



River Forest Public Library

River Forest, Illinois

Regular Board Meeting - Agenda*
May 19, 2020 7:00 PM

Online Zoom Meeting

This meeting will take place virtually via phone or computer. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to Sue Quinn, squinn@rflib.org. You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 846 8316 5204. Questions may be submitted online during the meeting to squinn@rflib.org.

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes April 21, 2020 Board Meeting
 - b. April 2020 Warrant List
 - c. April 2020 Revenue and Expense Reports
 - d. April 30, 2020 Balance Sheet
5. Director's Report on resumption of in-person services at the library building.
6. New Business: Policy Additions to Section IV. Staff
 - a. Families First Coronavirus Response Act
 - b. Telework
7. Old Business
 - a. Resolution to change Library Trustee term to limit 4 years. (per ILSC 5/4-3.1)
8. President's Report
9. Adjournment

* All topics on the Agenda are potential Action Items. Note: *Board members who have suggestions about upcoming issues are welcome to contact the President, Chair or a Committee member. Suggestions will be noted, however, The Open Meetings Act, prohibits discussion outside of posted public meetings*

Meeting Minutes: Regular Board Meeting: April 21, 2020

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

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

President Smedinghoff stated that the April 21, 2020 Regular Meeting of the River Forest Public Library Board of Trustees took place by phone pursuant to the Executive Order by Illinois Governor J.B. Pritzker that suspends the requirement for in-person public meetings due to the COVID-19 pandemic.

Public Comments: None submitted.

President Smedinghoff announced that Trustee Calabrese-Berry will continue in her role as RFPL Trustee.

Consent Agenda:

- a. Minutes of the Special Meeting: April 1, 2020
- b. March 2020 Warrant List
- c. March 2020 Revenue and Expense reports
- d. March 31, 2020 Balance Sheet

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

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

Roll Call Vote:

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

Director's Report:

Director Quinn announced that April 19th-25th is National Library Week and today, April 21st is National Library Worker's Day. PR/Marketing Specialist, Fran Arnold, posted a slide show of RFPL staff on Facebook and Director Quinn thanked staff for all their efforts and hard work during this time.

An addition to her written report, Director Quinn, made the following updates regarding facilities:

Director Quinn shared that just a few libraries that have laid off staff. On April 4th, River Grove trustees furloughed the Director and all of the staff except for the administrative assistant. In addition, Mount Prospect furloughed approximately 2/3 of the staff without pay on April 7th. Forest Park and Elmwood Park libraries are taking it month to month as we are.

Director Quinn feels that if the Library continues to compensate all employees who are encouraged, not required, to work their full schedule from home, River Forest can expect additional virtual programs in the weeks to come. If we were to cut hour paid hours, we must consider some of the larger implications.

For instance, staff might elect to collect unemployment benefits, instead of accepting reduced hours. RFPL staff who are lowest paid and most negatively affected by having to telework would receive significantly more than their regular weekly paycheck from unemployment under the new CARES Act which provides for an additional \$600 weekly payment to recipients through July 31st. It also extends their benefits from 26 to 39 weeks. Director Quinn shared that over 1/2 million IL residents have filed initial claims for unemployment since March 21st. Additional applicants are expected and the final bill will come due to all U.S. taxpayers eventually.

RFPL would still owe roughly 23.5 % of employees' wages to the IL Dept of Employment Security (employees receive 47% of paycheck and CARES covers 50%) so there would be a cost savings to RFPL, but we would pass on those expenses to the Federal government, who would in turn pass that back to U.S taxpayers.

Director Quinn feels that losing 14 of the staff would have serious implications for our ability to staff the library chat regularly and our social media presence and stall planning towards the summer reading program. Losing 9 of our team might not impact virtual services, but could impair a swift reopening of RFPL as we might not have the people on hand to begin checking in and shelving materials as well as cataloging and processing new materials that have been purchased.

In order to offer all staff meaningful remote work, we have started equity, diversity, and inclusivity training through the University of North Carolina's online Project Ready program. This online curriculum is very robust. Staff are expected to spend roughly 7.5 hours a week working through the training modules and participating in small group discussions. This training is an integral part of delivering our Strategic Plan to the community.

Trustee Hill asked for more information about Director Quinn's third point regarding reduced revenues. Director Quinn explained that although River Forest was somewhat insulated from the 2009 economic down turn, property tax receipts fell slightly. Although not confirmed, the due date for the second installment of property taxes (typically due August 1st) may be delayed and Cook County may be undertaking a reassessment of all property. President Smedinghoff added that the idea of a property tax freeze was floated during the economic downturn of 2009 and could be revisited in light of the current crisis. Director Quinn feels that by September we will have better information regarding our financial position and has begun to identify ways RFPL can reduce spending to safeguard the library's finances against a possible reduction in revenues over the coming years.

Reallocation of budget line items within the Library Materials category – vote

Director Quinn explained that in order to meeting changing needs, the current (2019-20) materials budget needs to be adjusted to allow for staff to shift funds from print, non-print, and automation budget lines to online eContent budgets. The total materials budget will remain at \$181,500.

Budget Line	Original Amount	Proposed Amended Amount
Books	\$76,000	\$68,000
Online Learning Tools & Database Subscriptions	\$10,000	\$9,000
Online E-Content	\$64,300	\$73,600
In-House Audio Visual (DVDs, CDs, etc.)	\$24,700	\$24,400

President Smedinghoff added that a Board vote on this issue is required, as the changes are over the Director’s limit of \$5,000 to transfer between budget lines.

Trustee Hill moved to approve the \$9,300 budget reallocation. Trustee Bevan seconded. A roll call vote was taken.

Roll Call Vote:

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

President’s Report

- President Smedinghoff reminded Trustees that the Statement of Economic Filing is due to Cook County by May 1st.
- Trustee Hill commented that Amy and Dannie’s daily virtual story times and lovey and delightful.
- Trustee Calabrese-Berry thanked Director Quinn for her leadership. President Smedinghoff commented that Director Quinn has been on top of the changing situation from the beginning and has been ahead of how to handle our changing landscape.

