



# River Forest Public Library

## River Forest, Illinois

Regular Board Meeting - Agenda\*  
June 16, 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](mailto:squinn@rflib.org). You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 846 8316 5204. Questions may be submitted online during the meeting to [squinn@rflib.org](mailto:squinn@rflib.org).

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
  - a. Minutes May 19, 2020 Board Meeting
  - b. May 2020 Warrant List
  - c. May 2020 Revenue and Expense Reports
  - d. May 31, 2020 Balance Sheet
  - e. Non-resident Library Card Resolution
5. Director's Report
6. New Business
  - a. Youth Interventionist Contract FY 20-21
  - b. River Forest Civic Center Authority redevelopment
7. Old Business
8. President's Report
9. 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: May 19, 2020**

**Call to Order:** At 7:00 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

The May 19, 2020 Regular Meeting of the River Forest Public Library Board of Trustees took place by phone pursuant to the Executive Order by Illinois Governor J.B. Pritzker that suspends the requirement for in-person public meetings due to the COVID-19 pandemic.

**Public Comments:** None submitted.

**Consent Agenda:**

- a. Minutes of the Regular Meeting: April 21, 2020
- b. April 2020 Warrant List
- c. April 2020 Revenue and Expense reports
- d. April 30, 2020 Balance Sheet

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

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

Roll Call Vote:

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

**Director's Report on resumption of in-person services at the library building:**

Director Quinn stated that since libraries closed in mid-March 2020, Directors and staff have been trying to figure out how to safely reopen. In early May, Governor Pritzker released a 5 phase plan (Restore Illinois) to provide a framework for how Illinois could safely reopen. In reviewing his plan, Director Quinn feels that it makes the most sense to tie the RFPL reopen plan to the Governor's, as opposed to choosing arbitrary dates.

In his recent reports, the Governor has stated that the metrics in our area of Illinois are on track to allow for the stay-at-home order to expire, as planned, on May 30<sup>th</sup>. This expiration would allow for the library to begin offering limited onsite services on Monday, June 1<sup>st</sup>.

As of today, RFPL has entered into Phase 2b of the plan which allows for a limited number (2-3) of staff members in the building to prepare spaces/workstations for reopen and be onsite to receive materials and supply deliveries.

Director Quinn addressed questions from Trustees regarding the plan:

- Trustee Calabrese-Berry thanked Director Quinn for the report she prepared and found the article sent to Trustees to be very helpful.
- Trustee Hopkinson noted that the plan was understandable and it was appropriate that our plan fit within current guidelines. Trustee Hopkinson asked if there was a contingency plan in place, as current models forecast a second wave of the virus in the Fall. Director Quinn responded that as necessary RFPL would move back into previous plan phases aligned with the Restore Illinois plan.
- Trustee Smedinghoff commented that reopening issues and considerations are not simple. Director Quinn's plan is appropriate, reasoned, and provides a sound framework for moving forward.
- A question was asked if any Trustees have heard from the public regarding reopening plans.
  - Trustee Long commented that she has been promoting virtual services to RF friends and neighbors and encouraging them to sign up for the eNewsletter to get information/updates from the library.
  - Trustee Stierwalt mentioned that people miss the library.
- Trustee Stierwalt asked how RFPL was supporting District 90 with its summer book club initiative. Director Quinn responded that District 90 is offering 30 summer book clubs to River Forest resident children. Sign up will be administered through RFPL's calendar registration software, as District 90 does not have a platform to support online registration. District 90 will purchase copies of the books for students and RFPL will facilitate their pick-up. The discussions will be led by District 90 teachers.
- Trustee Stierwalt asked for additional explanation regarding the reduction of staff hours. Director Quinn explained that full time staff members will not experience a reduction in hours and will be working their full schedule, both in-person and remotely. Part time staff hours were reduced up to 50% based on job function. Positions whose primary duties are materials handling saw the largest reduction. Managers issued return to work letters to staff members on Monday, May 18<sup>th</sup> and are currently coordinating schedules with staff members. Based on who returns, there may be opportunities for additional hours for staff.
- Trustee Long asked how the reduced "open" hours will impact virtual service. Director Quinn responded that library staff who are working offsite would be providing help (via chat and email) during the hours before the building opened for curbside pickup (1-7 M-F and 11-5 Fri-Sat). Online support hours will be a part of our communication to public in anticipation of reopening.

- Trustee Long asked if RFPL would be taking staff temperatures or conducting health surveys. Director Quinn responded that RFPL would not be taking temperatures or conducting health surveys. Our message to staff will be to stay home if you are sick or showing any symptoms.
- Trustee Bevan asked for some logistical clarification for how patrons should contact the library for materials, reader's advisory, once staff return to the building. Director Quinn explained that patrons can place holds for RFPL materials only via the online catalog or SWAN app. Additionally, patrons can call during open hours and speak with a staff member who can make recommendations and/or pull a selection of materials. Patrons can also email requests.
- Trustee Bevan asked how RFPL will be handling materials returns. Director Quinn explained that patrons will be able to return materials to the exterior book drops starting May 26<sup>th</sup>. Materials will be quarantined in the meeting room for 7 days. RFPL will store interlibrary loan items until delivery resumes. The Directors of Elmwood Park and Forest Park will coordinate with RFPL to return items between their libraries and RFPL.
- Trustee Hill asked if there would be a delay in items coming off patron accounts due to the quarantine period. Director Quinn responded that there would be a delay and materials would be remain checked out to patrons while they are in quarantine.
- Trustee Stierwalt asked if there was a plan to offer phone services during RFPL's closed hours. Director Quinn will investigate if RFPL can enable call forwarding through Comcast.

#### **New Business: Policy Additions to Section IV, Staff**

- a. Families First Coronavirus Response Act
- b. Telework

Trustee Hill presented two temporary policies to the Board from the Policy Committee. Trustee Hill explained that both policies were temporary and would run through 12/31/20. The Families First Coronavirus Response Act policy is in response to the law (of the same name) that went into effect on April 1, 2020. Additionally, the Telework policy allows for employees to work remotely at the Director's discretion during this time.

