



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, July 19, 2016 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: June 21, 2016
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. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee –Report
 - 2nd floor carpet replacement
 - Replacement of 3 entryway roofs
 - ii. Policy Committee – Report
 - Patron Sections I, II, V Borrowing Privileges/Circulation, Patron Confidentiality, and Service to Patrons with Disabilities.
 - b. Strategic Plan Draft Goals and Measures
 - c. Board Retreat
 - d. Cancellation of August 16, 2016 RFPL Board meeting
9. Adjournment

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

Meeting Minutes: Regular Board Meeting: June 21, 2016

Call to Order: At 7:29 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Visitors and Guests:

- Mrs. Patt Chase
- Ms. Barb Smith, League of Women Voters

Minutes

May 18, 2016 – Regular Board Meeting

- Discussion: Trustee Hill asked the Board to review the process for posting the RFPL board packet and approved minutes to the website. Trustees agreed that the entire packet would be posted on the website, including unapproved minutes, prior to the board meetings. Approved minutes would be posted after the meeting as was stated in the May 18, 2016 minutes.
- Trustee Hill moved to accept the minutes of the May 18, 2016 regular board meeting, with the removal of the question mark (?). Trustee Crowell seconded the motion and a vote was taken.
Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff and Zobel
Abstain: Calabrese-Berry

May Treasurer's Report

- Warrant List: Trustee Hill moved to accept the May warrant list. Trustee Bevan seconded. There was discussion on the following items:
 - Expenditure of funds to SWAN to cover the ILL Lost Materials Expense. Staff member Joanna Bertucci explained that the RFPL is billed quarterly for lost ILL items (items that RFPL patrons damage or lose and do not pay for themselves.) Ms. Bertucci also explained that the SWAN ILL billing process works on a debit/credit system. The paid amount is a net total which reflects credits owed to the RFPL for items that patrons of other libraries have lost or damaged and debits owed to other SWAN libraries by the RFPL.
 - Question regarding payment to Evanced. Director Quinn advised that this payment covered the annual cost of our calendaring/scheduling program, as well as our summer reading tracking system.

- Question regarding Opt2mized Networks contract. Director Quinn explained that this contract covers hardware and network support for the RFPL, as well as our WiFi hot spot manager for 3 years.
- Question regarding payments to Alarm Detection Services (ADS) and Illinois Alarm. Director Quinn advised that the library pays two building monitoring services quarterly. ADS monitors the RFPL fire panel and Illinois Alarm handles our burglar alarm system.
- Question regarding the payment to The Ponzio Company (New Nine). Director Quinn explained that this was a payment towards the completion of our website project. The website came in under budget, at about \$13,000.00. For an additional fee, New Nine will be delivering a staff page to our website in the near future.
- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- Revenue Report: Trustees commented that there was little revenue for May 2016, as property tax collection has ceased.
- Expense Report: No questions
- Balance Sheet: No questions

Communications

- Patron Suggestions for May only included materials recommendations and were not included in the report.

Director's Report

- External Partnerships
 - Director Quinn met with David Seleb, Director of the Oak Park Public Library to discuss the possibility of a joint library board professional development program. Ms. Quinn and Mr. Seleb are hoping to offer a session for Trustees in Fall 2016.
- Policies
 - Director Quinn and Joanna Bertucci met with two human resource professionals from the Management Association of Illinois (MAI) on June 20th. The session was very informative and the representatives provided more information on the benefits of our MAI membership.
- Finance
 - Director Quinn and Joanna Bertucci met with Fernando Rivera, Assistant Vice President – Retail Banking of the Forest Park National Bank on June 16th to discuss the creation of a second money market account for our capital reserve funds. The creation of this new

account will allow for better tracking of our capital reserve funds, as they are currently co-mingled with our operations reserve funds. The interest rate on the new account is .40% on \$100,000. After the RFPL transfers excess funds from the FY 2015-16 budget, we anticipate to have over \$250,000 in the capital reserve account, which would then increase the interest rate to .55%. All accounts at the Forest Park National Bank are insured up to \$250,000 through FDIC. The Bank buys bonds to collateralize accounts over \$250,000.

- The RFPL was given the new rates for health and dental insurance from the Village of RF. Each benefit plan offered experienced a slight increase. The annual increase to the RFPL will be about \$1200.00.
- Director Quinn received the property tax levy report released by the Cook County Clerk's Office. The EAV for property in River Forest declined by 3.5%. For FY 2017-18 we may (?) have to levy \$2,200 less than we did in FY 2016-17. Director Quinn suggested that at some point in the near future the RFPL may be operating at a deficit and encouraged the Board to start reviewing future transfers into the capital and operations reserve funds at the end of the current FY.

- **Building and Furniture**

- Director Quinn received two bids for the repair or replacement of the damaged flat roof over the front door. A final bid is forthcoming. Director Quinn will prepare a recommendation for the July 6th meeting of the facilities committee.
- Director Quinn received a third and final bid for re-carpeting the second floor. Director Quinn will prepare a recommendation for the July 6th meeting of the facilities committee.
- The library book drop has been ordered and should arrive within the next three weeks. The Bookdrop will be shipped to Roosevelt Middle School, where it will be stored until it is ready to be installed by D90's construction crew.
- The library will be participating in the garden walk on Sunday, June 26th. The RFPL Children's room will be hosting a program for families with children.

- **Other**

- Director Quinn will be attending the Village of RF Traffic and Safety meeting on June 22, 2016.

Library Snapshot

- **Key Performance Indicators**

- Joanna Bertucci, Materials and Business Services Manager, reported that the Board did not receive a Key Performance Indicators Report for May 2016, as the Board has not yet approved Strategic Plan Goals. Draft measures and objectives will be presented at the July

Board meeting. A memo to Trustees on circulation trends of the previous 5 fiscal years is forthcoming from Ms. Bertucci.

New Business

- Committee Reports
 - Facility Committee:
 - Trustee Calabrese-Berry reported that the committee met in June. The committee reviewed the following projects: DVD shelving replacement, roof repair, and second floor carpet.
 - Director Quinn and Joanna Bertucci met to review the Capital Reserve spreadsheet provided by Engberg Anderson in 2010. The itemized list in the original document was re-organized into building, furnishing, maintenance, and IT needs. Each list was further sorted by work completed and remaining. Next steps include adding cost data to completed projects, review of work that remains by the facility committee, and drafting projections of cost for remaining projects.
 - Trustee Calabrese-Berry congratulated Ms. Mary Kay Akers – Stiff, Manager of Adult Services on her election to the LACONI Board as Vice President.
 - Finance and Development Committee: No report.
 - Policy Committee
 - Trustee Hill reported that the policy committee met in June and brings forth three policies for approval.
 - Staff III: Professional Development
 - Trustee Hill advised that there were no substantive changes to the policy and the primary work was cleaning up the language. After discussion, it was decided that the first paragraph of section III – B would be moved to the second paragraph of section III – A.
 - Staff IV: Accidents, First Aid, and Unsafe Working Conditions
 - Trustee Hill advised that there were no substantive changes to the policy.
 - Staff VIII: Sexual Harassment
 - Trustee Hill advised that work on this policy included the removal of procedure from the policy. Trustee Crowell questioned what happens if there is an employee who sexually harasses the Director. Trustee Bevan explained that no policy is necessary given that all employees are “at will”. Depending on the severity of the alleged harassment, the Director would be in a position to

dismiss the offending employee. Therefore, it was agreed that no change in this policy to address harassment of the Director is needed.

- Bringing the policies forward from committee, Trustee Hill asked that the Board approve the changes to staff sections III, IV, and VIII with discussed changes to section III. The motion passed unanimously.
- Collaboration Task Force
 - Trustee Calabrese-Berry reported that the collaboration task force did not meet in June and will reconvene at the end of summer 2016.

Other New Business

- 2016 Resolution Authorizing Non-Resident Library Card
 - Trustees reviewed the non-resident library card resolution.
 - Trustee O'Connor moved to approve the resolution, Trustee Crowell seconded the motion. A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- Library Director Goals for FY 16-17
 - Director Quinn reviewed draft library director goals for the upcoming year.

Old Business

- Trustee Calabrese-Berry informed the Board that the Executive Director of the Illinois State Library, Anne Craig, has resigned to accept the position of Executive Director at the Consortium of Academic and Research Libraries in Illinois (CARLI). The Secretary of State, Jesse White, will appoint a new Executive Director in the coming months.
- Trustee Bevan offered options for the creation of separate email accounts for Trustees for library business. Director Quinn will check in with the RFPL IT consultant regarding use of the RFPL domain name to set up new email addresses for Trustees.
- Trustee Smedinghoff informed the Board that there will be a meeting of the RFPL Foundation Board on Tuesday, July 19th.