Adjournment

- At 7:45 PM, Trustee Calabrese-Berry moved to adjourn the Regular Meeting. Trustee Hopkinson seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 April 2020

Num	Date	Name	Memo	Account	Paid Amount
17111	4/17/2020	ANDERSON ELEVATOR CO...		BYLINE Operations 00805669201	
24400-...	4/6/2020		Broken button labor & part	Maintenance - Service	-189.00
	4/8/2020		Monthly Maintenance	Maintenance - Service	-196.27
TOTAL					-385.27
17112	4/17/2020	BAKER & TAYLOR L 50769...		BYLINE Operations 00805669201	
203514...	4/9/2020		Adult books	Books - Adult	-52.12
203517...	4/9/2020		Adult print	Books - Adult	-48.69
203516...	4/16/2020		Adult print	Books - Adult	-16.24
203516...	4/16/2020		Adult books	Books - Adult	-16.80
TOTAL					-133.85
17113	4/17/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805669201	
501609...	4/9/2020		Adult print	Books - Adult	-103.71
TOTAL					-103.71
DM	4/6/2020	CardConnect		BYLINE Operations 00805669201	
			Credit card fees	Misc. Expenses	-26.70
TOTAL					-26.70
17129	4/30/2020	DEMCO, INC.		BYLINE Operations 00805669201	
6794090	4/24/2020		Tape, label locks, tech services supplies	Office Supplies	-241.44
TOTAL					-241.44
17128	4/17/2020	Fifth Third Bank		BYLINE Operations 00805669201	
			March Credit card bill	5/3 Financial Credit Card	-2,310.14
TOTAL					-2,310.14

River Forest Public Library
WARRANT LIST DETAIL
 April 2020

Num	Date	Name	Memo	Account	Paid Amount
17116	4/17/2020	Hulen Landscaping Contrac...		BYLINE Operations 00805669201	
16398	4/9/2020		Spring Clean up - Garden	Maintenance - Service	-225.00
TOTAL					-225.00
17134	4/30/2020	Hulen Landscaping Contrac...		BYLINE Operations 00805669201	
16435	4/22/2020		Mulch - Library landscape	Maintenance - Service	-1,125.00
TOTAL					-1,125.00
DM	4/27/2020	IMRF		BYLINE Operations 00805669201	
			Employee IMRF Contribution	Employee Compensation	-2,013.26
			Employer IMRF Contribution	IMRF	-4,894.47
TOTAL					-6,907.73
17117	4/17/2020	Ingram Library Services		BYLINE Operations 00805669201	
62638797	4/9/2020		J Books	Books- Juv	-5.38
62638796	4/9/2020		Adult books	Books - Adult	-11.36
62638799	4/9/2020		Adult books	Books - Adult	-16.90
62638798	4/9/2020		Adult books	Books - Adult	-15.78
62638821	4/9/2020		Adult books	Books - Adult	-11.99
62638820	4/9/2020		Adult books	Books - Adult	-28.34
62638943	4/9/2020		Adult books	Books - Adult	-23.24
62638944	4/9/2020		Teen books	Books - Teen	-14.38
62638800	4/9/2020		Adult books	Books - Adult	-15.21
62638801	4/9/2020		Adult books	Books - Adult	-16.02
44499011	4/9/2020		iPage annual sunscription	Automation - Administration	-350.00
62637960	4/15/2020		Teen print	Books - Teen	-33.76
TOTAL					-542.36
17135	4/30/2020	Kanopy		BYLINE Operations 00805669201	
196522-...	4/30/2020		Kanopy Checkouts April 2020	Strategic Initiatives	-309.00
KDEP-6-...	4/30/2020		Kanopy Content Prepay	Strategic Initiatives	-2,481.00
TOTAL					-2,790.00
17136	4/30/2020	KLEIN, THORPE & JENKIN...		BYLINE Operations 00805669201	
	4/20/2020		Cleaning contract consult	Consultant/Legal Fees	-66.00
TOTAL					-66.00

River Forest Public Library
WARRANT LIST DETAIL
 April 2020

Num	Date	Name	Memo	Account	Paid Amount
dm	4/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
			4/15/2020 Payroll processing	Payroll Service	-122.98
TOTAL					-122.98
dm	4/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
			Employee Compensation	Employee Compensation	-25,491.62
			Connections Employee Compensation	Connection - ASK Salaries	-67.50
TOTAL					-25,559.12
DM	4/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
			Employee Tax deduction	Employee Compensation	-6,106.43
			Employer Medicare	Medicare Exp	-473.83
			Employer Medicare- Connections EE	Connection - ASK Medicare	-0.98
			Employer FICA	FICA	-2,026.05
			Employer FICA - Connections EE	Connection - ASK FICA	-4.19
TOTAL					-8,611.48
DM	4/27/2020	PAYLOCITY		BYLINE Operations 00805669201	
			Employee Compensation	Employee Compensation	-21,455.02
TOTAL					-21,455.02
DM	4/27/2020	PAYLOCITY		BYLINE Operations 00805669201	
			Employee Tax Liability	Employee Compensation	-4,773.53
			Employer Medicare Liability	Medicare Exp	-387.44
			Employer FICA Liability	FICA	-1,656.66
TOTAL					-6,817.63
DM	4/27/2020	PAYLOCITY		BYLINE Operations 00805669201	
			4/30 Payroll processing	Payroll Service	-122.98
TOTAL					-122.98
17122	4/17/2020	SCHOLASTIC INC		BYLINE Operations 00805669201	
21536333	4/10/2020		Teen prize books	Programs-Teen	-1,828.88
TOTAL					-1,828.88

River Forest Public Library
WARRANT LIST DETAIL
 April 2020

Num	Date	Name	Memo	Account	Paid Amount
17126	4/17/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805669201	
April He...	4/9/2020		Employee Health Employer Health Employer dental	Employee Compensation Health Insurance Dental	-1,882.90 -3,243.24 -237.49
TOTAL					-5,363.63
17127	4/17/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805669201	
	4/16/2020		Water bill	Water	-486.20
TOTAL					-486.20

River Forest Public Library

5/5/2020 5:06 PM

Register: 5/3 Financial Credit Card

From 03/05/2020 through 04/01/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
03/05/2020		AMAZON.COM	Adult Expenses:Programs - Adult		50.00	X		3,375.47
03/05/2020		HR Source	Professional Expenses:Professi...			X	40.00	3,335.47
03/09/2020		Anderson's Bookshops	Teen Expenses:Programs-Teen		38.57	X		3,374.04
03/09/2020		AMAZON.COM	Supplies - Library		1.00	X		3,375.04
03/09/2020		ScreenCloud	Automation Expenses:Automati...		15.00	X		3,390.04
03/09/2020	17081	Fifth Third Bank	BYLINE Operations 00805669...	February Credit card ...		X	3,364.04	26.00
03/10/2020		AMAZON.COM	Building Expenses:Maintenanc...		42.57	X		68.57
03/12/2020		ILA	Misc. Expenses		20.00	X		88.57
03/13/2020		Its A Sign	Capital Expenditures:Equipmen...		642.50	X		731.07
03/16/2020		AMAZON.COM	Professional Expenses:Member...		119.00	X		850.07
03/18/2020		Zoom	Automation Expenses:Automati...		149.90	X		999.97
03/23/2020		Stamps. com	Office Expenses:Postage		17.99	X		1,017.96
04/01/2020		Facebook	Office Expenses:Advertisement		12.19	X		1,030.15
04/01/2020		Carbonite Online Back Up	Automation Expenses:Automati...		1,299.99	X		2,330.14
04/01/2020		ILA	Misc. Expenses			X	20.00	2,310.14



