



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, June 21, 2016 7:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Visitors and Guests**
4. **May 18, 2016 Minutes Regular Board Meeting**
5. **May Financial Report**
 - a. Warrants
 - b. Revenue Report
 - c. Expense Report
 - d. Balance Sheet
6. **Communications**
 - a. Patron Suggestions
7. **Director's Report**
8. **Library Snapshot**
 - a. Strategic Competencies
 - b. Key Performance Indicators
9. **New Business**
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee - Report
 - ii. Finance and Development Committee -
 - iii. Policy Committee -
--Staff: III Professional Development
--Staff: VIII Sexual Harassment
 - iv. Collaboration Task Force -
 - b. Other New Business
 1. 2016 Resolution Authorizing Non-Resident Library Card
 2. Library Director Goals for FY 16-17
10. **Old Business**
11. **Executive Session**
12. **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 18, 2016

Call to Order: At 8:02 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Crowell, Hill, O'Connor, and Zobel.
- Excused: Calabrese Berry
- Also Present: Sue Quinn (Director), Joanna Bertucci (Materials & Business Services Manager)

Visitors and Guests:

- Mrs. Patt Chase

Minutes

April 18, 2016 – Regular Board Meeting

Trustee Zobel moved to accept the minutes of the April 18, 2016 regular board meeting. Trustee Hill seconded the motion and a vote was taken.

Ayes: Bevan, Crowell, Hill, O'Connor, and Zobel

Abstain: Smedinghoff

Excused: Calabrese-Berry

April Treasurer's Report

- **Warrant List:** Trustee Crowell moved to accept the April warrant list. Trustee O'Connor seconded. There was a discussion regarding the HOOPLA payment. Director Quinn advised that payment is a deposit as RFPL pays a fee per use by patrons. This is the basis for the limit of eight checkouts per patron per month.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
 - Excused: Calabrese-Berry
- **Revenue Report:** Trustees commented on property tax revenues and IL per capita grant.
- **Expense Report:** No questions
- **Balance Sheet:** No questions

Communications

- Patron Suggestions were reviewed and discussed.

Director's Report

- Organizational Structure/Training and Staff Development
 - Margaret Banerji submitted her resignation as Virtual Services Manager.
 - Staff In Service Day took place on Friday, April 29th. Insights Discovery facilitated a program that was very well received by Staff.
- Marketing and Public Relations
 - Director Quinn spoke with reporters about her new position as Director.
 - Director Quinn attended the Oak Park River Forest Historical Society Open House on April 21st.
- Technology
 - Staff computers were ordered in late April.
 - The new RFPL website went live Thursday, May 12th.
- External Partnerships
 - Director Quinn and Mary Kay Akers Stiff, Adult Services Manager, met with Carla Sloan of the River Forest Township and John Williams and Melissa Potrawski of the Youth Interventionist Program on April 22nd. They discussed, among other things, possible outdoor activities for students after school that would be supervised by either the Park District or the Township.
- Policies
 - Director Quinn and Amy Grossman, Children's Services Manager, met with the Policy Committee to review existing Staff policies.
- Finance
 - On April 19 the State of Illinois announced that they had overpaid Corporate Personal Property Replacement Tax revenues to hundreds of Illinois taxing districts for 2014 and 2015. RFPL's share of the overpayment was about \$1700.00

- The Illinois State Library approved RFPL FY 2016 Illinois Public Library Per Capita Grant in the amount of \$8,611.94. The FY 2015 Per Capita Grant in the amount of \$13,965 remains unpaid by the State of Illinois.
- The River Forest Township voted in April to continue to fund a portion of RFPL's computer labs and co-sponsor targeted senior programming in 2016-2017.
- Director Quinn attended the public hearing at Village Hall on April 28th regarding the proposed Madison Street TIF District.
- Fundraising
 - Two memorial plaques for the garden seat wall have been purchased.
 - The Foundation book bags have arrived and are being sold, on behalf of the Foundation, at the Circulation desk for \$25.00.
- Building and Furniture
 - Meeting room carpet squares were installed on 4/26.
 - Carpet for the Materials Services Department and Director's Office was ordered in April. The total cost for the project is \$4,360.00.
 - Fire alarm panel, new smoke detectors, and new AV strobe alerts were installed and inspected in April 2016.
- Reporting
 - The Illinois Department of Labor 2015 Prevailing Wage Survey was completed on April 28, 2016.

Library Snapshot

- Key Performance Indicators
 - Joanna Bertucci, Materials and Business Services Manager, reported on RFPL's statistical report. FY 2015-2016 ended on a high note with the completion of phase I of the Strategic Plan. RFPL saw an 11% increase in circulation from last year and growth in all areas of the collection and programming. The Management Team will be meeting in the coming weeks to draft new objectives and measures for Phase II of RFPL's strategic plan.

New Business

- Committee Reports
 - Facility Committee:
 - Discuss Engberg Anderson proposal for capital reserves plan update.

- Trustees discussed the proposal, but did not approve the contract. The Facility Committee will re-evaluate the work that has been completed on the building since the first study was completed in 2010. Director Quinn will investigate other firms/architectural engineers to get additional information. Director Quinn may also discuss with Engberg Anderson how to create a more useable document if a contract is pursued.

- Approve Purchase of Library Book Drop

- Trustee O'Connor shared the plans for the installation of the Book Drop as part of the Roosevelt School Campus project. The Bookdrop will be ordered the first week of June and installed by District 90. Trustee Zobel moved to approve the purchase of the Library Book Drop for \$6,600.00. Trustee Crowell seconded and a roll call vote was taken.

- Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Excused: Calabrese-Berry

- Finance and Development Committee: No report.

- Policy Committee

- Approve minor change to Trustee By-Laws

- Trustee Hill made a motion to approve the Trustee By-Laws, Trustee Crowell seconded and the motion passed unanimously.

- Prevailing Wage Resolution

- Trustee Zobel made a motion to approve the Prevailing Wage Resolution, Trustee O'Connor seconded and the motion passed unanimously.

- Collaboration Task Force

Other New Business

- Website Review

- Trustees discussed the new RFPL website.

- Trustees decided to post the entire Board packet on the website going forward. Approved minutes will be posted after the meeting at which they are approved (?).

- Appointment of Committees:

- Finance: Joan O'Connor, Katie Bevan, and Tom Smedinghoff

- Policy: Deborah Hill and Katie Bevan

- Facilities: Alice Calabrese-Berry, Joan O'Connor, and Claudette Zobel

- After discussion, the Board decided not to assign a Personnel committee.

Adjournment

- At 9:50 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee Crowell seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|------------------------------|--|-----------------------------|-------------|
| 14353 | 5/26/2016 | Alarm Detection Services | 177096 | For. Park Checking 17128... | |
| 177096-... | 5/24/2016 | | Quarterly Fire Alarm Monitoring June - August 2016 | Maintenance - Service | -225.00 |
| SI-4315... | 5/26/2016 | | Replaced and Tested Second Floor Strobe Light | Maintenance - Service | -396.52 |
| TOTAL | | | | | -621.52 |
| 14320 | 5/15/2016 | Amy Grossman | | For. Park Checking 17128... | |
| | 5/15/2016 | | Summer Reading Prize Books | Programs - Juv | -598.64 |
| TOTAL | | | | | -598.64 |
| 14321 | 5/15/2016 | ANDERSON ELEVATOR CO... | | For. Park Checking 17128... | |
| 185913 | 5/1/2016 | | Elevator Monthly Maintenance - May 2016 | Maintenance - Service | -190.55 |
| TOTAL | | | | | -190.55 |
| 14352 | 5/16/2016 | Arevalo Bros Chem-Dry - C... | | For. Park Checking 17128... | |
| 17171 | 5/16/2016 | | Children's Room Carpet Cleaning | Maintenance - Service | -310.00 |
| TOTAL | | | | | -310.00 |
| 14322 | 5/15/2016 | AT&T - Electronic Gateway | | For. Park Checking 17128... | |
| S66041... | 5/15/2016 | | Monthly Internet | Automation - Internet | -357.85 |
| TOTAL | | | | | -357.85 |
| 14323 | 5/15/2016 | BAKER & TAYLOR L 50769... | | For. Park Checking 17128... | |
| 203197... | 5/4/2016 | | Adult Print | Books - Adult | -16.79 |
| TOTAL | | | | | -16.79 |
| 14354 | 5/26/2016 | BAKER & TAYLOR L 50769... | | For. Park Checking 17128... | |
| 203201... | 5/24/2016 | | Adult Books | Books - Adult | -16.24 |
| TOTAL | | | | | -16.24 |