Trustee Hill moved for the approval of these policies from the Policy Committee. A vote was taken and the motion passed unanimously.

#### **Old Business: Resolution to change Library Trustee term limit to 4 years (per ILSC 5/4-3.1)**

- President Smedinghoff explained that earlier in the year the Board had discussed the possibility of changing RFPL's Trustee term limit from 6 years to 4 years. In order to give proper notice to the Cook County Board of Elections, Trustees would have to vote to

change the term in the next month. President Smedinghoff asked for a motion to change the Library Trustee term limit to 4 years. Trustee Hill moved to approve the motion, Trustee Calabrese-Berry seconded, and there was brief discussion.

- Trustee Calabrese-Berry commented that a 4-year term is more attractive for future candidates. Trustee Long completed a timing analysis and noted that moving to a 4-year term now would result in a distribution of expiring seats that would not require a trustee to serve a shortened term (e.g. 2 year as opposed to a 4 year term).
  
- A roll call vote was taken.
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

### **President's Report**

- President Smedinghoff did not deliver a report.
  
- Before the conclusion of the meeting, Trustee Long asked for some clarification about the delivery of the next RFPL Strategic Plan progress report. President Smedinghoff noted that Director Quinn prepared a thorough and comprehensive report of Strategic Plan progress that was included in the March 17, 2020 board packet. The report was not formally presented to the Board as the March board meeting was cancelled due to the COVID-19 pandemic. Director Quinn expressed that report could be updated and presented to the Board at the annual meeting scheduled for July.

### **Adjournment**

- At 8:00 PM, Trustee Stierwalt moved to adjourn the Regular Meeting. Trustee Hopkinson seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,  
Alice Calabrese-Berry  
Secretary

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

Num	Date	Name	Memo	Account	Paid Amount
17143	5/21/2020	Alarm Detection Services	177096	BYLINE Operations 00805...	
177096-...	5/12/2020		Quarterly Alarm monitoring June-August 2020	Maintenance - Service	-231.81
TOTAL					-231.81
17144	5/21/2020	ANDERSON ELEVATOR COMPANY		BYLINE Operations 00805...	
INV-274...	5/21/2020		May Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
17145	5/21/2020	Arthur J. Gallagher & Co.		BYLINE Operations 00805...	
2416060	5/21/2020		Government Crime Policy	Insurance	-681.00
TOTAL					-681.00
dm	5/5/2020	CardConnect		BYLINE Operations 00805...	
			Credit Card Fee	Misc. Expenses	-22.45
TOTAL					-22.45
17142	5/5/2020	Fifth Third Bank		BYLINE Operations 00805...	
			April credit card payment	5/3 Financial Credit Card	-3,830.72
TOTAL					-3,830.72
17146	5/21/2020	HR Source		BYLINE Operations 00805...	
FY21-5...	5/21/2020		Annual HR Source Membership fee	Membership Dues - Library	-1,040.00
TOTAL					-1,040.00
17147	5/21/2020	Hulen Landscaping Contractors		BYLINE Operations 00805...	
16457	5/14/2020		Lawn Service	Maintenance - Service	-41.50
TOTAL					-41.50
17148	5/21/2020	ILA		BYLINE Operations 00805...	
176777	5/12/2020		Library Director ILA Dues	Membership Dues - Library	-200.00
TOTAL					-200.00

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

Num	Date	Name	Memo	Account	Paid Amount
17149	5/21/2020	ILLINOIS ALARM		BYLINE Operations 00805...	
16476	5/21/2020		June - Aug 2020 Burgalar Alarm	Maintenance - Service	-110.85
TOTAL					-110.85
DM	5/29/2020	IMRF		BYLINE Operations 00805...	
			EE IMRF Contribution	Employee Compensation	-1,875.28
			ER IMRF Contribution	IMRF	-4,558.99
TOTAL					-6,434.27
17150	5/21/2020	KLEIN, THORPE & JENKINS, LTD		BYLINE Operations 00805...	
210079	5/21/2020		Legal Opinion Trustee election	Consultant/Legal Fees	-132.00
TOTAL					-132.00
17151	5/21/2020	Konica Minolta Business Solutions		BYLINE Operations 00805...	
900674...	5/21/2020		Copier Usage	Copy Machine (usage, mai...	-75.07
TOTAL					-75.07
17152	5/21/2020	Konica Minolta Premier Finance		BYLINE Operations 00805...	
412743...	4/23/2020		Monthly Copier Lease	Equipment - Copier Lease ...	-216.10
TOTAL					-216.10
17153	5/21/2020	NICOR GAS		BYLINE Operations 00805...	
898234...	5/21/2020		Natural gas supply	Heat	-569.53
TOTAL					-569.53
17154	5/21/2020	OAK PARK TOWNSHIP YOUTH SERVICES		BYLINE Operations 00805...	
	4/21/2020		Quarter 3 Youth Interventionist contract	Youth Interventionist Contract	-799.74
TOTAL					-799.74

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

Num	Date	Name	Memo	Account	Paid Amount
17155	5/21/2020	OverDrive		BYLINE Operations 00805...	
01658C...	5/7/2020		Teen eContent	eContent - Teen	-231.41
01658D...	5/7/2020		Adult eContent	eContent - Adult	-367.48
01658D...	5/7/2020		Adult eContent	eContent - Adult	-27.50
01658C...	5/7/2020		Adult eContent	eContent - Adult	-780.72
01658C...	5/12/2020		Adult online	eContent - Adult	-382.41
01658C...	5/14/2020		Adult Online	eContent - Adult	-879.83
01658D...	5/14/2020		Adult Online	eContent - Adult	-231.98
01658C...	5/14/2020		Adult online	eContent - Adult	-183.48
01658C...	5/15/2020		Children's online	eContent - Juvenile	-99.95
01658C...	5/20/2020		Teen eContent	eContent - Teen	-167.96
01658C...	5/20/2020		Adult online	eContent - Adult	-511.71
TOTAL					-3,864.43
DM	5/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			5/15/2020 Payroll processing	Payroll Service	-125.68
TOTAL					-125.68
dm	5/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Compensation 5/15/2020	Employee Compensation	-21,164.64
TOTAL					-21,164.64
dm	5/15/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Tax liability	Employee Compensation	-4,799.92
			Employer Medicare liability	Medicare Exp	-390.15
			Employer FICA liability	FICA	-1,668.22
TOTAL					-6,858.29
DM	5/29/2020	PAYLOCITY		BYLINE Operations 00805...	
			5/29 Payroll Run	Payroll Service	-125.68
TOTAL					-125.68
DM	5/29/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee Compensation	Employee Compensation	-21,628.46
TOTAL					-21,628.46