River Forest Public Library

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

Revenue Report: April-20

<u>Account:</u>	<u>April-20</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 19,335	\$ 1,279,158	1,289,000.00	99.24%
Connections Program Grant		\$ 2,464	8,000.00	30.80%
Corp Property Replacement Taxes	\$ -	\$ 13,215	12,000.00	110.12%
Lost Books Reimbursed	\$ -	\$ 3,618	3,000.00	120.59%
Copy Machine Revenue	\$ -	\$ 4,737	4,400.00	107.66%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 1,613	\$ 18,900	10,000.00	189.00%
Gifts		\$ 1,437	2,000.00	71.85%
IL Per Capita Grant		\$ 13,965	14,000.00	99.75%
Grants, other		\$ 1,845	3,000.00	61.50%
Community Foundation Endowment	\$ 3,918	\$ 3,918	3,200.00	122.44%
Misc Income	\$ 295	\$ 888	100.00	887.98%
Total:	\$ 25,162	\$ 1,344,145	1,349,000.00	99.64%
Income:	\$ 25,162	\$ 1,344,145	1,349,000.00	99.64%
Expense:	\$ 151,566	\$ 1,251,642	1,349,000.00	92.78%

Workers' Comp Adjustment



River Forest Public Library
Fiscal Year: May 1, 2019 - April 30, 2020
Expense Report: Apr-20

	4/30/2020	Fiscal YTD	Actual % Budget 100% as of 4/30/20	19-20 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 61,723	\$ 666,801	94.85%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,480	\$ 41,912	74.84%	\$ 56,000.00
IMRF	\$ 4,894	\$ 48,907	98.80%	\$ 49,500.00
Medicare/FICA	\$ 4,544	\$ 49,656	91.96%	\$ 54,000.00
Staff Training	\$ 360	\$ 1,159	57.94%	\$ 2,000.00
Membership Dues	\$ 12	\$ 2,633	84.94%	\$ 3,100.00
Professional Development	\$ 435	\$ 6,722	80.02%	\$ 8,400.00
Total Personnel	\$ 75,449	\$ 817,790	93.36%	\$ 876,000.00
Support Services				
Printing and Advertising				
Printing/Bookplate	\$ -	\$ 4,697	85.40%	\$ 5,500.00
Advertising	\$ 12	\$ 1,752	58.41%	\$ 3,000.00
Total Printing and Advertisement	\$ 12	\$ 6,449	75.88%	\$ 8,500.00
Programming				
Children's Programs	\$ 3,793	\$ 11,595	96.62%	\$ 12,000.00
Teen Programs	\$ 2,847	\$ 7,081	101.16%	\$ 7,000.00
Adult Programs	\$ -	\$ 6,032	67.03%	\$ 9,000.00
Special Programs	\$ 23	\$ 1,713	85.66%	\$ 2,000.00
Connections Programs	\$ 73	\$ 2,083	26.03%	\$ 8,000.00
Total Programs	\$ 6,735	\$ 28,504	75.01%	\$ 38,000.00
Total Support Services and Programs	\$ 6,748	\$ 34,954	75.17%	\$ 46,500.00
Other Support Services				
ILL and RB Services (SWAN Libraries)	\$ 228	\$ 814	203.44%	\$ 400.00
Technical Support	\$ 750	\$ 10,241	93.10%	\$ 11,000.00
Automation Administration	\$ 8,920	\$ 36,185	99.14%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ 3,231	\$ 7,000	100.00%	\$ 7,000.00
Postage & Delivery	\$ 810	\$ 3,592	99.79%	\$ 3,600.00
Audit Fees	\$ -	\$ 7,000	100.00%	\$ 7,000.00
Payroll and Employment Services	\$ 246	\$ 3,756	107.33%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 2,446	61.15%	\$ 4,000.00
Telephone/Internet	\$ 845	\$ 11,955	82.45%	\$ 14,500.00

Trustee Training and Memberships	\$ -	\$ 475	47.50%	\$ 1,000.00
Copy Machine Leases	\$ -	\$ 2,377	95.08%	\$ 2,500.00
Total Other Support Services	\$ 15,029	\$ 85,841	94.33%	\$ 91,000.00

Library Materials

Books	\$ 430	\$ 62,073	91.28%	\$ 68,000.00
Print Periodicals (Magazines)	\$ -	\$ 5,600	86.15%	\$ 6,500.00
Online Learning Tools & Data Base Subscriptions	\$ -	\$ 8,903	98.92%	\$ 9,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 16,055	\$ 70,801	96.20%	\$ 73,600.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 508	\$ 23,376	95.80%	\$ 24,400.00
Total Library Materials	\$ 16,993	\$ 170,752	94.08%	\$ 181,500.00

Library and Office Supplies

Office Supplies	\$ 674	\$ 4,437	98.59%	\$ 4,500.00
Library Supplies	\$ -	\$ 4,857	97.15%	\$ 5,000.00
Copy And Printing Supplies	\$ -	\$ 1,029	102.92%	\$ 1,000.00
Misc Expenses (includes Patron Relations)	\$ 41	\$ 2,523	100.92%	\$ 2,500.00
Total Office Supplies	\$ 715	\$ 12,846	98.82%	\$ 13,000.00
Total Library Materials & Supplies	\$ 17,708	\$ 183,599	94.40%	\$ 194,500.00

Strategic Initiatives

Strategic Initiatives	\$ 2,790	\$ 5,000	100.00%	\$ 5,000.00
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Facilities Management

Facility Supplies

Building Materials & Supplies	\$ 372	\$ 4,862	74.80%	\$ 6,500.00
Total Facility Supplies	\$ 372	\$ 4,862	74.80%	\$ 6,500.00

Facility Services

Insurance	\$ -	\$ 11,255	97.87%	\$ 11,500.00
Maintenance and Custodial Service	\$ 1,781	\$ 53,686	95.02%	\$ 56,500.00
Water	\$ 486	\$ 3,403	170.17%	\$ 2,000.00
Natural Gas	\$ -	\$ 6,446	67.85%	\$ 9,500.00
Copier Maintenance and Usage	\$ 75	\$ 1,933	77.32%	\$ 2,500.00
Total Facility Services	\$ 2,343	\$ 76,723	93.57%	\$ 82,000.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$ -	\$ 12,883	99.10%	\$ 13,000.00
Technology Misc.	\$ -	\$ 1,676	83.82%	\$ 2,000.00
Total Equipment and Furniture	\$ -	\$ 14,559	97.06%	\$ 15,000.00

