



**River Forest Public Library
Regular Board Meeting
June 21, 2022
6:00 PM**

**Meeting Location:
Barbara Hall Meeting Room
River Forest Public Library
735 Lathrop Avenue**

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: May 17, 2022
 - b. May 2022 Revenue and Expense Reports
 - c. May 2022 Bill Payment List and Credit Card Charges
 - d. May 31, 2022 Balance Sheet
 - e. Policy updates: Staff II – Employee Tiers and Benefits
5. Patron Suggestions
6. Director's Report
 - a. Serving Our Public 4.0 Chapters 4: Access
7. President's Report
8. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - Book Drops Purchase Proposal – vote
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
 - v. Village of River Forest Collaboration Committee Liaison
 - vi. FastForward Libraries Strategic Planning Proposal – discussion
 - vii. Emergency Paid Sick Leave Policy Extension - vote
 - viii. Approval of Closed Session Minutes from July 21, 2020; August 13, 2020; and June 15, 2021 - vote
 - ix. Resolution Authorizing the Destruction of Audio Recordings of Closed Sessions - vote
9. Old Business
 - a. Director's Annual Goals – vote
 - b. Air handler project
 - Williams Architects Contract Addendum - vote
10. 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 17, 2022 - DRAFT

Call to Order: At 6:20 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Ruggeri, Hopkinson, Berens, Long, Stierwalt (joined at 6:55 pm), and Smedinghoff (attended remotely)
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

Visitors and Guests: River Forest resident Kristen Coe.

Guest Comment: Kristen Coe made a public comment regarding the air handler project and expressed that this project represents an opportunity to offer community centric solutions and has gained strong local support through the Library's work with the Park District Board, Development Review Board, and Village Board and Staff. Given how divisive some local issues have been in recent years, Ms. Coe wants to recognize the Library's work in bringing the different bodies together in support of a project that benefits the community as a whole.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 19, 2022
- b. April 2022 Revenue and Expense Reports
- c. April 2022 Bill Payment List and Credit Card Charges
- d. April 30, 2022 Balance Sheet

Trustee Hopkinson moved to approve the consent agenda. Trustee Berens seconded the motion.

Trustee Berens asked why the natural gas expense line was higher than anticipated. Director Compton replied that the Library temporarily needed to turn off temperature controls during the night because of issues with some of the VAV boxes, but the Library has now been able to reinstate its nighttime heating schedule. The Library is also seeing an increased cost in the heating bill. Director Compton will monitor natural gas expenses in fiscal year 2022-23.

Trustee Berens asked why the capital account balance on the balance sheet differed from the capital fund reserve sheet. Director Compton replied that the balance sheet reflects checks that were issued but not cashed as of the end of the month, and the capital reserve fund reflects the Library's closing balance on the monthly statements.

The following amendments were made to the consent agenda:

- Total expenses on the Revenue Report will reflect the correct amount of \$130,822.21.
- The minutes will reflect that Megan Traficano was representing the Oak Park Township under New Business.
- A grammatical error on page two will be corrected

Trustee Hopkinson moved to approve the consent agenda with the listed amendments. Trustee Berens seconded the motion. A roll call vote was taken.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Ruggeri, Berens, Long

Patron Suggestions:

Director Compton reported one patron comment:

- A patron suggested that the Library offer a current medical journal. Shannon Gruber, Adult and Teen Services Manager, is in the process of adding Mayo Clinic Health Letter to the Library's collection.

Director's Report:

- Director Compton reported on the following items:
 - Congratulations to staff members Anne Kowalski, Maria Maia, and Ariel Schick who graduated with their MLIS degrees.
 - **Further** congratulations to Anne Kowalski who has been promoted to the Adult and Teen Services Librarian position.
 - The Library has 28.5 prepaid service hours remaining with Outsource Solutions Group (OSG).
 - Over the past year, the Library has seen an increase in circulation and programming statistics. Director Compton hopes to continue to see this positive momentum in the next year.
 - The Library is coordinating with a Village of River Forest planning committee for a Juneteenth event. More information will be coming soon regarding a flag raising event on June 13 to be held at the Library at 11:30 am.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, Chapter 3: Personnel.

President's Report:

- President Hill had nothing to report since the Regular Board Meeting in April.

Committee Reports

Facilities Committee:

- The Facilities Committee made a recommendation to the full Board to bid the exterior air handler project and not to engage architects on an interior replacement at this time. The next Facilities Committee meeting is June 2 at 2 pm. The Board concurred with the recommendation.

Finance Committee:

- The Finance Committee has not met since the April Board meeting. The next Finance Committee meeting is Thursday, June 2, at 1pm.

Policy Committee:

- The Policy Committee reviewed Library policies that will be up for discussion at the June Regular Board Meeting. The next Policy Committee meeting is Tuesday, September 13, at 5pm.

RFPL Foundation Liaison:

- Trustee Long reported that the Foundation has timely filed its federal and state 2021 tax forms. Sally Gregory has been working on collecting and organizing files for records retention and policy initiatives.
- Trustee Berens circulated dates of upcoming events that Trustees can attend.

Village of River Forest Collaboration Committee Liaison:

- Trustee Stierwalt was absent.

Strategic Plan Extension:

President Hill reported that the Library's Strategic Plan expired on April 30, 2022. Director Compton plans to start strategic planning work this year, including working with a professional consultant, soliciting thorough community feedback, and involving staff throughout the process. To allow time to complete this process, the Library will need to extend the current Strategic Plan for one year through April 30, 2023.

Trustee Ruggeri moved to extend the Library's Strategic Plan through April 30, 2023. Trustee Hopkinson seconded the motion.

The Trustees discussed the merits of extending the Strategic Plan in order to thoughtfully solicit community feedback.

The motion passed on a voice vote.

Director's Annual Goals:

Director Compton stated that she received feedback from Trustees on the Library's annual goals and will update the goals document for the June Regular Board Meeting.

Old Business:

- a. Air Handler project: status of permits and bid package:
 - Williams Architects reported that it can submit permits to the Village of River Forest by May 27. Director Compton will follow up with the Village about a week later to check the permits' status. If there are no major changes to the permits as submitted, Williams Architects is prepared to go out to bid the week of June 13, with a pre-bid meeting on June 27 and a request for responses by July 8. There is a 60-day price hold once bids are received.
 - The lead time for purchasing the air handler is estimated at 12-16 weeks.

Adjournment:

The meeting was adjourned at 7:07 pm following a motion by Trustee Hopkinson, seconded by Trustee Long.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library
 Fiscal Year: May 1, 2022-April 30, 2023
 Revenue Report: May-22

<u>Account:</u>	<u>May-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				8.3% as of 5/31/22
Property Taxes	\$ -	\$ -	\$ 1,415,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ 10,021.47	\$ 10,021.47	\$ 9,000	111.35%
Lost Books Reimbursed	\$ 509.90	\$ 509.90	\$ 3,500	14.57%
Copy Machine Revenue	\$ 197.05	\$ 197.05	\$ 3,000	6.57%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 443.33	\$ 443.33	\$ 4,800	9.24%
Gifts from RFPL Foundation	\$ 1,900.00	\$ 1,900.00	\$ 20,000	9.50%
Gifts - other	\$ 151.13	\$ 151.13	\$ 500	30.23%
IL Per Capita Grant	\$ -	\$ -	\$ 17,000	0.00%
Grants, other	\$ 715.00	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,000	0.00%
Misc Income	\$ 6.00	\$ 6.00	\$ 1,200	0.50%
Total:	\$ 13,943.88	\$ 13,943.88	\$ 1,489,000	0.94%
Income:	\$ 13,943.88	\$ 13,943.88	\$ 1,489,000	0.94%
Expense:	\$ 99,305.15	\$ 99,305.15	\$ 1,489,000	6.67%

Prepared 6.14.2022



River Forest Public Library

Fiscal Year: May 1, 2022 - April 30, 2023

Expense Report: May-22

22-23

May-22

Fiscal YTD

Actual % Budget

Budget

8.3% as of 5/31/22

Expenses
Personnel

Wages & Salaries	\$ 58,664.26	\$ 58,664.26	7.72%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,305.52	\$ 3,305.52	5.51%	\$ 60,000
IMRF	\$ 4,143.56	\$ 4,143.56	7.14%	\$ 58,000
Medicare/FICA	\$ 4,390.87	\$ 4,390.87	7.54%	\$ 58,200
Staff Recognition	\$ 306.62	\$ 306.62	10.22%	\$ 3,000
Membership Dues	\$ 1,135.00	\$ 1,135.00	28.38%	\$ 4,000
Staff Training and Development	\$ 1,306.29	\$ 1,306.29	14.51%	\$ 9,000
Total Personnel	\$ 73,252.12	\$ 73,252.12	7.69%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ -	0.00%	\$ 5,500
Advertising	\$ 862.39	\$ 862.39	24.64%	\$ 3,500
Total Printing and Advertising	\$ 862.39	\$ 862.39	9.58%	\$ 9,000

Programming

Children's Programs	\$ 385.97	\$ 385.97	2.97%	\$ 13,000
Teen Programs	\$ 21.53	\$ 21.53	0.29%	\$ 7,500
Adult Programs	\$ 227.86	\$ 227.86	2.28%	\$ 10,000
Special Programs	\$ 2,324.33	\$ 2,324.33	77.48%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 2,959.69	\$ 2,959.69	6.88%	\$ 43,000
Total Advertising and Programs	\$ 3,822.08	\$ 3,822.08	7.35%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 500
Technical Support (IT)	\$ 851.91	\$ 851.91	3.87%	\$ 22,000
Automation Administration	\$ -	\$ -	0.00%	\$ 41,000
Consultant Fees/Legal Fees	\$ 107.50	\$ 107.50	0.90%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 17.99	0.51%	\$ 3,500
Audit	\$ -	\$ -	0.00%	\$ 10,000
Payroll and Employment Services	\$ 410.51	\$ 410.51	9.77%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,800
Telephone/Internet	\$ 453.80	\$ 453.80	3.63%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 216.10	7.20%	\$ 3,000
Total Other Support Services	\$ 2,057.81	\$ 2,057.81	1.80%	\$ 114,400

Library Materials

Books	\$ 5,942.53	\$ 5,942.53	8.14%	\$ 73,000
Print Periodicals	\$ 3,490.54	\$ 3,490.54	58.18%	\$ 6,000
Automated Subscriptions (databases)	\$ 7.32	\$ 7.32	0.07%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 1,787.79	\$ 1,787.79	2.38%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,033.69	\$ 1,033.69	5.74%	\$ 18,000
Total Library Materials	\$ 12,261.87	\$ 12,261.87	6.74%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 8.95	\$ 8.95	0.22%	\$ 4,000
Library Supplies	\$ 202.12	\$ 202.12	3.67%	\$ 5,500
Copy And Printing Supplies	\$ -	\$ -	0.00%	\$ 2,000
Misc Expenses	\$ 60.38	\$ 60.38	2.42%	\$ 2,500
Total Office Supplies	\$ 271.45	\$ 271.45	1.94%	\$ 14,000
Total Library Materials & Supplies	\$ 12,533.32	\$ 12,533.32	6.40%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ -	\$ -	0.00%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ -	\$ -	0.00%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 5,572.43	\$ 5,572.43	7.96%	\$ 70,000
Water	\$ -	\$ -	0.00%	\$ 2,000
Natural Gas	\$ 1,895.79	\$ 1,895.79	21.06%	\$ 9,000
Copier Maintenance and Usage	\$ -	\$ -	0.00%	\$ 2,600
Total Facility Services	\$ 7,468.22	\$ 7,468.22	7.21%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ 171.60	\$ 171.60	2.45%	\$ 7,000
Technology Misc.		\$ -	0.00%	\$ 4,500
Total Equipment & Furniture	\$ 171.60	\$ 171.60	1.49%	\$ 11,500

Total Facilities Management	\$ 7,639.82	\$ 7,639.82	6.39%	\$ 119,600
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Total Operating Expenses	\$ 99,305.15	\$ 99,305.15	6.88%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 99,305.15	\$ 99,305.15	6.67%	\$ 1,489,000
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Total Income	\$ 13,943.88	\$ 13,943.88	0.94%	\$ 1,489,000
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Prepared 6.14.22