Adjournment

- At 8:45 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14377	6/7/2016	Amy Grossman		For. Park Checking 17128...	
TOTAL	6/7/2016		Food supplies for Children's Programs in June	Programs - Juv	-141.53
					-141.53
14378	6/7/2016	ANDERSON ELEVATOR COMPANY		For. Park Checking 17128...	
187561	6/7/2016		Elevator Maintenance - June 2016	Maintenance - Service	-190.55
TOTAL					-190.55
14399	6/20/2016	ANDERSON ELEVATOR COMPANY		For. Park Checking 17128...	
188106	6/20/2016		Annual Elevator Test	Maintenance - Service	-500.00
TOTAL					-500.00
14400	6/20/2016	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	6/20/2016		Monthly Telephone	Automation - Internet	-357.85
TOTAL					-357.85
14379	6/7/2016	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203203...	6/7/2016		Adult Books	Books - Adult	-17.37
TOTAL					-17.37
14401	6/20/2016	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203206...	6/20/2016		Adult Books	Books - Adult	-68.32
203207...	6/20/2016		Adult Books	Books - Adult	-87.94
TOTAL					-156.26
14402	6/20/2016	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501414...	6/20/2016		Adult Books	Books - Adult	-208.87
TOTAL					-208.87

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14403	6/20/2016	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203209...	6/20/2016		Teen Prize Books	Programs-Teen	-337.62
TOTAL					-337.62
14380	6/7/2016	BAKER & TAYLOR L423727		For. Park Checking 17128...	
203204...	6/7/2016		Adult Books	Books - Adult	-84.75
TOTAL					-84.75
14404	6/20/2016	BAKER & TAYLOR L423727		For. Park Checking 17128...	
203208...	6/20/2016		Adult Books	Books - Adult	-46.00
203205...	6/20/2016		Adult Books	Books - Adult	-64.51
TOTAL					-110.51
14405	6/20/2016	BayScan Technologies		For. Park Checking 17128...	
48479	6/20/2016		Receipt Printer Sticky Tape	Office Supplies	-172.00
TOTAL					-172.00
14406	6/20/2016	Call One		For. Park Checking 17128...	
120993...	6/20/2016		Monthly Telephone	Telephone	-361.64
TOTAL					-361.64
14419	6/20/2016	Card Services - MB Financial Bank		For. Park Checking 17128...	
TOTAL				MB Financial Credit Card	-1,207.02
					-1,207.02
14407	6/20/2016	CHICAGO SUN TIMES	6520024288	For. Park Checking 17128...	
157790	6/20/2016		Annual Chicago Sun Times Subscription	Periodicals - Adult	-416.00
TOTAL					-416.00

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14381	6/7/2016	Comcast		For. Park Checking 17128...	
877120...	6/7/2016		Monthly Internet	Automation - Internet	-222.85
TOTAL					-222.85
14408	6/20/2016	Complete Cleaning Company		For. Park Checking 17128...	
1328032	6/20/2016		Terrazzo Floor Cleaning	Maintenance - Service	-1,310.00
TOTAL					-1,310.00
14376	6/1/2016	Cullen Painting		For. Park Checking 17128...	
6/1/2016			Painting Work: Circulation Area, Director's Office, and Corner Gua...	Maintenance - Service	-1,060.00
TOTAL					-1,060.00
14409	6/20/2016	DEMCO, INC.		For. Park Checking 17128...	
5892020	6/20/2016		Technical Services Supplies (labels, book tape, label locks)	Supplies - Library	-368.78
TOTAL					-368.78
14382	6/7/2016	DRESSEL'S ACE HARDWARE		For. Park Checking 17128...	
27028	6/7/2016		Yard Waste Supplies	Maintenance - Supply	-24.99
TOTAL					-24.99
14398	6/13/2016	Electric Blue Entertainment		For. Park Checking 17128...	
6/13/2016			Deposit for 8/19/16 Program Entertainment	Programs-Teen	-245.00
TOTAL					-245.00
DM	6/7/2016	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit Correction	Misc. Expenses	-1.50
			Deposit Correction		-1.50
DM	6/7/2016	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit Correction	Misc. Expenses	-0.01
			Deposit Correction		-0.01

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14422	6/22/2016	Garvin Gardens		For. Park Checking 17128...	
2923	6/22/2016		4th of July Floral Program	Programs - Adult	-320.00
TOTAL					-320.00
14383	6/7/2016	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	6/7/2016		Folders for Summer Reading	Supplies - Library	-69.90
			Folders for Summer Reading	Supplies - Library	-89.90
			Folders for Summer Reading	Supplies - Library	-89.90
			Adult Books	Books - Adult	-21.64
			Die Cut Set	Programs - Juv	-82.63
			Raffle Tickets for Summer Reading	Programs - Juv	-15.99
			J DVD	Non-Print Juvenile	-4.44
			Markers for Outdoor Sign	Supplies - Library	-44.58
			Summer Reading Foam Archery Sets	Programs - Juv	-8.99
			Badminton Set for Summer Reading	Programs - Juv	-7.95
			Art Supplies for Summer Reading	Programs - Juv	-8.14
			Children's Summer Reading Program Supplies	Programs - Juv	-66.04
			Children's Summer Reading Program Supplies	Programs - Juv	-8.99
			J Video Games	Non-Print Juvenile	-52.78
			Adult Books	Books - Adult	-17.40
TOTAL					-679.17
14384	6/7/2016	Hulen Landscaping Contractors		For. Park Checking 17128...	
13902	6/7/2016		May Landscape Services	Maintenance - Service	-160.00
TOTAL					-160.00
dm	6/24/2016	IMRF		For. Park Checking 17128...	
			Employee IMRF Contribution	Employee Compensation	-1,588.78
			Library IMRF Contribution	IMRF	-4,261.39
TOTAL					-5,850.17

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14385	6/7/2016	Ingram Library Services		For. Park Checking 17128...	
62335956	6/7/2016		J Books	Books - Juv	-12.36
62333283	6/7/2016		J Books	Books - Juv	-306.26
62333282	6/7/2016		J Books	Books - Juv	-38.03
62334683	6/7/2016		J Books	Books - Juv	-12.36
62335176	6/7/2016		J Books	Books - Juv	-20.25
62334682	6/7/2016		J Books	Books - Juv	-9.56
62333207	6/7/2016		J Books	Books - Juv	-122.73
62336650	6/7/2016		Middle School Books	Books - Middle School	-10.69
62336353	6/7/2016		Middle School Books	Books - Middle School	-21.38
62334772	6/7/2016		Middle School Books	Books - Middle School	-21.38
62336354	6/7/2016		Teen Books	Books - Teen	-72.89
62336352	6/7/2016		Teen Books	Books - Teen	-23.84
62336651	6/7/2016		Teen Books	Books - Teen	-11.25
62335498	6/7/2016		Teen Books	Books - Teen	-33.75
62334773	6/7/2016		Adult Books	Books - Adult	-34.39
62336415	6/7/2016		Adult Books	Books - Adult	-41.78
62336414	6/7/2016		Adult Books	Books - Adult	-15.78
62336417	6/7/2016		Adult Books	Books - Adult	-34.39
62336418	6/7/2016		Adult Books	Books - Adult	-28.90
62335480	6/7/2016		Adult Books	Books - Adult	-47.22
62335479	6/7/2016		Adult Books	Books - Adult	-15.78
62335495	6/7/2016		Adult Books	Books - Adult	-32.13
62335493	6/7/2016		Adult Books	Books - Adult	-15.78
62335492	6/7/2016		Adult Books	Books - Adult	-10.76
62335481	6/7/2016		Adult Books	Books - Adult	-7.18
62335494	6/7/2016		Adult Books	Books - Adult	-18.04
62335954	6/7/2016		Adult Books	Books - Adult	-16.32
62335955	6/7/2016		Adult Books	Books - Adult	-12.56
62335957	6/7/2016		Adult Books	Books - Adult	-15.75
62335958	6/7/2016		Adult Books	Books - Adult	-15.75
62335959	6/7/2016		Adult Books	Books - Adult	-18.01
62335960	6/7/2016		Adult Books	Books - Adult	-29.38
62336356	6/7/2016		Adult Books	Books - Adult	-15.63
62336357	6/7/2016		Adult Books	Books - Adult	-16.34
62336358	6/7/2016		Adult Books	Books - Adult	-11.98
62336359	6/7/2016		Adult Books	Books - Adult	-16.88
62336360	6/7/2016		Adult Books	Books - Adult	-15.77
6233635	6/7/2016		Adult Books	Books - Adult	-14.53
62335794	6/7/2016		Adult Books	Books - Adult	-16.35
62334328	6/7/2016		Adult Books	Books - Adult	-16.88
62334329	6/7/2016		Adult Books	Books - Adult	-15.78
62334330	6/7/2016		Adult Books	Books - Adult	-15.22
62334331	6/7/2016		Adult Books	Books - Adult	-15.78
62334688	6/7/2016		Adult Books	Books - Adult	-81.67
				Books - Adult	-19.45