Total Facilities Management	\$ 2,343	\$ 92,959	89.82%	\$ 103,500.00
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Total Operating Expenses	\$ 120,066	\$ 1,220,142	92.68%	\$ 1,316,500.00
Capital Improvement Reserve Fund	\$ 31,500	\$ 31,500	96.92%	\$ 32,500.00
Total Expenses	\$ 151,566	\$ 1,251,642	92.78%	\$ 1,349,000.00
Total Income	\$ 25,162	\$ 1,340,227	99.35%	\$ 1,349,000.00



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

Capital Reserve Account Balances as of 04/30/2020

ICS Capital Reserve	147,417.62
Byline Capital Checking	10,004.82

Transfer

Budgeted Transfer from Operations to Captial Account	\$ 31,500.00
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Income

RFPL Foundation Gift - Architect Fees, Children's Room Project	\$ 4,850.00
Interest 4/30/2020	<u>\$ 160.39</u>
	\$ 5,010.39

FYTD Interest	\$ 3,974.56
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ASSETS

4/30/2020

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

ICS Operations	805669201	1.4% Interest Rate	676,431.32
Byline Operations	805669201		20,190.69
Petty Cash			40.00

TOTAL Operations Current 696,662.01

Operations Midterm Reserves

CD Maturity Date

OP CD 26 WEEKS	1023527878	8/20/2020	157,234.86
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TOTAL Operations Midterm Reserves 157,234.86

Operations Long Term Reserves

CD Maturity Date

OP CD 3 YEAR	1020448578	7/30/2020	62,762.97
OP CD 3 YEAR	1021670576	8/12/2021	62,727.02
OP CD 5 YEAR	1020450904	7/28/2022	63,299.34
OP CD 5 YEAR	1021670738	8/10/2023	62,888.05
OP CD 5 YEAR	1022865745	7/25/2024	62,660.22

TOTAL Operations Long Term Reserves 314,337.60

TOTAL OPERATIONS ACCOUNT 1,168,234.47

CHECKING/SAVINGS - CAPITAL ACCOUNT

ICS Capital	805669202	1.4% Interest Rate	147,417.62
Byline Capital	805669202		10,004.83

TOTAL CAPITAL ACCOUNT 157,422.45

TOTAL CURRENT CHECKING/SAVINGS 1,325,656.92

TOTAL CURRENT ASSETS 1,325,656.92

TOTAL ASSETS 1,325,656.92

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

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

Credit Cards

MB Financial Credit Card	3,777.72
Total Credit Cards	<u>3,777.72</u>

Total Current Liabilities 3,036.61
3,036.61

Equity

Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(238,874.38)
Total Equity	<u>1,322,620.31</u>

TOTAL LIABILITIES & EQUITY 1,325,656.92

Administration

- I continue to participate in a weekly Wednesday morning online meeting with local government elected officials and administrators from River Forest, Oak Park, and Forest Park to exchange updates on the actions taken by the local governmental bodies to enforce and promote the Stay-at Home Order and to keep each other informed of our reopen plans. In addition, I met online with the RF Administrators on May 12th to discuss a unified framework (using the governor's Restore Illinois plan) for communicating our reopen plans and service availability to our residents.
- Joanna and I have been attending a myriad of online training sessions regarding employee workplace safety in a Covid-19. Sessions include OSHA training on required workplace posting, incident reporting and creation of updated safety protocols. We viewed a short presentation by an Amity Health infectious disease specialist demonstrating proper use of personal protective equipment (PPE) such as masks and gloves. We have attended Q&A sessions from HR Source on employment practices, and have received communications from our insurance company, A.J. Gallagher about employer liability mitigation for a variety of circumstances.
- With help from Eric Palm at the Village of River Forest, we have secured a solid supply of personal protective equipment (masks, gloves) and adequate cleaning supplies to allow us to safely reopen our building to staff. We are refining the COVID-19 cleaning procedures that we had instituted in late February for staff and creating new signage to remind employees of best health practices. In addition, we have established procedures for safe handling of returned library materials and work processes and work space assignments under the new physical distancing requirement. We will be bringing a few staff members back into the building the week of May 18th and have set a tentative date of May 26th to reopen the exterior book drops to begin accepting library returns.
- Our current plan is to reopen the building to small crews of staff members the week of June 1st in order to begin offering a service to allow library patrons to pick up their pre-ordered materials outside of our building. Staff will deliver bagged, checked out items to patrons waiting in cars parked in the RMS lot or at a table outside the library front door. All employees will receive a Return to Work letter on May 18th which will outline their new revised work schedule as of June 1st.
- Joanna and Victoria attend weekly SWAN meetings which cover key membership issues around plans for accepting library material returns and beginning contact-free patron pickup of library materials. SWAN will be restricting all patron holds to their home library's collection until RAILS delivery is resumed. In addition, SWAN will be providing all member libraries with access to a texting app to facilitate the patron holds pickup process

Staff Training and Updates

- Every staff member is engaged 4-5 hours each week in the Project Ready racial equity online learning and small group discussion. Employees have indicated that they are learning a great deal from the curriculum presented and are enjoying the opportunity to discuss and share their learnings with their coworkers.
- Full time and professional staff members continue to participate in webinars related to collection development, library programming, management and team building, and using new technology and techniques to improve our virtual platform.

Virtual Library

- In April, our library staff members did a fantastic job of providing new online programming and communication updates. The library staff provided 40 programs in April. New this month, we added an adult book club and a STEM program for the Kdg-4th grade age group. Please see the sheet following the April program statistics for a list of our online programming and patron engagement over Instagram, Facebook and YouTube. 5 staff members read aloud their favorite poems in Instagram stories Shannon posted in April in honor of Poetry Month. Regular Facebook posts such as Staff Pick Friday introduce readers to library materials they might not know about.
- In April, we issued 19 new library cards. Library staff members responded over Chat and email to many requests for PIN resets and assistance with setting up library apps on their digital devices. The Library email and Chat Services are staffed from 9am-5pm Monday through Saturday.
- In May, we kicked off a Spring Challenge (with weekly drawings for gift cards from two River Forest businesses) to ask patrons to share with us how they have been using the library. This program will run through May 22nd.