**River Forest Public Library
Bills and Applied Payments
May 2022**

	Date	Transaction Type	Memo/Description	Amount
4IMPRINT	05/23/2 022	Bill Payment (Check)		-522.71
	05/11/2 022	Bill	RFPL SWEATSHIRTS	522.71
Alarm Detection Services	05/31/2 022	Bill Payment (Check)		-240.72
	05/26/2 022	Bill	June-August Quarterly Alarm Charge	240.72
AMAZON	05/08/2 022	Bill Payment (Check)		-537.95
	04/30/2 022	Bill	FACE PAINT FOR SUMMER READING KICK-OFF PARTY	93.21
	05/03/2 022	Bill	AAPI ORIGAMI TAKE & MAKE	21.53
	05/03/2 022	Bill	ADULT COLORING MATERIALS	39.94
	04/25/2 022	Bill	HEADPHONES FOR PUBLIC COMPUTERS	84.95
	04/30/2 022	Bill	SUMMER READING PRIZES	298.32
	05/23/2 022	Bill Payment (Check)		-271.04
	05/11/2 022	Bill	FAMILY FUN BAG SUPPLIES	71.83
	05/11/2 022	Bill	THEME KIT REPLACEMENT BAG	11.98
	05/18/2 022	Bill	MOUSE AND KEYBOARD FOR ATS DESK	27.99
	05/18/2 022	Bill	JUNE CRAFT & CHAT SUPPLIES/MASON JARS AND TEA LIGHTS	64.33
	05/11/2 022	Bill	HOTSPOT CASE/ CHECKOUT TECH COLLECTION	15.99
	05/11/2 022	Bill	CRAFTERNOON SUPPLIES	26.94
	05/11/2 022	Bill	BAGS FOR FAMILY FUN BAGS	51.98
	05/31/2 022	Bill Payment (Check)		-147.32
	05/26/2 022	Bill	OUTLET SAFETY COVERS	8.95
	05/26/2 022	Bill	LOCAL HISTORY/ IN MEMORIAM BOOK	39.95
	05/25/2 022	Bill	MATERIALS FOR PLANTING PROGRAM/POTS, CHALK, BRUSHES, CONTAINERS	98.42

**ANDERSON ELEVATOR
COMPANY**

05/23/2 022	Bill Payment (Check)		-205.00
05/11/2 022	Bill	ROUTINE ELEVATOR MAINTENANCE	205.00

Cardmember Service

05/31/2 022	Bill Payment (Check)		-3,740.46
05/26/2 022	Bill	Credit Card Balance 4.14.22-5.13.22	3,740.46

CleanNet of Illinois

05/23/2 022	Bill Payment (Check)		-1,398.23
05/11/2 022	Bill	MAY 2022/MONTHLY JANITORIAL SERVICE	1,398.23
05/31/2 022	Bill Payment (Check)		-1,398.23
05/26/2 022	Bill	MONTHLY CLEANING CHARGE	1,398.23

**Comcast Business
VoiceEdge**

05/23/2 022	Bill Payment (Check)		-453.80
05/23/2 022	Bill	June 2022 Business VoiceEdge Phone Charge	453.80

DEMCO, INC.

05/31/2 022	Bill Payment (Check)		-158.14
05/26/2 022	Bill	LABEL PROTECTORS AND BOOK TAPE	158.14

Fox Valley Fire & Safety

05/31/2 022	Bill Payment (Check)		-1,569.00
04/29/2 022	Bill	Backflow Preventer Serviced, repaired leak (in April)	1,569.00

**GOOD EARTH
GREENHOUSE**

05/23/2 022	Bill Payment (Check)		-295.00
04/29/2 022	Bill	SPRING PLANTERS	295.00

Hoopla

05/08/2 022	Bill Payment (Check)		-1,825.20
04/29/2 022	Bill	APRIL HOOPLA CHECKOUTS	1,825.20

HR Source

05/23/2	Bill Payment		
022	(Check)		-1,135.00
05/11/2			
022	Bill	HR SOURCE ANNUAL MEMBERSHIP DUES	1,135.00

Ingram Library Services

05/23/2	Bill Payment		
022	(Check)		-3,739.16
05/11/2			
022	Bill	BOOK	14.88
05/11/2			
022	Bill	BOOKS	26.87
05/11/2			
022	Bill	BOOK	12.92
05/11/2			
022	Bill	BOOKS	610.91
05/11/2			
022	Bill	BOOKS	202.30
05/11/2			
022	Bill	BOOKS	19.27
05/11/2			
022	Bill	BOOKS	66.54
05/11/2			
022	Bill	BOOKS	17.13
05/11/2			
022	Bill	BOOK	14.69
05/11/2			
022	Bill	BOOK	9.21
05/11/2			
022	Bill	BOOKS	91.91
05/11/2			
022	Bill	BOOK	16.71
05/16/2			
022	Bill	BOOK	21.07
05/16/2			
022	Bill	BOOKS	47.89
05/16/2			
022	Bill	BOOKS	171.78
05/16/2			
022	Bill	BOOK	14.71
05/16/2			
022	Bill	BOOKS	723.23
05/16/2			
022	Bill	BOOKS	36.87
05/16/2			
022	Bill	BOOKS	75.36
05/16/2			
022	Bill	BOOKS	123.38
05/16/2			
022	Bill	BOOKS	246.92
05/16/2			
022	Bill	BOOKS	183.14
05/16/2			
022	Bill	BOOKS	121.77
05/16/2			
022	Bill	BOOKS	68.88

05/16/2				
022	Bill	BOOKS		35.40
05/16/2				
022	Bill	BOOK		15.58
05/16/2				
022	Bill	BOOK		9.93
05/16/2				
022	Bill	BOOKS		32.54
05/16/2				
022	Bill	BOOKS		34.37
05/16/2				
022	Bill	BOOKS		46.10
05/16/2				
022	Bill	BOOKS		161.77
05/16/2				
022	Bill	BOOKS		144.97
05/16/2				
022	Bill	BOOK		26.32
05/16/2				
022	Bill	BOOK		10.49
05/19/2				
022	Bill	BOOK		35.98
05/19/2				
022	Bill	BOOKS		49.26
05/19/2				
022	Bill	BOOK		12.38
05/19/2				
022	Bill	BOOK		17.46
05/19/2				
022	Bill	BOOK		18.03
05/19/2				
022	Bill	BOOK		34.37
05/19/2				
022	Bill	BOOK		16.91
05/19/2				
022	Bill	BOOK		18.60
05/19/2				
022	Bill	BOOK		16.90
05/19/2				
022	Bill	BOOKS		41.49
05/19/2				
022	Bill	BOOKS		21.97
05/31/2	Bill Payment			
022	(Check)			-2,180.89
05/26/2				
022	Bill	BOOK		18.01
05/26/2				
022	Bill	BOOK		16.91
05/26/2				
022	Bill	BOOK		19.17
05/26/2				
022	Bill	BOOK		12.29
05/26/2				
022	Bill	BOOKS		47.76
05/26/2				
022	Bill	BOOKS		47.85

05/26/2				
022	Bill	BOOKS		25.03
05/26/2				
022	Bill	BOOK		16.34
05/26/2				
022	Bill	BOOK		18.03
05/26/2				
022	Bill	BOOKS		29.93
05/26/2				
022	Bill	BOOK		21.32
05/26/2				
022	Bill	BOOKS		32.11
05/26/2				
022	Bill	BOOK		9.31
05/26/2				
022	Bill	BOOKS		387.60
05/26/2				
022	Bill	BOOK		9.31
05/26/2				
022	Bill	BOOKS		24.87
05/26/2				
022	Bill	BOOK		10.61
05/26/2				
022	Bill	BOOK		17.47
05/26/2				
022	Bill	BOOK		17.47
05/26/2				
022	Bill	BOOKS		40.02
05/26/2				
022	Bill	BOOKS		595.47
05/26/2				
022	Bill	BOOKS		26.83
05/26/2				
022	Bill	BOOKS		74.81
05/26/2				
022	Bill	BOOKS		277.91
05/26/2				
022	Bill	BOOK		20.72
05/26/2				
022	Bill	BOOK		17.46
05/26/2				
022	Bill	BOOKS		49.55
05/26/2				
022	Bill	BOOKS		23.62
05/26/2				
022	Bill	BOOKS		35.43
05/26/2				
022	Bill	BOOKS		73.18
05/26/2				
022	Bill	BOOKS		62.38
05/26/2				
022	Bill	BOOKS		56.01
05/26/2				
022	Bill	BOOKS		46.11

05/08/2	Bill Payment		
022	(Check)		-243.15
04/30/2			
022	Bill	APRIL KANOPY CHECKOUTS	243.15

**KLEIN, THORPE & JENKINS,
LTD**

05/31/2	Bill Payment		
022	(Check)		-107.50
05/26/2			
022	Bill	LEGAL SERVICE RENDERED APRIL 2022/FY 21-22	107.50

**Konica Minolta Business
Solutions**

05/23/2	Bill Payment		
022	(Check)		-105.51
04/29/2			
022	Bill	COPIER USAGE/ APRIL 2022	105.51

**Konica Minolta Premier
Finance**

05/31/2	Bill Payment		
022	(Check)		-216.10
05/26/2			
022	Bill	Copier Lease	216.10

Melaina Maraldi

05/31/2	Bill Payment		
022	(Check)		-25.62
05/25/2			
022	Bill	SUPPLIES FOR SUMMER 2022 READING KICK OFF PARTY	25.62

MIDWEST TAPE

05/23/2	Bill Payment		
022	(Check)		-377.66
05/18/2			
022	Bill	DVD	26.04
05/18/2			
022	Bill	BLU-RAY	37.09
05/18/2			
022	Bill	DVD	20.79
05/18/2			
022	Bill	BLU-RAY	33.54
05/18/2			
022	Bill	DVDS	104.16
05/11/2			
022	Bill	DVDS	29.58
05/11/2			
022	Bill	DVDS	59.58
05/11/2			
022	Bill	BLU-RAY, DVD	33.34
05/11/2			
022	Bill	DVD	33.54
05/31/2	Bill Payment		
022	(Check)		-344.39
05/26/2			
022	Bill	BLU-RAYS/DVD	173.45

05/26/2	022	Bill	BLU-RAY	33.34
05/26/2	022	Bill	DVD	11.04
05/26/2	022	Bill	DVDS	82.32
05/26/2	022	Bill	AUDIOBOOK CD	44.24

MINDFUL PROGRAMS

05/23/2	022	Bill Payment (Check)		-100.00
05/11/2	022	Bill	MINDFULNESS PROGRAM PRESENTER FEE	100.00

NICOR GAS

05/31/2	022	Bill Payment (Check)		-1,895.79
05/01/2	022	Bill	Monthly Heat Charge	1,895.79

**Oak Brook Mechanical
Services, Inc.**

05/23/2	022	Bill Payment (Check)		-1,774.00
04/29/2	022	Bill	CHILDREN'S ROOM DIELECTRIC UNION REPLACEMENTS	1,774.00

**OUTSOURCE SOLUTIONS
GROUP, INC.**

05/23/2	022	Bill Payment (Check)		-851.91
05/18/2	022	Bill	MONTHLY SUPPORT/MAY 2022	851.91

OverDrive

05/23/2	022	Bill Payment (Check)		-1,508.90
05/11/2	022	Bill	5 EBOOKS/2 AUDIOBOOKS (ADULT) 1 EBOOK (TEEN)	378.68
05/18/2	022	Bill	3 EBOOKS 2 AUDIOBOOKS	242.93
05/18/2	022	Bill	18 EBOOKS 5 AUDIOBOOKS	887.29
05/31/2	022	Bill Payment (Check)		-158.89
05/26/2	022	Bill	3 EBOOKS 2 AUDIOBOOKS	158.89

Rivistas

05/31/2	022	Bill Payment (Check)		-3,609.85
05/26/2	022	Bill	Children's Periodicals FY 22-23 Rivistas Adult Periodicals FY 22-23	271.56
05/26/2	022	Bill	Professional Development Periodicals Childrens Periodicals	3,609.85

**S & D Prime Maintenance,
Inc.**

05/23/2 022	Bill Payment (Check)		-722.75
04/29/2 022	Bill	APRIL 2022/ROUTINE MAINTENANCE SERVICE	722.75

**Second Chance Cardiac
Solutions, Inc.**

05/23/2 022	Bill Payment (Check)		-428.00
05/11/2 022	Bill	MAY 2022/AED & CPR STAFF TRAINING	428.00

Southwest Fireplace

05/31/2 022	Bill Payment (Check)		-163.00
04/26/2 022	Bill	Service Call for Fireplaces (11.2021, see notes on invoice)	163.00

Staples

05/08/2 022	Bill Payment (Check)		-693.58
04/25/2 022	Bill	8.5X11 COPY PAPER PERMANENT MARKERS, TAPE, LABELS, FOLDERS TISSUE, TOILET PAPER, PAPER TOWELS, LINERS, WINDEX, CASCADE, MASKS	693.58

Starship, Inc

05/03/2 022	Bill Payment (Check)		-224.70
05/03/2 022	Bill	InService Lunch	224.70

The Brown Cow

05/31/2 022	Bill Payment (Check)		-1,270.00
05/26/2 022	Bill	Ice Cream for Summer Reading Kickoff Event	1,270.00