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
62334689	6/7/2016	Adult Books		Books - Adult	-15.19
62334684	6/7/2016	Adult Books		Books - Adult	-38.39
62334685	6/7/2016	Adult Books		Books - Adult	-13.40
62334686	6/7/2016	Adult Books		Books - Adult	-15.39
62335242	6/7/2016	Adult Books		Books - Adult	-16.35
62334776	6/7/2016	Adult Books		Books - Adult	-15.78
62334774	6/7/2016	Adult Books		Books - Adult	-15.77
62334775	6/7/2016	Adult Books		Books - Adult	-16.90
62334777	6/7/2016	Adult Books		Books - Adult	-39.08
62334778	6/7/2016	Adult Books		Books - Adult	-82.23
62334779	6/7/2016	Adult Books		Books - Adult	-15.65
62334769	6/7/2016	Adult Books		Books - Adult	-15.78
62334770	6/7/2016	Adult Books		Books - Adult	-47.90
62333284	6/7/2016	Adult Books		Books - Adult	-211.17
62335177	6/7/2016	Adult Books		Books - Adult	-46.76
62335175	6/7/2016	Adult Books		Books - Adult	-7.18
62334768	6/7/2016	Adult Books		Books - Adult	-15.77
TOTAL					-2,038.83

For. Park Checking 17128...

Num	Date	Name	Memo	Account	Paid Amount
66719148	6/20/2016	Adult CD Audiobooks		Non-Print Adult	-97.78
62338810	6/20/2016	J Books		Books- Juv	-83.20
62338534	6/20/2016	J Books		Books- Juv	-12.38
66715380	6/20/2016	J Books		Books- Juv	-10.69
66715381	6/20/2016	J Books		Books- Juv	-29.50
62336637	6/20/2016	J Books		Books- Juv	-10.69
62339794	6/20/2016	MS Books		Books - Middle School	-11.82
62339337	6/20/2016	MS Books		Non-print - Middle School	-33.76
62337921	6/20/2016	MS Books		Books - Middle School	-10.69
62339795	6/20/2016	Teen Books		Books - Teen	-17.38
62337575	6/20/2016	Teen Books		Books - Teen	-33.75
62338310	6/20/2016	Teen Books		Books - Teen	-35.68
62339655	6/20/2016	Adult Books		Books - Adult	-23.66
62339656	6/20/2016	Adult Books		Books - Adult	-48.97
62339657	6/20/2016	Adult Books		Books - Adult	-33.22
66719322	6/20/2016	Adult Books		Books - Adult	-15.75
62339632	6/20/2016	Adult Books		Books - Adult	-11.99
62339343	6/20/2016	Adult Books		Books - Adult	-15.22
62338509	6/20/2016	Adult Books		Books - Adult	-32.13
62338510	6/20/2016	Adult Books		Books - Adult	-16.35
62338511	6/20/2016	Adult Books		Books - Adult	-15.78
62338512	6/20/2016	Adult Books		Books - Adult	-18.04
62338533	6/20/2016	Adult Books		Books - Adult	-65.81
62338535	6/20/2016	Adult Books		Books - Adult	-15.46
62338997	6/20/2016	Adult Books		Books - Adult	-16.90
62338886	6/20/2016	Adult Books		Books - Adult	-34.95

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
62338996	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.77
62339211	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.35
62339209	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.22
62339210	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.90
62339208	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.21
62339214	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.78
62339215	6/20/2016	Adult Books	Adult Books	Books - Adult	-11.39
62338027	6/20/2016	Adult Books	Adult Books	Books - Adult	-60.83
62338026	6/20/2016	Adult Books	Adult Books	Books - Adult	-36.08
62338024	6/20/2016	Adult Books	Adult Books	Books - Adult	-32.12
62338025	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.90
62338028	6/20/2016	Adult Books	Adult Books	Books - Adult	-32.68
62338281	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.90
62338282	6/20/2016	Adult Books	Adult Books	Books - Adult	-32.67
62338283	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.34
62338230	6/20/2016	Adult Books	Adult Books	Books - Adult	-18.01
62338231	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.78
62338232	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.34
62338233	6/20/2016	Adult Books	Adult Books	Books - Adult	-17.48
62337273	6/20/2016	Adult Books	Adult Books	Books - Adult	-17.45
62337272	6/20/2016	Adult Books	Adult Books	Books - Adult	-7.18
62337271	6/20/2016	Adult Books	Adult Books	Books - Adult	-33.49
62337287	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.32
62336638	6/20/2016	Adult Books	Adult Books	Books - Adult	-11.99
62336970	6/20/2016	Adult Books	Adult Books	Books - Adult	-241.39
62336971	6/20/2016	Adult Books	Adult Books	Books - Adult	-11.39
66715378	6/20/2016	Adult Books	Adult Books	Books - Adult	-17.69
66715379	6/20/2016	Adult Books	Adult Books	Books - Adult	-78.43
62336995	6/20/2016	Adult Books	Adult Books	Books - Adult	-32.13
62336996	6/20/2016	Adult Books	Adult Books	Books - Adult	-31.55
62336997	6/20/2016	Adult Books	Adult Books	Books - Adult	-14.39
62336752	6/20/2016	Adult Books	Adult Books	Books - Adult	-48.47
62336751	6/20/2016	Adult Books	Adult Books	Books - Adult	-18.04
62336750	6/20/2016	Adult Books	Adult Books	Books - Adult	-34.95
62336749	6/20/2016	Adult Books	Adult Books	Books - Adult	-44.09
62336748	6/20/2016	Adult Books	Adult Books	Books - Adult	-15.22
62337960	6/20/2016	Adult Books	Adult Books	Books - Adult	-7.18
62337959	6/20/2016	Adult Books	Adult Books	Books - Adult	-68.68
62337958	6/20/2016	Adult Books	Adult Books	Books - Adult	-16.32
62337839	6/20/2016	Adult Books	Adult Books	Books - Adult	-14.09
62337789	6/20/2016	Adult Books	Adult Books	Books - Adult	-14.52
62337790	6/20/2016	Adult Books	Adult Books	Books - Adult	-12.59
62337788	6/20/2016	Adult Books	Adult Books	Books - Adult	-35.29
TOTAL					-2,046.89

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14411	6/20/2016	JANWAY COMPANY USA, INC.		For. Park Checking 17128...	
122182	6/20/2016		Summer Reading Prizes	Programs - Juv	-343.58
122133	6/20/2016		Frisbies for Memorial Day parade	Special Programs	-309.00
122256	6/20/2016		Summer Reading Prizes	Programs - Juv	-565.72
TOTAL					-1,218.30
14386	6/7/2016	Joanna Bertucci		For. Park Checking 17128...	
	6/7/2016		Annual Forest Leaves Renewal	Periodicals - Adult	-64.48
TOTAL					-64.48
14387	6/7/2016	Konica Minolta Business Solutions		For. Park Checking 17128...	
900246...	6/7/2016		Copier Usage - June 2016	Copy Machine (usage, mai...	-523.80
TOTAL					-523.80
14388	6/7/2016	Konica Minolta Premier Finance		For. Park Checking 17128...	
305798...	6/7/2016		Monthly Copier Lease	Equipment - Copier Lease ...	-173.93
TOTAL					-173.93
14389	6/7/2016	MIDWEST TAPE		For. Park Checking 17128...	
93998614	6/7/2016		Adult CD Audiobooks	Non-Print Adult	-226.20
93998611	6/7/2016		Adult CD Audiobooks	Non-Print Adult	-44.24
93998612	6/7/2016		Adult CD Audiobooks	Non-Print Adult	-102.72
93991400	6/7/2016		Adult DVDs	Non-Print Adult	-44.74
94006476	6/7/2016		Adult BluRay	Non-Print Adult	-30.54
94006473	6/7/2016		Adult DVDs	Non-Print Adult	-70.08
93997849	6/7/2016		Adult DVD	Non-Print Adult	-26.54
93997881	6/7/2016		Adult Music CD	Non-Print Adult	-18.54
			J DVDs	Non-Print Juvenile	-20.54
TOTAL					-584.14