River Forest Public Library
WARRANT LIST DETAIL
 May 2016

6:25 PM
 06/02/16

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|-----------------------------|---|-----------------------------|-------------|
| 14324 | 5/15/2016 | BAKER & TAYLOR C0260133 | | For. Park Checking 17128... | |
| 501410... | 5/15/2016 | | Adult Print | Books - Adult | -175.94 |
| TOTAL | | | | | -175.94 |
| 14325 | 5/15/2016 | BAKER & TAYLOR L423727 | | For. Park Checking 17128... | |
| 203199... | 5/10/2016 | | Adult Print | Books - Adult | -15.33 |
| TOTAL | | | | | -15.33 |
| 14355 | 5/26/2016 | BAKER & TAYLOR L423727 | | For. Park Checking 17128... | |
| 203201... | 5/24/2016 | | Adult Book | Books - Adult | -14.76 |
| TOTAL | | | | | -14.76 |
| 14326 | 5/15/2016 | Barron's | | For. Park Checking 17128... | |
| 010160... | 5/15/2016 | | Annual Barron's Renewa... | Periodicals - Adult | -199.00 |
| TOTAL | | | | | -199.00 |
| 14327 | 5/15/2016 | Beth Kirchenberg | | For. Park Checking 17128... | |
| | 5/15/2016 | | Mileage to Roselle, IL | Misc. Expenses | -19.55 |
| TOTAL | | | | | -19.55 |
| 14318 | 5/12/2016 | Bill Helmuth | | For. Park Checking 17128... | |
| | 5/12/2016 | | The Amazon and its Amazing Rain Forest Program 5... | Programs - Adult | -175.00 |
| TOTAL | | | | | -175.00 |
| 14328 | 5/15/2016 | Call One | | For. Park Checking 17128... | |
| 120993... | 5/15/2016 | | Monthly Telephone Service | Telephone | -356.07 |
| TOTAL | | | | | -356.07 |
| 14319 | 5/15/2016 | Card Services - MB Finan... | | For. Park Checking 17128... | |
| | | | April Credit Card Payment | MB Financial Credit Card | -2,455.72 |
| TOTAL | | | | | -2,455.72 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|-----------------------------|--|-----------------------------|-------------|
| 14356 | 5/26/2016 | Communication Revolving ... | | For. Park Checking 17128... | |
| T1634140 | 5/24/2016 | | Monthly Internet | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 14329 | 5/15/2016 | Complete Cleaning Company | | For. Park Checking 17128... | |
| 1326725 | 5/1/2016 | | Monthly Cleaning - May 2016 | Maintenance - Service | -2,110.00 |
| TOTAL | | | | | -2,110.00 |
| 14357 | 5/26/2016 | Complete Cleaning Company | | For. Park Checking 17128... | |
| 1327556 | 5/24/2016 | | Monthly Maintenance Service - June 2016 | Maintenance - Service | -2,110.00 |
| TOTAL | | | | | -2,110.00 |
| 14330 | 5/15/2016 | CRAIN'S CHICAGO BUSINE... | 000000913274 | For. Park Checking 17128... | |
| R68148... | 5/15/2016 | | Annual Crain's Renewal | Periodicals - Adult | -119.00 |
| TOTAL | | | | | -119.00 |
| 14331 | 5/15/2016 | Dana Janisch | | For. Park Checking 17128... | |
| | 5/15/2016 | | Coffee for 5/16 Coffee Monday | Programs - Adult | -7.16 |
| | 5/15/2016 | | Coffee Cake for Coffee Monday Program | Programs - Adult | -5.11 |
| TOTAL | | | | | -12.27 |
| 14358 | 5/26/2016 | DEMCO, INC. | | For. Park Checking 17128... | |
| 5879570 | 5/24/2016 | | Tech Services Supplies: Tape, Glue, AV Cases | Supplies - Library | -99.05 |
| TOTAL | | | | | -99.05 |
| 14359 | 5/26/2016 | El Paso Public Library | | For. Park Checking 17128... | |
| A87100... | 5/24/2016 | | Lost Reciprocal Borrowing item | RB Lost Material Expense | -10.00 |
| TOTAL | | | | | -10.00 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|-------------------------------|---|-----------------------------|-------------|
| 14360 | 5/26/2016 | Evanced | 120293303 | For. Park Checking 17128... | |
| 5875694 | 5/24/2016 | | Annual Evanced Contract | Automation - Administration | -756.00 |
| TOTAL | | | | | -756.00 |
| 14332 | 5/15/2016 | FINANCIAL TIMES | | For. Park Checking 17128... | |
| 114757... | 5/15/2016 | | Financial Times Annual Renewal | Periodicals - Adult | -612.00 |
| TOTAL | | | | | -612.00 |
| 14361 | 5/26/2016 | Flying Fox Conservation Fu... | | For. Park Checking 17128... | |
| | 5/24/2016 | | Final Payment for "Mammals & More Animal Show" | Programs - Juv | -137.50 |
| TOTAL | | | | | -137.50 |
| 14316 | 5/11/2016 | Gibbons, Jim | | For. Park Checking 17128... | |
| | 5/11/2016 | | Great Communicator: Life of R.Reagan Program 5/1... | Programs - Adult | -250.00 |
| TOTAL | | | | | -250.00 |
| 14362 | 5/26/2016 | Hulen Landscaping Contra... | | For. Park Checking 17128... | |
| 13854 | 5/26/2016 | | Summer Planters | Maintenance - Service | -300.00 |
| TOTAL | | | | | -300.00 |
| 14333 | 5/15/2016 | ILLINOIS ALARM | | For. Park Checking 17128... | |
| 74567 | 5/1/2016 | | Quarterly Alarm Monitoring 6/1-8/31 | Maintenance - Service | -110.85 |
| TOTAL | | | | | -110.85 |
| DM | 5/31/2016 | IMRF | | For. Park Checking 17128... | |
| | | | Employee IMRF Contribution | Employee Compensation | -1,577.77 |
| | | | Employer IMRF Contribution | IMRF | -4,231.93 |
| TOTAL | | | | | -5,809.70 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|-------------------------|------|-----------------------------|-------------|
| 14334 | 5/15/2016 | Ingram Library Services | | For. Park Checking 17128... | |
| 62331024 | 5/2/2016 | Middle School Print | | Books - Middle School | -45.24 |
| 62331388 | 5/4/2016 | Adult Print | | Books - Adult | -33.76 |
| 62331696 | 5/5/2016 | Adult Print | | Books - Adult | -15.21 |
| 62331616 | 5/5/2016 | Adult Print | | Books - Adult | -35.88 |
| 62332458 | 5/10/2016 | Adult Print | | Books - Adult | -15.77 |
| 62332381 | 5/10/2016 | Adult Print | | Books - Adult | -47.34 |
| 62332380 | 5/10/2016 | Adult Print | | Books - Adult | -16.90 |
| 62332379 | 5/10/2016 | Adult Print | | Books - Adult | -32.69 |
| 62332485 | 5/10/2016 | Teen Print | | Books - Teen | -69.75 |
| 62332459 | 5/10/2016 | J Print | | Books - Juv | -351.04 |
| 62332460 | 5/15/2016 | Adult Print | | Books - Adult | -14.53 |
| 62331617 | 5/15/2016 | Adult Books | | Books - Adult | -14.08 |
| 62331969 | 5/15/2016 | Adult Print | | Books - Adult | -47.30 |
| 62331956 | 5/15/2016 | Adult Print | | Books - Adult | -15.77 |
| 62331954 | 5/15/2016 | Adult Print | | Books - Adult | -13.76 |
| 62331955 | 5/15/2016 | Adult Print | | Books - Adult | -19.17 |
| 62331560 | 5/15/2016 | Adult Print | | Books - Adult | -16.88 |
| 62331562 | 5/15/2016 | Adult Print | | Books - Adult | -16.32 |
| 62331561 | 5/15/2016 | Adult Print | | Books - Adult | -15.75 |
| 62331615 | 5/15/2016 | Adult Print | | Books - Adult | -11.36 |
| 62331988 | 5/15/2016 | Adult Print | | Books - Adult | -35.52 |
| 62332023 | 5/15/2016 | Adult Print | | Books - Adult | -16.35 |
| 62332022 | 5/15/2016 | Adult Print | | Books - Adult | -19.17 |
| 62332024 | 5/15/2016 | Adult Print | | Books - Adult | -33.24 |
| 62332021 | 5/15/2016 | Adult Print | | Books - Adult | -16.34 |
| 66705859 | 5/15/2016 | Adult Print | | Books - Adult | -41.47 |
| 62331389 | 5/15/2016 | Adult Print | | Books - Adult | -43.46 |
| 62331387 | 5/15/2016 | Adult Print | | Books - Adult | -39.06 |
| 66704417 | 5/15/2016 | Adult Print | | Books - Adult | -30.19 |
| 62331340 | 5/15/2016 | Adult Print | | Books - Adult | -16.32 |
| 62330764 | 5/15/2016 | Adult Print | | Books - Adult | -18.04 |
| 62330765 | 5/15/2016 | Adult Print | | Books - Adult | -18.04 |
| 62330760 | 5/15/2016 | Adult Print | | Books - Adult | -23.56 |
| 62330759 | 5/15/2016 | Adult Print | | Books - Adult | -32.09 |
| 62331328 | 5/15/2016 | Teen Print | | Books - Teen | -11.25 |
| 92331025 | 5/15/2016 | Teen Print | | Books - Teen | -50.35 |
| 62330758 | 5/15/2016 | J Print | | Books - Juv | -11.25 |
| TOTAL | | | | | -1,304.20 |

River Forest Public Library WARRANT LIST DETAIL May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|------------------|--------------------------------|---------------------|------------------------------------|-------------|
| 14363 | 5/26/2016 | Ingram Library Services | | For. Park Checking 17128... | |
| 62333339 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -10.79 |
| 66708590 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -8.18 |
| 62334408 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -11.23 |
| 62334209 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -118.17 |
| 62334208 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -20.79 |
| 92332900 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -164.00 |
| 62333576 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -8.43 |
| 62332760 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -20.81 |
| 66707634 | 5/24/2016 | Children's Books | Children's Books | Books - Juv | -64.90 |
| 62333760 | 5/24/2016 | Middle School Books | Middle School Books | Books - Middle School | -10.69 |
| 62333209 | 5/24/2016 | Middle School Books | Middle School Books | Books - Middle School | -118.31 |
| 66707662 | 5/24/2016 | Middle School Books | Middle School Books | Books - Middle School | -10.16 |
| 62334489 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -11.25 |
| 62334095 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -34.32 |
| 6233376 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -13.18 |
| 62333208 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -11.50 |
| 62333210 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -22.82 |
| 62333070 | 5/24/2016 | Teen Books | Teen Books | Books - Teen | -11.25 |
| 62334407 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -16.32 |
| 62334409 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -14.36 |
| 62334410 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -133.76 |
| 66710100 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -35.03 |
| 62334212 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -283.95 |
| 62334214 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -27.81 |
| 62334204 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -11.96 |
| 62334018 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.78 |
| 62334019 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -64.80 |
| 62334210 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.75 |
| 62334211 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.78 |
| 62334213 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.63 |
| 62334207 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -16.34 |
| 62334205 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -249.59 |
| 62334206 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -23.69 |
| 62332899 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.46 |
| 62332761 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -407.99 |
| 62333855 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -13.51 |
| 62333856 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -16.34 |
| 62333857 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -16.34 |
| 62333316 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -31.56 |
| 62333577 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -32.13 |
| 62333578 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -15.77 |
| 62333579 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -33.24 |
| 62333580 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -13.96 |
| 62332758 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -14.36 |
| 62332759 | 5/24/2016 | Adult Books | Adult Books | Books - Adult | -301.86 |
| | | | | Books - Adult | -62.24 |