VILLAGE OF RIVER FOREST

05/31/2 022	Bill Payment (Check)		-4,267.25
05/28/2 022	Bill	May 2022 Health Insurance	4,267.25

Williams Architects

05/31/2 022	Bill Payment (Check)		-148.82
05/26/2 022	Bill	PERMITTING APRIL FY 21-22	148.82

Tuesday, Jun 14, 2022 07:47:14 AM GMT-7

Byline Credit May 2022						
Date	Payee	Memo	Charge	Payment	Type	Account
05/31/2022	MobileBeacon	SERVICE RENEWAL 1 YR.	120.00		Expense	Online e-Content:Other Online eContent
05/31/2022	Jewel Foods	FOR IN-SERVICE	14.99		Expense	Training and Recognition
05/29/2022	Jewel Foods	EC	8.91		Expense	Special Programs
05/26/2022	Cardmember Service	Balance 4.14.22-5.13.22		3,740.46	Bill	2000 Accounts Payable
05/26/2022	Disney+	Disney+ Renewal	7.32		Expense	Expenses:Automated Subscription (Databases)
05/24/2022	FINANCIAL TIMES	SUBSCRIPTION/FINANCIAL TIMES	299.00		Expense	Adult Expenses:Periodicals
05/24/2022	Five Below	POOL NOODLES	38.00		Expense	Children's Expenses:Programs
05/20/2022	Jewel Foods	BIRTHDAY TREATS/MAY	20.43		Expense	Children's Training and Recognition
05/20/2022	Jewel Foods	FILM HOUR FRIDAY	6.12		Expense	Expenses:Programs Adult
05/16/2022	MAYO CLINIC PRESS	SUBSCRIPTION TO MAYO CLINIC HEALTH	39.99		Expense	Adult Expenses:Periodicals
05/13/2022	KATHY MACMILLAN	PRACTICE FOR LIBRARY STAFF 6/1-7/6 2022	240.00		Expense	Personnel:Professional Development
05/13/2022	Facebook	MONTHLY AD	4.00		Expense	Children's Expenses:Programs
05/13/2022		FOR TEA PARTY AND STEM CLUB	73.18		Expense	Children's Expenses:Periodicals
05/12/2022	Library Journal	Refund library journal		136.99	CC-Credit	Adult Expenses:Periodicals
05/11/2022	Library Journal	library journal	136.99		Expense	Adult Expenses:Periodicals
05/11/2022	Stamps.com	STAMPS.COM FEE	17.99		Expense	Support Services:Postage
05/08/2022	The Atlantic	The Atlantic 1 year renewal	79.99		Expense	Expenses:Periodicals Adult
05/07/2022	ScreenCloud	AD	15.30		Expense	ent
05/06/2022	4IMPRINT	sweathshirts	522.71		Expense	Special Programs
05/05/2022		TOTE BAG SAMPLE	16.09		Expense	Marketing:Advertisement
05/05/2022	Totally Promotional	BOOK TOTE/NEW PATRONS	827.00		Expense	Marketing:Advertisement

05/05/2022	FedEx	ROOM SIGNAGE	171.60	Expense	Equipment & Furniture
05/04/2022	Jewel Foods	BAGELS FOR IN-SERVICE	46.50	Expense	Training and Recognition
05/02/2022	HR Source	LEADERSHIP CONFERENC E/VICTORIA	100.00	Expense	Training and Recognition (InService)

River Forest Public Library

Balance Sheet

As of May 31, 2022

Prepared 6.15.2022

ASSETS

				<u>5/31/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		827,297.70
Byline Operations	805669201	0.40%		21,464.55
Petty Cash				40.00
TOTAL Operations Current				848,802.25
Mid-Term CDARS Reserves				
<u>Maturity Date</u>			<u>Interest Rate</u>	
8/4/2022	OP CD 26 WK	1025635694	0.05%	63,064.46
8/11/2022	OP CD 26 WK	1025640582	0.05%	64,879.36
Long-Term CDARS Reserves				
7/28/2022	OP CD 5 YEAR	1020450904	1.95%	65,925.80
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	66,598.96
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,192.19
TOTAL CDARS Reserves				325,660.77
TOTAL OPERATIONS ACCOUNT				1,174,463.02
CHECKING/SAVINGS - CAPITAL ACC				
		Interest Rate		
ICS Capital	805669202	0.08%		412,221.73
Byline Capital	805669202	0.40%		(204.83)
TOTAL CAPITAL ACCOUNT				412,016.90
TOTAL CURRENT CHECKING/SAVINGS				<u>1,586,479.92</u>
Property Tax Receivable				752,494.94
Prepaid Assets				23,984.69
TOTAL CURRENT ASSETS				<u>2,362,959.55</u>
TOTAL ASSETS				<u>2,362,959.55</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				2,424.16
Credit Cards				
Byline Credit Card				1,732.16
Total Credit Cards				<u>1,732.16</u>
Accrued Salaries				39,298.11
Total Current Liabilities				<u>43,454.43</u>
Long-Term Liability				
Deferred Revenue				676,571.69
Total Liabilities				720,026.12
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				293,939.47
Net Income				-82,852.04
Total Equity				<u>1,642,933.43</u>
TOTAL LIABILITIES & EQUITY				<u>2,362,959.55</u>



River Forest Public Library -Capital Reserve Fund
May-22
Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	412,221.73
Byline Capital Checking	\$	<u>36.99</u>
Total Capital Reserve Fund	\$	412,258.72

Expenses

Outsource Solutions Group	5/2/2022	\$1,167.99
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Income

Interest	5/31/2022	\$ 26.30
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Prepared: 6/14/2022

II. Employee Tiers and Benefits

RFPL employees may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (“FLSA”). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per work week. Benefits accrue based on the total number of regularly scheduled hours per week divided by 5 (“Equivalent Day”). RFPL’s work week runs from Monday through Sunday. RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the FLSA must be classified as “nonexempt” and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. A Manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (“IMRF”) regulations.

1. Nonexempt employees regularly scheduled for 19 hours or less per work week

Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation, or a personal day. Employees are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Requests for unpaid leave should be made in writing to their Manager in accordance with RFPL’s Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).

2. Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week

Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits.

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per 820 ILCS 191, the Illinois Employee Sick Leave Act, (“ESLA”), employees may use sick leave for absences due to illness, injury, or medical appointments, or for the “personal care,” as defined in the ESLA, of the employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchildren, or stepparent. Employees are eligible for paid leave in accordance with RFPL’s Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).
- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered

- a holiday. Compensation will be made for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

3. Nonexempt employees regularly scheduled for 30-37.5 hours per work week

Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

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- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day that coincides with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. Overtime hours: Pursuant to the FLSA, a 40-hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a single work week or through compensatory time off at a rate of 1½ hours for each hour worked over 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. Health insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the cost of the PPO offered by RFPL. Employees may elect spouse or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

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- d. Overtime hours: Pursuant to the FLSA, a ~~40-hour~~40-hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a single work week or through compensatory time off at a rate of 1½ hours for each hour worked ~~in excess of~~ over 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.

- e. Health insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the cost of the PPO offered by RFPL. Employees may elect spouse or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
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- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. Compensatory time off: ~~It is implicit in the nature of exempt professional positions that time beyond the regular work schedule is occasionally spent on the job.~~ If ~~an extraordinary and extended amount of~~ extra work time has been required of an exempt employee beyond their normally scheduled work week (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL, at a rate of 1 hour for each hour worked in excess of 37.5

hours. Any compensatory time off should be taken, if possible, within the same pay period.

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- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

Administration

Lauterbach & Amen began working with the Library on our annual audit. After a planning meeting, they visited for preliminary fieldwork this May, and will return the last week of June to complete fieldwork.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapter for Trustee review is Chapter 4: Access

Facility updates:

- LIRA provided the Library with a water sensor puck, which was activated and is housed in the boiler room. The puck is programmed to alert me if it senses standing water in the room.
- Oakbrook Mechanical replaced a defective flow switch on the boiler, which was preventing the boiler from turning on to temper the chilled air and causing very cold temperatures in the building. Parts and labor for the repair cost \$1083.
- Carpets were cleaned throughout the building.

Financial highlights:

- Staff Training and Development is 14.5% spent due primarily to staff in-service day on May 6. There were also payments for an ASL for Librarians training course and professional development journal subscriptions.
- A \$522 payment for staff sweatshirts was processed twice in error, causing Special Programs to be 77% (\$2,324) spent rather than 60% (\$1802) spent of the \$3000 budgeted. Another significant expense in this category was the Summer Reading Kickoff ice cream.
- Payments for annual subscriptions were processed for both Adult and Children's Departments, bringing Print Periodicals to \$3490, or 58% spent.

Key Performance Indicators Update

An overview of circulation, programming, and social media presence is below. A few notes on statistics:

- Program statistics include both active and passive programs for all ages.
- The total cardholders number fluctuates as SWAN regularly purges expired cardholders and some cardholders move and switch libraries.

Category	March 2022	April 2022	May 2022
Physical item circulation - initial checkouts	14,997	13,705	13,836
Digital item circulation	4,395	3,946	4,197
Total Circulation	19,392	17,651	18,033
Programs for Adults	11 programs 124 attendees	12 programs 139 attendees	11 programs 86 attendees
Programs Middle School aged children	9 programs 53 attendees	5 programs 38 attendees	5 programs 28 attendees

Programs for Children	28 programs 657 attendees	27 Programs 1061 attendees	27 Programs 1083 attendees
New cardholders added	31	36	24
Total cardholders	8,242	8,266	8,296
Website sessions	8,516	6,812	6,943
Patron visits	6,761	6,782	7,001
Instagram Followers	1,273	1,277	1,282
Facebook Followers	1,278	1,314	1,301

Collection Updates & Notable Programs

We spent time last month preparing for two big events coming up in June: the much anticipated Summer Reading kickoff and the Juneteenth Flag Raising event. We were lucky to have gorgeous weather and great turnouts for both events, and will have a full report on both next month.

Though it may seem like a small thing, patrons were excited to have hot coffee at May's Coffee Monday program! After over a year of bottled Frappuccinos, it was a small step towards normalcy.

Brian debuted an Adult Coloring program during Celebrating Seniors Week that attendees really enjoyed. They asked him to make it a regular program and said they would bring a few friends next time.

Staff Training and Updates

Maria Maia, Adult & Teen Services Associate, graduated with her MLIS degree and accepted a full-time librarian position. Adult & Teen Services has posted the open position.

Katie Cangelosi, Operations Manager, is taking advantage of an exciting opportunity outside of libraries. While we are sad to see her go, we can't wait to hear about her next adventures. Katie's last day was June 3rd, and her position has been posted.

May 6 was staff in-service day, where we received live CPR, AED, and Basic First Aid training.

Dannie Moore, Assistant Children's Services Manager, began an ASL for Librarians training course. While Dannie knows some ASL, this course was specifically developed for a library environment.

The Oak Park and River Forest Community Foundation offered two half-day DEI and Anti-Racism training sessions for local community leaders, which I attended in May. It was an eye-opening experience and a valuable opportunity to share with our neighboring institutions.

Public Relations and Outreach

Staff, trustees, and our friends and families were happy to represent the Library at the Memorial Day Parade this year. We decided to go with a traditional book theme by waving giant book covers as we walked and handed out candy. It was truly uplifting to see the many happy parade-goers and hear people cheer for the Library.

Branded patron welcome bags have arrived and are being handed out to new cardholders. So far, they have been well received. We will use these for the adult summer reading program as well. The first 50 patrons to log a book will receive a bag.

Fran Arnold, Marketing & PR Specialist, provided support to the Foundation and designed signs and nametags that were used at the Summer Reading Kickoff event.

Judy Steed extended her mosaic display through the end of June. July's local spotlight will feature patron photos from summer reading programs, as well as a tracker to show minutes read in our reading programs.

Committee Updates

Committee meeting minutes are included in the monthly Board packet, and meetings are noted rather than summarized below.

The Finance Committee met on June 2

The Facilities Committee met on June 2

Respectfully submitted,

Emily Compton

June 17, 2022

Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

**River Forest Public Library – DRAFT
Finance Committee Meeting
MINUTES
Thursday, June 2nd, at 1:00 PM**

Present: Committee members Cathy Ruggeri, Deborah Hill, and Tom Smedinghoff. RFPL Director Emily Compton, and Operations Manager Katie Cangelosi.

Call to Order: Trustee Ruggeri called the meeting to order at 1:00pm.

Minutes: The March 3rd, 2022 minutes were approved with two grammatical edits.

New Business:

A. Audit progress and timeline

- a. Director Compton reported that Lauterbach and Amen (L&A) have begun preliminary audit work with the following timeline:
 - i. L&A will be onsite to complete preliminary work late June.
 - ii. A representative from L&A will present the audit draft at the September Finance Committee Meeting.
 - iii. A representative from L&A will present the final audit at the October Regular Board meeting.