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14412	6/20/2016	MIDWEST TAPE		For. Park Checking 17128...	
94058692	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-211.20
94058694	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-151.96
94046312	6/20/2016	Children's DVDs	Children's DVDs	Non-Print Juvenile	-47.08
94046874	6/20/2016	Adult BluRay	Adult BluRay	Non-Print Adult	-45.08
94046872	6/20/2016	Adult Music CDs	Adult Music CDs	Non-Print Adult	-36.08
94029800	6/20/2016	J DVDs	J DVDs	Non-Print Juvenile	-280.09
94018581	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-88.48
94018582	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-176.96
94018584	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-44.24
94015787	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-37.09
94025234	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-21.54
94039792	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-53.08
94039796	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-95.16
94039794	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-51.08
94040257	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-44.24
94040258	6/20/2016	Adult CD Audiobooks	Adult CD Audiobooks	Non-Print Adult	-83.48
94039797	6/20/2016	Adult CDs	Adult CDs	Non-Print Adult	-164.52
94039798	6/20/2016	Adult BluRay	Adult BluRay	Non-Print Adult	-104.17
94039795	6/20/2016	Adult DVDs	Adult DVDs	Non-Print Adult	-37.09
TOTAL					-1,772.62
14413	6/20/2016	Oak Brook Mechanical Services, Inc.		For. Park Checking 17128...	
1984	6/20/2016	HVAC Inspection		Maintenance - Service	-1,100.00
TOTAL					-1,100.00
14390	6/7/2016	OverDrive		For. Park Checking 17128...	
165800...	5/24/2016	Teen eBook	Teen eBook	Overdrive - Teen	-56.97
165800...	6/7/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-281.99
165800...	6/7/2016	Adult eBook	Adult eBook	Overdrive - Adult	-65.00
165800...	6/7/2016	Adult eBook	Adult eBook	Overdrive - Adult	-65.00
TOTAL					-468.96

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14414	6/20/2016	OverDrive		For. Park Checking 17128...	
165817 ...	6/20/2016	Adult eBooks & eAudiobooks	Adult eBooks & eAudiobooks	Overdrive - Adult	-708.38
165811 ...	6/20/2016	Adult eBook	Adult eBook	Overdrive - Adult	-65.00
165800 ...	6/20/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-103.99
		Teen eBook	Teen eBook	Overdrive - Teen	-14.99
165809 ...	6/20/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-43.98
165809 ...	6/20/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-161.97
165800 ...	6/20/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-176.99
		Teen eBooks	Teen eBooks	Overdrive - Teen	-34.98
165816 ...	6/20/2016	J eBooks & eAudiobooks	J eBooks & eAudiobooks	Overdrive - Juvenile	-197.97
TOTAL					-1,508.25
dm	6/15/2016	PAYLOCITY		For. Park Payroll 1712839...	
TOTAL			Payroll Service 6/15/16	Payroll Service	-100.74
					-100.74
dm	6/15/2016	PAYLOCITY		For. Park Payroll 1712839...	
TOTAL			Employee Salaries	Employee Compensation	-18,666.80
			Connections Employee Salaries	Connection - ASK Salaries	-85.27
					-18,752.07
DM	6/15/2016	PAYLOCITY		For. Park Payroll 1712839...	
TOTAL			Employee Tax Deduction	Employee Compensation	-4,842.37
			Connections Employee Tax Deduction	Connection - ASK Salaries	-14.93
			Library FICA Portion - Employees	FICA	-1,511.95
			Library FICA Portion - Connections Employees	Connection - ASK FICA	-6.21
			Library Medicare Portion - Employees	Medicare Exp	-353.60
			Library Medicare Portion - Connections Employees	Connection - ASK Medicare	-1.45
					-6,730.51
DM	6/30/2016	PAYLOCITY		For. Park Payroll 1712839...	
TOTAL			Employee Compensation	Employee Compensation	-19,635.22
			Connections Employee Compensation	Connection - ASK Salaries	-22.12
					-19,657.34

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
dm	6/30/2016	PAYLOCITY	Payroll Service 6/30/16	For. Park Payroll 1712839...	
TOTAL				Payroll Service	-100.74
DM	6/30/2016	PAYLOCITY	Employee Tax Deduction Connections Employee Tax Deduction Library Medicare Portion - Employee Library Medicare Portion - Connections EE Library FICA Portion - Employee Library FICA Portion - Connections Employee	For. Park Payroll 1712839...	
TOTAL				Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-4,878.45 -4.38 -366.67 -0.38 -1,567.80 -1.64 -6,819.32
14391	6/7/2016	PETTY CASH		For. Park Checking 17128...	
TOTAL				Misc. Expenses	-190.00 -190.00
14392	6/7/2016	S & D Prime Maintenance, Inc.		For. Park Checking 17128...	
69690	6/7/2016		BiMonthly Building Maintenance	Maintenance - Service	-293.41 -293.41
TOTAL					
14415	6/20/2016	S & D Prime Maintenance, Inc.		For. Park Checking 17128...	
69592	6/20/2016		Bi-monthly Maintenance Service	Maintenance - Service	-275.00
69907	6/20/2016		Bi Monthly Maintenance	Maintenance - Service	-344.12
TOTAL					-619.12
14416	6/20/2016	Second Chance Cardiac Solutions, Inc.		For. Park Checking 17128...	
16-006-...	6/20/2016		AED Replacement pads	Supplies - Library	-169.85
TOTAL					-169.85
14393	6/7/2016	SHOWCASES		For. Park Checking 17128...	
293178	6/7/2016		AV Cases	Supplies - Library	-37.29
TOTAL					-37.29

River Forest Public Library
WARRANT LIST DETAIL
 June 2016

11:11 AM
 07/05/16

Num	Date	Name	Memo	Account	Paid Amount
14394	6/7/2016	Smithereen Pest Management		For. Park Checking 17128...	
1337820	6/7/2016		Bimonthly Pest Control	Maintenance - Service	-45.00
TOTAL					-45.00
14395	6/7/2016	Staples		For. Park Checking 17128...	
330320...	6/7/2016		Masking Tape	Office Supplies	-8.07
330320...	6/7/2016		Trash Bags	Maintenance - Supply	-39.98
			Pencil Sharpener	Office Supplies	-16.49
330320...	6/7/2016		Copy Paper	Copier supplies	-115.47
			Paper Towel	Maintenance - Supply	-24.99
330410...	6/7/2016		Return Address Labels, Label Maker Tape	Office Supplies	-99.70
			Coffee, Binders, Laminator Refill, Tape, Staplers	Office Supplies	-135.91
TOTAL					-440.61
14417	6/20/2016	Staples		For. Park Checking 17128...	
330481...	6/20/2016		Bulletin Board - Director's Office	Equipment - Technology	-104.23
330481...	6/20/2016		Bulletin Boards - 4 Circ Dept.	Equipment & Furniture	-123.96
TOTAL					-228.19
14418	6/20/2016	The Fun Ones		For. Park Checking 17128...	
	6/20/2016		Lock In - Entertainment - Down Payment	Programs-Teen	-320.00
TOTAL					-320.00
14421	6/22/2016	The Ponzio Company		For. Park Checking 17128...	
	6/22/2016		Web Development (Staff Module) & Web hosting	Strategic Initiatives	-900.00
TOTAL				Automation - Administration	-825.00
					-1,725.00
14396	6/7/2016	VERSATILE COMPUTER SERVICES, INC.		For. Park Checking 17128...	
14730	6/7/2016		June 2016 IT Support	Technical Support	-750.00
14515	6/7/2016		3 Epson Thermal Receipt Printers	Equipment - Technology	-1,327.73
TOTAL					-2,077.73

11:11 AM
07/05/16

River Forest Public Library
WARRANT LIST DETAIL
June 2016

Num	Date	Name	Memo	Account	Paid Amount
14397	6/7/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
001116-...	6/7/2016		Bimonthly Water Bill	Water	-287.56
TOTAL					-287.56
14420	6/20/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
June H...	6/20/2016		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