River Forest Public Library WARRANT LIST DETAIL May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|------------------------------|--|-----------------------------|-------------|
| 62333774 | 5/24/2016 | | Adult Books | Books - Adult | -15.78 |
| 62333773 | 5/24/2016 | | Adult Books | Books - Adult | -13.52 |
| 62332696 | 5/24/2016 | | Adult Books | Books - Adult | -15.78 |
| 62332697 | 5/24/2016 | | Adult Books | Books - Adult | -16.32 |
| 66707163 | 5/24/2016 | | Adult Books | Books - Adult | -88.44 |
| 62332893 | 5/24/2016 | | Adult Books | Books - Adult | -16.91 |
| 62332894 | 5/24/2016 | | Adult Books | Books - Adult | -12.38 |
| 62332895 | 5/24/2016 | | Adult Books | Books - Adult | -16.22 |
| 62332892 | 5/24/2016 | | Adult Books | Books - Adult | -16.35 |
| 62332891 | 5/24/2016 | | Adult Books | Books - Adult | -15.78 |
| 66707635 | 5/24/2016 | | Adult Books | Books - Adult | -27.81 |
| 62332695 | 5/24/2016 | | Adult Books | Books - Adult | -59.84 |
| 66707633 | 5/24/2016 | | Adult Books | Books - Adult | -31.72 |
| TOTAL | | | | | -2,932.94 |
| 14317 | 5/11/2016 | Jane Hamilton | Author Visit - Jane Hamilton - 5/22/16 | For. Park Checking 17128... | |
| TOTAL | | | | Programs - Adult | -700.00 |
| 14335 | 5/15/2016 | Judith Levin Fischer | Computer Lab Sessions: 4/20, 4/27, 5/4, 5/11 | For. Park Checking 17128... | |
| RFP14 | 5/12/2016 | | | Programs - Adult | -129.47 |
| TOTAL | | | | | -129.47 |
| 14336 | 5/15/2016 | Konica Minolta Business S... | Copier Usage April 2016 | For. Park Checking 17128... | |
| 900238... | 5/1/2016 | | | Copy Machine (usage, mai... | -88.22 |
| TOTAL | | | | | -88.22 |
| 14364 | 5/26/2016 | LIBRARY STORE, INC | Tech Services Supply: Binding Tape | For. Park Checking 17128... | |
| 205424 | 5/24/2016 | | | Supplies - Library | -17.08 |
| TOTAL | | | | | -17.08 |
| 14337 | 5/15/2016 | Lynda.com | Annual Lynda.com Renewal | For. Park Checking 17128... | |
| INV054... | 5/11/2016 | | | Automated - Subscription | -2,000.00 |
| TOTAL | | | | Professional Development | -2,000.00 |
| | | | | Staff Training | -500.00 |
| TOTAL | | | | | -4,500.00 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|-----------------------------|---|-----------------------------|-------------|
| 14338 | 5/15/2016 | Management Association o... | | For. Park Checking 17128... | |
| FY17-5... | 5/4/2016 | | Annual Management Asso of IL Membership | Membership Dues - Library | -950.00 |
| TOTAL | | | | | -950.00 |
| 14339 | 5/15/2016 | McIlroy, Jana | | For. Park Checking 17128... | |
| | 5/15/2016 | | April & May Book Group Facilitation | Programs - Adult | -100.00 |
| TOTAL | | | | | -100.00 |
| 14340 | 5/15/2016 | Melissa Funtfsinn | | For. Park Checking 17128... | |
| | 5/3/2016 | | Reimbursement for Cookies - Fancy Nancy Program | Programs - Juv | -13.96 |
| TOTAL | | | | | -13.96 |
| 14341 | 5/15/2016 | Mid-America Graphics | | For. Park Checking 17128... | |
| 16-2160... | 5/2/2016 | | May BookPlate | Printing | -1,539.00 |
| TOTAL | | | | | -1,539.00 |
| 14342 | 5/15/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 93928062 | 5/2/2016 | | Adult Music CDs | Non-Print Adult | -15.54 |
| 93928060 | 5/2/2016 | | Adult DVDs | Non-Print Adult | -22.08 |
| 93927979 | 5/2/2016 | | Adult BluRays | Non-Print Adult | -58.08 |
| 93926855 | 5/2/2016 | | Adult CD Audiobooks | Non-Print Adult | -39.24 |
| 93932710 | 5/3/2016 | | Adult CD Audiobooks | Non-Print Adult | -148.96 |
| 93932712 | 5/3/2016 | | Adult CD Audiobook | Non-Print Adult | -64.24 |
| 93934484 | 5/4/2016 | | Adult CDs | Non-Print Adult | -41.08 |
| 93934483 | 5/4/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 93934482 | 5/4/2016 | | Adult CD Audiobook | Non-Print Adult | -22.54 |
| 93935697 | 5/5/2016 | | Adult Music CDs | Non-Print Adult | -18.54 |
| 93935699 | 5/5/2016 | | Adult DVDs | Non-Print Adult | -53.08 |
| 9395698 | 5/5/2016 | | Adult DVDs | Non-Print Adult | -53.28 |
| 93938900 | 5/5/2016 | | Adult DVDs | Non-Print Adult | -37.09 |
| 93956906 | 5/10/2016 | | Adult Music CDs | Non-Print Adult | -58.62 |
| 93952904 | 5/10/2016 | | Adult DVDs | Non-Print Adult | -149.90 |
| 93950970 | 5/10/2016 | | Adult CD Audiobooks | Non-Print Adult | -74.24 |
| 93950918 | 5/10/2016 | | Adult CD Audiobooks | Non-Print Adult | -333.92 |
| TOTAL | | | | | -1,216.97 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|--------------------------|-------------------------------------|-----------------------------|-------------|
| 14365 | 5/26/2016 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 93971810 | 5/17/2016 | | Adult Music CDs | Non-Print Adult | -20.54 |
| 93961321 | 5/24/2016 | | Adult DVDs | Non-Print Adult | -86.82 |
| 93977814 | 5/24/2016 | | Adult CD Audiobooks | Non-Print Adult | -201.96 |
| 93977817 | 5/24/2016 | | Adult CD Audiobooks | Non-Print Adult | -44.24 |
| 93977815 | 5/24/2016 | | Adult CD Audiobooks | Non-Print Adult | -176.96 |
| 93976724 | 5/24/2016 | | Adult Music CDs | Non-Print Adult | -35.08 |
| 93976723 | 5/24/2016 | | Adult DVD | Non-Print Adult | -27.54 |
| 93971788 | 5/24/2016 | | Adult DVD | Non-Print Adult | -71.48 |
| 93968121 | 5/24/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 93968122 | 5/24/2016 | | Adult DVDs | Non-Print Adult | -26.54 |
| 93984934 | 5/26/2016 | | Adult DVDs | Non-Print Adult | -53.08 |
| TOTAL | | | | | -770.78 |
| 14343 | 5/15/2016 | Muraiti, Victoria | | For. Park Checking 17128... | |
| TOTAL | 5/4/2016 | | Mileage to SWAN | Misc. Expenses | -17.28 |
| 14366 | 5/26/2016 | Muraiti, Victoria | | For. Park Checking 17128... | |
| TOTAL | 5/24/2016 | | Mileage to RAILS | Misc. Expenses | -17.28 |
| 14367 | 5/26/2016 | NICOR GAS | | For. Park Checking 17128... | |
| 89-82-3... | 5/24/2016 | | Monthly Natural Gas supply | Heat | -396.19 |
| TOTAL | | | | | -396.19 |
| 14315 | 5/9/2016 | Opt2mized Networks, Inc. | | For. Park Checking 17128... | |
| 1608 | 5/9/2016 | | Wireless Hardware Support - 3 Years | Automation - Internet | -1,350.00 |
| TOTAL | | | | | -1,350.00 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|---------------------------------|--|-----------------------------|-------------|
| 14344 | 5/15/2016 | OverDrive | | For. Park Checking 17128... | |
| 165800... | 5/2/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -84.00 |
| 165800... | 5/3/2016 | Adult eBooks | Adult eBooks | Overdrive - Adult | -371.47 |
| | | Teen eBooks | Teen eBooks | Overdrive - Teen | -18.99 |
| 165812... | 5/4/2016 | Children's eBooks & eAudiobooks | Children's eBooks & eAudiobooks | Overdrive - Juvenile | -133.89 |
| TOTAL | | | | | -608.35 |
| 14368 | 5/26/2016 | OverDrive | | For. Park Checking 17128... | |
| 165800... | 5/24/2016 | Adult eBooks & e Audiobook | Adult eBooks & e Audiobook | Overdrive - Adult | -124.98 |
| 165810... | 5/24/2016 | Children's eBooks | Children's eBooks | Overdrive - Juvenile | -66.99 |
| 165820... | 5/24/2016 | Adult eBook & eAudiobook | Adult eBook & eAudiobook | Overdrive - Adult | -141.00 |
| 165817... | 5/24/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -65.00 |
| 165819... | 5/24/2016 | Teen eBooks | Teen eBooks | Overdrive - Teen | -469.80 |
| 165819... | 5/24/2016 | Adult eBooks & eAudiobooks | Adult eBooks & eAudiobooks | Overdrive - Adult | -253.00 |
| 165809... | 5/24/2016 | Adult eBooks & eAudiobooks | Adult eBooks & eAudiobooks | Overdrive - Adult | -498.46 |
| 165800... | 5/26/2016 | Adult eBook | Adult eBook | Overdrive - Adult | -29.97 |
| | | Teen eBooks | Teen eBooks | Overdrive - Adult | -172.28 |
| | | Teen eBooks | Teen eBooks | Overdrive - Teen | -17.09 |
| | | Teen eBooks | Teen eBooks | Overdrive - Teen | -110.90 |
| TOTAL | | | | | -1,949.47 |
| DM | 5/13/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | 5/13/16 Payroll Processing Fee | Payroll Service | -100.74 |
| | | | | | -100.74 |
| DM | 5/13/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | Employee Compensation | Employee Compensation | -18,349.66 |
| | | | Connections Employee Compensation | Connection - ASK Salaries | -56.05 |
| DM | 5/13/2016 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | Employee Tax Deduction | Employee Compensation | -4,543.59 |
| | | | Connections Employee Tax Deduction | Connection - ASK Salaries | -10.20 |
| | | | Library Medicare Portion - Employees | Medicare Exp | -343.91 |
| | | | Library Medicare Portion - Connections Employees | Connection - ASK Medicare | -0.96 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|-------------------------------|--|---|--|
| TOTAL | | | Library FICA Portion - Employees Library FICA Portion - Connections Employees | FICA Connection - ASK FICA | -1,470.50 -4.11 -6,373.27 |
| DM | 5/31/2016 | PAYLOCITY | Payroll Processing Service 5/31/16 | For. Park Payroll 171283900 Payroll Service | -100.74 -100.74 |
| TOTAL | | | Employee Compensation Connections Employee Compensation | For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries | -18,255.38 -117.98 -18,373.36 |
| DM | 5/31/2016 | PAYLOCITY | Employee Tax Deduction Connections Employee Tax Deduction Library Medicare Portion - Employees Library Medicare Portion - Connections Employees Library FICA Portion - Employees Library FICA Portion - Connections Employees | For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA | -4,543.61 -22.80 -342.40 -2.04 -1,464.06 -8.73 -6,383.64 |
| TOTAL | | | Adult Great Courses DVD & CD Kits | For. Park Checking 17128... | -524.20 -524.20 |
| 14369 | 5/26/2016 | RECORDED BOOKS | | | |
| 75329808 | 5/24/2016 | | | | |
| TOTAL | | | Exterior GIF Outlet Installation | For. Park Checking 17128... | -589.00 -589.00 |
| 14345 | 5/15/2016 | S & D Prime Maintenance, I... | | | |
| 69549 | 5/15/2016 | | | | |
| TOTAL | | | Summer Reading Musical Performer Fee 7/28/16 | For. Park Checking 17128... | -450.00 -450.00 |
| 14346 | 5/15/2016 | Screaming Galaxy, LLC. | | | |
| TOTAL | | | | | |