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

Num	Date	Name	Memo	Account	Paid Amount
DM	5/29/2020	PAYLOCITY		BYLINE Operations 00805...	
			Employee tax deduction	Employee Compensation	-4,798.55
			Employer FICA	FICA	-1,668.96
			Employer Medicare	Medicare Exp	-390.32
TOTAL					-6,857.83
17156	5/21/2020	Rivistas		BYLINE Operations 00805...	
11080	5/14/2020		Adult magazine renewal	Periodicals - Adult	-2,697.91
11078	5/14/2020		Professional developiment magazine renewal	Professional Development	-327.49
			Professional development magazines	Professional Development	-200.35
11079	5/14/2020		Children's magazine renewal	Periodicals - Juv	-266.29
			Professional development magazines	Professional Development	-58.96
TOTAL					-3,551.00
17157	5/21/2020	VERSATILE COMPUTER SERVICES, INC.		BYLINE Operations 00805...	
15632	5/21/2020		May 2020 Tech Support	Technical Support	-750.00
TOTAL					-750.00
17158	5/21/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805...	
MAY IN...	5/20/2020		Employee Health Insurance portion	Employee Compensation	-1,882.90
			Employer Health & Dental Insurance portion	Health Insurance	-3,481.73
TOTAL					-5,364.63

River Forest Public Library

6/1/2020 1:43 PM

Register: 5/3 Financial Credit Card  
 From 04/03/2020 through 05/02/2020  
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
04/03/2020		Discount School Supply	-split-		759.16	X		3,069.30
04/04/2020		ORIENTAL TRADING	-split-		649.71	X		3,719.01
04/04/2020		S & S Worldwide	Teen Expenses:Programs-Teen		384.09	X		4,103.10
04/07/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		4,118.10
04/13/2020	10.74	AMAZON.COM	Office Expenses:Office Supplies		10.74	X		4,128.84
04/15/2020		AT&T - Electronic Gateway	Automation Expenses:Automati...		299.84	X		4,428.68
04/15/2020		Comcast	Automation Expenses:Automati...		545.47	X		4,974.15
04/16/2020		AMAZON.COM	Professional Expenses:Member...			X	108.29	4,865.86
04/17/2020	17128	Fifth Third Bank	BYLINE Operations 00805669...	March Credit card bill		X	2,310.14	2,555.72
04/20/2020		AMAZON.COM	Professional Expenses:Staff Tra...		30.00	X		2,585.72
04/20/2020		AMAZON.COM	Professional Expenses:Staff Tra...		330.00	X		2,915.72
04/22/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		215.64	X		3,131.36
04/22/2020		FedEx	Office Expenses:Postage		41.68	X		3,173.04
04/22/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		55.98	X		3,229.02
04/23/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		54.38	X		3,283.40
04/27/2020		Stamps. com	Office Expenses:Postage		17.99	X		3,301.39
04/27/2020		USPS	Office Expenses:Postage		100.00	X		3,401.39
04/29/2020		ULINE	Office Expenses:Office Supplies		166.79	X		3,568.18
04/29/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		59.99	X		3,628.17
04/29/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		39.86	X		3,668.03
04/29/2020		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		52.20	X		3,720.23
04/29/2020		AMAZON.COM	Office Expenses:Office Supplies		34.99	X		3,755.22
04/30/2020		Creativita	Special Programs		22.50	X		3,777.72
05/01/2020		HR Source	Professional Expenses:Professi...		50.00	X		3,827.72
05/01/2020		Facebook	Office Expenses:Advertisement		3.00	X		3,830.72



River Forest Public Library

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

Revenue Report: May-20

<u>Account:</u>	<u>May-20</u>	<u>YTD</u>	<u>2020-2021</u>	<u>% of Budget</u>
Property Taxes	\$ 8,894	\$ 8,894	1,320,000.00	0.67%
Connections Program Grant	\$ -	\$ -	8,400.00	0.00%
Corp Property Replacement Taxes	\$ 2,006	\$ 2,006	12,000.00	16.72%
Lost Books Reimbursed	\$ -	\$ -	3,500.00	0.00%
Copy Machine Revenue	\$ -	\$ -	5,500.00	0.00%
Rentals, Library Space, Meeting Room	\$ -	\$ -	0.00	0.00%
Interest	\$ 1,555	\$ 1,555	9,000.00	17.27%
Gifts from RFPL Foundation	\$ 12,000	\$ 12,000	12,000.00	100.00%
Gifts - other	\$ -	\$ -	1,000.00	0.00%
IL Per Capita Grant	\$ -	\$ -	14,000.00	0.00%
Grants, other	\$ 801	\$ 801	3,200.00	25.03%
Community Foundation Endowment	\$ -	\$ -	3,800.00	0.00%
Misc Income	\$ 495	\$ 495	600.00	82.50%
<b>Total:</b>	<b>\$ 25,751</b>	<b>\$ 25,751</b>	<b>1,393,000.00</b>	<b>1.85%</b>
<b>Income:</b>	<b>\$ 25,751</b>	<b>\$ 25,751</b>	<b>1,393,000.00</b>	<b>1.85%</b>
<b>Expense:</b>	<b>\$ 84,644</b>	<b>\$ 84,644</b>	<b>1,393,000.00</b>	<b>6.08%</b>



