throughout the day. We have put additional signage in the public bathrooms about handwashing and provided disposable hand towels. We have developed a set of procedures (adopted from the Vernon Area Public Library) to address the next level(s) response plan should the virus surface in our community.
- Along with the other administrators from River Forest taxing bodies, I attended a meeting led by Eric Palm of the VRF to discuss the "bubble" plan for the redevelopment of the River Forest Civic Center Authority Building which was prepared by architects from Cordogan Clark. Mr. Palm is planning another meeting in late March to review the plan which will include a board representative from each of the local taxing bodies.
- Joanna has been attending the quarterly Community Business Managers Meeting at OPRFHS, which is composed of the financial managers from Oak Park and River Forest taxing bodies and the River Forest Community Center. At each meeting, one manager presents their organization's strategic plans, budgets and financial projections to their counterparts. Joanna presented on RFPL at the March 4th meeting.
- Joanna and Shannon attended a LACONI program, "You're All Doing a Great Job: Performance Evaluations and Improvement Plans," presented by HR Source and Des Plaines Public Library managers. The program offered insight on re-designing RFPL's current performance evaluation process and forms. The Management Team will begin discussing this process in the new fiscal year.
- Manager will be meeting with their staff members in March and April to deliver annual reviews.
- We have engaged HR Source to complete a compensation benchmarking analysis. Our last independent compensation report was completed in 2013.
- RFPL responded to one FOIA request in March 2020. Smart Procure requested a listing of payments made to vendors from December 7th, 2019 - March 9, 2020.

Staff Training and Updates

- Library staff from all departments have reviewed print material and watched webinars about the upcoming 2020 Census in order to provide accurate information to our patrons.

- I attended *Equity and Inclusion - Moving the Needle on Systems Change*, a half-day workshop sponsored by the Community Foundation of Oak Park on February 25th. The presenters provided some good resources to consult in planning for an August staff in-service program on equity. Shannon and Dorothy are currently participating in a 3-part webinar *Equity in Action: Taking Your Diversity and Inclusion Initiatives to the Next Level*.
- We purchased a group registration to the Public Library Association's Virtual Webinar on February 27th and 28th. 7 staff members were able to participate in 5 of the session offerings over the course of the two days. In addition, we have access to the webinar recordings. Meghan O'Keefe, Adult Programming Librarian attended the 3-day PLA conference in person. Staff will share their learnings with each other at their respective department meetings and with the management team meeting on March 19th.

Finance

- The first installment of 2019 property tax payments were distributed in February. To date, we have collected roughly \$511,500 the \$1,289,000 budgeted tax revenues. We project that actual tax receipts will be \$1,270,000. Therefore, we will transfer \$31,750, 2.5% of projected actual tax receipts to the Capital Improvement fund at the end of March.

• In February, a request for quotation for landscape services was sent to local landscape firms. At this time, we have decided to renew our contract with Hulen Landscaping.	Firm	Total Bid
	Hulen	\$ 2,132
	Hoy	\$ 2,690
	McAdam	\$ 3,248

Facilities

- JA Watts installed the final 3 sprinkler heads in the lobby on March 6th. We are working out some credits for a few items and hope to have a final bill from them by the end of March.
- Oak Brook Mechanical was on site March 4th to replace one of the engines on the air compressor for the boiler.
- In March, we installed some additional signage in the lobby: a screen print of RF United Methodist Church next to the stained glass window to explain its origins; Holds Pickup lettering over the holds bookshelves; a larger directional sign hanging from the ceiling at the bottom of the stairs.

Community Partnerships

- We continue to work with the River Forest Complete Count Committee distributing materials and engaging patrons on the importance of participating. The Library will have a dedicated laptop in a semi-private area for patrons to complete the census online if they choose.
- I attended the Partners for Equity Meeting to share our strategic plan priorities and objectives with OPPL, D90, D97, and D200. We shared resources and continued the discussion as to leveraging our combined work.

Strategic Plan

- A report on the Strategic Plan progress through February 29, 2020 is attached. We will provide a recap of FY 2019-20 results at the May Board meeting, along with a brief dashboard listing our key strategies for 2020-21.

Respectively submitted,

Sue Quinn
March 12, 2020



SAVE THE DATE!