River Forest Public Library WARRANT LIST DETAIL May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|----------------------------|--|-----------------------------|-------------|
| 14370 | 5/26/2016 | Smithereen Pest Managem... | | For. Park Checking 17128... | |
| 132531 | 5/24/2016 | | Exterior Perimeter Pest Control Treatment | Maintenance - Service | -250.00 |
| TOTAL | | | | | -250.00 |
| 14347 | 5/15/2016 | Staples | | For. Park Checking 17128... | |
| 330144... | 4/30/2016 | | Copy Paper | Copier supplies | -47.28 |
| 330144... | 4/30/2016 | | Soft soap, cups | Maintenance - Supply | -39.04 |
| 330144... | 4/30/2016 | | Copy Paper | Copier supplies | -70.47 |
| 330144... | 4/30/2016 | | Copier Paper | Copier supplies | -73.55 |
| | | | Toilet Paper | Maintenance - Supply | -18.89 |
| | | | Tape, Utensils | Office Supplies | -30.60 |
| TOTAL | | | | | -279.83 |
| 14371 | 5/26/2016 | Staples | | For. Park Checking 17128... | |
| 330206... | 5/24/2016 | | Replacement Computer Mice | Equipment - Technology | -73.98 |
| 330258... | 5/24/2016 | | Wall Clock for Staff Break Room | Office Supplies | -22.69 |
| 330258... | 5/24/2016 | | File sorter | Office Supplies | -9.98 |
| 330258... | 5/24/2016 | | C-Fold Towels, Toilet Tissue, Dish Soa | Maintenance - Supply | -63.02 |
| 330258... | 5/24/2016 | | Labels | Office Supplies | -193.77 |
| | | | Chlorox Wipes | Maintenance - Supply | -14.98 |
| TOTAL | | | | | -378.42 |
| 14348 | 5/15/2016 | SWAN | | For. Park Checking 17128... | |
| TOTAL | | | | | 0.00 |
| 14351 | 5/15/2016 | SWAN | | For. Park Checking 17128... | |
| 4960 | 5/2/2016 | | ILL Lost Materials 1/1-3/1 2016 | ILL Lost Materials Expenses | -136.08 |
| TOTAL | | | | | -136.08 |
| 14372 | 5/26/2016 | The Fun Ones | | For. Park Checking 17128... | |
| 48299 | 5/24/2016 | | Final Payment for Summer Reading Kick Off Party R... | Programs - Juv | -50.00 |
| | | | | Programs-Teen | -50.00 |
| TOTAL | | | | | -100.00 |

River Forest Public Library
WARRANT LIST DETAIL
May 2016

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|----------------------------|---|-----------------------------|-------------|
| 14373 | 5/26/2016 | The Ponzio Company | | For. Park Checking 17128... | |
| | 5/24/2016 | | Final Balance for Website | Strategic Initiatives | -4,388.00 |
| TOTAL | | | | | -4,388.00 |
| 14374 | 5/26/2016 | The Rope Warrior, Inc. | | For. Park Checking 17128... | |
| | 5/24/2016 | | Rope Warrior Program Fee | Programs - Juv | -250.00 |
| TOTAL | | | | | -250.00 |
| 14314 | 5/5/2016 | VALUE LINE PUBLISHING, ... | | For. Park Checking 17128... | |
| 195934 | 5/5/2016 | | Value Line Investment Survey - Annual Renewal | Periodicals - Adult | -950.00 |
| 195934 | 5/5/2016 | | Value Line Small & Mid Cap Edition - Annual Renewal | Periodicals - Adult | -425.00 |
| TOTAL | | | | | -1,375.00 |
| 14349 | 5/15/2016 | VERSATILE COMPUTER S... | | For. Park Checking 17128... | |
| 14702 | 5/1/2016 | | Monthly IT Services - May 2016 | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |
| 14375 | 5/31/2016 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| May He... | 5/31/2016 | | Employee Health Insurance Contribution | Employee Compensation | -1,226.06 |
| | | | Employer Dental Insurance Contribution | Dental | -203.62 |
| | | | Employer Health Insurance Contribution | Health Insurance | -3,593.94 |
| | | | Employer Life Insurance Contribution | Life | -54.22 |
| TOTAL | | | | | -5,077.84 |
| 14350 | 5/15/2016 | Wireline, Inc. | | For. Park Checking 17128... | |
| 22677 | 5/3/2016 | | Phone Line Repair | Maintenance - Service | -150.00 |
| TOTAL | | | | | -150.00 |

River Forest Public Library

5/15/2016 11:27 AM

Register: MB Financial Credit Card

From 04/04/2016 through 05/02/2016

Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|-------|-------------------------------|-------------------------------------|-------------------------|--------|---|----------|----------|
| 04/04/2016 | | AMAZON.COM | Adult Expenses:Books - Adult | | 12.12 | X | | 1,737.87 |
| 04/06/2016 | | MetroTaxi | Professional Expenses:Professi... | | 63.91 | X | | 1,801.78 |
| 04/06/2016 | | Which Wich | Professional Expenses:Professi... | | 9.61 | X | | 1,811.39 |
| 04/07/2016 | | Embassy Suites | Professional Expenses:Professi... | | 10.68 | X | | 1,822.07 |
| 04/07/2016 | | Osteria Marco | Professional Expenses:Professi... | | 30.00 | X | | 1,852.07 |
| 04/08/2016 | | S & S Worldwide | Connection - ASK:Connection ... | | 165.44 | X | | 2,017.51 |
| 04/08/2016 | | Earl's | Professional Expenses:Professi... | | 22.68 | X | | 2,040.19 |
| 04/09/2016 | | Modern Market | Professional Expenses:Professi... | | 13.72 | X | | 2,053.91 |
| 04/09/2016 | | Mile High Cab | Professional Expenses:Professi... | | 66.00 | X | | 2,119.91 |
| 04/11/2016 | | Carbonite Online Back Up | Capital Expenditures:Equipmen... | | 599.99 | X | | 2,719.90 |
| 04/12/2016 | | Lou Malnati's Pizza | Misc. Expenses | | 141.09 | X | | 2,860.99 |
| 04/12/2016 | | Mariano's | Misc. Expenses | | 5.97 | X | | 2,866.96 |
| 04/13/2016 | | Jewel Foods | Juvenile Expenses:Programs - J... | | 56.94 | X | | 2,923.90 |
| 04/13/2016 | | River Forest Chocolates | Misc. Expenses | | 132.00 | X | | 3,055.90 |
| 04/13/2016 | 14269 | Card Services - MB Financi... | For. Park Checking 171284900 | March Credit Card St... | | X | 1,725.75 | 1,330.15 |
| 04/14/2016 | | Jewel Foods | Teen Expenses:Programs-Teen | | 29.02 | X | | 1,359.17 |
| 04/15/2016 | | USPS | Office Expenses:Postage | | 25.00 | X | | 1,384.17 |
| 04/15/2016 | | USPS | Office Expenses:Postage | | 25.00 | X | | 1,409.17 |
| 04/19/2016 | | Apple | Capital Expenditures:Strategic I... | | 562.06 | X | | 1,971.23 |
| 04/21/2016 | | Jewel Foods | Teen Expenses:Programs-Teen | | 60.36 | X | | 2,031.59 |
| 04/22/2016 | | DOMINO'S | Teen Expenses:Programs-Teen | | 98.24 | X | | 2,129.83 |
| 04/22/2016 | | Stamps.com | Office Expenses:Postage | | 15.99 | X | | 2,145.82 |
| 04/27/2016 | | Smarthome.com | Capital Expenditures:Equipmen... | | 100.74 | X | | 2,246.56 |
| 04/28/2016 | | Apple | Capital Expenditures:Strategic I... | | | X | 33.06 | 2,213.50 |
| 04/29/2016 | | PANERA BREAD | Professional Expenses:Staff Tra... | | 223.78 | X | | 2,437.28 |
| 05/02/2016 | | Barnes and Noble.com | Adult Expenses:Books - Adult | | 18.44 | X | | 2,455.72 |



River Forest Public Library
 Fiscal Year: May 1, 2016 - April 30, 2017
 Revenue Report - May 2016

| <u>Account:</u> | <u>May-16</u> | <u>YTD</u> | <u>15 -16 Budget</u> | <u>% of Budget</u> |
|--------------------------------------|------------------|------------------|----------------------|--------------------|
| Property Taxes | \$ 17,507 | \$ 17,507 | \$ 1,215,715 | 1.44% |
| Corp Property Replacement Taxes | \$ - | \$ - | \$ 15,079 | 0.00% |
| Interest Revenue | \$ 712 | \$ 712 | \$ 8,000 | 8.90% |
| Copy Machine Revenue | \$ 270 | \$ 270 | \$ 4,000 | 6.75% |
| Grants, Other | \$ - | \$ - | \$ 5,100 | 0.00% |
| Illinois Per Capata Grant | \$ - | \$ - | \$ 8,000 | 0.00% |
| Gifts, Donations | \$ 457 | \$ 457 | \$ 5,000 | 9.14% |
| Connections Program Grant | \$ - | \$ - | \$ 7,260 | 0.00% |
| Community Fund Endowment | \$ - | \$ - | \$ 3,500 | 0.00% |
| Fines, Service Charges | \$ 1,441 | \$ 1,441 | \$ 18,000 | 8.01% |
| Book Sales | \$ 169 | \$ 169 | \$ 1,200 | 14.08% |
| Lost Books Reimbursed | \$ 273 | \$ 273 | \$ 3,000 | 9.10% |
| Rentals, Library Space, Meeting Room | \$ 120 | \$ 120 | \$ 300 | 40.00% |
| Fax/Print | \$ 7 | \$ 7 | | |
| Misc | \$ - | | \$ 300 | 0.00% |
| Over/Short | \$ - | \$ - | | |
| Total: | \$ 20,956 | \$ 20,956 | \$ 1,294,454 | 1.62% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 20,956 | \$ 20,956 | \$ 1,294,454 | 1.62% |
| | | | | |
| Expense: | \$ 99,581 | \$ 99,581 | \$ 1,294,454 | 7.69% |