B. Year-end revenue and expenditure reports draft

- a. Director Compton presented a draft of the year end revenues and expenditures. The draft included property tax receivables in May 2022. A few more changes are expected to the year end report as the audit process continues, including recognizing the May payroll amounts in the FY 21-22.
- b. Director Compton explained that fiscal year end reports are pulled on an accrual basis, whereas monthly financials are pulled on a cash basis. Accrual basis means the Library accounts for a transaction when the service or item is received. Cash basis means the Library accounts for a transaction when the service or item is paid for.

C. Budgeting for operations: 2nd installment tax assessment delay

- a. Director Compton reported that the next tax bill, typically due in August, may be delayed until the end of the calendar year. The Committee discussed Operating funds and the possibility of using maturing CDARS. Director Compton will monitor the news and ask what other Library Directors in Cook County may be doing to mitigate risk.

D. Capital expenses vs. operating expenses

- a. Trustee Ruggeri presented criteria for determining whether an expense should be considered operating or capital. If an asset has a useful life greater than 1 year and costs more than \$1,000 then it should be considered capital. If a repair costs more than \$1,000 and meets these three criteria, then it is also a capital expense:
 - i. Extends the efficiency of the asset
 - ii. Replaces a major component of the asset
 - iii. Extends the useful life of the asset

- b. The Committee agreed that Director Compton's spending cap without the Board's approval is \$5,000 for operating and capital expenses.

E. Moving operating funds to CDARS at times of peak funding

- a. Trustee Ruggeri stated that the Library's Byline account has a .4% interest rate, but over the sweep threshold of (BLANK, was it \$50,000?) the money is moved into accounts accruing an interest rate of .07%.
- b. The Committee discussed changing how the Byline sweep operates, but decided that the interest earned is not worth the potential risk of adjusting the sweep amounts.

Old Business:

A. Maturing CDARS plan – consider moving to Byline money market

- a. The Committee decided that as the CDARS accounts mature, they will be rolled into the Library's general Byline account and join the sweeping protocol already in place and discussed in New Business.

Next Meeting: To be decided.

Adjournment: Trustee Hill moved to adjourn the meeting at 1:35 pm, seconded by Trustee Smedinghoff.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Tuesday, June 2nd, 2022, at 2:00 PM**

Call to Order: Trustee Stierwalt called the meeting to order at 2:00 PM.

Present: Committee members Hill, Berens, Long, Hopkinson, Ruggeri and Stierwalt (attended remotely). Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

Visitors: Trustee Smedinghoff

Minutes: The May 10th, 2022 minutes were approved.

New Business

- a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in May 2022.
 - The Library's carpets were deep cleaned in May.
 - Oak Brook Mechanical (OMS) was onsite in May for their regular maintenance service.
 - Director Compton stated that OMS will be providing a quote to replace the Library's HVAC valves.
 - Director Compton also stated that OMS was onsite June 2nd to replace a component of the boiler which had failed earlier in the week.
- b. Library Maintenance Schedule – June
 - There is no scheduled maintenance to perform in June.
- c. Library Maintenance Schedule – July
 - OMS will visit the Library to perform a regular annual Chiller maintenance.
- d. Book Drops replacement proposal
 - a. Director Compton presented the book drop replacement proposal and asked if the Committee would like additional information before voting on the proposal at the June Regular Board Meeting. The Committee asked for Director Compton to investigate ways to safeguard the drive up book drop, including concrete bolsters and reflective tape. Director Compton will also investigate book drop lead time.

Old Business:

- a. Air Handler Project Discussion: Director Compton provided an update on the Air Handler Project.
 - Project permits have been submitted. The permitting office charged the Library \$300, which was a mistake and will be refunded. Director Compton will call the permitting office the week of June 6th to ask if their application needs any major updates. If there are no updates, then the project can go out to bid the week of the 13th with a deadline of July 8th.
 - Director Compton has reached out to the school and park districts with updates on the project plan, who are in support of the Library's project.
 - Director Compton asked Williams Architect about including the air handler equipment in the bid packet. Williams Architect created the bid using the engineering specifications of the specific air handler unit that OMS intends to provide. Williams Architect is not prepared to put the air handler equipment out to bid. The bid includes all other components of the project; the concrete pad, masonry enclosure, and interior electrical and plumbing work.

- The Committee discussed the most recent quote from OMS to replace the air handler unit of \$185,970. The quote is subject to cost changes as it was provided more than 90 days prior (January 27th 2022).
- Trustee Ruggeri presented on information provided by Johnson Controls during recent site visits. The representatives discussed four options for the Library:
 - Option 1: Replace the air handler's motor for about \$7-8,000.
 - Option 2: Replace the internal components of the air handler, but leave the sheet metal structure for about \$200,000.
 - Option 3: Replace the entire unit inside the room for about \$300-400,000.
 - Option 4: Replace the entire unit outside of the building, have the unit arrive pre-assembled, for about \$400-500,000.
- Trustee Ruggeri presented other pieces of information shared by Johnson Controls:
 - In general, there is a higher margin of error when assembling a unit piece by piece. The equipment reliability may be affected.
 - An external unit will be more efficient since it does not have to pull fresh air into the building.
 - To replace the unit inside the room, the contractor can take out the piece of limestone in the exterior wall to access the room.
- Trustee Ruggeri stated that Johnson Controls will provide quotes on the four options in the coming weeks.
- The Committee discussed the Library's overall HVAC system and the merits of asking OMS or Johnson Controls to provide a detailed document of the Library's mechanical equipment. Director Compton may consider this option in the future.

Next Meeting: To be decided.

Adjournment: Trustee Hopkinson moved to adjourn the meeting at 3:16 pm, seconded by Trustee Berens.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: June 17, 2022

RE: Book Drops Recommendation

As we discussed in Facilities Committee, the Library is in need of two replacement outdoor book drops. The committee asked that I investigate ways to safeguard the drive-up book drop, to avoid damage from cars. The Kingsley book drop we wish to buy has bollard and reflective tape kits available. S&D recommends the 4" diameter bolt-down bollards. The bollards are sold individually at \$250 per. A reflective tape kit is \$35.

The current lead time for the Kingsley book drops is 4-5 weeks.

	Current Dimensions	Kingsley 50 Series Dimensions	Cost
Walk-up	24 x 24	30 x 40	\$5,199
Drive-up	38 x 38	30 x 42	\$5,399

Other related costs are:

- Delivery: \$304
- Insulation Kit: \$250
- Magna-Close Kit: \$65
- Extra keys: \$15
- Branding: \$100
- Installation: \$943
- 2 bollards: \$500
- Reflective tape kit: \$35

Total Cost Estimate: \$12,810

Capital Expenditure Budget for Furniture and Equipment, FY22-23: \$15,000



Encore Commercial Products, Inc.
37525 Interchange Dr., Farmington Hills, MI 48335
Toll Free 1- 866 -737- 8900 Fax 248-354-4095
www.postguard.com

Title: 4" Bolt Down Bollard

Drawing Number: 4BDB

Recommended Use:

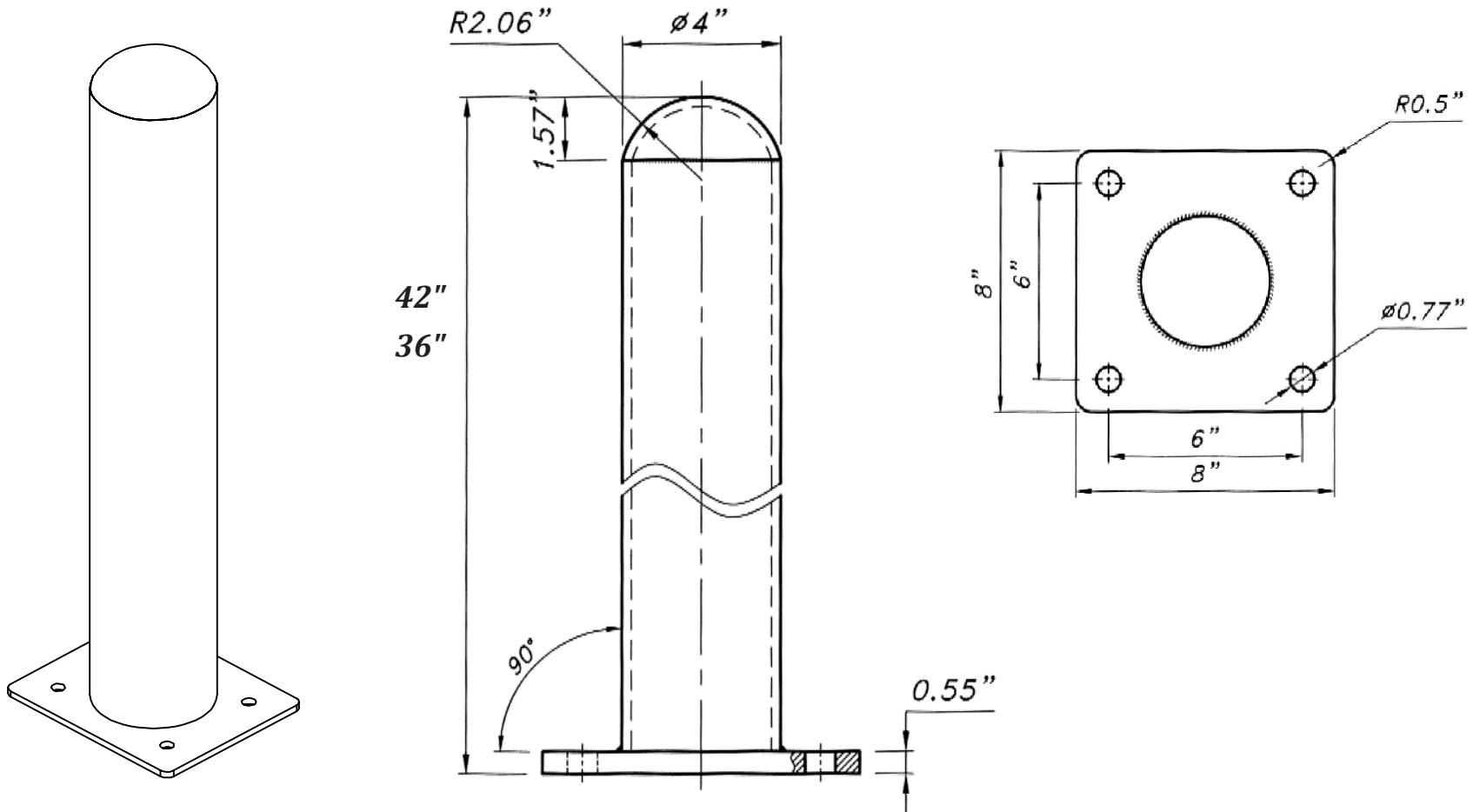
Concrete

Specifications: 4" OD Schedule 40 steel
Powder Coated Yellow With cap and
8" x 8" base plate with 4 - 3/4" corner holes

Date: 11-7-13

Size: 4" Diameter

Page: 1 of 1



MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: June 17, 2022

RE: FastForward Libraries Strategic Planning Proposal

As we have discussed the possibility of hiring a strategic planning consultant, I reached out to Illinois libraries for recommendations earlier this year. After researching consultants who work with organizations of our size, there was one in particular who stood out as a good fit for the RFPL: Amanda Standerfer of FastForward Libraries. FastForward Libraries is one of a few consultant groups that works with our budget, and Amanda comes highly recommended by many libraries, including Palatine Public Library, Fountaindale Public Library District, Cary Area Public Library, and Bartlett Public Library, among others. Amanda also teaches both library leadership and strategic planning classes for RAILS.

Endorsements:

“Our library and our consortium are both working on separate projects with Amanda Standerfer. Amanda is great to work with – smart, flexible, and reasonably priced as well.”

-Paul Mills, Executive Director of the Fountaindale Public Library District

“Amanda has an a la carte menu of services if you want to do some of the work in house. That was our plan but then COVID hit half way through our planning process and we had her do most of the work. Loved working with her.”

-Diane McNulty, Executive Director of the Cary Area Public Library

“She is great at facilitation! She is happy to create an a la carte menu for you.”