River Forest Public Library

6/20/2016 7:46 PM

Register: MB Financial Credit Card

From 05/04/2016 through 06/02/2016

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
05/06/2016		ORIENTAL TRADING	Juvenile Expenses:Programs - J...		163.24	X		2,618.96
05/06/2016		Discount School Supply	Juvenile Expenses:Programs - J...		113.65	X		2,732.61
05/09/2016		USPS	Office Expenses:Postage		25.00	X		2,757.61
05/09/2016		SCHOLASTIC INC	Teen Expenses:Programs-Teen		481.96	X		3,239.57
05/10/2016		iSTOCKPHOTO	Capital Expenditures:Strategic I...		33.00	X		3,272.57
05/10/2016		123rf.com	Capital Expenditures:Strategic I...		39.00	X		3,311.57
05/15/2016	14319	Card Services - MB Financi...	For. Park Checking 171284900	April Credit Card Pa...		X	2,455.72	855.85
05/16/2016		McCormick Place	Misc. Expenses		23.00	X		878.85
05/17/2016		PANERA BREAD	Adult Expenses:Programs - Adult		29.38	X		908.23
05/19/2016		AMAZON.COM	Adult Expenses:Books - Adult		21.95	X		930.18
05/23/2016		Stamps. com	Office Expenses:Postage		15.99	X		946.17
05/30/2016		USPS	Office Expenses:Postage		25.00	X		971.17
06/01/2016		Facebook	Office Expenses:Advertisement		20.00	X		991.17
06/02/2016		Shortrun Posters	Juvenile Expenses:Programs - J...		215.85	X		1,207.02



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

<u>Account:</u>	<u>June-16</u>	<u>YTD</u>	<u>15 -16 Budget</u>	<u>% of Budget</u>
Property Taxes	\$ 1,312	\$ 18,819	\$ 1,215,715	1.55%
Corp Property Replacement Taxes	\$ 4,953	\$ 4,953	\$ 15,079	32.85%
Interest Revenue	\$ 616	\$ 1,328	\$ 8,000	16.60%
Copy Machine Revenue	\$ 691	\$ 961	\$ 4,000	24.01%
Grants, Other	\$ -	\$ -	\$ 5,100	0.00%
Illinois Per Capata Grant	\$ 8,612	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ 151	\$ 608	\$ 5,000	12.16%
Connections Program Grant	\$ -	\$ -	\$ 7,260	0.00%
Community Fund Endowment	\$ -	\$ -	\$ 3,500	0.00%
Fines, Service Charges	\$ 2,364	\$ 3,805	\$ 18,000	21.14%
Book Sales	\$ 81	\$ 249	\$ 1,200	20.73%
Lost Books Reimbursed	\$ 247	\$ 520	\$ 3,000	17.33%
Rentals, Library Space, Meeting Room	\$ 20	\$ 140	\$ 300	46.67%
Fax/Print	\$ -	\$ 7		
Misc	\$ -		\$ 300	0.00%
Over/Short	\$ -	\$ -		
Total:	\$ 19,046	\$ 40,001	\$ 1,294,454	3.09%
Income:	\$ 19,046	\$ 40,001	\$ 1,294,454	3.09%
Expense:	\$ 89,946	\$ 188,948	\$ 1,294,454	14.60%



Expenses
Personnel

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

June 2016 Fiscal YTD Actual % Budget 16-17 Budget
17% as of 06/30/16

Wages & Salaries	\$ 50,121	\$ 97,901	16.05%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 3,852	\$ 7,704	14.59%	\$ 52,800.00
IMRF	\$ 4,261	\$ 8,493	15.44%	\$ 55,000.00
Medicare/FICA	\$ 3,800	\$ 7,421	15.89%	\$ 46,700.00
Payroll Service	\$ 201	\$ 403	13.00%	\$ 3,100.00
Staff Training	\$ -	\$ 500	20.00%	\$ 2,500.00
Membership Dues	\$ -	\$ 950	12.50%	\$ 7,600.00
Professional Development	\$ 711	\$ 2,711	36.64%	\$ 7,400.00
Total Personnel	\$ 62,947	\$ 126,083	16.06%	\$ 785,100.00

Support Services
Printing and Advertising

Printing/Bookplate	\$ -	\$ 1,539	25.65%	\$ 6,000.00
Advertising	\$ 20	\$ 20	1.00%	\$ 2,000.00
Total Printing and Advertising	\$ 20	\$ 1,559	19.49%	\$ 8,000.00

Programming

Children's Programs	\$ 2,217	\$ 3,994	39.55%	\$ 10,100.00
Teen Programs	\$ 1,320	\$ 1,852	30.87%	\$ 6,000.00
Adult Programs	\$ 320	\$ 1,716	15.60%	\$ 11,000.00
Special Programs	\$ 309	\$ 309	7.19%	\$ 4,300.00
Connections Programs	\$ 136	\$ 359	4.95%	\$ 7,260.00
Total Support Services and Programs	\$ 4,323	\$ 9,790	20.98%	\$ 46,660.00

Other Support Services

ILL Services (SWAN Libraries)	\$ -	\$ 136	45.33%	\$ 300.00
RB Services (Non-SWAN Libraries)	\$ -	\$ 10	3.33%	\$ 300.00
Technical Support	\$ 750	\$ 1,500	12.50%	\$ 12,000.00
Automation Administration	\$ 825	\$ 2,931	9.45%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 2,000.00
Postage & Delivery	\$ 128	\$ 194	5.70%	\$ 3,400.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Telephone/Internet	\$ 942	\$ 1,896	12.64%	\$ 15,000.00
Copy Machine Leases	\$ 174	\$ 174	0.00%	\$ 2,700.00
Total Other Support Services	\$ 2,819	\$ 6,841	9.10%	\$ 75,200.00
Total Support Services	\$ 7,142	\$ 16,631	13.65%	\$ 121,860.00

Library Materials

Books	\$ 4,571	\$ 9,088	13.08%	\$ 69,500.00
Print Periodicals (Magazines)	\$ 480	\$ 2,785	39.23%	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	2,000	13.79%	\$	14,500.00
Online E-Content - elect. books/magazines/movies/music	\$	1,977	\$	4,535	11.34%	\$	40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	2,546	\$	5,037	12.29%	\$	41,150.00
Total Library Materials	\$	9,574	\$	23,466	13.62%	\$	172,250.00

Library and Office Supplies

Office Supplies	\$	574	\$	831	19.57%	\$	4,244.00
Library Supplies	\$	960	\$	1,076	19.22%	\$	5,600.00
Copy And Printing Supplies	\$	115	\$	307	30.68%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	167	\$	219	8.42%	\$	2,600.00
Total Library & Office Supplies	\$	1,816	\$	2,433	18.09%	\$	13,444.00

Capital Expenditures

Equipment (Equipment & Furniture)	\$	124	\$	124	4.13%	\$	3,000.00
Equipment - Technology	\$	1,432	\$	1,506	10.04%	\$	15,000.00
Strategic Building Improvement	\$	-	\$	-	0.00%	\$	50,000.00
Total Capital Expenditures	\$	1,556	\$	1,630	2.40%	\$	68,000.00
Strategic Initiatives	\$	900	\$	5,360	35.73%	\$	15,000.00

**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	86	\$	222	3.90%	\$	5,700.00
Total Facility Supplies	\$	86	\$	222	3.42%	\$	6,500.00

Facility Services

Insurance	\$	-	\$	-	0.00%	\$	12,300.00
Maintenance and Custodial Service	\$	5,278	\$	12,020	23.12%	\$	52,000.00
Water	\$	288	\$	288	11.50%	\$	2,500.00
Natural Gas	\$	-	\$	369	4.61%	\$	8,000.00
Copier Maintenance and Usage	\$	524	\$	612	18.55%	\$	3,300.00
Roof Inspection	\$	-	\$	-	-	\$	-
Total Facility Services	\$	6,089	\$	13,289	17.02%	\$	78,100.00
Total Facilities Management	\$	6,176	\$	13,511	16.12%	\$	83,800.00

Capital Improvement Reserve Fund

	\$	-	\$	-		\$	35,000.00
--	----	---	----	---	--	----	------------------

Total Expenses

	\$	90,111	\$	189,113	14.61%	\$	1,294,454.00
--	----	--------	----	---------	--------	----	--------------

Total Income

	\$	19,046	\$	40,001	3.09%	\$	1,294,454.00
--	----	--------	----	--------	-------	----	--------------