LACONI Managers & Administrators Section Annual Trustee Banquet

**Saturday, May 2, 2020, 10:00am - Noon
Carleton Hotel – Grand Ballroom
1110 Pleasant St, Oak Park, IL 60302**

Tickets: \$45/person

LACONI is pleased to offer a morning of networking and learning for library staff and trustees with special guest speaker:

Brian Shephard, 2019 ILA Librarian of the Year

Six years ago the Indian Trails Public Library District embarked on a journey to redefine service to its community. From a large scale renovation and strategic planning to innovative staff development and a reinvigorated library foundation, Indian Trails Library's success would not have been possible without the trust and support of its trustees. Learn how the symbiotic relationship between trustees and staff ensured the library's success.

Brian Shepard is the executive director of the Indian Trails Public Library District. He has shaped and evaluated innovative public services throughout his career at ITPLD. Brian is a member of the Illinois Library Association Executive Board and received his MSLIS from the University of Illinois at Urbana-Champaign.

Tickets are available to purchase on Eventbrite:

<https://bit.ly/334kbnN>

Strategic Plan 2019-2022

Our Journey Continues



2019-20 Focus and Progress

Priority 1: Engage with our Community

Actively engage with community groups in support of shared goals.

Strategy	Goal(s)	Result
Develop new programs, collections and a trained staff to support our Village's designation as a Dementia Friendly Community.	At least 70% of library staff members will complete a dementia training session.	Completed: On May 21, 2019 74% of staff received dementia friendly training.
	Staff will attend 80% of scheduled Memory Cafes each year.	Completed: An RFPL staff member has attended 100% of Memory Cafe sessions in 2019-20, as well as assisted with planning and facilitating the program.
	Bring in an outside presenter for at least 6 memory or aging-related programs.	Completed: 6 outside presenters were featured in 2019 and 2020. <ul style="list-style-type: none"> ● Age Options - Medicare ABCDs - August 2019 on 8/13) ● Alzheimer's Association Program - Healthy Living for Your Brain and Body - June 2019 ● Long Term Care Planning - July 2019 ● Coffee Monday Speakers <ul style="list-style-type: none"> ○ RTA Mobility Outreach Coordinator - January 2019 ○ Senior Exercise Professionals on February 2019 ○ Caring Transitions and Making the Big Move Speakers - March 2019 ○ Senior Medicare Patrol Official on RFFD Falls Prevention - October 2019 ○ Annese Piazza for Medicare for Seniors - November and December 2019
	Circulate a combined total of 50 Memory and Caregiver kits per year	In Progress: Memory and Caregiver Kits have circulated 28 times in 9 months. We plan to move the kits to a more visible location in Spring 2020.
Build relationships with local businesses through the "Show Your Card" program.	10 participating businesses in year 1	Completed: 12 local business participated in 2019

Strategy	Goal(s)	Result
Create comprehensive campaigns for National Library Card Sign Up month to bring in more residents.	RFPL will sign up 50 new users during National Library Card Sign up month	Completed: 53 sign ups in September 2019
Participate in one new offsite event annually where library services can be promoted and library card sign-up can be offered.	RFPL will add one new offsite event each year.	Completed: Pet Pals in the Park Program May 2019
Continue to promote library card sign up month to D90 students in K and 1st grades in September.	100% of D90 K&1st grade classrooms are visited in September.	Completed: 100% of classrooms in D90 were visited (231 students) in September 2019
	At least 10 children under age 7 sign up for library cards in September	Completed: 21 new childrens' cards issued in September 2019
Continue to promote library card usage and participation in the Summer Reading Program to D90 students.	100% of D90 classrooms/students visited (or visit RFPL) in May/June to promote summer reading	Completed: 100% of D90 K-3 classes were visited (or visited RFPL) in June to promote summer reading
	100% of RMS classrooms visited (or visit RFPL) to promote summer reading. Goal 2: 100% of 5th grade Language Arts classrooms visit the	Completed: 100% of D90 classes were visited (or visited RFPL) in June to promote summer reading.