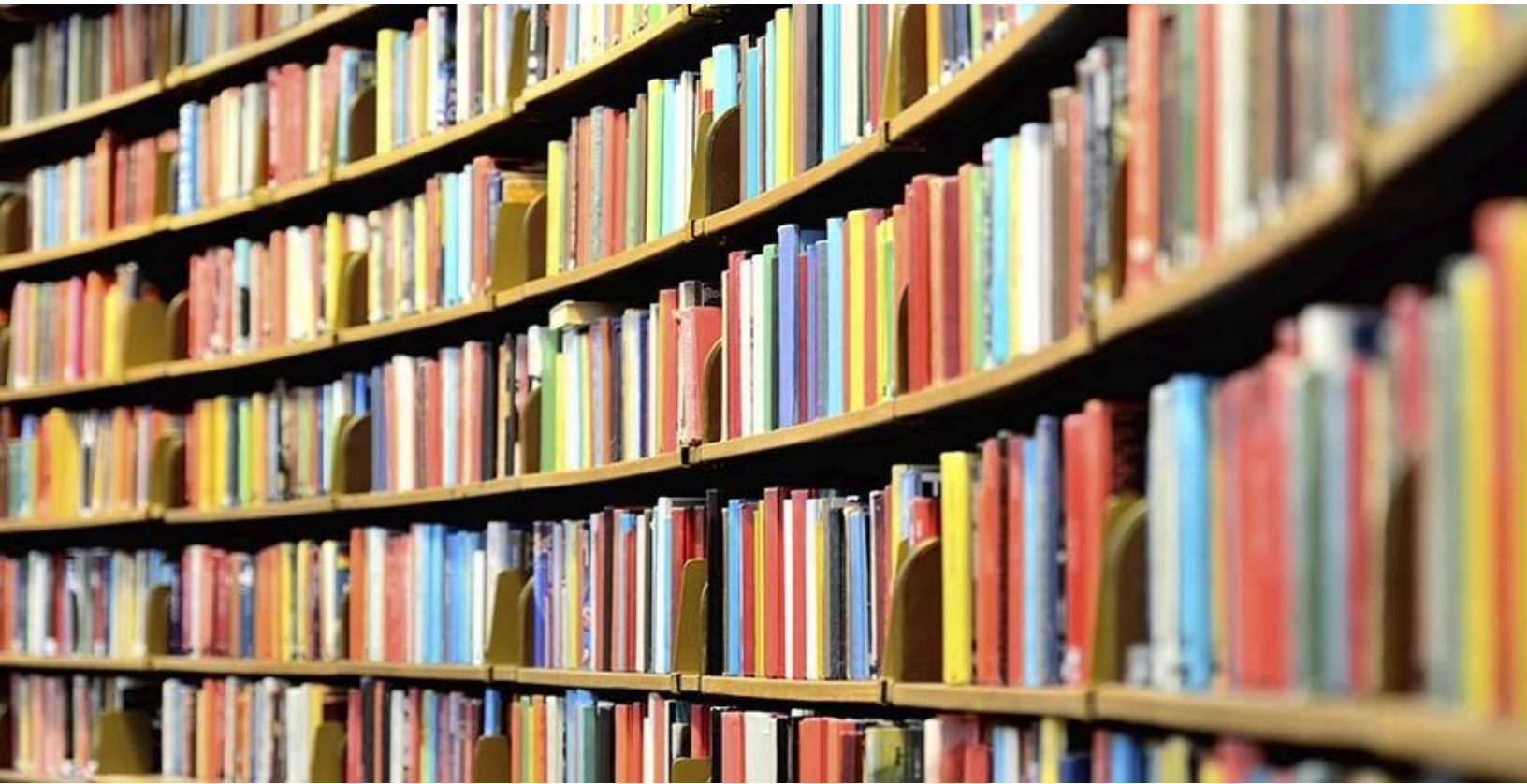
-Jeannie Dilger, Director of the Palatine Public Library

Amanda and FastForward’s menu of services allow us to tailor their proposal to our particular needs and budget. Included in your packet is an initial proposal, which outlines the process and deliverables, including a one-page graphical plan, a full strategic plan document, an internal activity plan for staff use, and an evaluation framework. The proposal also includes a Schedule of Costs and Timeline, with each element offering an option for either a consultant led or staff led process. Amanda confirmed that we can use a hybrid approach, meaning we can choose some consultant-led and some staff-led elements.

My hope at our meeting is to discuss whether we would like to request a more tailored proposal from FastForward, and if so, which elements we would like to be consultant vs. staff led. I will also compile any questions to bring back to Amanda. To help facilitate discussion, I have included elements of the Palatine Public Library and Nashua Public Library strategic plans.

Strategic Planning Proposal for the River Forest Public Library

March 5, 2022



Proposal submitted by:



Amanda E. Standerfer, Lead Consultant
Fast Forward Libraries LLC
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Contents

Cover Letter..... 3

Executive Summary..... 4

Your Strategic Plan Overview / Summary of Deliverables..... 5

Key Personnel and Qualifications/Experience..... 6-7

Work Plan..... 8-10

Exclusions or Exceptions..... 10

Schedule of Costs and Timeline..... 11-14

References..... 15

Client List..... 16

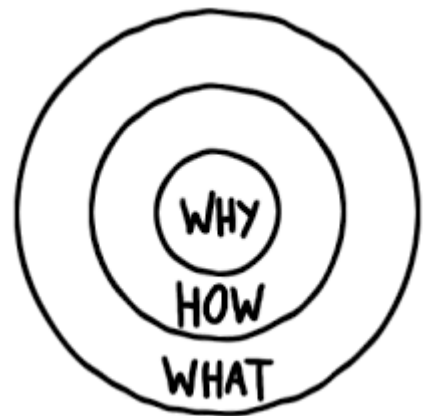
Cover Letter

I am pleased to submit this proposal to the River Forest Public Library (RFPL) for strategic planning process facilitation and consulting. I am the founder and lead consultant for this small consulting group specializing in assisting libraries and nonprofits over the past 19 years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, I assist organizations with fundraising and development planning, capacity building/organizational development, policy and procedure development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a planning process that will result in a focused, actionable 3-year strategic plan for RFPL. My [StrengthsFinder](#) profile – **Learner – Focus – Significance – Futuristic – Strategic** – makes me uniquely qualified to facilitate this process. I specialize processes leading to a graphical one-page strategic plan (see examples provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

I have extensive experience working with public libraries and strive to maximize community and stakeholder input, reflection, and learning so the resulting strategic plan is compelling, responsive, and focused. Throughout my career, I've immersed myself in organizational development methods and group dynamics, both essential elements of the strategic planning process.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using [Simon Sinek's "Golden Circle"](#) (*Why? How? What?*) model as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.



Each process I facilitate is customized to achieve shared goals. Since I work alone or with a small team, I am able to keep costs low and provide maximum responsiveness to my clients. Helping libraries develop their strengths and become learning organizations is my passion because libraries are the anchor of democracy in our society and we need to evolve to respond to community needs in holistic ways that honors the complexities of our society. Adopting the practices of a learning organization during the planning process will equip RFPL to be a flexible, nimble, and vital institution for decades to come.

It's exciting that RFPL is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact RFPL for years to come. I think you will find that my proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!

Amanda E. Standerfer

Lead Consultant

March 5, 2022

Executive Summary

The River Forest Public Library (RFPL) seeks to develop a strategic plan that will guide the next 3-5 years of library activities and development to positively impact individuals and the community as a whole. After the uncertainty of the last year, it's a good time to celebrate success, assess what's working, deepen community connections, and set a course for the next three plus years. Using a fresh, streamlined strategic planning process, RFPL can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations. To that end, this proposed learning-focused strategic planning process will result in a clear, adaptive plan that is grounded in the library's strengths to streamline decision-making and focus on impact. The planning process is organized into three phases:

LEARN: Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process to help participants deeply connect with all things RFPL. My role as the process facilitator is the keeper of the learning and to serve as a guide during the process. By gathering focused input through surveys, and focus groups, this plan will move beyond statistics and allow creation of stories centered on impact. I will look for strengths and connections to help staff and the Board consider RFPL's role in new ways. During this portion of the process, we will seek to connect with underserved populations by identifying leaders or organizations that can help organize focus groups and encourage participation in the process. While library essentials will remain the same, in many ways this planning process offers a blank slate. My role is to help planning participants see beyond the current state and consider *what is possible* in new ways.

DREAM: Sometimes the way forward is not clear, even messy, and data gathered to inform the strategic direction can be overwhelming. It's my role as the process facilitator to help make sense of the data and guide learning for the staff and Board. During this phase, the Board and staff will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow for dedicated time and space to step back and think strategically, working through ideas together to build strategic plan elements. By trusting the planning process, connection with the plan's strategic direction will emerge and the results will lead to transformation.

DO: Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll develop an activity plan that will guide implementation over the life of the plan and help RFPL think about the plan's narrative and milestones. We'll also develop an evaluation framework and talk about reporting structures to communicate success to stakeholders. When the plan is complete, the excitement generated during the planning process will carry-over to implementation and focused energy for the life of the plan that will extend throughout the community.

This is an adaptive process with regular check-ins to ensure accountability and progress, considering ways to maximize community and stakeholder participation. Besides using the Golden Circle framework during the process, I also use elements of ["The Performance Imperative: A Framework for Social Sector Excellence"](#) (Leap of Reason Ambassadors Community) and ["The Fifth Discipline: The Art and Practice of the Learning Organization"](#) (Peter M. Senge) throughout the plan to incorporate all elements leading to a high-performance organization.

The final product will be a comprehensive, data-driven, outcome-focused strategic plan (one-page – graphical version and complete written plan) that is realistic in scope and a recommended activity plan draft with an evaluation framework. Committing to this process and way of operating will require clear communication and buy-in from staff and the Board. The results will unify and energize all involved!

Your Strategic Plan Overview / Summary of Deliverables

Deliverable	Purpose
<p>One-page Graphical Plan</p> <ul style="list-style-type: none"> • High-level graphical version of the strategic plan. • Quick reference for: <ul style="list-style-type: none"> ○ Values ○ Vision ○ Mission ○ Strategic Directions ○ Goals 	<ul style="list-style-type: none"> • For communication about strategic direction. • Use in library (as a flyer and poster), on website, and in publications. • Use in Board reports as reminder of high-level strategy. • Use in staff areas as reminder of high-level strategy. • Use with library users/the community in publications and at meetings as a reminder of high-level strategy.
<p>Strategic Plan Document</p> <ul style="list-style-type: none"> • This is the expanded, more traditional text-heavy strategic planning document for Board approval. • It provides additional context and detail about the planning process and other plan components. 	<ul style="list-style-type: none"> • Use on your website as the “full plan” for community/stakeholders to review. • Staff should have access to this document so they can understand their role in implementation.
<p>Implementation Elements: Activity Plan and Evaluation Framework</p> <ul style="list-style-type: none"> • The activity plan is an internal document for staff/Board to use when planning annual activities that will help meet the plan goals, timeline, and staff responsibilities for the activity. • The activity plan can also be used for internal updates/reports to streamline strategic plan management. • The activity plan changes and is updated annually by staff. • The evaluation framework breaks down which metrics will show progress for each goal. 	<ul style="list-style-type: none"> • Staff use the activity plan to detail annual activities and accomplishments. • The activity plan can also be used to set individual performance goals. • The activity plan can be used to develop progress reporting using template. • Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success.

Key Personnel and Qualifications/Experience

Amanda E. Standerfer, MA, MLIS



Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building. Recent clients include [PrairieCat](#) (library consortium in Illinois), [Indian Trails Public Library District](#) (Wheeling, IL), and [Spring Lake District Library](#) (MI).

Amanda is the Director of Development & Promotion for [The Urbana \(IL\) Free Library](#). She's spent about half of her career working in philanthropy (as Program Officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed “philanthro-brarian.”

Amanda is a frequent presenter at library and philanthropy conferences and workshops, as well as a guest speaker for library science and business/management courses. She developed a simple donor-tracking program used by several small libraries as part of their development and fundraising programs. In addition, she has taught courses at both [Lake Land College](#) (history) and [Millikin University](#) (team dynamics).

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. During her term, she assisted ILA with an update of their strategic plan. She has been active on a variety of other ILA Committees and Forums, including the Conference Program Committee (member and co-chair), Fundraising Committee (chair), and Public Policy Committee (member). Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#).

You can find out more about Amanda on [LinkedIn](#).

Amanda is the lead consultant for this project and will manage all aspects of the process.

Sarah Forbes, PhD



Dr. Sarah Forbes is the founding Director of Student Academic Success at [Rose-Hulman Institute of Technology](#), helping students to discover new strategies to achieve their academic goals. Prior to this, Sarah spent 10 years as the Director of Data Management and Reporting. Her role in the Office of Institutional Research, Planning and Assessment was to manage data collection and reporting to all functional units on campus as well as to external constituents. She also served as a liaison between Academic Affairs and Enterprise Information Technology, helping each group to identify their needs and streamline both data entry and reporting processes.

Prior to working at Rose-Hulman, Sarah worked at the [Helen Matthes Library](#) in Effingham, Illinois. There she focused on marketing, outreach, and adult education.

In her spare time, Sarah serves as a research consultant to non-profit organizations. Sarah earned a B.A. in Psychology from [McKendree University](#), an M.A. in Experimental Psychology from [Indiana State University](#), and a Ph.D. in Curriculum and Instruction from [Indiana State University](#).