Facilities

- ADS was out in April to complete an inspection of our building sprinkler system and fire panel.
- JA Watts was out to adjust the closing mechanism on the door to the staff lounge and to take measurements in order to prepare the final construction as-built documents.
- Cooler weather in April pushed back the application of the roof sealant. Weather cooperating, Mortenson roofing will be out on May 19th to complete the last phase of the slate roof repair project.

Finance

- Our fiscal year ended on April 30, 2020. We received over 99% of our budgeted property tax revenue and interest income was almost double our budget projections. As a result, total revenues received amounted to 99% of budgeted revenue for the 2019-20 Operating Budget. We transferred \$31,500 to the Capital Improvement fund in April. Total operating expenses for 2019-20 were 93 % of budgeted expenses. The majority of our expenses savings were in the Personnel line, where we underspent the amount budgeted for Wages and Salaries and Medical Health Insurance coverage. While the April 30, 2020 audit will adjust our internal financial records for timing differences in revenues and expenses, I project that we will have an operating surplus of at least \$75,000, which exceeds our initial projections.
- Our Capital Budget for 2019-20 was underspent as we have not closed out on the Lobby remodel project and the balance of the slate roof repair. The Library also received an additional \$4,850 in donations from the River Forest Public Library Foundation to cover the cost of architect fees for the Children's Room update project. This amount was deposited to the Capital Improvement fund. At 4/30/20, the Capital Improvement Fund accounts had a balance of \$157,422.

Community Partnerships

- Amy Grossman is taking the lead on a new partnership with the District 90 schools to facilitate the logistics for a D90 teacher-lead summer reading book club for all River Forest children, ages K-8th grade. Registration will take place through the Library's online calendar and the Library will help get print books in the hands of students who want to participate in the program.
- We continue to work with the River Forest Complete Count Committee posting on social media and at the building about the 2020 Census.
- We posted a collage picture on Facebook of a few library staff members wearing their new face masks in support of the Village of River Forest's requirement that all residents wear face masks in retail establishments or in situations where social distancing is not possible.
- I attended the Partners for Equity Meeting on April 15th with OPPL, D90, D97, and D200 administrative leaders to share updates about our Project Ready training.

Strategic Plan

- Although our building is closed, library staff work hard to make progress in meeting the objectives of our Strategic Plan. Every week, we expand our offerings. Our programs and collections, while currently available only online, still foster learning and personal growth. Through new online platforms, we successfully engage and connect with our community. The COVID-19 crisis has certainly increased the frequency and depth of communication between our local governmental partners. We are actively problem-solving and partnering with them in our response to this pandemic. We have used social media to promote our community businesses and raise awareness of the needs of local organizations. Finally, the Project Ready training has been a huge advance for our organization in that it is helping the entire staff to develop a common vocabulary and share understanding of racial equity as we work to create a more equitable library and bring about system change. We plan to issue a formal report on our 1st year's progress on the Strategic Plan at the end of the summer, when we hope that the Covid-19 crisis has abated somewhat and the Library staff has successfully settled into a new way of serving our community.

COVID-19 LIBRARY REOPENING PLAN

May 14, 2020

INTRODUCTION

The COVID-19 pandemic has forced our library building to close temporarily, but it has not closed the River Forest Public Library. Our library team quickly shifted to providing virtual programs and services and expanding our digital offerings. The resilience, talent and creativity of our library staff has been ably demonstrated over the past 2 months.

As we continue to operate the Library remotely, we have been thinking carefully about what a return to our physical spaces must consider and include. While we assess our environment and discuss scenarios, there are elements of that environment we do not know and cannot predict. We do know that a return to physical spaces will not be an immediate return to a pre-pandemic environment. First and foremost, the health, safety, and well being of our staff members and our patrons is critical. We will need to rely on information from health and safety experts in our state to determine the timeline and the procedures for implementing a reopening plan that will protect the health and safety for everyone involved.

The State of Illinois has created *Restore Illinois: A Public Health Approach To Safely Reopen Our State* which links the health metrics for the Covid-19 virus in identified “health regions” of the State to the reopening of businesses, education, recreation and other activities. We have used the framework of the *Restore Illinois* 5-phase plan for the (Northeast Illinois Region 8) to direct the resumption of on-site library operations to this plan. (See below **River Forest Public Library Covid-19 Response Stages and the Restore Illinois plan.**)

Below, we have outlined the proposed stages to reopen the Library and to reintroduce people to our physical spaces, our materials, and building-bound services with new health and safety protocols in place. Dates for the phases will ultimately be determined by the health metrics collected by the State of Illinois for our region (Northeast Region-Area 8)

River Forest Public Library Covid-19 Response Stages - RESTORE ILLINOIS 5 PHASE PLAN

Phase 1 - Rapid Spread	Phase 2 - Flattening	Phase 3 - Recovery	Phase 4 - Revitalization	Phase 5 - Restored
New case growth.	New case growth slows. Testing for symptomatic.	Case positivity rate and hospital benchmarks are met. Testing for those at risk.	Case positivity rate and hospital benchmarks are met. Testing widely available.	Vaccine, effective and widely available treatment or the elimination of new cases through herd immunity or other factors.
Only essential businesses are open.	Non-essential retail stores reopen for curb-side pickup and delivery.	Manufacturing, office, retail, and salons can reopen with capacity and other limits and safety precautions	Restaurants and bars reopen, travel resumes child care and school reopen under the guidance of the IL Department of Public Health.	The economy fully reopens with safety precautions continuing.
Strict Stay at home & social distancing requirements are put in place	Some outdoor activities wearing masks and practicing social distancing	Gatherings of 10 or fewer people. Face coverings and social distancing are the norm.	Gatherings of 50 or fewer people are allowed. Face coverings and social distancing are the norm.	Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety and guidance procedures.