Promote and provide for local opportunities for civic engagement and discourse

Strategy	Goal	Result
Expand partnerships with local organizations to enrich our program offerings around civic engagement	RFPL will develop 4 new partnerships, or expand existing partnerships.	<p>Completed: RFPL initiated partnerships with the following organizations:</p> <ul style="list-style-type: none"> • OPRF Youth Township - back-to school supply drive • Beyond Hunger - RFL staff members delivered programming at 3 Summer Meet Up and Eat Up programs • OPRF Community Foundation - hosted Success for All Youth Focus Group Meeting. • League of Women Voters - 5 staff certified to offer voter registration • Village of River Forest - 2020 Census - Complete Count Committee • League of Women Voters - Census Program • VRF Sustainability Commission - Health Lawn, Healthy Family
Connect with local organizations via social media channels and cross promote events and services.	Share one event or post from local organization per month on Facebook	Completed: Averaging 2 or more posts per month
Maintain programs that explore matters of global impact.	Continue providing Great Decisions programming in collaboration with the League of Women's Voters with an average participation of 6-8 per session.	In Progress: Great Decisions is underway for 2020 in collaboration with the League of Women Voters.

Demonstrate the principles of diversity, equity and inclusion within our collections and programs.

Strategy	Goal(s)	Result
Seek high quality program performers and lecturers who offer diverse views and voices.	Hire 2 children's performers who offer diverse viewpoints and attract an audience of at least 80 to each program	<p>Completed:</p> <ul style="list-style-type: none"> • Alina Celeste musical performance - 130 attendees • The Spellbinder magic show - 150 attendees
	Hire 3 adult lecturers or performers and attract an audience of at least 20 to each program.	<p>Completed:</p> <ul style="list-style-type: none"> • African Fusion Dance Class - 23 attendees • Chicago Arab Music Ensemble - 70 attendees • Harriet Tubman Speaks - 27 attendees • In Progress: • <i>Redlined: A Memoir of Race, Change, and Fractured Community in 1960s Chicago</i> author visit • <i>Miniskirt to Hijab: A Girl in Revolutionary Iran</i> author visit

Complete a diversity audit of the Children's storytime collection and purchase additional materials to diversify the collection.	Utilize a variety of materials when delivering storytimes.	At least 1 book in each monthly storytime features humans of diverse backgrounds in the illustrations.
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Adopt policies and internal operating procedures that reflect equitable practices.

Strategy	Goal(s)	Result
Identify appropriate training for staff at all levels to develop a shared understanding within our organization of the principles of equity, inclusivity, and diversity.	All Managers will participate in EDI training in 2019-2020.	Completed: <ul style="list-style-type: none"> The Library Director, Children's Services Manager, and the Materials and Business Services Manager attended PLA's Social Justice and Public Libraries: Equity Starts with Us, October 2019. The Adult/Teen Services Manager completed <i>Library Journal's</i> Equity in Action: Taking Your Diversity and Inclusion Initiatives to the Next Level webinar.
	The Management Team will identify a training opportunity for all staff to be presented at the August 2020 In Service.	In Progress
Review internal procedures for patron service to identify areas where barriers exist in our service model.	AD/T staff evaluate current guest pass computer access procedures and usage statistics and make recommendations to the Director.	Completed: Computer access is now equitable for all SWAN registered library card holders.

Priority 2: Foster Learning and Personal Growth

Support families with early literacy offerings so that young children arrive at kindergarten ready for formal learning.

Strategy	Goal(s)	Result
Develop a 1,000 Books Before Kindergarten program to increase awareness of early literacy and promote library offerings to new parents	50 children under the age of 5 will be participating by end of Year 2 and making progress with the program	In Progress: 17 signed up as of 2/29/20. Program launched in February 2020
Sustain and nurture partnerships with other child-serving agencies to offer resources for parent education.	Co-sponsor and host at least 1 program a year with a service agency serving young children	Completed: Potty Training Workshop sponsored by the Collaboration for Early Childhood Care and Education - June 2019 - 45 attendees
Maintain an active partnership with the Collaboration for Early Childhood	Serve on the Parent Resource Program Committee to develop parenting programs with community partners.	Early Childhood Resource Fair--October 2019 Preschool Fair-- January 2020 Screen Break--April 2020 (co-sponsored event The Fabulous Fable Factory live play @ RFPL)

Stimulate enjoyment of reading, listening and viewing for school age children (ages 5-18) through collections, services and programs.

Strategy	Goal(s)	Result
Develop and promote staff-curated sets/kits of children's materials for families looking to access a selection of books and materials quickly.	Circulate 300 kits per year	In progress: 252 kits circulated from May 2019 - February 2020.
Engage children from birth to age 10 with our Summer Reading programs	450 participants (ages 0-10)	Completed: 436 participants, 97% of goal.