River Forest Public Library

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

Expense Report: May-20

Expenses  
Personnel

	5/31/2020	Fiscal YTD	Actual % Budget 8% as of 5/31/2020	20-21 Budget
Wages & Salaries	\$ 55,514	\$ 55,514	7.71%	\$ 720,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 3,482	6.06%	\$ 57,500.00
IMRF	\$ 4,559	\$ 4,559	7.73%	\$ 59,000.00
Medicare/FICA	\$ 4,118	\$ 4,118	7.49%	\$ 55,000.00
Staff Training	\$ -	\$ -	0.00%	\$ 2,500.00
Membership Dues	\$ 1,319	\$ 1,319	32.98%	\$ 4,000.00
Professional Development	\$ 637	\$ 637	7.08%	\$ 9,000.00
<b>Total Personnel</b>	<b>\$ 69,628</b>	<b>\$ 69,628</b>	<b>7.68%</b>	<b>\$ 907,000.00</b>

Support Services  
Printing and Advertising

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

Programming

Children's Programs	\$ 982	\$ 982	7.55%	\$ 13,000.00
Teen Programs	\$ 91	\$ 91	1.22%	\$ 7,500.00
Adult Programs	\$ 100	\$ 100	1.00%	\$ 10,000.00
Special Programs	\$ 60	\$ 60	1.71%	\$ 3,500.00
Connections Programs	\$ -	\$ -	0.00%	\$ 8,400.00
Total Programs	\$ 1,233	\$ 1,233	2.91%	\$ 42,400.00
<b>Total Support Services and Programs</b>	<b>\$ 1,236</b>	<b>\$ 1,236</b>	<b>2.43%</b>	<b>\$ 50,900.00</b>

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	0.00%	\$ 1,000.00
Technical Support	\$ 750	\$ 750	6.82%	\$ 11,000.00
Automation Administration	\$ 15	\$ 15	0.04%	\$ 37,000.00
Consultant Fees/Legal Fees	\$ 132	\$ 132	1.89%	\$ 7,000.00
Postage & Delivery	\$ 127	\$ 127	3.17%	\$ 4,000.00
Audit Fees	\$ -	\$ -	0.00%	\$ 7,500.00
Payroll and Employment Services	\$ 251	\$ 251	7.18%	\$ 3,500.00
Youth Interventionist Contract	\$ 800	\$ 800	19.04%	\$ 4,200.00
Telephone/Internet	\$ 844	\$ 844	5.63%	\$ 15,000.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 216	7.72%	\$ 2,800.00
<b>Total Other Support Services</b>	<b>\$ 3,135</b>	<b>\$ 3,135</b>	<b>3.34%</b>	<b>\$ 94,000.00</b>

Library Materials

Books	\$ -	\$ -	0.00%	\$ 76,000.00
-------	------	------	-------	--------------

Print Periodicals (Magazines)	\$ 2,964	\$ 2,964	45.60%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ -	\$ -	0.00%	\$ 7,500.00
Online E-Content - elect. books/magazines/movies/music	\$ 4,584	\$ 4,584	7.16%	\$ 64,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ -	\$ -	0.00%	\$ 27,000.00
<b>Total Library Materials</b>	<b>\$ 7,549</b>	<b>\$ 7,549</b>	<b>4.17%</b>	<b>\$ 181,000.00</b>

<b>Library and Office Supplies</b>	Office Supplies	\$ 92	\$ 92	2.30%	\$ 4,000.00
	Library Supplies	\$ 96	\$ 96	1.92%	\$ 5,000.00
	Copy And Printing Supplies	\$ -	\$ -	0.00%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 22	\$ 22	0.90%	\$ 2,500.00
	Total Office Supplies	\$ 210	\$ 210	1.68%	\$ 12,500.00
	<b>Total Library Materials &amp; Supplies</b>	<b>\$ 7,759</b>	<b>\$ 7,759</b>	<b>4.01%</b>	<b>\$ 193,500.00</b>

<b>Strategic Initiatives</b>	<b>Strategic Initiatives</b>	\$ -	\$ -	0.00%	\$ 5,000.00
------------------------------	------------------------------	------	------	-------	-------------

<b>Facilities Management</b>	Building Materials & Supplies	\$ 1,320	\$ 1,320	37.72%	\$ 3,500.00
<b>Facility Supplies</b>	<b>Total Facility Supplies</b>	<b>\$ 1,320</b>	<b>\$ 1,320</b>	<b>37.72%</b>	<b>\$ 3,500.00</b>

<b>Facility Services</b>	Insurance	\$ 681	\$ 681	4.70%	\$ 14,500.00
	Maintenance and Custodial Service	\$ 1,320	\$ 1,320	2.20%	\$ 60,000.00
	Water	\$ -	\$ -	0.00%	\$ 2,000.00
	Natural Gas	\$ 570	\$ 570	6.33%	\$ 9,000.00
	Copier Maintenance and Usage	\$ 75	\$ 75	2.89%	\$ 2,600.00
	<b>Total Facility Services</b>	<b>\$ 2,646</b>	<b>\$ 2,646</b>	<b>3.00%</b>	<b>\$ 88,100.00</b>

<b>Equipment &amp; Furniture</b>	Equipment (Equipment & Furniture)	\$ -	\$ -	0.00%	\$ 7,000.00
	Technology Misc.	\$ 120	\$ 120	4.00%	\$ 3,000.00
	<b>Total Equipment and Furniture</b>	<b>\$ 120</b>	<b>\$ 120</b>	<b>1.20%</b>	<b>\$ 10,000.00</b>

<b>Total Facilities Management</b>	\$ 2,886	\$ 2,886	2.84%	\$ 101,600.00
------------------------------------	----------	----------	-------	---------------

<b>Total Operating Expenses</b>	\$ 84,644	\$ 84,644	6.26%	\$ 1,352,000.00
---------------------------------	-----------	-----------	-------	-----------------

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

<b>Total Expenses</b>	<b>\$ 84,644</b>	<b>\$ 84,644</b>	<b>6.08%</b>	<b>\$ 1,393,000.00</b>
-----------------------	------------------	------------------	--------------	------------------------

<b>Total Income</b>	<b>\$ 25,751</b>	<b>\$ 25,751</b>	<b>1.85%</b>	<b>\$ 1,393,000.00</b>
---------------------	------------------	------------------	--------------	------------------------