River Forest Public Library - Expense Report - May 2016
Fiscal Year: May 1, 2016 - April 30, 2017

May 2016 Fiscal YTD Actual % Budget
 8% as of 5/31/16

16-17 Budget

Expenses
Personnel

| | | | | | |
|-----------------------------------|------------------|------------------|------------------|--------------|----------------------|
| Wages & Salaries | \$ 47,780 | \$ 47,780 | \$ 47,780 | 7.83% | \$ 610,000.00 |
| Medical Health Insurance Coverage | \$ 3,852 | \$ 3,852 | \$ 3,852 | 7.30% | \$ 52,800.00 |
| IMRF | \$ 4,232 | \$ 4,232 | \$ 4,232 | 7.69% | \$ 55,000.00 |
| Medicare/FICA | \$ 3,621 | \$ 3,621 | \$ 3,621 | 7.75% | \$ 46,700.00 |
| Payroll Service | \$ 202 | \$ 202 | \$ 202 | 6.52% | \$ 3,100.00 |
| Staff Training | \$ 500 | \$ 500 | \$ 500 | 20.00% | \$ 2,500.00 |
| Membership Dues | \$ 950 | \$ 950 | \$ 950 | 12.50% | \$ 7,600.00 |
| Professional Development | \$ 2,000 | \$ 2,000 | \$ 2,000 | 27.03% | \$ 7,400.00 |
| Total Personnel | \$ 63,137 | \$ 63,137 | \$ 63,137 | 8.04% | \$ 785,100.00 |

Support Services
Printing and Advertising

| | | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ 1,539 | \$ 1,539 | \$ 1,539 | 25.65% | \$ 6,000.00 |
| Advertising | \$ - | \$ - | \$ - | 0.00% | \$ 2,000.00 |
| Total Printing and Advertising | \$ 1,539 | \$ 1,539 | \$ 1,539 | 19.24% | \$ 8,000.00 |

Programming

| | | | | | |
|--|-----------------|-----------------|-----------------|---------------|---------------------|
| Children's Programs | \$ 1,777 | \$ 1,777 | \$ 1,777 | 17.59% | \$ 10,100.00 |
| Teen Programs | \$ 532 | \$ 532 | \$ 532 | 8.87% | \$ 6,000.00 |
| Adult Programs | \$ 1,396 | \$ 1,396 | \$ 1,396 | 12.69% | \$ 11,000.00 |
| Special Programs | \$ - | \$ - | \$ - | 0.00% | \$ 4,300.00 |
| Connections Programs | \$ 223 | \$ 223 | \$ 223 | 3.07% | \$ 7,260.00 |
| Total Support Services and Programs | \$ 5,467 | \$ 5,467 | \$ 5,467 | 11.72% | \$ 46,660.00 |

Other Support Services

| | | | | | |
|-------------------------------------|-----------------|-----------------|-----------------|--------------|----------------------|
| ILL Services (SWAN Libraries) | \$ 136 | \$ 136 | \$ 136 | 45.33% | \$ 300.00 |
| RB Services (Non-SWAN Libraries) | \$ 10 | \$ 10 | \$ 10 | 3.33% | \$ 300.00 |
| Technical Support | \$ 750 | \$ 750 | \$ 750 | 6.25% | \$ 12,000.00 |
| Automation Administration | \$ 756 | \$ 756 | \$ 756 | 2.44% | \$ 31,000.00 |
| Consultant Fees/Legal Fees | \$ - | \$ - | \$ - | 0.00% | \$ 2,000.00 |
| Postage & Delivery | \$ 41 | \$ 41 | \$ 41 | 1.21% | \$ 3,400.00 |
| Audit Fees | \$ - | \$ - | \$ - | 0.00% | \$ 8,500.00 |
| Telephone/Internet | \$ 2,304 | \$ 2,304 | \$ 2,304 | 15.36% | \$ 15,000.00 |
| Copy Machine Leases | \$ - | \$ - | \$ - | 0.00% | \$ 2,700.00 |
| Total Other Support Services | \$ 3,997 | \$ 3,997 | \$ 3,997 | 5.32% | \$ 75,200.00 |
| Total Support Services | \$ 9,464 | \$ 9,464 | \$ 9,464 | 7.77% | \$ 121,860.00 |

Library Materials

| | | | | | |
|---|----------|----------|----------|--------|--------------|
| Books | \$ 4,495 | \$ 4,495 | \$ 4,495 | 6.47% | \$ 69,500.00 |
| Print Periodicals (Magazines) | \$ 2,305 | \$ 2,305 | \$ 2,305 | 32.46% | \$ 7,100.00 |
| Online Learning Tools & Data Base Subscriptions | \$ 2,000 | \$ 2,000 | \$ 2,000 | 13.79% | \$ 14,500.00 |

| | | | | | | | | |
|--|----|---------------|----|---------------|--|--------------|----|-------------------|
| Online E-Content - elect. books/magazines/movies/music | \$ | 2,558 | \$ | 2,558 | | 6.39% | \$ | 40,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ | 2,512 | \$ | 2,512 | | 6.10% | \$ | 41,150.00 |
| Total Library Materials | \$ | 13,869 | \$ | 13,869 | | 8.05% | \$ | 172,250.00 |

Library and Office Supplies

| | | | | | | | | |
|--|----|------------|----|------------|--|--------------|----|------------------|
| Office Supplies | \$ | 257 | \$ | 257 | | 6.06% | \$ | 4,244.00 |
| Library Supplies | \$ | 116 | \$ | 116 | | 2.07% | \$ | 5,600.00 |
| Copy And Printing Supplies | \$ | 191 | \$ | 191 | | 19.10% | \$ | 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ | 52 | \$ | 52 | | 2.00% | \$ | 2,600.00 |
| Total Library & Office Supplies | \$ | 616 | \$ | 616 | | 4.58% | \$ | 13,444.00 |

Capital Expenditures

| | | | | | | | | |
|-----------------------------------|----|--------------|----|--------------|--|---------------|----|------------------|
| Equipment (Equipment & Furniture) | \$ | - | \$ | - | | 0.00% | \$ | 3,000.00 |
| Equipment - Technology | \$ | 74 | \$ | 74 | | 0.49% | \$ | 15,000.00 |
| Strategic Building Improvement | \$ | - | \$ | - | | 0.00% | \$ | 50,000.00 |
| Total Capital Expenditures | \$ | 74 | \$ | 74 | | 0.11% | \$ | 68,000.00 |
| Strategic Initiatives | \$ | 4,460 | \$ | 4,460 | | 29.73% | \$ | 15,000.00 |

**Facilities Management
Facility Supplies**

| | | | | | | | | |
|--------------------------------|----|------------|----|------------|--|---------------|----|-----------------|
| Building Materials & Supplies | \$ | 734 | \$ | 734 | | 12.88% | \$ | 5,700.00 |
| Total Facility Supplies | \$ | 734 | \$ | 734 | | 11.29% | \$ | 6,500.00 |

Facility Services

| | | | | | | | | |
|------------------------------------|----|--------------|----|--------------|--|--------------|----|------------------|
| Insurance | \$ | - | \$ | - | | 0.00% | \$ | 12,300.00 |
| Maintenance and Custodial Service | \$ | 6,742 | \$ | 6,742 | | 12.97% | \$ | 52,000.00 |
| Water | \$ | - | \$ | - | | 0.00% | \$ | 2,500.00 |
| Natural Gas | \$ | 397 | \$ | 397 | | 4.96% | \$ | 8,000.00 |
| Copier Maintenance and Usage | \$ | 88 | \$ | 88 | | 2.67% | \$ | 3,300.00 |
| Roof Inspection | \$ | - | \$ | - | | - | \$ | - |
| Total Facility Services | \$ | 7,227 | \$ | 7,227 | | 9.25% | \$ | 78,100.00 |
| Total Facilities Management | \$ | 7,961 | \$ | 7,961 | | 9.50% | \$ | 83,800.00 |

| | | | | | | | | |
|---|----|---|----|---|--|--|----|------------------|
| Capital Improvement Reserve Fund | \$ | - | \$ | - | | | \$ | 35,000.00 |
|---|----|---|----|---|--|--|----|------------------|

| | | | | | | | | |
|-----------------------|----|---------------|----|---------------|--|--------------|----|---------------------|
| Total Expenses | \$ | 99,581 | \$ | 99,581 | | 7.69% | \$ | 1,294,454.00 |
| Total Income | \$ | 20,956 | \$ | 20,956 | | 1.62% | \$ | 1,294,454.00 |

| | | | | | | | | |
|--------------------------------|----|--|----|--|--|--|----|-------------------|
| Operations Reserve Fund | \$ | | \$ | | | | \$ | 320,000.00 |
| Capital Reserve Fund | \$ | | \$ | | | | \$ | 197,727.00 |
| Previous Year Surplus | \$ | | \$ | | | | \$ | - |