RIVER FOREST PUBLIC LIBRARY OPERATIONS PLAN

Library building closed to the public.	Library building closed to the public.	Library building closed to the public.	Library building open to the public. Barriers in place to limit contact with the public. Limit of 50 in building.	Library building open to the public. No limits on patron traffic.
Employees work remotely.	Director works in building and remotely.	Up to 7 staff members in the building at any one one time with full-time staff working remotely some days. Face coverings and social distancing. Cleaning protocols Signage for handwashing, et al.	More staff members work in the building. Consider sneeze guards between work spaces in a shared office. Face coverings and social distancing. Cleaning protocols Signage for handwashing, et al.	No limits on staff members.
Library email: 9-5 Mon-Sat.	Library email and online chat services: 9-5 Mon-Sat	Library email and chat services: 9-5 Mon-Sat. Parking lot and garden pickup Mon-Thurs 11am-7pm. Fri-Sat 11am-5pm.	TBD	Regular library hours resume.
Drop box closed to returns.	Drop box closed to returns.	Drop box open for returns. Materials are quarantined for 7 days	No quarantine of returned items.	No quarantine of returned items.
No lending between libraries.	No lending between libraries.	No lending between libraries.	RAILS delivery of SWAN interlibrary loan materials.	Access to materials from SWAN libraries and other libraries in the U.S.
No access to physical library materials.	No access to physical library materials.	Controlled access to physical library materials through contact-free pickup outside of the building. Access to RFPL collections only.	Collections are open to the public. Delivery resumes between libraries.	Collections are open to the public.
More digital materials purchased. No physical materials purchased.	More digital materials purchased. No physical materials purchased.	Physical materials purchases resumed with smaller orders. High demand holds managed carefully. Continue to promote online collections.	Physical materials purchases resumed. Continue to promote digital collections.	Physical materials purchases resumed. Continue to promote online collections.
Online programs only.	Online programs only.	Online programs only. Pickup of DIY program materials.	Smaller programs that can be socially distanced are reintroduced.	Regular program schedule resumes.

PHASE RESPONSE BY RFPL

Historical Recap:

Phase 1.

The library announced that it will be closed to the public and staff at the end of day on March 13th.

Context: On March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic. In response to the immediate closings of Oak Park River Forest High School District 200 on March 12, 2020 and the River Forest District 90 and the Archdiocese of Chicago Schools closings on March 13th, the Library closed to the public at the end of the day on Friday, March 13th. Staff begin working from home on Monday, March 16th. Governor Pritzker issued Executive Order 2020-10 (Stay-At-Home) on March 20, 2020.

Summary: Additional online materials and platforms are added. Remote programming is developed and launched. Social media posts are made daily. Emails are sent out to our patrons subscribers at more frequent intervals. Remote access to the Library's server is established and staff monitor email and chat services to issue new library cards and assist with technology troubleshooting, answer reference and reader's advisory questions. The Library Director continues to check the library daily.

Phase 2a.

The building remains closed to the public. Staff continue to work from home. All services and programs remain online. The Library Director continues to check the library daily and allows contractor access to the building to perform maintenance and repairs. Nightly cleaning of the building resumes May 12, 2020.

Date: May 1, 2020-May 15, 2020

Context: The Governor subsequently issued Executive Order 2020-32 to extend the Stay-At-Home Order through Saturday, May 30, 2020. Physical distancing is still recommended. While Order 2020-32 allowed for retail businesses to begin offering curbside pickup of goods, the Library does not opt to begin patron pickup until the Stay-at-Home order expires. A public library does not operate in the same manner as a retail business. A public library's inventory is recirculated--with thousands of items going out and coming back in every week. Most retail businesses are not accepting returns of purchased items. Incoming materials may carry the COVID-19 virus. The Institute of Museum and Library Services (IMLS) has commissioned a study (to be completed Summer 2020) to verify how long the virus can live inside a book or on a plastic AV case; thus far their research has determined that the virus can live longer on

different types of library materials. Finally, the Library did not procure the necessary personal protective equipment for library staff to work in the building until May 11, 2020.

Summary: The Library continues to operate remotely, ramping up programming and patron engagement, while steps are taken to allow for the resumption of modified on-site patron services. The Director and Business Manager works to begin securing the necessary personal protective equipment for staff and begins to develop a timed plan to allow staff to return to the building. The Management Team develops a new work schedule to allow for social distancing. New work and health safety procedures are developed in compliance with federal guidance.

Future Plans:

Phase 2b.

The building is closed to the public. The Library Director is on site daily. 3-4 staff members come in intermittently to prepare collections for circulation. Book drops open 5 days ahead of lifting of Stay-At-Home order and/or the Phase 3 launch date has been reliably confirmed.

Anticipated Date: Monday, May 18, 2020

Context: The Stay-at-home order is scheduled to be lifted by state and local authorities. Physical distancing is still recommended. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: The building remains closed to the public. The Director, Management Team, scheduled members of the Materials Services team will start working onsite (under specific safety procedures) to prepare spaces, collections and technology for re-opening the building. External book drops are emptied every 2.5 hours and items will be quarantined for 7 days before check-in. 2-3 staff members may work a few hours in staff and public areas to prepare for Phase 3. Most staff will continue to work offsite assisting through chat, phone calls and emails. **All staff will be paid for their regularly scheduled pre-closure hours through May 24, 2020** and will continue to complete the online *Project Ready* racial equity professional development curriculum and to meet weekly to discuss their earnings.

Phase 3

The Library reopens with reduced hours to provide access to physical materials with parking lot pickup and garden walk-up. Other in-person services are limited or restricted. PPE has been secured, procedures for materials handling and contactless pick-up have been developed, and a schedule has been built to accommodate social distancing within our physical building. All staff have been trained on proper use of PPE prior to reopening. External book drops are emptied every 2.5 hours and items are quarantined for 7 days* (current recommendation from RAILS) before check-in. Based on the layout of our building, up to 7 staff members will work in the building in staggered shifts to limit direct contact. Patron service hours are reduced to 36 hours/week. **As a result of reduced "open hours", some part-time employees will be working reduced hours and will be paid for a new reduced work schedule.**

Anticipated Date: Monday, June 1, 2020

Context: Physical distancing is recommended and staff contact is limited. Infection risks are still high. We have enough supplies to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Our intention is to provide access to materials without direct patron contact through parking lot pickup, walk-up pick up in the RFPL garden, and home delivery. Open hours are reduced from our regular schedule to allow for materials to be shelved, holds pulled, and new materials processed before the library opens for public service. Other staff are onsite to assist through chat, phone calls, and emails. Professional staff who are working offsite some days will continue to plan and provide remote programming opportunities, work on collection development, develop patron reader's advisory tools and communications, implement marketing and promotional activities and perform other duties that lend themselves to offsite work. Because patron service hours are reduced to 36 hours/week and our lending collection is limited to those items owned by RFPL, most of our part-time staff will be working reduced hours.