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

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

ICS Capital Reserve

CB OPRF Capital Checking

**Expenses**

Check      Date      Vendor/Description

\$ -

**Income**

Interest      5/31/2020

\$ 181.20

# River Forest Public Library Balance Sheet

As of May 31, 2020

## ASSETS

5/31/2020

### Current Assets

#### CHECKING/SAVINGS - OPERATIONS ACCOUNT

##### Operations Current

ICS Operations	805669201	1.4% Interest Rate	594,993.49
Byline Operations	805669201		42,390.70
Petty Cash			40.00

TOTAL Operations Current 637,424.19

##### Operations Midterm Reserves

##### CD Maturity Date

OP CD 26 WEEKS	1023527878	8/20/2020	157,408.55
----------------	------------	-----------	------------

TOTAL Operations Midterm Reserves 157,408.55

##### Operations Long Term Reserves

##### CD Maturity Date

OP CD 3 YEAR	1020448578	7/30/2020	62,850.45
OP CD 3 YEAR	1021670576	8/12/2021	62,865.68
OP CD 5 YEAR	1020450904	7/28/2022	63,404.26
OP CD 5 YEAR	1021670738	8/10/2023	63,035.10
OP CD 5 YEAR	1022865745	7/25/2024	62,761.41

TOTAL Operations Long Term Reserves 314,916.90

**TOTAL OPERATIONS ACCOUNT 1,109,749.64**

#### CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	1.4% Interest Rate	147,597.83
Byline Capital	805669202		10,005.94

**TOTAL CAPITAL ACCOUNT 157,603.77**

TOTAL CURRENT CHECKING/SAVINGS 1,267,353.41

TOTAL CURRENT ASSETS 1,267,353.41

**TOTAL ASSETS 1,267,353.41**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

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

##### Credit Cards

MB Financial Credit Card			4,646.05
Total Credit Cards			<u>4,656.05</u>

Total Current Liabilities 3,904.94  
3,904.94

#### Equity

Opening Bal Equity			821,884.15
Retained Earnings			500,736.16
Net Income			(59,171.84)

Total Equity 1,263,448.47

**TOTAL LIABILITIES & EQUITY 1,267,353.41**

2020 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the River Forest Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the River Forest Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing July 1, 2020 and ending June 30, 2021 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY AS FOLLOWS:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$312.00, calculated according to the box which is checked-off below:

General Mathematical Formula (23 Ad. Code 3050.60(a));

Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the River Forest Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the River Forest Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in



**Resolution 06.16.20 Non –Resident Library Card**

writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 4:** The River Forest Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The River Forest Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the River Forest Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the River Forest Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the River Forest Public Library.

ADOPTED this 16th day of June, 2020 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and Board of Library Trustees of the River Forest Public Library.

\_\_\_\_\_  
Tom Smedinghoff, President

ATTEST

\_\_\_\_\_  
Deborah Hill, Vice - President

## Administration

- The exterior library book drops were opened on Tuesday, May 26th. As directed by the RAILS library system, all returned materials will be quarantined for 7 days prior to being checked in. RAILS will be delivering RFPL items currently at their sorting station on June 15th and June 25th. RAILS will also pick up any materials from other libraries that we are currently storing. We do not intend to start interlibrary loan anytime soon.
- Based on the recommendations of HR Source and other human resource professionals, we instituted a phased approach to bringing employees back into the building, with staggered start and stop times, physical changes to work stations and strict health and safety protocols. On May 26th, a limited number of staff began working in the building (with staggered shifts) to allow for social distancing. Some staff have telework agreements which outlines the hours they will continue to work from home.
- Curbside pickup began on June 2nd. Hours of operation for this service are Monday-Thursday 1PM-7PM and Friday-Saturday 11AM-5PM. Phone and online chat assistance for library patrons is available during curbside pickup hours. Departmental email accounts are checked from 9am through the close of business.
- On June 2nd, the architects from Cordogan Clark presented their "bubble plan" for the redevelopment of the River Forest Civic Center Authority Building to the administrators and elected officials from the River Forest taxing bodies. Trustee Hill and I were in attendance and Trustee Hill will deliver an update at the June Board meeting.
- Joanna completed RFPL's 2019-20 Illinois Public Library Annual Report, a compilation of statistical information for collections, circulation, revenue and expenditures by category. The report will be submitted to the Illinois State Library in June.

## Staff Training

- Library staff completed online safety procedure training (including social distancing protocols, proper handwashing techniques, face mask placement and disposable glove usage) before returning to work in the building and beginning curbside materials pickup. We are using checklists to ensure that surfaces (including door handles, desktops and keyboards) in staff areas are wiped down with disinfectant throughout the day. We have put additional signage in the bathrooms about handwashing and provided disposable hand towels.
- Over the 5 weeks that we were able to devote to the Project Ready curriculum, all employees completed 11 of the training modules. (Children's Services staff members were able to complete additional modules as they had started the curriculum several weeks ahead of the rest of the

staff.) It is our intention to create a staff equity committee to guide us through additional training once the library resumes normal operations.

## **Finance**

- Our FY2020 Per Capita Grant in the amount of \$13, 965 was approved by the Illinois State Library.

## **Facilities**

- Mortenson Roofing applied the final seal coat application to the roof on June 1st. We expect that they will invoice us before the end of the month.
- Oak Brook Mechanical was on site June 2nd to replace a flow switch on the chiller.
- A final payment of \$29,233 was made to J.A. Watts on June 10th to close out the Lobby Renovation project contract. A copy of as-built drawings have been submitted to RFPL and will be retained permanently. The initial contract amount for the project was \$323,500. We are pleased to report that the final total came in at \$316,263. A \$15,000 contingency was built into the contract and RFPL required use of \$7,236 of that contingency. Contingency items included: demo/haul away of children's room shelving, lobby slatwall fabrication/installation, front door staining, and installation of an additional VAV box (HVAC) in the staff conference room. Additionally, J.A. Watts issued credits for changes in sprinkler head work and an elevator button that was damaged by their contractor.

## **Community Partnerships**

- Amy and Beth arranged for the online registration through our library calendar for over 400 children in over 40 District 90 summer book clubs. The Library will be facilitating the student pickup of the print books for each book club through our curbside service the week of June 15th.