Engage children from ages 11-18 with our Summer Reading program	225 participants (ages 11-18)	Completed: 226 participants, 100% of goal.
Sustain after school and summer program offerings for Middle School Children during the week for creative expression and appreciation of literature	Connections program will continue to be funded by Township at 100% of request	Completed: The RFPL 2019 Connections grant was funded for \$8,000. The grant request for 2020 will be fully funded at \$8,400.
	Average daily attendance of 10 at Connections program	In Progress: Due to the lobby renovation project, Connections programs were not offered in 2019. Connections programming resumed in January 2020 and average daily attendance is currently 7.
	90% of kids surveyed will say they enjoy visiting the library,	In Progress: Survey deployed third week of March 2020.

Support adults in their enjoyment of reading, lifelong learning and skill development through collections, services and programs.

Strategy	Goal(s)	Result
Maintain home delivery service standards and train staff on how to handle home delivery queries.	Deliver available materials within 5 days.	In Progress: Adult and Teen Services staff currently working to create a process for more efficient home delivery service.
	100% Adult/Teen services staff and other full-time staff are trained to place home delivery requests.	
Offer engaging and relevant educational, cultural, social, and reading-related programs supported by RFPL and community partners.	Adult programs will maintain an average of 20 attendees per program.	In Progress: Adult Programs from May 2019-February 2020 have had an average attendance of 21.
Ensure that collections are easy to browse and patrons can locate materials with ease.	Goal: Identify additional non-fiction collections to be made more accessible via natural language call numbering.	Completed: AD/T Staff identified 2 Dewey Decimal ranges (Parenting and Fashion) to be re-catalogued according to natural language.
Evaluate current digital collections and explore opportunities to provide new streaming services	Goal: Prepare cost analysis for Kanopy and identify the area of the adult materials budget that could be reduced as a funding source.	In Progress: Kanopy will be launched in May 2020

Priority 3: Optimize Space

Maximize existing spaces to meet user needs.

Strategy	Goal(s)	Result
Redesign the lobby to provide patron forward customer service and streamlined access to items on hold.	Goal 1: Work with architects to design a service desk that allows for maximum patron engagement and is ADA compliant.	Completed: The lobby renovation project was completed in November 2019 with a new desk that allows for patron seating. Feedback has been positive.
	Goal 2: Relocate self service holds shelving to a more prominent location with enhanced signage.	Completed: The self service holds shelving has been relocated and has proximity to the self-check machine. Directional signage was installed in March 2019.
Utilize the lobby area to effectively communicate about the library's resources, services, and programs to different user populations	Goal 1: Develop a plan for digital display software program and screen in lobby.	Completed: A digital display was installed in the renovated lobby in November 2019. Feedback has been positive.
	Goal 2: Identify and purchase display system for posters and program handouts by December 2019.	Completed: As part of the lobby renovation, slat wall was installed and new acrylic sign holders were purchased and are in use. A new format for promotional takeaway cards was also developed.
Improve layout of the children's room that will better suit the needs of our various collections	Secure funding from the RFPL Foundation to install new fixtures, furniture, carpet and paint..	Completed: November 2019
Identify areas for exhibit and display space within the library building.	Create a flexible exhibit and display space on the 2nd floor by December 2019 for local artists and not for profit organizations.	Completed: The Local Spotlight program display panels were installed in early 2020. Previously, an interdepartmental committee met to develop procedure. The committee also recommended updates to RFPL's Exhibits and Displays policy, which were approved in January. Featured and scheduled organizations include: <ul style="list-style-type: none"> ● RF School District 90 - student art display ● League of Women Voters - 100 year anniversary display ● Local artist Judy Steed - mosaic display
Use the Library garden for seasonal programming	At least 8 programs will be scheduled annually to be held in the Anne Smedinghoff library garden	Completed: Summer 2019 <ul style="list-style-type: none"> ● Summer Reading kickoff party ● Alina Celeste concert ● Dooley Brother's concert ● Chris Fascione puppet show ● Fitness Series: Yoga ● Lunar lunch

		<ul style="list-style-type: none"> • Spellbinder magic show • Messy art day • Parachute play program • Tie Dye program • T-Rexplorers program
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Improve patron enjoyment of our spaces through enhancements that our budget will allow.