Operations Reserve Fund

	\$		\$			\$	320,000.00
--	----	--	----	--	--	----	-------------------



River Forest Public Library -Capital Reserve Fund - June 2016
Fiscal Year: May 1, 2016 - April 30, 2017

Opening Balance	\$ 197,727.00
Expenses	\$ -
Interest	\$ 17.33
Ending Balance	\$ 197,744.33

River Forest Public Library
Balance Sheet
 As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
For. Park Money Market Capital	197,744.33
Comm Bank MM 600398215	25,730.19
For. Park Money Market171285900	944,710.98
For. Park Payroll 171283900	11,464.76
For. Park Checking 171284900	24,522.03
Petty Cash	85.00
IL FUND/US BANK 151600008693	8,611.94
Total Checking/Savings	1,212,869.23
Accounts Receivable	
Accounts Receivable	15,769.75
Total Accounts Receivable	15,769.75
Total Current Assets	1,228,638.98
TOTAL ASSETS	1,228,638.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,480.03
Total Accounts Payable	-2,480.03
Credit Cards	
MB Financial Credit Card	2,150.01
Total Credit Cards	2,150.01
Other Current Liabilities	
Debit Card Machine	9,016.60
Total Other Current Liabilities	9,016.60
Total Current Liabilities	8,686.58
Total Liabilities	8,686.58
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	546,693.80
Net Income	-148,625.55
Total Equity	1,219,952.40
TOTAL LIABILITIES & EQUITY	1,228,638.98

1:27 PM
07/07/16

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 06/30/2016

Type	Date	Num	Name	Clr	Amount	Balan...
Beginning Balance						60.00
Cleared Transactions						
Checks and Payments - 2 items						
Check	6/23/2016	4	Muraiti, Victoria	X	-15.00	-15.00
Check	6/24/2016	5	MetroJunk	X	-150.00	-165.00
Total Checks and Payments					-165.00	-165.00
Deposits and Credits - 1 item						
Check	6/7/2016	14391	PETTY CASH	X	190.00	190.00
Total Deposits and Credits					190.00	190.00
Total Cleared Transactions					25.00	25.00
Cleared Balance					25.00	85.00
Register Balance as of 06/30/2016					25.00	85.00
Ending Balance					25.00	85.00

6/17 via email: Sell the tee shirts worn by staff saying I love the RF Library.

Thank you for your suggestion to sell the I *Heart* RFPL t-shirts worn by the staff. We are thrilled that you would want to proudly display your affinity for your local library. The library, itself, is not a 501c3 organization and therefore is not allowed to "sell" anything. I will pass this suggestion along to the RFPL Foundation (our fundraising entity) when they meet in mid-July. We will let you know if they are interested.

If the planter located at corner of Chicago & Lathrop Avenues belongs to the Library, please plant plants and/or flowers there. At Xmas time, add a festive arrangement

We wish we could accommodate your request, but the planter at Chicago and Lathrop belongs to the Park District of River Forest.

In the process of scheduling fall events, if possible, I prefer week-days between 10 and 3 or 4.

Thank you for your suggestion. Our monthly Coffee Monday program is held at 10 a.m. on the first Monday of each month. In addition, our weekly computer labs are held at 10 a.m. most Wednesdays. Due to the shortage of adjacent parking on weekdays between 10 am and 4pm, RFPL will continue to schedule most of our adult programs on weekend afternoons when the Roosevelt Middle School parking lot is open to the public.

Organizational Structure/Training and Staff Development

- Sue attended a workshop at the Oak Park Community Foundation on June 14th "Telling Your Story-Measuring and Communicating Your Impact". It focused on the new field of impact measurement and provided some case examples from the OPRF area of how non-profit organizations can effectively measure the impact of their work and capture and communicate those results to their key audiences. At our June 23 management meeting, RFPL team members discussed the idea of impact measurement and a recent article about the PLA's "Project Outcome", which also focuses on impact. We are working to include some additional qualitative measurements in our new strategic objectives which will help us understand and communicate the difference our services and programs make to both individual and collectively to the community.
- The Library Director position description is being updated and 2016-17 goals will be finalized for the Director.

Marketing and Public Relations

- Lynda.com was featured on the slider page of the website in late June. We are trying to drive up usage of this valuable online training tool.
- Articles for the Fall issue of The Bookplate are due on July 15th. This issue will reach homes by August 31st.

Technology

- 6 staff computers have been replaced to date with 4 more scheduled for upgrade in the coming weeks. One of the older staff computers will be repurposed as a patron computer in the Children's Room.

External Partnerships

- The Library participated in the Oak Park River Forest Garden Walk in June 2015. We did not have a large turnout but the Forest Leaves published a beautiful picture of one of our clematis in full bloom.
- District 90 has agreed to send a letter from the Library Director to the parents of middle school children in August asking for their cooperation in maintaining a peaceful environment in and around the library during the after-school hours.
- Sue met with Debbie Baaske, RAILS Member Engagement Manager on July 29th to learn more about RAILS membership benefits including group purchasing and professional development opportunities.
- Sue attended the Village of RF Traffic and Safety Committee meeting on June 22nd. The Committee approved the Library's request to extend the parking time limit for the cutout spaces in the front of the Library from 30 to 60 minutes.

Policies

- Sue and Amy met with the Policy Committee on June 29th to update library policies regarding Patron Registration, Patron Eligibility to access materials and Patron Confidentiality.

Facilities

- Sue collected proposals for the replacement of the 3 small entryway roofs. The northernmost entryway roof has been leaking during heavy rains. The roofs were installed in 1990 and had been identified (in our 2010 Capital Reserves Fund Analysis study) for replacement in 2015.
- An inspection of the sewerage ejector pumps revealed that they are in good working order. This project identified had been in the Capital Reserve Fund Analysis for replacement in 2016, but we can push it back for several years as both pumps are in fine shape.
- Comcast will be providing our phone service beginning late this month. By bundling our internet and phone service through Comcast we will be saving about \$55/month.

Finance

- The capital improvements reserve balance of \$197,727 was transferred out of the Operating Reserve Money Market account and into a new separate Capital Improvements Reserve Money Market at Forest Park National Bank. Only Board pre-approved expenditures for capital improvements will be made from the Capital Reserves account. An account of activity and a reconciliation of this account will be provided to the Board of Trustees monthly.
- We received our 2016 Per Capita grant award in the amount of \$8,611.94 in early July.
- Cook County mailed out the property tax bills for the 2015 second installment in June. Payment is due on August 1st and we should be receiving the bulk of our tax receipts revenue during the month of August.

Fundraising

- The first two of the brass plaques were installed in the seat wall in the Anne T. Smedinghoff Memorial Garden on June 24th. Information about the plaques is featured on the News portion on the website.

Reporting Requirements

- The RFPL 2016 Prevailing Wage Resolution was submitted to the Illinois Department of Labor and a public notice was published in the *Forest Leaves* in June.



August 2016

Dear River Forest Families,

Middle school students are welcome to visit the RFPL after school. We have space upstairs in the library where they may read, study, and access wifi and computers. Additionally, we offer programs year-round for middle school students including gaming, crafting, and movies.

In order for the library to be enjoyed by everyone, it is essential that all patrons, including middle school students, adhere to RFPL's Code of Conduct. Sadly, last year we saw an increasing level of disregard for library rules and disrespect to library staff from middle school students. In addition, we experienced an unprecedented rash of vandalism in the library during the time period of 3-7 p.m. This included graffiti both inside and outside the building, etchings into computer screens and our elevator, and unrecovered theft of library AV materials. We take these offenses very seriously and have felt the need to involve the police on several occasions.

We are asking for your cooperation in maintaining a peaceful and productive library atmosphere this school year and beyond. Please share with your children that our Code of Conduct explicitly prohibits actions such as:

- running and/or chasing
- bullying or bothering other people
- throwing objects (inside or on library grounds)
- consuming food inside the building

In addition, any offensive language will not be tolerated, and the general volume in the library must stay at a reasonably quiet level so as not to disturb other patrons. Of course, we will continue to involve the police in any instances of vandalism or theft.

While library staff members are available to assist all patrons with their use of the library, the RFPL is not a childcare service. Please consider an alternative after school destination for your child if he/she is unable to independently comply with these rules. Any patron who disrupts the library atmosphere is subject to suspension of library use privileges.