PUBLIC SERVICE HOURS	MONDAY (1-7)	VIRTUAL PROGRAM	TUESDAY (1-7)	VIRTUAL PROGRAM	WEDNESDAY (1-7)	VIRTUAL PROGRAM	THURSDAY (1-7)	VIRTUAL PROGRAM	FRIDAY (11-5)	SATURDAY (11-5)
HOOR	STAFF TO SUPPORT CONTACTLESS MATERIALS PICKUP PROCESS (Each box denotes one staff member)									
	Team Leader/Person in Charge (8-4)		Team Leader/Person in Charge (8-4)		Team Leader/Person in Charge (8-4)		Team Leader/Person in Charge (8-4)		Team Leader/Person in Charge (8-4)	Team Leader/Person in Charge (9-5)
	Materials shelver		New materials processing		Materials shelver				Materials shelver	
	New materials processing				New materials processing					
9-12:15	Materials holds fulfillment		Materials holds fulfillment		Materials holds fulfillment		Materials holds fulfillment		Materials holds fulfillment	Materials holds fulfillment
10:00				Story Time				Story Time		
11:00			MS manager back up		MS manager back up	Social Stitching	MS manager back up		MS manager back up	
12:00										
12:45-4:00	Contactless materials pickup		Contactless materials pickup		Contactless materials pickup		Contactless materials pickup		Contactless materials pickup	Contactless materials pickup
2:00		Children's Program		Middle School Program		Children's Program		Middle School Program		
4:00-7:15	Contactless materials pickup		Contactless materials pickup		Contactless materials pickup		Contactless materials pickup		Contactless materials pickup	Contactless materials pickup
	Team Leader/Person in Charge (4:15-7)		Team Leader/Person in Charge (4:15-7)		Team Leader/Person in Charge (4:15-7)		Team Leader/Person in Charge (4:15-7)		Team Leader/Person in Charge (2:15-5:15)	
	STAFF TO SUPPORT VIRTUAL SERVICES TO PATRONS DURING PUBLIC SERVICE HOURS (each box denotes one staff member)									
12:45 - 4	Children's Services phone and chat support		Children's Services phone and chat support		Children's Services phone and chat support		Children's Services phone and chat support		Children's Services phone and chat support	Children's Services phone and chat support

4-7:15	Children's Services phone and chat support	Children's Services phone and chat support	Children's Services phone and chat support	Children's Services phone and chat support	Children's Services phone and chat support	Children's Services phone and chat support
4-7:15	Adult/Teen Services phone and chat support	Adult/Teen Services phone and chat support	Adult/Teen Services phone and chat support	Adult/Teen Services phone and chat support	Adult/Teen Services phone and chat support	Adult/Teen Services phone and chat support
12:45-7:15	Back up Librarian	Back up Librarian	Back up Librarian	Back up Librarian	Back up Librarian	Back up Librarian

Phase 4a.

The Library building is reopened to the public--possibly with limited hours still in place. Masks are required to be worn by everyone in the building. There is signage to remind people of physical distancing and handwashing. Some seating has been removed to allow for physical distancing. Staff continue to follow safety guidelines and wipe down areas regularly. Recommended guidelines are yet to be determined for this phase.

Anticipated Date: dependent on State assessment of risk

Context: Physical distancing is still recommended, but infections risks are declining. Supply needs are predictable and supplies are plentiful.

Summary: RAILS delivery has been reintroduced and patrons are able to secure materials from other SWAN member library collections. While open, there is limited face-to-face staff/public interaction and sneeze guards are in place at service desks and in office areas. Specific hours for vulnerable patrons may be established. Seating at computers is configured to allow for physical distancing. Desk staff are available on the service desks but only one staff member per desk. Patron technology assistance may be provided if socially distant intervals can be maintained. Some staff will continue to work offsite.

Phase 4b.

Quarantining of materials is no longer necessary and the Meeting Room is available for use. The majority of library services are reintroduced. Some on-site programming has resumed, but there are still limitations on larger group gatherings for meetings and programs. Seating is re-introduced to the patron areas. Recommended guidelines are yet to be determined for this phase.

Anticipated Date: dependent on State assessment of risk

Context: Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

Summary: Service desks are fully staffed and all public computers are available for use. All public seating is back on the floor. Most staff will work onsite.

Phase 5

Full Service: Return to RFPL “new normal” with new safety and guidance procedures in place.

Context: Infection threat is considered low or non-existent.

Summary: Larger group gatherings are allowed in meeting spaces and there are no limits on the number of people in the building.

April 2020 Key Performance Indicators

Total Circulation	Apr-20	YTD 19-20	Last YTD	Change
Preschool Collection	114	40,328	45,530	-13%
Juvenile Collection	758	54,747	59,093	-8%
Middle School Collection	249	7,184	6,599	8%
Teen Collection	291	9,181	11,345	-24%
Adult Fiction	1,936	49,451	52,237	-6%
Adult Non-Fiction	902	36,311	39,447	-9%
Adult Media	191	26,404	35,398	-34%
Adult Other	0	1,848	2,281	-23%
Non SWAN ILL	0	200	242	-21%
Webpac Renewals	0	662	624	6%
Total Circulation	4,441	226,316	252,796	-12%
Programs & Meeting Room Use				
Older Adults				
Programs	5	116	110	5%
Attendance	72	2,422	2,335	4%
Passive Programs	1	11		
Passive Program Participants	59	432		
Middle School				
Programs	4	101	129	-28%
Attendance	212	2,535	2,834	-12%
Passive Programs	0	9		
Passive Program Participants	0	231		
Children's Programs				
Programs	31	324	391	-21%
Elementary School Age Attendance	141	3,729	7,845	-110%
Preschool Attendance	3,111	11,234	7,379	34%
Passive Programs	0	22		
Elementary School Age Passive Program Participants	0	1,751		
Preschool Passive Program Participants	0	148		
Other Programs				
Programs	1	1	2	
Attendance	5	5	88	
Outside Groups				
Barbara Hall Meeting Room Use	0	103	181	-76%
Cardholders & Visits				
Monthly Visitors	-	88,319	93,074	-5%
New Cardholders Added	19	357	563	-58%
Total Number Cardholders	8,466		8,346	1%
Cardholders as % of Population*	76%			