## **Strategic Plan**

- A report on the Strategic Plan progress through April 30, 2020 is attached. We will provide a brief dashboard listing our key strategies for 2020-21 once we are further along in our reopen plan.
- Summer Reading sign up for all ages will begin June 15, 2020.

Respectively submitted,

Sue Quinn  
June 11, 2020

# Strategic Plan 2019-2022

## *Our Journey Continues*

### Year One Focus and Progress

5/1/ 19 through 4/30/20



#### 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.	<b>Completed:</b> On May 21, 2019, 74% of staff received dementia friendly training.
	Staff will attend 80% of scheduled Memory Cafes each year.	<b>Completed:</b> 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.	<b>Completed:</b> 6 outside presenters were featured in 2019 and 2020. <ul style="list-style-type: none"> <li>● Age Options - Medicare ABCDs - August 2019 on 8/13)</li> <li>● Alzheimer's Association Program - Healthy Living for Your Brain and Body - June 2019</li> <li>● Long Term Care Planning - July 2019</li> <li>● Coffee Monday Speakers                             <ul style="list-style-type: none"> <li>○ RTA Mobility Outreach Coordinator - January 2019</li> <li>○ Senior Exercise Professionals on February 2019</li> <li>○ Caring Transitions and Making the Big Move Speakers - March 2019</li> <li>○ Senior Medicare Patrol Official on RFFD Falls Prevention - October 2019</li> <li>○ Annese Piazza for Medicare for Seniors - November and December 2019</li> </ul> </li> </ul>
	Circulate a combined total of 50 Memory and Caregiver kits per year	<b>In Progress:</b> Memory and Caregiver Kits have circulated 28 times in 12 months. We plan to move the kits to a more visible location once we reopen.
Build relationships with local businesses through the "Show Your Card" program.	10 participating businesses in year 1	<b>Completed:</b> 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	<b>Completed:</b> 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.	<b>Completed:</b> 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.	<b>Completed:</b> 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	<b>Completed:</b> 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	<b>Completed:</b> 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	<b>Completed:</b> 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><b>Completed:</b> RFPL initiated partnerships with the following organizations:</p> <ul style="list-style-type: none"> <li>• OPRF Youth Township - back-to school supply drive</li> <li>• Beyond Hunger - RFL staff members delivered programming at 3 Summer Meet Up and Eat Up programs</li> <li>• OPRF Community Foundation - hosted Success for All Youth Focus Group Meeting.</li> <li>• League of Women Voters - 5 staff certified to offer voter registration</li> <li>• Village of River Forest - 2020 Census - Complete Count Committee</li> <li>• League of Women Voters - Census Program</li> <li>• VRF Sustainability Commission - Health Lawn, Healthy Family (program cancelled due to COVID-19 closure)</li> </ul>
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	<b>Completed:</b> 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.	<b>In Progress:</b> 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
<p>Seek high quality program performers and lecturers who offer diverse views and voices.</p>	<p>Hire 2 children’s performers who offer diverse viewpoints and attract an audience of at least 80 to each program</p>	<p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>● Alina Celeste musical performance - 130 attendees</li> <li>● The Spellbinder magic show - 150 attendees</li> </ul>
	<p>Hire 3 adult lecturers or performers and attract an audience of at least 20 to each program.</p>	<p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>● African Fusion Dance Class - 23 attendees</li> <li>● Chicago Arab Music Ensemble - 70 attendees</li> <li>● Harriet Tubman Speaks - 27 attendees</li> <li>● <b>Programs cancelled due to COVID-19</b></li> <li>● <i>Redlined: A Memoir of Race, Change, and Fractured Community in 1960s Chicago</i> author visit</li> <li>● <i>Miniskirt to Hijab: A Girl in Revolutionary Iran</i> author visit</li> </ul>
<p>Complete a diversity audit of the Children's storytime collection and purchase additional materials to diversify the collection.</p>	<p>Utilize a variety of materials when delivering storytimes.</p>	<p>At least 1 book in each monthly storytime features humans of diverse backgrounds in the illustrations.</p>

**Adopt policies and internal operating procedures that reflect equitable practices.**

Strategy	Goal(s)	Result
<p>Identify appropriate training for staff at all levels to develop a shared understanding within our organization of the principles of equity, inclusivity, and diversity.</p>	<p>All Managers will participate in EDI training in 2019-2020.</p>	<p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
	<p>The Management Team will identify a training opportunity for all staff.</p>	<p>In April 2020 library staff participated in the online racial equity curriculum: Project Ready <a href="http://ready.web.unc.edu/">http://ready.web.unc.edu/</a> and a weekly discussion moderated by Children's Services Manager Amy Grossman. All employees completed 11 modules. We plan to continue with this curriculum in Year 2.</p>
<p>Review internal procedures for patron service to identify areas where barriers exist in our service model.</p>	<p>AD/T staff evaluate current guest pass computer access procedures and usage statistics and make recommendations to the Director.</p>	<p><b>Completed:</b> Computer access is now equitable for all SWAN registered library card holders.</p>



## 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	<b>In Progress:</b> 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	<b>Completed:</b> 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) —program cancelled due to COVID-19

**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	<b>In progress:</b> 268 kits circulated from May 2019 - March 2020. Kits were not circulated past March 13, 2020 due to COVID-19 closure.
Engage children from birth to age 10 with our Summer Reading programs	450 participants (ages 0-10)	<b>Completed:</b> 436 participants, 97% of goal.
Engage children from ages 11-18 with our Summer Reading program	225 participants (ages 11-18)	<b>Completed:</b> 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	<b>Completed:</b> 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	<b>In Progress:</b> Due to the lobby renovation project, Connections programs were not offered in 2019. Connections programming resumed in January 2020 and average daily attendance for the 9 sessions held through March 10th was 10 children. Programs discontinued after this date due to COVID-19.
	90% of kids surveyed will say they enjoy visiting the library,	<b>In Progress:</b> Survey deployed third week of March 2020. Not deployed due to COVID-19 closure.