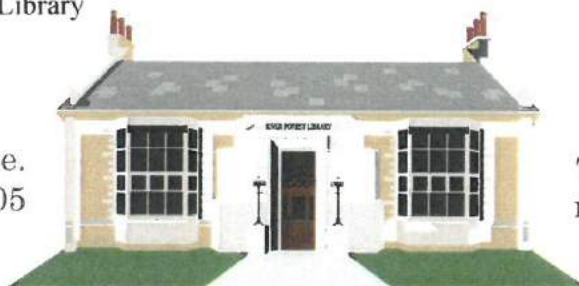
The RFPL is staffed with caring librarians who strive to help all students feel welcome in the library. We're hosting a Welcome Back to School event for middle school students on Thursday, August 25th from 3:30-5 pm, and encourage all families to stop by for treats and to meet library staff, as well as find out more about the fun and educational programs available to students in grades 5-8 throughout the year.

We hope you visit the Library often and we thank you for your help in making the library a safe and welcoming environment for all community members.

Sincerely,

Sue Quinn
Director, River Forest Public Library

735 Lathrop Ave.
River Forest IL 60305



708.366.5205
riverforestlibrary.org

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.

Press — *Forest Leaves*

Thursday, June 30th:

- The River Forest Library was mentioned in an article about the garden walk and a picture of our garden was included.
- There was an article about traffic safety around RMS, in which Sue Quinn was quoted.

Thursday, June 9:

- Our Touch a Truck program was featured in the Family Friendly section.

Thursday, June 2nd

- The Library's summer reading program/summer reading kick-off party was featured in the Family Friendly section.

Advertising: We submitted a one-page feature for the River Forest Park District's Fall Fun Guide. The cost for this is \$150. The Guide will be hitting homes on August 8th.

Bookplate: Work has begun on the next bookplate that will hit homes in mid-August. This edition will include a donation drive letter from the RFPL Foundation.

E-Marketing: We have 1413 subscribers to our email list. A special eBlast was sent on June 2nd about the parking lot construction. It had a 40% open rate. The July eNewsletter was sent on June 29 and had a 34% open rate.

Facebook: We have 647 followers (an increase of 7 from last month). We posted 8 times during the month of June. Our reach from our regular posts was 1787.

Website: 3,041 active users, in 5,642 sessions. We've had great feedback on the new website. Fran has spent the last few weeks building the Meet the Staff page, which is now live.

Other Marketing News:

Our Lynda.com use more than doubled this month, from 13 sessions in May to 30 sessions in June. We are attributing the increase in use to a marketing push including a slider placement on our website.

Administration:

- Joanna and Victoria met with SWAN Member Services Consultant, Renee Clanton on June 20th. Renee will be retiring from SWAN at the end of summer and offered to visit member libraries to review Circulation policies and best practices with Circulation Managers.
- We have hired Andrea Olvera-Trejo as our new part-time (28 hours per week) Adult & Teen Services Librarian. Andrea will help us take promotion of our digital resources to the next level, providing instruction and outreach. She will also work closely with Beth Kirchenberg to plan, promote, and deliver exciting well-attended Middle School and Teen Programs. We received 10 applications for the position, and interviewed 4 candidates. Andrea is a recent graduate of the University of Wisconsin-Madison's MLS program and has interned at the Madison Public Library delivering teen and youth programs. Andrea's first day will be Friday, July 8.

Professional Development:

- Joanna attended an advanced Excel training class on June 8, 2016.
- Victoria attended the SWAN Circ Managers meeting on June 29, 2016.
- 6/14 - Beth attended Librarian 2016 Preview webinar
- 6/24 - Meghan attended RAILS program "Five Things to Know in Top Genres" webinar
- 6/29 - Dana attended Big Read planning meeting at OPPL

Materials Added by Collection	
Preschool	14
Juvenile	131
Middle School	7
Teen Collection	48
Adult Fiction	190
Adult Non Fiction	274
Adult Media	76
Total Added:	740
Total Deleted:	350

SECTION II PATRONS

I. Borrowing Privileges

A. Registration Requirements

RFPL is a tax-supported public library. People residing within River Forest pay taxes to support RFPL. Those people who live in River Forest pay no fee to be eligible to receive their first library card. Library cards are renewable every 5 years without additional fees, provided the library card holder continues to reside within River Forest and is a patron in good standing. RFPL reserves the right to assess a fee to replace destroyed, lost, or stolen library cards. RFPL reserves the right to restrict library privileges in the event of outstanding fines or bills.

As a resident cardholder, the borrower may use his or her library card at other libraries within the System-Wide Automated Network consortium ("SWAN system") to borrow materials. Those materials are the responsibility of the cardholder and are subject to all of the fines, rules, and regulations of the lending library.

Individuals residing outside of River Forest, and not within the boundaries of another public library, may purchase a non-resident card for a price determined by the Board in accordance with Illinois Library Laws and Rules (23 Ill. Admin. Code 3050.60). This card entitles the non-resident to use RFPL, but not other SWAN system libraries.

Adults wishing to register for a library card, renew an expired card, or replace a lost, stolen, damaged, or destroyed card at RFPL must bring with them two forms of identification: a driver's license or other picture ID, and another form of ID with a correct address (such as a property tax bill, utility bill, voter's registration or lease). The library card will be issued upon validation of the required identification.

Children under the age of 18 must have a parent or guardian signature on any initial application for a library card.

II. Circulation

A. Loans and Reserves

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type that include the length of loan, number of loans allowed, and number of renewals allowed. Patrons may reserve materials that are not immediately available for patron use.

B. Interlibrary Loans

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system. Materials obtained through interlibrary loan are the responsibility of the cardholder

who borrows them, and are subject to the loan rules and fines of the library at which the materials are checked out.

C. Lost, Damaged, and Overdue Materials

Materials borrowed via any mechanism are the responsibility of the cardholder. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established schedules of fines and penalties for overdue, lost, or damaged materials.

III. Patron Confidentiality

A. Confidentiality of Patron Records

RFPL recognizes that registration and circulation records are confidential in nature. RFPL will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

No records, either written or in electronic form, shall be made available to any agency of state, federal, or local government unless pursuant to a process, order, or subpoena authorized by law. Any issuance of enforcement of any such process, order, or subpoena shall be immediately referred to the Director, who will consult with the legal counsel of RFPL.

RFPL does not collect personal information from public computers or from the RFPL website. Although the RFPL website may contain links to outside sites, RFPL is not responsible for the privacy practices of any websites not maintained by RFPL.

RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies.

B. Confidentiality of Patron Requests

Patrons must present a library card number or other identification in order to receive information concerning materials checked out, on hold, overdue, or fines. RFPL will communicate information about materials only to the cardholder or his or her guardian.

V. Service to Patrons with Disabilities

RFPL staff offers the following services to patrons with disabilities:

RFPL staff acts as a facilitator between the patron and Services to the Blind and Physically Handicapped;

RFPL staff offers home delivery of RFPL materials to patrons with disabilities that prevent them from visiting RFPL; and

RFPL welcomes service animals in RFPL.

River Forest Public Library
Strategic Plan Goals and Objectives Phase 2 Draft
Begin: FY 2016/2017 End: FY 2018/2019

RFPL strives to enhance the quality of life in River Forest by maintaining a welcoming environment where all patrons will experience a high level of service and satisfaction from a responsive and knowledgeable staff, who help them find the information they need and the services, resources, and programs they want.

Goal: To improve the quality of life of River Forest residents.

Create Young Readers

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

- a. 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.

Results: 29,728 96%

New Goal: The circulation of preschool materials which includes picture books, kits, and ebooks will be 43,000 annually.

The preschool materials collection circulation has been steadily increasing since the addition of picture book browser bins in August 2014. While we would like to continue to grow our circulation of this collection to 31,000 annually, once it hits that number we would like to keep circulation steady. With the size of the collection determined by the space allocated, we believe a maintenance circulation goal of 31,000 physical items is realistic. With the inclusion of the digital TumbleBooks collection, the overall circulation maintenance goal for the preschool collection is 43,000 annually.

- b. 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.*

Results: 4,653 145%

New Goal: Attendance at in-library programs designed for young children under the age of 5 and their parents will be 4,000 people annually.*

FY 15-16 had a record breaking number for program attendance due to several factors. Inclement weather during our summer reading program inflated program sizes as parents scrambled to find indoor

* Does not imply unique attendees.

who borrows them, and are subject to the loan rules and fines of the library at which the materials are checked out.

C. Lost, Damaged, and Overdue Materials

Materials borrowed via any mechanism are the responsibility of the cardholder. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established schedules of fines and penalties for overdue, lost, or damaged materials.