Sarah assists with community survey development and compiles data for the Learning Report.

Kristin Traniello, MLIS



Kristin is a communications and engagement strategist who works with libraries, newsrooms, artists, and startups. She loves helping businesses and institutions build meaningful relationships with their stakeholders and strategize towards more efficient operations. She completed her master's in Library and Information Science from the University of Illinois at Urbana-Champaign in December 2021.

Kristin's role is to provide research support and to draft and review documents as the plan elements come together.

Jennie Grace, BFA



Jennie Grace is the Graphic & Web Designer for [The Urbana \(IL\) Free Library](#), a position she's held since 2007. Jennie holds a BFA in graphic design from [Eastern Illinois University](#).

Jennie creates the one-page plan document.

Work Plan

NOTE: These are unprecedented times – and the nature of strategic planning has changed! The below work plan is written with the assumption that in-person meetings will be possible. However, we are a team deeply experienced in online facilitation and process management and can easily adapt all aspects to an online environment with some minor modifications. For example, a 4-hour retreat session may need to be split into multiple online sessions, but the cost would remain the same.

In summary, the proposed process and deliverables offer maximum flexibility to help the library through these unusual times and allow for the library to confidently move forward with meaningful, impactful strategy.

Phase I: LEARN

The first phase of the strategic planning process is the longest and the most important! During this phase, we'll spend time gathering data internally and externally to inform the strategic planning process.

Form the Planning Team: First, we will establish the Planning Team (4-5 staff and Board members) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a kick-off meeting to finalize the timeline, get some initial input, and start planning the community survey and focus groups/interviews. The Planning Team will gather internal and external documents to inform the process, like library data, evaluation reports, previous strategic plan reports, strategic plans from similar libraries, community demographic data, and strategic plans for other community organizations.



Board & Staff Process Orientation & Input: It is key to generate excitement about the process with the Board and staff and to involve them early in the process. To do this, we'll focus inward. Amanda will hold sessions with the Board and staff to get them oriented to the strategic planning process and conduct an environmental scan, SOAR analysis (similar to a SWOT, but with an appreciative inquiry lens focusing on strengths, opportunities, aspirations, and results), and get input on what else the Board wants to learn as part of the process. Paired with these sessions is a Board and staff survey to allow for further reflection and input after these initial discussions.

Gather Community Feedback & Conduct Research: Next, we'll focus outward to learn more about the community and stakeholders. Gathering community and stakeholder feedback is also key to understanding the library's current state, strengths, and potential future direction. Amanda will develop a community survey with assistance from Audrey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of RFPL's work do respondents value the most? Are they satisfied with RFPL's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?
4. **Future Focus** – What's important going forward? What are RFPL's strengths? How should RFPL measure success?
5. **Other relevant questions** – Operating hours? Facilities? Accessibility? TBD by the Planning Team

After the community survey, we will hold targeted focus groups and conduct individual interviews (volunteers recruited through the survey along with specific organizations asked to hold a group/participate in an interview) to dig deeper into survey responses and emerging themes. Key at this stage in the process is to reach out to leaders and groups working with underserved populations to ask for their assistance in organizing specific focus groups and encouraging participation in the process. While we may not get an overwhelming number of underserved people to participate, we will make an intentional effort to weave in these voices to learn about their needs and what ongoing, sustained efforts can be made to encourage increased engagement.

In addition, we'll compile community demographic data and complete a scan of community organization strategic plans to identify needs, opportunities, and gaps.

At the end of this phase, Amanda, Sarah, and Kristin (with assistance from library staff) will gather all information into a Learning Report. The Learning Report will identify gaps in services and provide findings that will ground the Board and staff retreats in the next phase.

Deliverables:	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, and focus groups. Regular check-ins with Library Director.
Timeframe:	May – July 2022

Phase II: DREAM

This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and staff retreats.

The 4-hour Board retreat will focus on reviewing learning and dreaming about the future. During the retreat, we'll get the Board up to speed on the planning process, review the Learning Report, review and update the values, vision, and mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about possible activities that will help achieve plan goals. We'll use our time to critically think about what's most important for RFPL, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

During this phase, we'll also hold a 4-hour staff retreat (or multiple, shorter retreats to maximize staff participation) to also share the Learning Report and dream about the next five years. Staff will reflect on the Board's progress in developing the plan and spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation. (Note: While it's best to have the Board retreat before the staff retreat, we are flexible with the timeline for these sessions as which retreat is held first is not critical for the overall development of the plan.)

It's important that everyone feel engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that RFPL is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief the retreats and discuss a draft strategic plan outline.

Deliverables:	Board and staff retreats. Strategic plan outline. Regular check-ins with Library Director.
Timeframe:	July – August 2022

Phase III: DO

In this phase, we'll draft and revise the various plan documents. Amanda and Kristin will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we'll present the draft plan documents to the Board for final comment/revisions. This session will allow the Board to clarify next steps and discuss an implementation and communication strategy for the plan.

After the Board session, Amanda will make revisions and present final plan documents for approval. Final implementation steps, like finalizing the activity plan, and developing the evaluation framework will take place with the Planning Team around the time of Board approval to move from strategic planning to implementation.

Deliverables:	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Regular check-ins with Library Director.
Timeframe:	August – September 2022

Phase IV: IMPLEMENTATION

Transitioning from the planning process to implementation is critical and often where the library's management team struggles. Without a clear plan of how to transition to implementation, a strategic plan can get set aside and the momentum of the planning process is lost. We recommend reading "[Managing Transitions: Making the Most of Change](#)" by William Bridges for guidance during this period. Amanda is also available for transition coaching support for the Library Director or staff teams working on implementation plans.

Exclusions or Exceptions

Fast Forward Libraries LLC excludes any translation service related to the community survey or interpretation for focus groups and interviews. Translation functions for the community survey can be purchased through Survey Monkey at an additional fee upon request. The library is responsible to provide any on-site interpretation services required.

Fast Forward Libraries LLC excludes any cost related to the printing and mailing of the community survey. While a printed/mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. The library might want to consider a postcard mailing to the community to inform them about the online survey (this type of mailing is less costly and has been effective in other communities). Fast Forward Libraries LLC would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

Schedule of Costs and Timeline

Phase I: LEARN				
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	May 2022 <i>2 hours preparation 1.5-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$500	\$500
Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution. <i>Note: Print version of the survey available for print on demand.</i>	Amanda and Sarah with assistance from Planning Team	May 2022 <i>20 hours survey development 10 hours survey administration/monitoring Email/phone meeting(s) as needed</i>	\$3,000	\$200 (Amanda provides examples, staff administers survey)
Initial Board and Staff sessions: Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	May 2022 <i>4 hours preparation 1.5-hour session with Board (via Zoom videoconference) 1.5-hour session with staff (via Zoom, may need multiple staff sessions) 2 hours follow-up</i>	\$1,000	\$100 (Amanda provides agenda and worksheets, staff conduct sessions)

Board and Staff Survey: Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Sarah with assistance from Planning Team	June 2022 <i>4 hours survey development, administration, and monitoring</i>	\$400	\$100 (Amanda provides template, staff administer survey)
Focus Groups: 6-8 focus group sessions (one-hour each), develop focus group questions, review agenda with Planning Team, compile notes. *Includes individual follow-up / interviews with anyone interested in giving feedback, but unable to attend a focus group (up to 6 interviews).	Amanda (with logistical assistance from Planning Team)	June 2022 <i>2 hours preparation 6-8 – 1-hour sessions 4 hours notes/reporting 1 day on-site</i>	\$2,000	\$200 (Amanda provides agenda, staff conducts sessions/interviews)
Learning Report: Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).	Amanda, Sarah, and Kristin with editing assistance from Planning Team	July 2022 <i>20 hours learning report</i>	\$2,000	\$200 (Amanda reviews and edits report that staff develops)
Phase I total (inclusive of supplies and travel):			\$8,900	\$1,300

Phase II: DREAM				
Goal: To report learning to the Board and staff and build plan elements at retreat sessions.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Planning Meeting: Review Learning Report and prepare for Board and staff retreats.	Amanda and Planning Team	July 2022 <i>1 hour preparation 1-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$300	Same as consultant-led

Board Retreat Session: 4-hour, in-person session with Board to review learning and develop strategic plan elements.	Amanda	July 2022 <i>4 hours preparation 4-hour meeting with Board 2 hours follow-up 1 day on-site</i>	\$2,500	Same as consultant-led
Staff Retreat Session: 2-4-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning, review strategic plan elements developed by Board, and brainstorm activities to achieve plan goals. <i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i>	Amanda	July 2022 <i>4 hours preparation 4-hour meeting with staff 2 hours follow-up 1 day on-site</i>	\$2,500	Same as consultant-led
Planning Team Debrief Meeting: Check-in with Planning Team to review strategic plan outline document. Deliverable: Strategic plan outline.	Amanda and Planning Team	August 2022 <i>4 hour preparation 1-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$600	Same as consultant-led
Phase II total (inclusive of supplies and travel):			\$5,900	\$5,900

Phase III: DO				
Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Document Development: Develop graphical and written plan for review by Board. Deliverable: Draft plan documents for Board review.	Amanda and Kristin	August 2022 <i>20 hours</i>	\$2,000	\$200 (Amanda provides examples and reviews staff drafts)

<p>Board Meeting: Meeting with Board to review all plan documents and make final revisions.</p> <p>Deliverable: Final plan documents for Board approval.</p>	Amanda with Board	<p>August 2022</p> <p><i>2 hours preparation</i></p> <p><i>1-2 hour meeting with Board (via Zoom)</i></p> <p><i>2 hours follow-up</i></p>	\$600	
<p>Activity Plan and Evaluation Framework: Develop draft documents for review by Director/Planning Team.</p> <p>Deliverable: Draft evaluation framework.</p>	Amanda and Director/Planning Team	<p>September 2022</p> <p><i>1-hour meeting with Director/Planning Team/staff</i></p> <p><i>4 hours document development</i></p>	\$500	\$200 (Amanda provides examples and reviews staff drafts)
Phase III total (inclusive of supplies):			\$3,100	\$400
Grand total: (inclusive of supplies and travel):			\$17,900	\$7,600

Phase IV: IMPLEMENTATION			
Goal: To support the transition from planning to implementation.			
What	Who	When/Duration	Cost
<p>Coaching Sessions: Meet with Director or designated staff working on implementation to support the transition from planning to implementation.</p>	Amanda and Director or designated staff	<p>As needed after plan adoption and beyond</p> <p><i>1-hour per meeting with pre- and post-call support (via Zoom)</i></p>	\$150/each

References

Mr. Brian Shepard

Executive Director
Indian Trails Public Library District
Wheeling, IL
847-279-2202
bshepard@indiantrailslibrary.org

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

Ms. Donna Richards

Board President
Pollard Memorial Library
Lowell, MA
978-502-7373
Donna.S.Richards@gmail.com

Provided facilitation for strategic planning process for public library serving 111,306 residents.

Ms. Carolyn Coulter

LLSAP Services Manager / Director
PrairieCat (Illinois)
309-623-4176
carolyn.coulter@railslibraries.info

Provided strategic planning facilitation for multi-type library automation consortium.

Ms. Ann Hokanson

Executive Director
Traverse des Sioux Library System
Minnesota Multicounty Multitype Library Systems
Coordinating Council
833-837-5422 x. 700
ahokanson@tds.lib.mn.us

Provided facilitation for seven multicounty multitype library systems across Minnesota to create the group's first member-informed, joint strategic plan.

I am happy to provide contact information for any client listed on the following page – just ask!

Client List

Library Strategic Planning:

- Allegan District Library (MI)
- Bellwood Public Library (IL)
- Black River Falls Public Library (WI)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Elk Grove Village Public Library (IL)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Indian Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Kewanee Public Library (IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Mt. Zion Public Library District (IL)
- Nashua Public Library (NH)
- Norfolk Public Library (NE) Palatine Public Library District (IL)
- Plainfield Public Library District (IL)
- Pollard Memorial Library (Lowell, MA)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- Richland Community Library (MI)
- Schaumburg Township District Library (IL)

Nonprofits (strategic planning facilitation unless noted):

- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and strategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)

Library Strategic Planning (con't):

- Spring Lake District Library (MI)
- Three Rivers Public Library District (Minooka, IL)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)

Library Organizational Capacity Building:

- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Grayslake Area Public Library District Foundation (IL) (capacity building)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)

Library Training, Workshop, Webinar, or Coaching:

- Bloomington Public Library (IL) (fundraising capacity building)
- Fast Forward Library Leadership Cohort (leadership development program – two sessions annually)
- Illinois Library Association (Trustee Day programs)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- Next Level Library Leadership Institute (FL) (coaching)
- Reaching Across Illinois Library System (webinar)

LSTA 5-year Evaluation Projects:

- Idaho Commission for Libraries (2021)
- Illinois Environmental Council / Education Fund
- Illinois Stewardship Alliance (Springfield, IL)
- Lincoln Memorial Garden (IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)

Strategic Plan 2018-2021



Vision

Inspiring connection,
curiosity, and joy.