Strategy	Goal(s)	Result
Utilize the lobby area to provide easy-to-use, private check out service for users.	From December 2019, the average number of items checked out at the Lobby Self check will be 1,600.	In Progress: As of February 2020, an average of 1,658 items were checked out at the lobby self check.
Improve lighting throughout the building	By 4/30/21, 100% of interior and exterior lighting will be upgraded to LED lighting with increased lumens output.	In Progress: In 2019, the second floor, lobby, and materials services/administration department lighting were converted to LED. Remaining fixtures will be addressed in year 2.

Build a strong online presence that connects the library to the community.

Strategy	Goal(s)	Result
Maintain a high quality website that is current, easy to use and mobile friendly	There will continue to be at least 3,000 unique visits to our website each month.	In Progress: Through February 2020, RFPL's website has an average of 3,372 unique visitors monthly.
Utilize social media to connect with and attract users while closely monitoring trends and effectiveness	# of Facebook users will increase to 1,200; # of Instagram followers will increase to 1,000	In Progress: As of 2/28/2020, we have 1,136 Facebook and 897 Instagram followers.

February 2020 Key Performance Indicators

Total Circulation	Feb-20	YTD 19-20	Last YTD 18-19	Change over Last FY
Preschool Collection	3,817	38,110	37,898	1%
Juvenile Collection	4,467	50,286	49,469	2%
Middle School Collection	533	6,386	5,561	13%
Teen Collection	675	8,301	9,708	-17%
Adult Fiction	5,359	45,655	42,998	6%
Adult Non-Fiction	3,332	33,257	32,619	2%
Adult Media	2,191	24,940	29,377	-18%
Adult Other	161	1,789	1,898	-6%
Non SWAN ILL	21	190	207	-9%
Webpac Renewals	58	646	456	29%
Total Circulation	20,614	209,560	210,191	0%
Programs & Meeting Room Use				
Older Adults				
Programs	14	105	83	21%
Attendance	330	2,246	1,744	22%
Passive Programs	3	8		
Passive Program Participants	127	332		
Middle School				
Programs	12	92	116	-26%
Attendance	144	2,252	2,617	-16%
Passive Programs	1	9		
Passive Program Participants	22	231		
Children's Programs				
Programs	27	267	324	-21%
Elementary School Age Attendance	143	3,563	7,178	-101%
Preschool Attendance	358	5,027	6,405	-27%
Passive Programs	5	21		
Elementary School Age Passive Program Participants	85	1,711		
Preschool Passive Program Participants	20	148		
Other Programs				
Programs	0	0	1	
Attendance	0	0	1	
Outside Groups				
Barbara Hall Meeting Room Use	17	95	144	-52%
Cardholders & Visits				
Monthly Visitors	8,832	88,319	78,213	11%
New Cardholders Added	48	357	496	-39%
Total Number Cardholders	8,426		8,289	2%
Cardholders as % of Population*	75%			

* RF Population is 11,172 Per 2010 Census Data

Date: March 10, 2020

To: Library Board of Trustees

From: Sue Quinn

RE: FY 2020-Final Budget notes

Operating Budget

The final 2020-21 Operating Budget is \$1,393,000, an increase of \$1,000 from the draft budget submitted in February 2020, based on updated information. Below is a summary of the revisions from the draft budget submitted in February 2020.

Operating Revenues:

Lost Books Reimbursed has increased by \$500 to \$3500.

Copy Machine Revenues have decreased to \$5,550 (from \$6000.)

Gifts are projected to be \$13,000. The River Forest Public Library Foundation has committed \$12,000 which is identified separately from the additional gifts of \$1,000 (originally projected at \$500) for program sponsorship

Miscellaneous Income has increased by \$500 to \$600. This amount reflects overdue fines charged by other SWAN libraries which are paid at our library.

Operating Expenses:

Medical Health Insurance Coverage will only increase by 2.5% according the Village of River Forest, our plan administrator. We had projected a 5% increase and have decreased this expense line from \$58,500 to \$57,500.

Automation Expenses will increase by \$500 to \$37,000. Our draft budget had projected this line would stay flat. However, we have been assessed an annual charge for an extended warranty on the Bibliotheca self-check machine. While we were able to negotiate this year's fee to \$999, next year's fee will be \$1,299.

Capital Budget

The final 2020-21 Capital Budget projects revenues of \$73,000 and expenses of \$75,000. There are no changes to the Capital Budget from the draft budget presented in February.