River Forest Public Library
Balance Sheet
As of May 31, 2016

| | <u>May 31, 16</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Comm Bank MM 600398215 | 25,728.08 |
| For. Park Money Market171285900 | 1,190,528.98 |
| For. Park Payroll 171283900 | 33,625.48 |
| For. Park Checking 171284900 | 32,659.37 |
| Petty Cash | 60.00 |
| Total Checking/Savings | 1,282,601.91 |
| Accounts Receivable | |
| Accounts Receivable | 15,769.75 |
| Total Accounts Receivable | 15,769.75 |
| Total Current Assets | 1,298,371.66 |
| TOTAL ASSETS | <u>1,298,371.66</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -2,141.07 |
| Total Accounts Payable | -2,141.07 |
| Credit Cards | |
| MB Financial Credit Card | 971.17 |
| Total Credit Cards | 971.17 |
| Other Current Liabilities | |
| Debit Card Machine | 9,016.60 |
| Total Other Current Liabilities | 9,016.60 |
| Total Current Liabilities | 7,846.70 |
| Total Liabilities | 7,846.70 |
| Equity | |
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 546,693.80 |
| Net Income | -78,052.99 |
| Total Equity | 1,290,524.96 |
| TOTAL LIABILITIES & EQUITY | <u>1,298,371.66</u> |

6:26 PM

06/02/16

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 05/31/2016

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|-----------------------------------|-------------|------------|-------------|------------|---------------|----------------|
| Beginning Balance | | | | | | 60.00 |
| Cleared Balance | | | | | | 60.00 |
| Register Balance as of 05/31/2016 | | | | | | 60.00 |
| Ending Balance | | | | | | 60.00 |

Organizational Structure/Training and Staff Development

- Mary Kay Akers Stiff will be hiring a new part-time Adult/Teen Services librarian in June. In addition to regular desk duties and some collection development, this employee will assist with our digital services marketing and some teen programming.
- Joanna and Sue attended a workshop on May 17th sponsored by the Oak Park River Forest Community Foundation. "Driving Employee Retention in a Challenging Business Climate: addressed the retention challenges faced by nonprofits and government agencies and offered some proven employee engagement strategies.

Marketing and Public Relations

- An eNewsblast went out to patrons regarding the construction project at Roosevelt school. The Roosevelt parking lot closure is also featured prominently on our website. We are spreading the news about the new car-accessible library book drop and the 9 parking spaces that will be available to the public at the completion of the project.

Technology

- New computers were delivered in late May and Versatile will begin swapping out staff units. Frequently malfunctioning public computers will be replaced with some of the staff computers that are being retired.

External Partnerships

- On May 12, Dorothy H., Mary Kay, and Sue Quinn met with Jake Bradley, Outreach & Engagement Manager of Housing Forward (Formerly PADS), regarding working with homeless and otherwise disenfranchised patrons. Jake works closely with Rob Simmons, Manager of Community Relations at OPPL. Jake offered us some non-judgmental "sound bites" to use when speaking with visitors whose behavior or language may be offensive to our other patrons. Housing Forward offers trainings to libraries and other groups on limit setting with patrons. We are considering inviting Jake to speak at our September 9th In-service, when we will review library policies (including of Patron Code of Conduct), intellectual freedom, privacy "do's and don'ts", and other "big picture" public library issues. There will also be a presentation from the OPRF Township Youth Interventionists.
- Sue has been in regular contact with Anthony Cozzi, District 90 Director of Finance and Facilities, regarding the Roosevelt School Exterior project. The project site managers have been responsive to any requests we have needed to make of them.
- Donations towards summer reading were received from the three financial institutions that hold the Library's and the RFPL Foundation's deposits. Amy was also able to secure in-kind donation of a bounce house rental from Steve and Kate's camp for the kickoff party and summer reading.

Policies

- Joanna and Sue will be meeting with two human resource professionals from the Management Association of Illinois (MAI) on June 20th to review the services available through our annual membership with the MAI. When our employee handbook is completed in September, we will submit it to them for a compliance review. We may also consult with the MAI regarding the Board Policy covering employee tiers and benefits.

Finance

- Our auditors from Knutte & Associates are scheduled to come out on July 20th to begin their audit of our 2015-16 fiscal year records.
- Open enrollment starts in July so we will be receiving updated information on our health insurance premium rates from the Village of River Forest in the next few weeks.
- The projected 2015 property tax levy report was released by Cook County Clerk's Office. The Equalized Assessed Value for property within River Forest continues to decline. EAV decreased by approximately 3.5% from 2014 and our rate extension is limited to the 2015 Consumer Price Index (CPI) of 0.8%. We may levy \$2,200 less (a decrease of 0.17%) for FY 2017-18 operations than we levied in FY 2016-17.

Fundraising

- The Materials Services staff has been making a big effort to sell the RFPL Foundation book bags.
- 2 plaques will be installed in the library seat wall in June which we hope spurs some further interest. We will also promote the memorial plaques at the Garden Walk on the 26th.

Building and Furniture

- The Materials Services area and Director's office were painted in late May. New carpet tiles will be installed in both of these areas on June 17th.
- New DVD shelving from Library Furniture International is being installed upstairs on June 22nd. The new shelving will allow for 1500 more DVDs to fit into the collection. The additional shelving space will allow us to continue purchasing multiple copies of blockbuster titles to meet high demand, while maintaining a popular selection of classics and older films.
- Apostrophe Design measured our upstairs carpet and public stairwell last month and offered us a quote at \$33,490 for 2nd floor carpet and installation. This month, Commercial Carpet Consultants, Inc provided us with a second quote at \$51,810. We will be securing a third quote in June from Rieke Office Interiors.
- The RFPL book drop (accessible by car) was ordered on June 15th. It will be installed near the exit of the newly constructed Roosevelt Middle School Lathrop Ave. parking lot. We look forward to it's unveiling in late August when the project is completed.

Reporting Requirements

- The annual IPLAR report was compiled this month by Joanna. It was signed by the Director, Board President, and Board Secretary, and submitted on June 14th.

PR and Marketing

Calendar Listings: All of our events were printed in the calendar section of the Wednesday Journal, The Forest Leaves, the Forest Park Post, and Neighbors Magazine. They were also listed on the online calendars of triblocal.com and Pioneer News (now combined as one company and also feeding to Metromix). Events are also included in Mom mail and shared with the Village of River Forest for their eNewsletter.

Blog Posts:

The following articles were posted on Oak Park.com and Triblocal.com

“Meet Our New Director, Sue Quinn, on Sunday, May 22nd at 3:30 PM”
 “RFPL Launches Exciting New Website”

Forest Leaves:**Thursday, May 26**

- RFPL was mentioned and Mary Kay was quoted in an article titled: “Six libraries unite for the Big Read”
- There was an article about our new website titled: “A total change: River Forest library’s website redesigned”

Thursday, May 19

- There was a shout out feature about Sue Quinn, new library director
- There was an article titled “Author Jane Hamilton headed to River Forest Library”
- Parachute play was featured in the family friendly section

Wednesday Journal:**Wednesday, May 25**

- There was an article about our new website titled: “River Forest Public Library unveils new website”

Wednesday, May 18

- Jane Hamilton author visit was featured in the calendar section

Wednesday, May 11

- ¾ page article in viewpoints about Jane Hamilton author visit

Advertising: We are preparing a one-page feature for the River Forest Park District’s Fall Fun Guide. The cost for this is \$150.

Bookplate: Planning will begin soon for the next bookplate that will hit homes in mid-August.

E-Marketing: We have 1420 subscribers to our email list.

The June eNewsletter was sent on May 31 and had a 36% open rate.

Facebook: We have 640 followers. We posted 13 times during May. Our reach from our regular posts was 1800. We also did a paid post about the new website which had a reach of 1600 and resulted in 77 actions (either clicks on the website or page likes). The cost for this was \$20.

Outreach: Staff members Claudia Deia, Lisa Engoren and family, Mary Kay Stiff, Sue Quinn, Amy Grossman and family, Melissa Funfsinn, Joanna Bertucci and family, Victoria Muraiti, and Victoria Smirnova represented RFPL by marching in the River Forest Memorial Day Parade on May 30, as did board members Kevin Crowell and Alice Calabrese-Berry.

Administration:

- The management team met on May 12th to review the RAILS System Membership Standards Committee: Draft Standards document from March 2016. We rated the RFPL in relation to each of the 3 tier membership standards (Basic, Proficient or Exemplary) in the areas of Content/Collections, Customer Service, Facilities, Funding and Professional Leadership/Development. We then used the standards as a launch point for identifying areas of expertise and areas where our organization might need improvement. Staff development and training was identified as an area that needed greater resource allocation and we hope to address this in FY 2017 -18 with a larger budget allocation for professional development. In addition, we plan to complete an internal ADA audit of our facilities in 2017 to identify ways to improve the accessibility of our facility with new furniture and equipment.
- We have hired Judith Fischer as our Computer Lab Lead Instructor. Judith will work with a volunteer, Walt. We received 7 applications for the position, and interviewed 3 candidates. Judith will work with us on a contractual basis to deliver our Wednesday morning Computer Labs; her contract runs through April 2017. Judith has served as a contractual assistant computer lab instructor for us for 4 years.
- We posted for a new part-time position of Adult & Teen Services Librarian. This position will assist with promotion and instruction of digital services, and will also provide assistance with Middle School afterschool activity, including programming. The position was posted on RAILS, our website, and on the public bulletin board from May 16-May 31. Mary Kay received 10 applications and will begin interviews along with Beth Kirchenberg the first and second weeks of June.

| Materials Added by Collection | |
|--------------------------------------|-----|
| Preschool | 4 |
| Juvenile | 9 |
| Middle School | 5 |
| Teen Collection | 33 |
| Adult Fiction | 168 |
| Adult Non Fiction | 215 |
| Adult Media | 110 |
| Total Added: | 544 |
| Total Deleted: | 839 |

Professional Development:

- Beth listened in to the Booklist Webinar, Youth Announcements Summer 2016
- Dana took a LibraryAware Training Webinar: "Bookmarks 101"
- Dana took a LibraryAware Training Webinar- "Beyond Basic Bookmarks"
- Victoria and Lisa viewed a training webinar on placing holds in Sirsi Dynix.
- 5/5 - Dana attended West Suburban Adult Programmers planning and networking meeting
- 5/11 - Joanna attending a Management Association of Illinois worksheet on Interviewing and Hiring at RAILS
- 5/14 - Beth attended BookCon, an annual convention that combines pop culture and the book industry.
- 5/16 - Victoria completed a session with SWAN Circulation Mentor Peggy Tomzik. Ms. Tomzik is Head of Circulation Services at the Eisenhower Public Library.
- 5/17 - Dorothy attended 2 webinars on how to create LibraryAware promotions, including working with images
- 5/17 - Mary Kay attended and helped administer Laconi-RASS's "Readers Advisory for All" with local readers' advisory guru Becky Spratford, at Glen Ellyn Public Library
- 5/18 - Victoria attended at SWAN Circ Advisory meeting.
- 5/25 - Mary Kay attended yearly planning meeting for the Laconi-RASS board, and was newly elected Vice President 16-17/President Elect for 17-18. The board brainstormed and determined 4 events for the upcoming year (Sept 2016 - May 2017)

III. Professional Development

A. Continuing Education

RFPL supports the efforts of staff and Trustees to participate in various professional development opportunities. All staff members are encouraged to attend continuing educational opportunities and workshops offered by the Illinois State Library, RAILS and LACONI. Exempt employees are encouraged to identify educational opportunities that align with departmental goals and RFPL initiatives. Supervisors are encouraged to assist in identifying opportunities for staff professional development.