Mission

We welcome everyone to access
diverse materials, collaborative spaces,
technology, programs, and services.



Experience

We strive to ensure that
individuals have exceptional
interactions with the Library
and are connected with
resources and services that
increase their quality of life.

We exceed expectations.



Engagement

We work continuously
with the community to
increase our reach and
expand our impact.

**We are a valued
community partner.**



Endurance

We strive for sustainability
in our practices, facilities,
and human and
financial resources.

**We are a resilient
organization.**



Palatine Public Library District
Strategic Plan 2018-2021

Focused for the Future



Introduction

The Palatine Public Library District (Library) provides a wide variety of library programs and services to a population of 89,000 in the northwestern suburbs of Chicago. The Library operates three facilities: a 96,000 square foot main library and two branch libraries (North Hoffman and Rand Road).

This plan represents the overall strategy for the Library over the next three years and is presented to the Board of Trustees for approval in 2018. Upon approval, Library staff will finalize an activity plan to support the overall strategy and evolve as we work toward goals. Staff will regularly review progress toward meeting plan goals and report to the Board.

Our planning process was inclusive and enlightening. We remain committed to our community and core services and are excited about the focus this plan will bring through 2021. We hope this plan inspires growth and change over the next three years that lead to increased impact in our community.

Background

This planning process allowed the Library to review all planning documents and data to bring focus and direction under one document, thus uniting the Library's direction in one plan. The Library has many assets and has spent time developing plans for financial and capital needs in the future. Current strategic and long-range plans exist to guide the Library's activities but lacked inspiration from the staff and community. The Library engaged in this planning process to spend time learning about community needs and mining current plans and data with input from the Board and staff to find strengths and momentum allowing focused efforts going forward.

Amanda E. Standerfer from Fast Forward Libraries, a strategic planning consultant and librarian, helped guide the planning process. The planning team included:

- Debby Brauer, Library Trustee
- Jeannie Dilger, Executive Director
- Andrea Lublink, Communications and Marketing Manager
- Susan Conner, Technology Manager
- Maureen Galvan, Assistant Director for Support Services

The planning team met regularly starting in March 2018 to design, manage, and execute the planning process.

Planning Process & Data Highlights

In order to create a cohesive, actionable plan, we reviewed a wide variety of existing data and spent time talking with community members at focus groups and a community stakeholder lunch. The data we reviewed included a recent community survey, interviews held during the website redesign process, library reports and statistics, existing library plans and consultant reports, strategic plans for surrounding libraries, and strategic plans for other community organizations and institutions.

The 2016 community survey was key for understanding perceptions about the Library and areas of focus for the future. The survey gave several conclusions that dovetailed with the planning process:

- The community values the collection and variety of materials.
- Excellent customer service is a strength.
- The Library should continue to learn from the community about needs and how to respond.
- Evaluation and showing impact are important.
- Budget constraints require the Library to prioritize.

Library strengths and challenges emerged during meetings with the Board, staff, and community:

- The Library increases quality of life in the community and provides opportunities for all to learn and connect.
- Library programs are enjoyed by all ages.
- Staff members go above and beyond, and the community welcomes the opportunity to build stronger relationships with them.
- Building issues (how space is used and overall maintenance of facilities) and funding constraints are major concerns.
- The Library plays a unique community connector role (social, educational, and entertainment), both in and out of the building.
- Information and access to technology are greatly valued by the community.

We used targeted questions during the focus groups to increase understanding of the community’s concerns and how the Library could best respond. We specifically asked about how the Library increases the quality of life in the community, how the Library could increase engagement with the community, and how the Library could provide exceptional experiences for patrons. Focus group attendees gave a wide range of comments, including current library activities and possible activities and areas of focus for the future.

This table shows a summary of feedback received at the focus group sessions:

Quality of Life	Community Engagement	Patron Experience
Safe, clean, comfortable	Connecting/partnering with nonprofits	Engage proactively with visitors
Connection to community	Programs	Volunteers
Educational programs	Meeting rooms for community use	Think about experience from when patron walks in through entire interaction
Access for all, access to information	More communication about what’s going on	Spaces in library for quiet, social, study, etc. (café)
Quiet space, social space (café)	Cross promotion of what’s happening in the community	Communication about what’s going on, resources, suggestions
People trust the Library	Think about reaching those that aren’t naturally drawn to the Library	Build relationships

The planning team helped narrow the vision, mission, and strategic initiatives for review by the Board at a retreat in late July. With a plan starting to take shape, staff added their input during two retreat sessions in mid-August. The retreat sessions brought cohesion to the developing plan and allowed for the plan’s design to emerge.

Vision

Inspiring connection, curiosity, and joy.

Our vision is what we hope to achieve for our community. We want our community to connect, in and outside of the Library. We hope to inspire curiosity in individuals and then satisfy their curiosity. Connecting people and inspiring curiosity is joyful work. Joy is what we want to manifest in the community. We believe that our vision is achievable if we intentionally and effectively carry out our mission.

Mission

We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services.

Our mission is the core of what we do as a library and how we plan to achieve our vision. Welcoming everyone is our strength and key to carrying out our work and strategic plan. Our mission states what we promise to provide to our community.

Strategic Initiatives

This plan is divided into three areas of focus: Experience, Engagement, and Endurance. These strategic initiatives emerged during the planning process after reviewing community survey and library data, meeting with the Board and staff, and discussing with the planning team. At the Board retreat, we affirmed these three strategic initiatives as key to the Library's success going forward.

Outcomes

What's working: The staff is committed to working together to serve the community. They have a strong sense of customer service and creating great experiences for patrons. Mutual joy is part of every transaction and interaction at the Library.

Staff are not afraid of change. The pace of change can be overwhelming and we continuously work to manage change and focus on what's needed to implement change.

Overall, staff are committed to the Library's future and look forward to what's next. We can do more to develop our staff, as they are enthusiastic about their jobs and want to make a difference. We can build on this strength and think about how to equip staff with additional skills to benefit patrons and increase job satisfaction.

What can be improved: We want to do more for our community. The limitations of our budget get in the way of our ability to do new things and creatively expand current offerings. We respond to the scarcity of resources by being resilient. Increasing operating funds is necessary to carry out all aspects of this plan. Having this plan in place will help us develop the message about why we need additional funding. Increasing our evaluation efforts will help us tell our story of impact in the community with clarity.

We need to consider how the community interacts with the Library and our physical and virtual spaces. During the focus groups, participants noted that interior spaces (at the main library and branches) could flow better and allow for better interactions and access to materials. We can use our physical spaces to create better experiences to promote increased usage.

What else is needed: We can increase communication to build awareness of our services and programs. We can discover how our community learns about the Library and all that we offer. We can think strategically about our communications and evaluate what's effectively reaching people.

We should evaluate our programs and services to know what is having an impact. The Library's resources are stretched with all we offer to the community. It's not sustainable to "do more with less" indefinitely. Lacking additional operating funds, we need to know what's making the biggest difference so we can focus.

We need to be sustainable. While sustainability is part of everything we do, our need to be sustainable is particularly evident when it comes to our facilities and finances.

Goals, Activities, Measures

The following pages summarize the strategic plan with additional detail for each strategic initiative, including potential activities for each goal and possible metrics. Library staff will draft the activity plan that will serve as an implementation guide. We will present regular progress reports at future Board meetings.



Experience

We strive to ensure that individuals have exceptional interactions with the library and are connected with resources and services that increase their quality of life.

We exceed expectations.

We know that our staff, collections, and facilities are strengths. We are poised to move forward in a coordinated way that benefits our community.

Our staff members are eager to learn. We can learn from each other (cross-training) and from others (formal training, community surveys, etc.). We can work to create great experiences for every person who interacts with us, virtually and in person. This includes thinking about the design of our spaces and what we want people to do in those spaces.

Our collections are diverse in subject and format. Providing access to our collections is a core function and connects to everything else we do as an organization. We can spend time learning about how people use our collection. Then we can work to make access easier and more intuitive for staff and the community.

Goal	Possible Activities
1) <i>The library has comfortable, flexible spaces that encourage use and connection.</i>	<ul style="list-style-type: none"> • Complete space needs assessment • Remodel interior space to allow for more efficient use and areas for socialization • Redesign/modernize display space
2) <i>The library's collection is vibrant and convenient to access.</i>	<ul style="list-style-type: none"> • Evaluate the mobile app • Evaluate our library catalog software to determine future needs • Upgrade phone system
3) <i>The library is committed to quality patron interactions.</i>	<ul style="list-style-type: none"> • Review policies and procedures to ensure patron-first focus • Consider a "secret shopper" program to learn about patron experience • Implement evaluation framework that regularly collects data from patrons • Define "exceptional" service; create training and checklist for evaluation

Potential Measures of Success

- | | |
|---|--|
| <ul style="list-style-type: none"> • Regular patron surveys reporting on satisfaction (situational and long-term) • Track key indicators of satisfaction (collections, staff, facilities) | <ul style="list-style-type: none"> • Post-program feedback surveys • App downloads • Staff satisfaction surveys • Secret shopper reports |
|---|--|



Engagement

We work continuously with the community to increase our reach and expand our impact.

We are a valued community partner.

A successful library works together with the community. Some people naturally gravitate to our services and attend our programs, but barriers exist that keep others away. Welcoming everyone is our value. We can work harder to spread this message in ways it can be received by those not naturally inclined to utilize the Library.

We have worked to create strong partnerships with community organizations and value what we learn through joint efforts. The allocation of resources in our community means that increased partnerships and joint efforts are needed to provide increased value to the community. The Library brings a unique set of skills and knowledge to these efforts that we can continue to communicate about and promote. We can proactively look for partnerships that are mutually beneficial.

Goal	Possible Activities
1) <i>The community has high awareness of library services and programs.</i>	<ul style="list-style-type: none"> • Create comprehensive communications plan that includes branding, social media, and messages • Evaluate signage (internal and external) for all locations
2) <i>The library interacts with its diverse community to discover and respond to current needs of all groups.</i>	<ul style="list-style-type: none"> • Increased visits to bilingual groups • Create opportunities for conversations/discussions with the community to learn more about their needs and how the library can respond
3) <i>The library creates and deepens meaningful partnerships with local organizations and businesses.</i>	<ul style="list-style-type: none"> • Consider deeper relationships with groups using meeting rooms • Staff and trustees assigned to attend local organization meetings • Inventory partnership efforts and create criteria for assessing which partnerships to pursue

Potential Measures of Success

- | | |
|--|---|
| <ul style="list-style-type: none"> • Regular patron surveys reporting on satisfaction (situational and long-term) • Post-program feedback surveys • Partner criteria reviewed • Plan for partnership development | <ul style="list-style-type: none"> • Annual reflective learning focus groups (with partners and community in general) to gather input about how the library is doing and future community needs • Number of community meetings attended |
|--|---|

Endurance

We strive for sustainability in our practices, facilities, and human and financial resources.

We are a resilient organization.

To become a stronger organization, we must pay attention to human, financial, and physical resources. The data we gathered indicated pride in how the Library has stretched the budget. While this is noble, it's not sustainable and places a burden on the Board and staff. It creates a culture of scarcity and anxiety that the lack of resources negatively impacts the Library's ability to carry out its mission.

We have the opportunity to increase staff job satisfaction in a variety of ways. Staff are interested in learning more about each other and what other positions/departments do at the Library. Deeper connection with all aspects of the Library will promote retention. Improving recognition and benefits will also increase retention and attract quality new employees.

Goal	Possible Activities
1) <i>The library is a trusted steward of resources.</i>	<ul style="list-style-type: none"> • Create comprehensive financial plan for the future • Increase transparency by posting more financial information on website • Develop alternative revenue sources • Conduct operating referendum campaign
2) <i>The library is a preferred employer that values staff development and retention.</i>	<ul style="list-style-type: none"> • Review hiring practices and incorporate values/culture statement • Develop staff cross-training plan • Review and improve staff benefits package • Formalize staff recognition and retention programs
3) <i>The library's systems and facilities are resilient, modern, and efficient.</i>	<ul style="list-style-type: none"> • Develop maintenance plans for all facilities • Create technology plan with replacement guidelines • Increase green practices

Potential Measures of Success

- | | |
|---|---|
| <ul style="list-style-type: none"> • Financial, maintenance, technology plans kept up to date | <ul style="list-style-type: none"> • Sustainable budget that meets community needs |
| <ul style="list-style-type: none"> • Staff satisfaction surveys (especially consider hiring, retention, and recognition) | <ul style="list-style-type: none"> • Energy audit |

Next Steps

After this plan is adopted by the Board, staff will finalize the activity plan to guide implementation efforts. Implementation will be an ongoing process, as the timing of certain activities are determined by priority and sequence. We will review and adjust the activity plan on an annual basis after review of progress made by staff.