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

Strategy	Goal(s)	Result
<p>Maintain home delivery service standards and train staff on how to handle home delivery queries.</p>	<p>Deliver available materials within 5 days.</p>	<p><b>In Progress:</b> Adult and Teen Services staff currently working to create a process for more efficient home delivery service.</p>
	<p>100% Adult/Teen services staff and other full-time staff are trained to place home delivery requests.</p>	
<p>Offer engaging and relevant educational, cultural, social, and reading-related programs supported by RFPL and community partners.</p>	<p>Adult programs will maintain an average of 20 attendees per program.</p>	<p><b>Completed:</b> Adult Programs from May 2019-Feb 2020 had an average attendance of 21. Attendance fell off in early March due to the COVID-19 pandemic and subsequent closure.</p> <p>Online book club programs in March-April 2020 averaged 9 attendees.</p>
<p>Ensure that collections are easy to browse and patrons can locate materials with ease.</p>	<p>Goal: Identify additional non-fiction collections to be made more accessible via natural language call numbering.</p>	<p><b>Completed:</b> AD/T Staff identified 2 Dewey Decimal ranges(Parenting and Fashion) to be re-catalogued according to natural language. .</p>
<p>Evaluate current digital collections and explore opportunities to provide new streaming services</p>	<p>Goal: Prepare cost analysis for Kanopy and identify the area of the adult materials budget that could be reduced as a funding source.</p>	<p><b>Completed:</b> Kanopy launched March 31, 2020. There were 107 "plays" in April 2020.</p>

### 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.	<b>Completed:</b> 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.	<b>Completed:</b> The self service holds shelving has been relocated and has proximity to the self-check machine. Directional signage was to be installed in March 2020 but was not completed due to the COVID-19 pandemic.
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.	<b>Completed:</b> 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.	<b>Completed:</b> 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..	<b>Completed:</b> The River Forest Public Library Foundation donated \$64,859 to the Library to cover the entire cost of the project. The project was 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.	<b>Completed:</b> The Local Spotlight program display panels were installed in early 2020. Previously, an interdepartmental committee met to develop procedures. 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"> <li>• RF School District 90 - student art display</li> <li>• League of Women Voters - 100 year anniversary display</li> </ul>
Use the Library garden for seasonal programming	At least 8 programs will be scheduled annually to be held in the Anne Smedinghoff library garden	<b>Completed:</b> Summer 2019 <ul style="list-style-type: none"> <li>• Summer Reading kickoff party</li> <li>• Alina Celeste concert</li> <li>• Dooley Brother's concert</li> <li>• Chris Fascione puppet show</li> <li>• Fitness Series: Yoga</li> </ul>

		<ul style="list-style-type: none"> <li>• Lunar lunch</li> <li>• Spellbinder magic show</li> <li>• Messy art day</li> <li>• Parachute play program</li> <li>• Tie Dye program</li> <li>• T-Rexplorers program</li> </ul>
--	--	---

**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.	<b>In Progress:</b> As of February 2020, an average of 1,658 items were checked out at the lobby self check. The Library closed on March 13, 2020 due to the COVID-19 pandemic and the self checks were not in use for March and April 2020.
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.	<b>In Progress:</b> 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.	<b>In Progress:</b> From 5/1/19 through 4/30/20, RFPL's website had an average of 3,240 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	<b>In Progress:</b> As of 4/30/20, RFPL had 1,140 Facebook and 978 Instagram followers.

### May 2020 Key Performance Indicators

Total Circulation	May-20	YTD
Preschool Collection	120	120
Juvenile Collection	1,378	1,378
Middle School Collection	319	319
Teen Collection	349	349
Adult Fiction	2,044	2,044
Adult Non-Fiction	780	780
Adult Media	325	325
Adult Other	0	0
Non SWAN ILL	0	0
<b>Total Circulation</b>	<b>5,316</b>	<b>5,316</b>

Virtual Programs		
<b>Older Adults</b>		
Programs	4	4
Attendance	43	43
<b>Middle School</b>		
Programs	5	5
Attendance	479	479
<b>Children/Family Programs</b>		
Programs	29	29
Elementary School Age Attendance	273	273
Preschool Attendance	1,469	1,469

Virtual Presence & Cardholders		
Instagram Followers	1,017	1,017
Facebook Followers	1,220	1,220
WiFi Usage	1,082	1,082
New Cardholders Added	22	22
Total Number Cardholders	8,467	
Cardholders as % of Population*	76%	

\* RF Population is 11,172 Per 2010 Census Data

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, and River Forest Public Library, hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

**OAK PARK TOWNSHIP agrees as follows:**

- To work with any youth who are residents of Oak Park and River Forest or attend the community schools. The interventionists will work with youth who need help with depression/anxiety, crisis and trauma, gang involvement, school refusal/attendance issues, and behavioral/aggression problems.
- To closely monitor youth, through a case management model which focuses on the individual strengths and needs of clients and their families and helps in linking them to services, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Interventionist clients and their families and share information about clients with partner agency staff as appropriate and only when a Release of Information has been signed by the appropriate party.
- To report program outcomes, such as reasons for discharge, demographics, referral reasons, and assessment information, in the aggregate only.
- To continue to provide intense intervention by employing support staff and two Youth Interventionists for the positions as described in Appendix I and one Youth Interventionist Supervisor.
- To act as the administrative agent of the Youth Interventionist Program, hiring, training, supervising, insuring and providing office space to the Youth Interventionist Program staff.
- To provide the necessary support, services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To distribute monthly reports via email on the activities of Youth Interventionist staff to all board members and the chief administrators of each participating government unit.
- To work with participating government units to establish additional meaningful outcome measures based on shared client data.
- To report on program activities and outcomes at least annually, or more often as needed or requested, at the Council of Governments meetings in Oak Park and in River Forest.
- To offer services listed in Appendix II: Menu of Services to partner agencies and to work responsively with partner agencies to develop other specific services based on emerging needs.

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

- To maintain an appropriate level of liability insurance and provide certificates of insurance to partner agencies as requested.
- To bill each participating government unit on a quarterly basis at the quarter amount listed in this IGA.
- To establish agreements with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Intervention caseload in the aggregate.