B. Memberships and Dues

Staff, at the discretion of the Director, and the Director, with the approval of the Board, may travel and attend library association and other professional development conferences. Employees should submit requests to attend, together with anticipated expenses, to the Director at least one month before the conference. RFPL will pay (or reimburse) all reasonable travel expenses, including transportation, lodging and meals for the employee only (any additional charges for accompanying non-employees shall not be paid by RFPL). Attendance at approved conferences shall be paid as a regularly scheduled work day.

RFPL will pay 50% of the personal membership dues to the American Library Association on behalf of the Director and staff members who so request. RFPL will pay all of the membership dues to the Illinois Library Association for the Director and Board President.

C. Educational Assistance

RFPL may provide grants towards tuition for professional staff to take courses that will advance library or technology related education. Application for grants should be made to the Director prior to registration. Grants will be paid upon submission of proof of satisfactory completion of the course. To be eligible for a grant, an employee must hold a permanent position. Employees leaving the employ of RFPL for any reason within one year of receiving a grant may be required to repay the amount of the grant to RFPL.

IV. Accidents, First Aid, and Unsafe Working Conditions

Employees will familiarize themselves with RFPL's Emergency and Disaster Preparedness Plan . If an accident or injury occurs on RFPL property, RFPL employees will use reasonable efforts to prepare an incident report with the assistance of the party injured.

If medical attention is required, a RFPL employee will call 911.

If medical attention is not required, or if the party injured refuses medical attention, the RFPL employee will note that on the incident report.

A basic first aid kit is available at the Circulation Desk.

Employees will report any unsafe working conditions as soon as possible to the Director.

III. Professional Memberships and Development Policy

A. The library Continuing Education

RFPL supports the efforts of staff and Trustees to participate in various professional organizations. To that end, personal membership dues for the American Library Association will pay 50 % for the Director and staff members who request it. Personal membership dues to the Illinois Library Association for the Director and Board President shall be paid 100%.

development opportunities. All staff members are encouraged to attend continuing education~~educational~~ opportunities and workshops offered by the Illinois State Library, RAILS, ~~or Laconi~~ and LACONI. Exempt employees are ~~expected~~encouraged to identify ~~additional continuing education~~educational opportunities that align with departmental goals and library~~RFPL~~ initiatives. Supervisors are ~~expected~~encouraged to ~~identify~~assist in ~~identifying~~ opportunities for staff professional development.

Staff Meetings

~~Management team meetings will be held at least twice per month to inform staff members of actions taken by the Board of Library Trustees, to plan or change services, to instruct employees in various phases of Library operation, and to discuss new initiatives and procedures.~~

Travel and Conferences

~~The Director may be granted time off with pay and approved expenses to attend Library association conferences and other professional meetings. An employee may be granted time off with pay and expenses to attend state and national meetings with the approval of the Director. Requests and anticipated expenses should be submitted to the Director for consideration at least one month before a decision is to be made.~~

~~The Library may provide assistance toward such expenses as dues, registration, travel, and other expenses incurred through attendance. The Library will rotate attendance among the staff and Board as far as possible. Other factors which may be used in determining the extent or appropriateness of Library support are membership in the sponsoring professional organization, committee membership, leadership in the organization, and pertinence to meeting to the employee's responsibilities. These items are at the discretion of the Director.~~

~~ALA meets in Chicago bi annually. All staff will be encouraged to attend the local conference in lieu of out of state travel.~~

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For approved travel to ILA, System, and State Library meetings and conferences, by staff, Director, or Trustees, 100% of reasonable airline or train fares, mileage, shuttles, and parking will be reimbursed.

When overnight stay is required or advisable for staff, Director, or Trustees, 100% of reasonable rates will be reimbursed for room and meals. Accompanying spouses or non-staff must pay additional expense above the single rate. All receipts for travel, hotel, and meals must be turned into the Library office for reimbursement.

B. Memberships and Dues

Staff, at the discretion of the Director, and the Director, with the approval of the Board, may travel and attend library association and other professional development conferences. Employees should submit requests to attend, together with anticipated expenses, to the Director at least one month before the conference. RFPL will pay (or reimburse) all reasonable travel expenses, including transportation, lodging and meals for the employee only (any additional charges for accompanying non-employees shall not be paid by RFPL). Attendance at approved conferences shall be paid as a regularly scheduled work day.

RFPL will pay 50% of the personal membership dues to the American Library Association on behalf of the Director and staff members who so request. RFPL will pay all of the membership dues to the Illinois Library Association for the Director and Board President.

C. Educational Assistance

EducationRFPL may provide grants for tuition towardfor professional staff to take courses inthat will advance library science or other job-technology related subject areas may be availableeducation. Application for grants should be made to the Director prior to registration. Grants will be paid upon submission of proof of satisfactory completion of the course. TheTo be eligible for a grant, an employee must hold a permanent appointment and have passed the ninety-day probationary period in order to be eligible to participate in the library's educational program-position. Employees leaving the employ of the LibraryRFPL for any reason within one full year of receiving funds must a grant may be required to repay any reimbursements in full. Work schedules will accommodate class attendance whenever possiblethe amount of the grant to RFPL.

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IV. Accidents, First Aid, and Unsafe Working Conditions Policy

All staffEmployees will be required to familiarize themselves with the library'sRFPL's Emergency and Disaster Preparedness Plan and necessary forms as a part of their orientation. If an accident or injury occurs on LibraryRFPL property, it should be reported usingRFPL employees will use reasonable efforts to prepare an incident report form located at all public service desks. This includes patrons, staff, and anyone else who may have an accident on the property. As much information about the exact circumstances of the accident should be gathered as possible, as well as the names,

~~addresses, and phone numbers of all involved. It is important that this be done no matter how insignificant the injury may seem. The incident should be reported immediately to the person in charge of the library at the time of the incident and copies of the incident report are to be given to the department supervisor as well as the Director with the assistance of the party injured.~~

If medical attention is required, a RFPL employee will call 911.

If medical attention is not required, or ~~refused~~if the party injured refuses medical attention, the RFPL employee will note that on the incident report.

A basic first aid kit is available at the Circulation Desk.

~~Any~~Employees will report any unsafe working conditions ~~are to be reported~~ as soon as possible to the ~~person in charge of the library or the~~ Director.

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VIII. Sexual Harassment

RFPL policy prohibits sexual harassment of employees and patrons in accordance with Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of sexual harassment.

A. Work Environment

All RFPL employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to report such conduct to the Director in accordance with the Sexual Harassment Reporting Procedure.

B. Library Employee/Patron Relationship

RFPL affirms its commitment to providing an environment for all patrons free of sexual harassment. RFPL views sexual harassment of patrons by RFPL employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a RFPL employee includes, but is not limited to:

- any sexual advance by an employee toward a patron;
- any request by an employee to a patron for sexual favors;
- any acceptance by an employee of a sexual advance or request for sexual favors from a patron;
- any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any RFPL-sponsored activity, or (ii) such conduct has the purpose or effect on a

patron of reasonable sensibilities of creating an intimidating, hostile, or offensive Library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by another RFPL employee against a patron shall immediately report it to the Director or to the employee's immediate Supervisor.

Examples:

Sexual harassment prohibited by this policy includes, but is not limited to, verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, and display of foul or obscene printed or visual material.

VIII. Sexual Harassment Policy

The River Forest Public Library opposes RFPL policy prohibits sexual harassment in any form. Sexual harassment is against Library policy of employees and is a violation of patrons in accordance with Title VII of the Civil Rights Act of 1964 as well as and the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful, and against Library RFPL policy, to retaliate against a person who has lodged a complaint of sexual harassment.

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A. Work Environment

It is the policy of this Board that all RFPL employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

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Any employee who believes that he or she is being subjected to sexual harassment is urged to report such conduct to the Administration Director in accordance with the Sexual Harassment Reporting Procedure.

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B. Library -Employee/Patron Relationship

The Board RFPL affirms its commitment to ensuring providing an environment for all patrons free of sexual harassment. The Board RFPL views sexual harassment of patrons by Library RFPL employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a Library RFPL employee includes, but is not limited to:

1. any sexual advance by an employee toward a patron;
2. any request by an employee to a patron for sexual favors;
3. any acceptance by an employee of a sexual advance or request for sexual favors from a patron.

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4. any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any LibraryRFPL-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities of creating an intimidating, hostile, or offensive Library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Library Director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by another LibraryRFPL employee against a patron shall immediately report it to the Director or to the employee's immediate supervisorSupervisor.

Examples:

Sexual harassment prohibited by this policy includes, but is not limited to, verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, and display of foul or obscene printed or visual material.

~~Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentional brushing the body, coerced sexual intercourse, and sexual assault.~~

Duty To Report Sexual Harassment By Patrons To Fellow Patrons

~~All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed first hand or reported to them. Such incidents must be reported to the Library Director, or the employee's immediate supervisor.~~

Retaliation

~~It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.~~

Sexual Harassment Reporting Procedure

Any patron or employee who suspects that he or she has been subjected to sexual harassment shall use the following procedure:

Step 1:

Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the head librarian as soon as possible.

Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the head librarian or to the employee's immediate supervisor. If the head librarian or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the head librarian shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the head librarian may also have a representative; such meeting, however, shall be informal. The head librarian shall issue a written decision within five (5) days of the meeting.