* RF Population is 11,172 Per 2010 Census Data

DATE	NAME/PO ST	STAFFED BY	TARGET AUDIENCE	IG PEOPLE REACHED	IG COMMENTS	IG LIKES	IG SHARES	FB PEOPLE REACHED	FB ENGAGEMENTS	FB LIKES	FB SHARES	FB COMMENTS	YT PEOPLE REACHED	YT COMMENTS	YT LIKES	YT SHARES
4/1	Mini Story Time	Dannie	PSP	479	2	25	3	161	16	8	0	0				
4/2	Mini Story Time	Amy	PSP	307	0	19	2	149	15	5	0	0				
4/3	Mini Story Time	Dannie	PSP	403	0	24	2	171	21	8	0	0				
4/4	Mini Story Time	Amy	PSP	366	0	18	2	615	26	8	0	0				
4/5	Mini Story Time	Dannie	PSP	474	0	28	3	206	23	9	0	0				
4/6	Mini Story Time	Amy	PSP	326	1	17	5	133	14	3	0	0				
4/7	Mini Story Time	Dannie	PSP	344	0	20	2	145	7	3	0	0				
4/8	Mini Story Time	Amy	PSP	342	0	21	2	158	10	5	0	0				
4/8	Craft:Spinning Top	Maria	MST					265	30	7	0	0	7	0	0	0
4/9	Mini Story Time	Dannie	PSP	346	0	15	1	198	27	6	0	0				
4/10	Mini Story Time	Amy	PSP	331	0	15	0	235	23	7	2	2				
4/11	Mini Story Time	Dannie	PSP	343	0	15	1	219	13	5	1	0				
4/12	Mini Story Time	Amy	PSP	344	0	12	0	355	47	7	1	0				
4/13	Mini Story Time	Dannie	PSP	387	0	20	2	216	28	6	1	2				
4/14	Mini Story Time	Amy	PSP	281	0	15	3	180	8	2	0	0				
4/15	Craft: Paper Embroid	Maria	MST					1154	43	7 2 (385 views)		0	27	0	1	0
4/15	Mini Story Time	Dannie	PSP	206	0	10	4	306	34	4	1	0				
4/16	Mini Story Time	Amy	PSP	208	0	14	4	125	12	3	0	0				
4/17	Mini Story Time	Dannie	PSP	228	0	18	4	142	11	4	0	0				
4/18	Mini Story Time	Amy	PSP	322	2	16	7	136	6	4	0	0				
4/19	Mini Story Time	Dannie	PSP	383	1	21	5	139	6	4	0	0				
4/20	Mini Story Time	Amy	PSP	224	0	11	4	253	48	5	1	0				
4/21	Mini Story Time	Dannie	PSP	183	0	11	1	181	22	6	1	0				
4/22	Crafting: Wax Paper	Maria	MST					235	34	10 1 (99 views)		0	4	0	0	0
4/22	Mini Story Time	Amy	PSP	238	1	18	5	153	9	6	0	0				
4/23	Mini Story Time	Dannie	PSP	222	0	15	5	147	6	3	0	0				
4/24	Mini Story Time	Amy	PSP	288	1	13	0	112	10	3	0	0				
4/24	Funko Voting	Beth	ALL	234	0	12	0	153	14	3	0	0				
4/25	Mini Story Time	Dannie	PSP	220	0	11	1									
4/26	Mini Story Time	Amy	PSP	214	0	12	0	128	9	4	0	0				
4/27	Crafting: No Sew Fat	Maria	MST					219	25	6 1 (93 views)		1	33	0	3	0
4/27	Mini Story Time	Dannie	PSP	171	0	8	5	162	12	7	0	0				
4/28	Mini Story Time	Amy	PSP	192	1	3	9	130	6	3	0	0				
4/29	Funko Winner	Beth	ALL	272	1	23	0	138	4	4	0	0				
4/29	Mini Story Time	Dannie	PSP	188	0	13	2	133	7	5	0	0				
4/30	Mini Story Time	Amy	PSP	196	1	10	1	97	4	1	0	0				
4/30	Grow a Rainbow	Anne	K4	212	0	17	1									

Instagram
Facebook
YouTube

Families First Coronavirus Response Act

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the River Forest Public Library (RFPL) Leaves of Absence policy. Please refer to that policy for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, “son or daughter” means the employee’s own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with RFPL for at least 30 days prior to the date they wish the leave to start are eligible.

Reason for Leave

Eligible employees who are unable to work (or perform their job duties by telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19 may qualify for leave under this FFCRA.

Amount of Leave

Employees who qualify will be eligible to receive up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020.

Amount of Pay

Leave is unpaid during the first ten working days. During that time, employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The

employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

RFPL will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While the employee is on paid leave, RFPL will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with RFPL. If the employee does not continue these pre-arranged benefit payments, RFPL may discontinue coverage during the leave. If RFPL maintains coverage while the employee is on leave, RFPL may recover from the employee the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Director as soon as practicable. The request must 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 statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of RFPL and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved EFMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

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 FFRCA:

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.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 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 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 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.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee must use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to RFPL as soon as practicable. 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 or the name of the healthcare professional 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 not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the RFPL Director. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either: (1) uses the full amount of paid sick leave or; (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the RFPL Director, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

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

Telework

This is a temporary policy that shall remain in effect from May 19, 2020 until December 31, 2020. RFPL may, from time to time, allow employees to work their assigned hours in another location for the benefit of RFPL and the employee. "Telework Agreements" may be entered into by RFPL and employees on a temporary basis to allow employees to work offsite and will be reviewed routinely.

Eligibility for a Telework Agreement is based primarily on the responsibilities and autonomy encompassed by the employee's position. Full-time or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some RFPL positions may more readily accommodate a Telework Agreement than others.

Positions that might generally lend themselves to teleworking are those that: (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent on a public service desk or handling RFPL material; and (3) do not require use of fixed RFPL assets, equipment or material that cannot leave the premises. The Director must approve all Telework Agreements and assignments. The quantity, quality, and timeliness of employee work with a Telework Agreement must be enhanced or maintained.

If at any time the Director or manager determines that the Telework Agreement is no longer beneficial to RFPL, the employee may be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the RFPL-employee relationship may be terminated at the sole discretion of the Director

RESOLUTION NO. 2020-05-19

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF RIVER FOREST
PROVIDING FOR
A CHANGE IN THE TERM OF LIBRARY TRUSTEES FROM 6 YEARS TO 4 YEARS**

WHEREAS, the Illinois Local Library Act (75 ILCS 5/4-3.1), provides that the library trustees elected in any incorporated town or village shall hold their office for 6 years until their successors are elected and qualified; and

WHEREAS, because the trustees of the River Forest Public Library are elected in the Village of River Forest, Illinois, the Trustees of the River Forest Public Library are governed by the foregoing 75 ILCS 5/4-3.1, and accordingly, hold their office for a term of 6 years; and

WHEREAS, 75 ILCS 5/4-3.1 further provides that such a library board of trustees may provide by resolution that the term of its trustees shall be 4 years; and

WHEREAS, the trustees of the River Forest Public Library have considered the issue of trustee terms, and after discussion thereof, are of the opinion that the board would be able to attract more qualified candidates willing to serve, and would otherwise benefit from reducing the trustee term from 6 years to 4 years;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Village of River Forest, Cook County, Illinois, that the Board adopts and approves changing the term of trustees elected after the date of this Resolution from 6 years to 4 years.

ADOPTED this ____ day of _____, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees
of the Village of River Forest

ATTEST:

Secretary, Board of Library Trustees
of the Village of River Forest