Evaluation of progress toward strategic plan goals will evolve during implementation. Staff will finalize measurements for each strategic initiative after determining what data to collect for specific activities. Some evaluation aspects, like community surveys, will report on progress for several goals, while other goals will have specific metrics collected during implementation. We are committed to reporting progress and opening channels for communication and continued input as we move forward.

Finally, we commit to a comprehensive review and update of this plan at its completion. We have confidence that this plan will move us significantly forward and anticipate using this process as a best practice for maintaining momentum and an institutionalized way of operating. This plan is just the first step, and we are committed to moving forward together to strengthen our library well into the future.



Strategic Plan 2022-2024

VISION

Growing a welcoming, engaged, connected community

MISSION

We enrich our community by being a safe, welcoming, and inclusive environment to discover, connect, create and grow.



WELCOMING & COMFORTABLE

The library is a trusted, safe place that is inviting, easy to use, and a hub of community activity.

GOALS

Serve as a **welcoming community** gathering place for every member of the community.

Emphasize open and easy **access to traditional and digital resources** with knowledgeable assistance.

Continue renovation of the library building and grounds to update perceptions about the library and evoke community pride.



LEARNING & CULTURE

The library supports community members in living enriched lives by connecting them to learning opportunities throughout their lifetime in an equitable and inclusive way.

GOALS

Build an informed community by ensuring diversity, equity, and inclusion in collections, programs, and services.

Ensure **community-wide digital literacy** by providing access to technology and support that results in confidence and proficiency.

Develop **responsive programs** to support educational needs, recreational interests, and expanded worldview.



COLLABORATIVE & CONNECTED

The library is integrated in the community resulting in high awareness, meaningful partnerships, and recognition of value.

GOALS

Broaden the library's reach and recognition by expanding communication and events in the community.

Actively listen to and gather feedback from the community to support the library in responding to community needs.

Cultivate intentional partnerships with mission-aligned organizations and individuals seeking to enhance and empower the community.

WELCOMING & COMFORTABLE

The library is a trusted, safe place that is inviting, easy to use, and a hub of community activity.

The library exists to serve the community, and providing welcoming facilities is a critical part of fulfilling our mission. We aim for our library facility and grounds to serve as a community hub that offers valuable resources, spaces, and opportunities for all. Representing our community’s population through expanded language resources, providing comfortable spaces inside and outside, and expanding the paths to access for our patrons will help the library meet patrons where they are while fostering a sense of growth and belonging.

Goals	Possible Activities
Serve as a welcoming community gathering place for every member of the community.	<ul style="list-style-type: none"> • Increase staff language knowledge through training • Find ways to deepen relationships with patrons
Emphasize open and easy access to traditional and digital resources with knowledgeable assistance.	<ul style="list-style-type: none"> • Consider making fine-free permanent • Learn more about community barriers to access (physical and virtual)
Continue renovation of the library building and grounds to update perceptions about the library and evoke community pride.	<ul style="list-style-type: none"> • Finish building-needs assessment and plan next steps • Pursue plaza renovation project

Potential Measures of Success

- | | |
|---|--|
| <ul style="list-style-type: none"> • Increased understanding of patron demographics and usage patterns | <ul style="list-style-type: none"> • Patrons report feeling represented and engaged |
| <ul style="list-style-type: none"> • Increased understanding of patron tech needs and uses | <ul style="list-style-type: none"> • Patrons report feeling welcome and comfortable |
| <ul style="list-style-type: none"> • Increased cardholders and circulation | |

LEARNING & CULTURE

The library supports community members in living enriched lives by connecting them to learning opportunities throughout their lifetime in an equitable and inclusive way.

NPL provides access to knowledge, information, and entertainment through a variety of materials and services, both traditional and digital. We will expand understanding of our patrons’ incredibly diverse needs and seek to meet them through our collections, communications, and programs. We will strive to implement user-centered technology that enhances traditional and emerging library services while better expanding access to those in the community without tech access. Overall programming will better reflect the lifelong learning needs and interests of our patrons with renewed attention to cultural inclusivity.

Goals	Possible Activities
Build an informed community by ensuring diversity, equity, and inclusion in collections, programs, and services.	<ul style="list-style-type: none"> • Translate key library brochures into other languages • Complete a diversity audit of collection • Develop more intergenerational programs
Ensure community-wide digital literacy by providing access to technology and support that results in confidence and proficiency.	<ul style="list-style-type: none"> • Learn more about technology availability in the community (access and equipment) • Find ways to close tech access gaps
Develop responsive programs to support educational needs, recreational interests, and expanded worldview.	<ul style="list-style-type: none"> • Develop more programming that inspires creativity and making • Consider ways to increase social connections and programs • Learn more about tutoring needs in the community and seek partnerships to address gaps

Potential Measures of Success

<ul style="list-style-type: none"> • Increased program satisfaction • Increased community awareness and use of services • Patrons report confidence using technology 	<ul style="list-style-type: none"> • Patrons report that collections and programs offered are inclusive of their cultural needs • Increase in overall digital literacy skills in the community
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COLLABORATIVE & CONNECTED

The library is integrated in the community, resulting in high awareness, meaningful partnerships, and recognition of value.

NPL is committed to broadened community connections with valued partners. We seek to connect with patrons across all demographics and increase awareness of library services in the community at large. We will broaden the library’s visibility through new communications, expanded partnerships, and new fundraising avenues. We will also collaborate with local partners to enrich our programs and encourage a diverse culture of lifelong learning and creativity. As a result of these efforts, the community’s understanding of the library’s overall value will increase.

Goals	Possible Activities
Broaden the library’s reach and recognition by expanding communication and events in the community.	<ul style="list-style-type: none"> • Determine a regular schedule for pop-up library services in communities with low cardholder penetration
Actively listen to and gather feedback from the community to support the library in responding to community needs.	<ul style="list-style-type: none"> • Consider a patron communication platform to actively track patron engagement • Regularly invite elected officials to visit the library • Implement post-program surveys
Cultivate intentional partnerships with mission-aligned organizations and individuals seeking to enhance and empower the community.	<ul style="list-style-type: none"> • Create partner assessment to ensure mutually beneficial partnerships • Develop annual partner plans to guide mutually beneficial work • Investigate opportunities for fundraising

Potential Measures of Success

<ul style="list-style-type: none"> • Patron feedback and increased overall library usage indicates success of refined communications and outreach • The library is more readily recognized as a key resource in the community 	<ul style="list-style-type: none"> • Partnership evaluation shows increased connections with new partners and deepened connections with others • Increased fundraising and advocacy efforts
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Emergency Paid Sick Leave

Eligibility

All employees unable to report to work or work remotely due to one of the following reasons are eligible for leave under the Emergency Paid Sick Leave policy:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor.
7. The employee is following current self-quarantine guidelines issued by the Centers for Disease Control (“CDC”) related to COVID-19.

Amount and Reasons for Leave

All eligible full-time employees will have up to 75 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons stated above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to RFPL Director as soon as practicable. A request for an emergency paid sick leave of absence made by the Director under this policy must be approved by the Board. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or

telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine, the name of the healthcare professional advising self-quarantine, or the CDC guideline advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will be provided from June 30, 2022 up to and including December 31, 2022. Any unused paid sick leave will not carry over beyond December 31, 2022 or be paid out to employees.

Reduced Schedule Leave

If an employee is able to telework with the agreement of the RFPL Director, the employee may work a reduced schedule and receive emergency paid sick leave for the hours of leave taken as provided under this policy.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

**2022 RESOLUTION OF THE BOARD OF TRUSTEES OF
THE RIVER FOREST PUBLIC LIBRARY
AUTHORIZING THE DESTRUCTION OF AUDIO
RECORDINGS OF CLOSED MEETINGS**

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 et seq. requires public bodies to audio or video record their closed meetings; and

WHEREAS, the Board of Trustees of the River Forest Public Library (the “Board”) has complied with that requirement for the closed meetings set forth in Section 2 of this Resolution; and

WHEREAS, the Open Meetings Act permits public bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist no less than eighteen (18) months after the completion of the closed meeting recorded, but only after such body:

1. approves the destruction of a particular recording; and
2. approves written minutes of the closed meeting that meet the requirements of 5 ILCS 120/2.06(a); and

WHEREAS, for the verbatim record of the closed meetings set forth in Section 2 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and the Board has approved written minutes for each of those meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Forest Public Library, Cook County, Illinois, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: That the audio taped verbatim records of the closed meetings held on the following dates are hereby approved for destruction: April 18, 2017; May 1, 2017; November 14, 2017; April 17, 2018; April 16, 2019; July 21, 2020, August 13, 2020; September 15, 2020; December 6, 2020; December 10, 2020.

SECTION 3: That the Board President is authorized and directed to sign and the Board Secretary is authorized and directed to attest to this Resolution.

SECTION 4: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Board of Trustees of the River Forest Public Library, this ____ day of _____, 2022.

Resolution 06.21.22 Destruction of Audio Recordings of Closed Sessions

Vote:

AYES:

NAYS:

ABSENT:

Deborah F. Hill
President, Library Board of Trustees

Dated: _____, 2022

ATTESTED:

Eleanor Long
Secretary, Library Board of Trustees

Dated: _____, 2022

Annual Goals for Fiscal Year 2022 -23

Emily Compton

1. Effectively manage Library operations to assure continued access to engaging and valued programming, collections, and services. Strategies to achieve this goal include
 - a. Raising awareness of the Library through community outreach by attending local events and meetings, and partnering with outside organizations for more robust programs and services
 - b. Fostering an environment that allows Library staff to provide excellent service to the community. This includes regular check-ins with management team as well as facilitating continued access to staff development opportunities such as in-service and outside training
 - c. Consulting with HR Source to remain compliant with human resources best practices and to assess the Library's pay grades and salary scale.

2. Strategic Planning

The Library extended the current strategic plan by one fiscal year, until April 30, 2023, to allow time to thoughtfully plan what comes next. This year, my goals related to strategic planning are to

- a. Assess whether it is feasible to engage with a strategic planning consultant for any elements of the process, and if so, to select and sign on with one
- b. Work with a strategic planning team of trustees and Library staff, as well as a consultant if applicable, to develop a timeline and steps to complete a new strategic plan.

3. Air Handler Replacement and Potential Room Remodel

Continue to manage the air handler project by providing information to trustees to facilitate discussion and decision making. Assuming the project is approved as an exterior replacement, I will

- a. Coordinate project details with Williams Architects, contractors, and any necessary vendors
- b. Work with Library staff to minimize interruption of service and keep the community informed about the project
- c. Keep open lines of communication with the Village, Park District, Roosevelt Middle School, and District 90 about project details, including any disruption to Centennial Park.

4. The Library is in need of a strategy to replace the building's HVAC valves and VAV boxes, as well as a revised technology replacement schedule. I plan to work closely with our vendors and Operations Manager to make progress on both goals.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: June 17, 2022

RE: Air Handler Project Update

After discussions with the Library attorney, it was verified that the purchase of the air handler equipment and its installation do need to go out to bid along with the rest of the project. Williams Architect's engineering firm, IMEG, would require additional fees to add the air handler to the project, as they would need to add the following tasks to their initial scope of work:

- Design and select a new unit for the outdoors.
- Coordinate duct routing from the new AHU location to reconnect to the existing ductwork.
- Patch the old outdoor air louver that will no longer be needed.
- Design the chilled water piping to extend to the new AHU.
- Design a humidifier for the new AHU
- Design an electric preheat coil for the AHU
- Extend electrical power for the new AHU
- Extend the fire alarm for emergency shut down of the AHU
- Design of the control sequence for the AHU

The fee for this work plus Williams Architects' additional insurance liability due to the increase in scope is \$20,500. IMEG would need an additional 6-7 weeks to complete the bid documents. Andy Dogan thought this fee was justified given the increase in the scope of work and the cost of this portion of the project.

The current lead time for exterior air handlers, according to Oak Brook Mechanical, is 31-33 weeks. Considering IMEG's work schedule and air handler lead times, Williams Architects drafted an updated project timeline:

Week of August 15 - Issue entire project for bid

September 13 - Bid opening

September 20 (regular Board meeting) - Award of contract (if Board accepts bid)

Early October – Mid-November - Construction (masonry enclosure and exterior concrete pad)

Early October - Contractor orders new air handler

Early-Mid May – New air handler arrives

May/June - New air handler installed and existing air handler is removed

May/June - Balance of mechanical room work

If the Board is amenable to this plan, Williams Architects will draft a two-page amendment to the existing owner-architect agreement indicating new scope, fees, and schedule.