Step 3:

If the complainant is not satisfied with the head librarian's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the Director's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the head librarian to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting

forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board or a committee hereof, shall meet with the complainant, the head librarian, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

~~Legal Recourse, Investigative and Complaint Process Available through the Illinois Department of Human Rights and Human Rights Commission~~

Any Library Patron or employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone numbers are:

Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700
(217) 785-5100

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Resolution 06.21.16 Non –Resident Library Card

2016 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

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

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

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

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

WHEREAS, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing July 1, 2016 and ending June 30, 2017 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

Section 1: Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$284.00, calculated according to the box which is checked-off below:

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

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

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

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

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

Resolution 06.21.16 Non –Resident Library Card

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

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

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

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

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

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

ADOPTED this 21st day of June, 2016 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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

Tom Smedinghoff, President

ATTEST

Kevin Crowell, Vice - President

INDIVIDUAL GOALS AND DEVELOPMENT PLAN SECTION 3

List up to three S.M.A.R.T. goals, responsibilities or tasks to be accomplished and indicate how these goals will be measured. Goals should support the River Forest Public Library's objectives. "Results" and achievements will be completed at the end of the evaluation period.

| Individual Goals | Measurement of Completion | Results |
|---|---|---------|
| 1. Finance: Work with the Finance Committee to develop a projected 3 year budget. | 2010 Capital Reserve fund analysis updated (to show completed work and remaining capital improvements required) by August Finance committee meeting date. 3 year projection of operating expenses and revenues presented to Finance committee in September 2016. | |
| 2. Building: Complete necessary capital improvements for FY 2016-17 as identified by Facilities Committee. | 2 nd floor carpet installation completed by 12/30/16. Entryway roof repaired by 8/1/16. | |
| 3. Organizational Structure: Update procedures and manuals for smooth internal operations. | Employee Personnel Manual completed by 9/30/16. Emergency Succession plan presented to Board and approved by 9/30/16. Trustee Orientation packet completed by 1/31/17. | |

River Forest Public Library strongly supports the ongoing personal development of our employees. Training and development activities which focus on enhancing skills or job behaviors that are critical to the position are outlined below. Identify specific activities such as special projects, training, cross-training, seminars, certifications, etc., and how the successful completion of these development areas will be measured.

| Development Opportunity | Measurement of Completion | Results |
|-------------------------|---------------------------|---------|
| 1. | | |

Families with children under the age of five will instill a love of books and reading in their children.

- By 4/30/2016, the circulation of preschool materials which includes picture books and kits will increase from 23,960 (FY2011/12) to 31,000.
- By 4/30/2016, attendance at in-library programs designed for young children under the age of 5 and their parents will be 3,200 people.*
- By 4/30/2016, attendance at programs designed for preschool children and their parents presented on non-library locations will increase from 60 attendees (FY2011/12) to 2,000 attendees.*
- By 4/30/2016, 90% of parents and caregivers will say the library plays an important role in instilling a love of books and reading in their children.

In-Library Programming:

- Kim and Melissa welcomed young patrons and their caregivers to Mother Goose Café and Toddler Time for a total of 6 in-library story times in May.
- Erin hosted PJ Story Time in May.
- Parachute Play outside in the front garden was a big success with Melissa leading about 20 young children in interactive parachute play.

Outreach & Partnerships:

- Amy visited Whole Foods Market River Forest to present Family Story Time 3 times in May.
- Erin visited the River Forest Community Center for 6 story times in May.

Spaces:

- Picture book displays featured “Birds” and “April Showers Bring May Flowers” themes.

On the Horizon...

- We look forward to our Concert with Super Stoli in July!

Seniors will have the skills they need to support their new and continued interests and their desire for self-directed personal growth.

- By 4/30/2016, the number of older adults who attend library sponsored or co-sponsored programs will increase from 400 (FY2011/12) to 1,000. *
- Each year, at least 90% of the seniors who ask a staff member for help will say that the assistance they received was “very good” or “excellent.”

Programming:

- Computer labs 5/4 - 5
- Computer labs 5/11 - 5
- Great Decisions “Climate Change” 5/10 - 2
- Great Decisions “Cuba and the US” 5/24 - 10

CELEBRATING SENIORS PROGRAMMING:

- May 12-May 19 was Celebrating Seniors Week, a community-wide initiative to promote senior activities and offer programming of special interest to our local senior citizen population. Celebrating Seniors programming is co-sponsored by the RF Township. RFPL offered the following programs as part of the official CSW lineup, listed in their Event Guide:
 - Foreign Film Forum 5/14 - 34
 - The Amazon and its Amazing Rainforest with Bill Helmuth, World Traveler 5/15 - 34
 - Books & Bagels with Mary Kay 5/16 - 17
 - The Great Communicator: The Life of Ronald Reagan 5/16 - 16
 - Computer Labs 5/2 - 5
 - Computer Lab 5/11 - 5

Outreach & Partnerships:

- May was a big month for events in the library, with two major author visits (Tyra Manning on 5/1 and Jane Hamilton on 5/22), as well as an excellent and well-attended slate of Celebrating Seniors Week programming. Special thanks went out to Carla Sloan and Cathaleen Roach of the RF Township for their sponsorship, hands-on assistance, and collaborative efforts planning this successful month of events with us.

Adults will have the resources they need to satisfy their curiosity on a variety of topics.

- By 4/30/2016, the circulation of adult non-fiction materials will increase from 28,730 (FY2011/12) to 33,000.
- By 4/30/2016, at least 90% of adults who come to the library to satisfy their curiosity will say they located items that met their needs.
- By 4/30/2016, 90 % of users who are looking for information or materials to explore a topic of popular interest will indicate the library's collection is "very good" or "excellent."

Spaces:

- Displays included a lobby area display featuring titles for Celebrating Seniors Week (fiction and nonfiction), and Alzheimer's display to accompany the artwork of Judy Steed (whose proceeds go to support Alzheimer's patients and research) A lobby display at the end of May promoted local author (and a member of our 2012 Strategic Planning Committee) Emily Paster's new book, *Food Swap*.
- A "Happiness" display near the upstairs elevators featured books on how to be happy, including humor and self-help;

On the Horizon:

We have an exciting lineup of programming for summer, including :

- Floral arrangement class on June 30, "Fourth of July Floral"
- Dooley Brothers live performance on July 15
- Travel lecture on Rio De Janeiro on July 30
- "Downsizing and Decluttering" with Anna Glielmi, back by popular demand, on August 22.

Elementary School age children (ages 5-9) will discover materials and programs that stimulate their imaginations, satisfy their curiosity, and foster a love of reading.

- By 4/30/2016, the circulation of juvenile materials will increase from 52,410 (FY2011/12) to 57,650.
- By 4/30/2016, the number of elementary school age children who attend library sponsored or co-sponsored programs for this age group will increase from 4,300 (FY2011/12) to 5,400.*
- By 4/30/2016, the number of elementary school age children who participate in the Summer Reading Program will increase from 300 (FY2011/12) to 400.

Programming:

- The DIY for May was Magnet Blocks.
- Our afterschool Crafternoon program featured making Dream Catchers.
- 22 children participated in Lego Club in May which had a sports building theme.

Outreach & Partnerships:

- We partnered with Steve and Kate's Camp to provide 2 stop motion animation classes at the Library.

Spaces:

- The back wall non-fiction display was a timeline of ancient civilizations.
- The Children's Room carpet was cleaned and the back staff area was painted.

On the Horizon...

- A scavenger hunt and art project for families with kids in the Children's Room during the Oak Park River Forest Garden Walk on Sunday, June 25th.
- We look forward to the Bingo Bash Pizza Party to celebrate the end of summer reading in July.

Middle School age children (ages 10-14) will have a supportive environment that provides pleasurable reading, viewing, and listening experiences that respond to their current interests.

- By FY 2015/16, the collection of middle school materials will include 1,200 titles and circulation of this collection will exceed 3,200 annually.
- By FY 2015/16, the number of middle school age children who attend library programs will increase from 2,230 to 2,680.*
- By 4/30/2016, at least 75% of the middle school age children who come to the library looking for something they want to read, listen to, or view will say they found something that met their needs.
- By 4/30/2016, the number of middle school students who participate in the Summer Reading Program will increase from 108 (FY2011/12) to 150.

Programming:

- Beth's Story Studio May theme was Word Choice and the participants learned the importance of choosing your words carefully by playing *Madlibs*. 8 attended
- Erin led 4 Connections crafting sessions: mystery mosaics, stained glass coloring, bead butterflies, & shrinky dinks. These programs were attended by 49 kids.
- Victoria S. each led 1 after-school gaming and 2 movies programs which were attended by 27 kids.
- Beth led one special program in May. The mother-daughter spa day was attended by 18. Steve and Kate's Camp led Stop Motion Animation and 12 middle schoolers attended.

Outreach & Partnerships

- Beth has completed half of the summer reading visits with Roosevelt, Willard, and Lincoln. Over 300 kids have already been reached.

On the Horizon...

- We look forward to Chocolate Olympics, Mini Weapons of Mass Destruction: Medieval Warfare, Teen Trivia, Larger Than Life Lawn Games, and more!

**Adults and Teens will enjoy a variety of popular materials
to read, listen to, or view.**

- By 4/30/2016, the circulation of adult media (DVDs, CDs, BluRays) will increase from 28,800 (FY2011/12) to 37,000.
- By 4/30/2016, the circulation of adult fiction materials will increase from 32,945 (FY2011/12) to 38,000.
- Circulation of teen materials will be at least 9,000 annually.
- By 4/30/2016, at least 90% of adults who use the library's reserve system will say that they received the materials they put on hold in a timely manner.
- By 2015/16, at least 90% of adults who come to the library looking for something good to read, listen to, or view will say they located items that met their needs.

Programming - Adult Programs:

- Author Visit: Former D90 superintendent, Tyra Manning 5/1 - 50
- Coffee Monday, 5/2 - 7
- Evening Book Discussion 5/4 - 9
- Afternoon Book Discussion 5/11 - 16
- Author Visit: Jane Hamilton 5/22 - 85

Outreach & Partnerships / Home Delivery numbers for May:

- total # deliveries: 10
- total # patrons served: 5
- total # books picked up: 9
- total # books dropped off: 14
- total # books book talked but not taken: 0

Spaces:

- Lobby Displays
 - Titles for Celebrating Seniors Week (fiction and nonfiction),
 - Mother's Day display fiction and nonfiction featuring mothers
 - Display of Jane Hamilton's books, including her newest book and her backlist, to promote her visit May 22
- Second Floor Displays
 - Fantasy fiction
 - Celebrating armed forces in honor of Memorial Day
 - Southern diction display
 - Staff Picks on the slatted wall by the Adult Computers.