River Forest Public Library Budget 2020-21

General Fund for Operation		Budget 2019-20	Budget 2020-21
Revenues			
Property Taxes, for operating		\$ 1,289,000.00	\$1,320,000.00
Connections Program		\$ 8,000.00	\$8,400.00
Corp. Property Replacement Tax		\$ 12,000.00	\$12,000.00
Lost Books Reimbursed		\$ 3,000.00	\$3,500.00
Copy Machine Revenues		\$ 4,400.00	\$5,500.00
Rentals-Library Space		\$ 300.00	\$0.00
Interest		\$ 10,000.00	\$9,000.00
Gifts from RFPL Foundation		\$ -	\$12,000.00
Gifts-other		\$ 2,000.00	\$1,000.00
Illinois Per Capita Grant		\$ 14,000.00	\$14,000.00
Grants, Other		\$ 3,000.00	\$3,200.00
Community Fund Endowment distribution		\$ 3,200.00	\$3,800.00
Miscellaneous Income		\$ 100.00	\$600.00
Total Revenues		\$ 1,349,000.00	\$ 1,393,000.00
Expenses			
Personnel			
Wages & Salaries		\$ 703,000.00	\$720,000.00
Medical Health Insurance Coverage		\$ 56,000.00	\$57,500.00
IMRF		\$ 49,500.00	\$59,000.00
FICA, Medicare		\$ 54,000.00	\$55,000.00
Staff Training and Recognitions		\$ 2,000.00	\$2,500.00
Membership Dues		\$ 3,100.00	\$4,000.00
Professional Development		\$ 8,400.00	\$9,000.00
Total Personnel		\$ 876,000.00	\$ 907,000.00
		64.9%	65.1%
Support Services			
Printing and Advertising			
Printing (Bookplate)		\$ 5,500.00	\$5,500.00
Advertisement		\$ 3,000.00	\$3,000.00
Total Printing and Advertising		\$ 8,500.00	\$ 8,500.00
Programming			
Children's Programs		\$ 12,000.00	\$13,000.00
Teen Programs		\$ 7,000.00	\$7,500.00
Adult Programs		\$ 9,000.00	\$10,000.00
Special Programs		\$ 2,000.00	\$3,500.00
ASK/Connections Programs		\$ 8,000.00	\$8,400.00
Total Programs		\$ 38,000.00	\$ 42,400.00
Total Support Services-Programming		\$ 46,500.00	\$ 50,900.00
		3.4%	3.7%
Other Support Services			
ILL and RB Services		\$ 400.00	\$1,000.00
Technical Support (IT)		\$ 11,000.00	\$11,000.00
Automation - SWAN / RAILS and Website		\$ 36,500.00	\$37,000.00
Consultant / Legal		\$ 7,000.00	\$7,000.00
Postage & Delivery		\$ 3,600.00	\$4,000.00
Audit		\$ 7,000.00	\$7,500.00
Payroll and employment services		\$ 3,500.00	\$3,500.00
Youth Interventionist Contract		\$ 4,000.00	\$4,200.00
Telephone/Internet		\$ 14,500.00	\$15,000.00
Trustee Training and memberships		\$ 1,000.00	\$1,000.00
Copy Machine Leases (pub and nonpub)		\$ 2,500.00	\$2,800.00
Total Other Support Servies		\$ 91,000.00	\$ 94,000.00
		6.7%	6.7%

River Forest Public Library Budget 2020-21

Capital Improvement Fund		Budget 2019-20	Budget 2020-21
Revenues			
	Donations	\$ 80,000.00	\$ -
	Minimum of 2.5% of projected tax receipts for FY 20	\$ 31,750.00	\$ 33,000.00
	Excess of revenues over expenditures for fiscal year	\$ 101,000.00	\$ 40,000.00
	Total Revenues	212750	\$ 73,000.00
Expenses			
	Staff Area/Lobby Remodel	\$ 350,000.00	\$ -
	Children's Room Shelving Project	\$ 70,000.00	\$ -
	HVAC component replacement	\$ 12,000.00	\$ 10,000.00
	Technology	\$ 14,800.00	\$ 34,000.00
	Security Camera Installation	\$ 3,800.00	\$ -
	Roof Repair	\$ 58,000.00	
	Exterior building/garden improvements	\$ -	\$ 16,000.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 15,000.00	\$ 15,000.00
	Total Capital Expenses	\$ 523,600.00	\$ 75,000.00
Capital Improvement Fund reserves to cover excess expenses over revenues.			
			3/10/2020