**The other participating government units agree as follows:**

- To support the Youth Interventionist Program through referrals, offering space to meet with youth and families (including virtual access during e-learning school days), sharing information about youth behaviors and situations, participating in training events and planning meetings, and by providing outcome data.
- To bring policy and operational concerns and recommendations to the Youth Services Director or Oak Park Township Manager or Supervisor and then, as needed, to the community's Council of Governments for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth develop, learn problem solving skills and to become engaged positively in the community.
- To enter into data sharing agreements, where appropriate, so that the Township may collect and analyze data in the aggregate for youth that are participating in the Youth Interventionist program.
- To support the cost of this joint endeavor in an amount listed to be billed Quarterly in four equal amounts. The total budget for the Youth Interventionist Program for the first year of this agreement is \$244,974.

<b>AGENCY</b>	<b>2020-21 Amount</b>	<b>Qrt. Payment</b>	<b>2021-22 Amount</b>
OP Elementary D97	\$30,000	\$7,500	\$30,600
Park District OP	\$13,000	\$3,250	\$13,260
OP Public Library	\$13,000	\$3,250	\$13,260
OPRF High School D200	\$34,000	\$8,500	\$34,680
River Forest Township	\$18,500	\$4,625	\$18,870
RF Elementary D90	\$8,500	\$2,125	\$8,670
RF Park District	\$4,200	\$1,125	\$4,284
RF Public Library	\$4,200	\$1,125	\$4,284
Helen Brach Grant	\$5,000	-	-
<b>SUBTOTAL:</b>	<b>\$130,400</b>	<b>-</b>	<b>\$127,908</b>
Oak Park Township:	\$114,574	-	\$121,865
<b>TOTAL:</b>	<b>\$244,974</b>	<b>-</b>	<b>\$249,773</b>



**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

- To promptly reimburse Oak Park Township upon receipt of a quarterly bill in the amount shown in the table above.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township. To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other parties, their elected officials, employees, officers, directors and agents from and against any third-party claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim for harm, injury, or death to any person, or damage to tangible personal property arising out of or in connection with the performance of the services under this Agreement to the extent of the negligence, fault, or willful act or omission of the indemnifying party, its personnel or agents during the course of performance of the services hereunder or otherwise in connection with the performance of this Agreement.

This Intergovernmental Agreement will be in force for two years from July 1, 2020.

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

**OAK PARK TOWNSHIP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RIVER FOREST TOWNSHIP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OAK PARK ELEMENTARY SCHOOL DISTRICT 97**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PARK DISTRICT OF OAK PARK**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RIVER FOREST PARK DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH INTERVENTIONIST PROGRAM, 2020 - 2022**

**OAK PARK PUBLIC LIBRARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RIVER FOREST PUBLIC LIBRARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## APPENDIX I Interventionist Job Description

CLASS. TITLE:	Youth Interventionist	FLSA: Non-Exempt
DEPARTMENT:	Youth Services	DATE: 09/2019
DIVISION:	Town	
REPORTS TO:	Youth Interventionist Supervisor	

Job Summary: The Youth Interventionist builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The interventionist assists youth and families, and implement programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

### Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: Gangs, school attendance/refusal issues, anxiety and depression, substance abuse, trauma, aggression, and behavioral problems.
- Carries a caseload of 20 individuals for counseling and interventions. Performs crisis intervention, making social diagnostic assessments, and assists in developing a comprehensive treatment plan for clients.
- Run groups during school year that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office. Transport youth, if necessary.
- Help provide wraparound services by encourage and referring youth, families, parents/ guardians to other community services and activities.
- Knowledge of the DSM 5 and ability to diagnosis is a plus.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/ guardians, families, mentors, therapist, police, and other community agencies involved in youth's case.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings.
- Performs other duties as assigned.
- Supervision for LPCs and MSWs available.

Job Type: Full Time

### Minimal Qualifications:

- Master's in counseling, psychology, social worker.
- Working with youth and families (preferred).

Education:

## **APPENDIX I**

### **Interventionist Job Description**

- Master's (Required)

#### Knowledge, Skills, and Abilities

##### Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution

##### Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

##### Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

##### Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

## **APPENDIX II Menu of Services**

### **Youth Interventionist Program – Services November 2019**

The Township's Interventionist Program staff are Masters Level Social Workers and Counselors, all with backgrounds in working with youth on a variety of issues. The Youth Interventionist Program is constantly conducting needs assessments to address youth issues within the communities. Through the Youth Interventionist Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

#### **TRAINING-in person or virtual**

- ◆ Anti-bullying training
- ◆ Prevention, identification, and response to issues of gangs, drugs, and violence
- ◆ Other training programs tailored to different entities' needs: examples include, but are not limited to, Restorative Justice and Practices, community issues (Street Safe Workshop)

#### **CONSULTING**

- ◆ Consult with private therapists, agencies (public and private, profit and non-profit), parents, schools, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of youth, including gangs, crisis and trauma, school refusal/attendance, behavior and aggression, anxiety, depression and other mental health topics.
- ◆ Community and neighborhood problem solving, education, and training, including virtual training.
- ◆ Work with partner agencies to help address staffing patterns, incident response, facility security, and safety procedures and protocols

#### **INFORMATION/INTELLIGENCE**

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents regarding youth
- ◆ Assist in locating runaways
- ◆ Assist in identifying and locating individuals representing a threat to youth

#### **DIRECT INTERVENTION-in person or via tele-health models**

- ◆ Individual/family crisis intervention
  - hospitalization assessment
  - suicide assessment
  - trauma and grief counseling
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ On-site intervention or "tele-health" services at partner facilities in conjunction with partner staff
- ◆ Group work with grade, middle and high school students after needs are identified with community partners
- ◆ Interventionist work specifically with youth who have gang or trauma/crisis
- ◆ Individual counseling with youth regarding issues with gang involvement, trauma/crisis, behavior/aggression, school refusal/attendance, and anxiety and depression
  - ◆ Casework-including referrals, family assessments, and connecting youth and families with partner agencies and organizations based on needs.