III. Patron Confidentiality

A. Confidentiality of Patron Records

RFPL recognizes that registration and circulation records are confidential in nature. RFPL will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

No records, either written or in electronic form, shall be made available to any agency of state, federal, or local government unless pursuant to a process, order, or subpoena authorized by law. Any issuance of enforcement of any such process, order, or subpoena shall be immediately referred to the Director, who will consult with the legal counsel of RFPL.

RFPL does not collect personal information from public computers or from the RFPL website. Although the RFPL website may contain links to outside sites, RFPL is not responsible for the privacy practices of any websites not maintained by RFPL.

RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies.

B. Confidentiality of Patron Requests

Patrons must present a library card number or other identification in order to receive information concerning materials checked out, on hold, overdue, or ~~owing~~ fines. RFPL will communicate information about materials only to the cardholder or his or her guardian.

V. Service to Patrons with Disabilities

RFPL staff offers the following services to patrons with disabilities:

RFPL staff acts as a facilitator between the patron and Services to the Blind and Physically Handicapped; ~~and~~

RFPL staff offers home delivery of RFPL materials to patrons with disabilities that prevent them from visiting RFPL; ~~and~~

RFPL welcomes service animals in RFPL.

activities for their children. While we believe with current staffing and space we can increase our annual program attendance to 4,000, aiming to increase our numbers beyond that would not be in the best interest of our youngest patrons. It is developmentally appropriate for programs for this age group to have between 8-15 children, and to increase attendance beyond 4,000 annually without the staff or space ability to increase the number of programs would reduce the quality of these programs.

- c. 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 2000 attendees.*

Results: 2,745 137%

New Goal: Attendance at programs designed for preschool children and their parents presented on non-library locations will be 2,600 attendees* annually.

Program attendance was inflated during the summer months at off-site story times due to inclement weather in summer 2015. We plan to maintain our community partnerships with Whole Foods, River Forest Community Center, and the Park District to present the same number of off-site programs annually, and believe our attendance can consistently be 2,600 per year.

- d. 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.

Result: 87%

New Goal: 90% of parents and caregivers will say the library plays an important role in instilling a love of books and reading in their children annually.

We believe that if we are able to have more parents/caregivers of children under age 5 available to fill out the survey, the response to this question will be positive. In order to capture more survey respondents for this question we will tweak the placement of this survey to ensure that only parents/caregivers of children under age 5 are answering the question.

For all goals in phase 2 we are going to be more strategic with the scheduling and deployment of our patrons surveys in order to achieve the best sample size possible.

* Does not imply unique attendees.

Lifelong Learning

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

- a. 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. *

Results: 1,699 170%

New Goal: The number of older adults who attend library sponsored or co-sponsored programs will be 1,700 attendees annually.*

Program attendance has steadily increased for the past 3 years, culminating in a record-breaking 1,699 attendees last year. A few factors lead us to believe we can maintain this number:

- Participation in the community-wide initiative Big Read (September and October 2016)
- Increased attendance at regular events such as Foreign Film Forum and Afternoon Book Club
- Strong partnership with the River Forest Township. The Township is co-sponsoring not only our Computer Labs and our Coffee Mondays, but also our entire slate of “Let’s Celebrate Seniors All Year Long” programming. These programs include lectures on travel, history, art, architecture, and other creative performances. Their co-sponsorship involves effective promotional efforts, including coordination with our marketing coordinator of press releases.

Additional New Goal: 90% of those who attend library programs for older adults annually will report that they learned something new.

We believe this question gets at the heart of what we want people to take away from their visit to the library. If the majority of people respond positively to this question, then we know our selection of programs effectively meets our strategic goal to offer lifelong learning opportunities to our community, and engages and brings together our target population of older adults.

* Does not imply unique attendees.

- b. 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.”

Result: 100%

New Goal: 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.”

We feel confident that our RF seniors continue to find our service to be excellent and we will continue to offer this question on our surveys. We will extend the surveys with to our home delivery patrons as well.

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

- a. By 4/30/2016, the circulation of adult non-fiction materials will increase from 28,730 (FY2011/12) to 33,000.

Result: 35, 809 109%

New Goal: Circulation of adult non-fiction materials will be 34,500 annually.

We are boosting this number up to 34,500 to reflect our growing circulation of nonfiction materials. We believe circulation rates have rebounded thanks to additional outward-faced shelving units and availability of multiple copies of high-demand hold items at a ratio of 3 or 4 copies to 1 user for print materials; 4 or 5 copies to 1 user for AV materials.

- b. 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.

Result: 95%

New Goal: At least 90% of adults who come to the library to satisfy their curiosity will say they were able to find or order materials that met their needs.

We believe the term “located” was misleading on our survey. We replaced “located” with “to finder or order” to reflect the ILLs and SWAN items ordered for patrons a service desk.

- c. 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."

Result: 90%

Measure eliminated from Phase 2 Plan

Although patron response was overwhelmingly positive, this measure was eliminated for phase 2. We determined that the phrase "explore a topic of popular interest" is subjective to the user and does not provide us with any information to assist in collection development decisions.

Stimulate Imagination

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.

- a. By 4/30/2016, the circulation of juvenile materials will increase from 52,410 (FY2011/12) to 57,650.

Results: 50,231 87%

New Goal: Circulation of juvenile materials will be 52,000 annually.

While the goal of the the previous strategic plan was to increase circulation of juvenile materials each year, the reality of the situation is that the circulation number decreased steadily from year to year. Part of the decline in circulation can be attributed to the 900 juvenile fiction books that were moved into the middle school collection. In addition, the footprint of shelves available for J series and Leveled Readers was reduced when we installed the picture book browser bins.

Our current goal is to raise the number to 52,000, which is back where it was in 2012 and maintain that level of circulation in the future. New shelving and more displays could help maintain circulation goals for this collection, due to the fact that these materials are not located strategically or shelved in a way that encourages children to discover materials.

- b. 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.*

Results: 6,049 112%

New Goal: The number of elementary school age children who attend library sponsored or co-sponsored programs for this age group will be 5,700 annually.

While our program attendance of over 6,000 in FY 15-16 exceeded our goal, that was due to a record summer program attendance turnout. Prior to last year, the number was steadily increasing towards the original goal of 5,400.

We believe we can maintain program attendance at 5,700 attendees annually with our current staff, space availability, and community partnerships.

* Does not imply unique attendees.

- c. The number of children entering grades K-4 who participate in the Summer Reading Program will increase from 300 (FY2011/12) to 400.

Result: 425 (K-5th)

New Goal: By 4/30/2016, the number of elementary school age children who participate in the Summer Reading Program will be 350 annually.

The removal of incoming 5th graders (who are now enrolled in the Middle School summer reading program) will decrease the overall participation number. Without the inclusion of 5th graders, the participation number for FY 15-16 was 345, so our goal of maintaining participation for K-4th grade at 350 is realistic.

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.

- a. By FY 2015/16, the collection of middle school materials will include 1,500 titles and circulation of this collection will exceed 3,600 annually.

Results: 5,894 164%

New Goal: Circulation of Middle school materials circulation of this collection will exceed 6,000 annually.

Since the creation of the Middle school collection, circulation has been steadily increasing. With the recent addition of new nonfiction shelving and added display space, we feel confident in increasing the goal to 6,000.

- b. By FY 2015/16, the number of middle school age children who attend library programs will increase from 2,230 to 2,680.*

Results: 2,705 101%

New Goal: 2700 middle school age children will attend library programs.*

With the addition of a full time Middle School & Teen Librarian, the Library has been providing more programs and is therefore seeing a steady increase in program attendance. We believe that the number of programs and the level of attendance is satisfactory given the size of this population. We plan to sustain the goal at 2700 attendees.

- c. 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.

Result: 94%

New Goal: At least 85% 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.

We feel that the changes in shelving and display units and the organization of the collection have allowed to us to regularly exceed this benchmark. Therefore, we are increasing this goal to 85%.

* Does not imply unique attendees.

d. 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.

Result: 93

New Goal: The number of middle school students who participate in the Summer Reading Program will be at least 200 annually.

The addition of incoming 5th graders to the middle school summer reading program will increase the overall participation number. This also introduces them to the middle school section of the library before the beginning of the school year, reinforcing the Library as a comfortable and safe space.

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

a. By 4/30/2016, the circulation of adult media (DVDs, CDs, BluRays.) will increase from 28,800 (FY2011/12) to 37,000.

Results: 42,897 116%

New Goal: The circulation of adult media (including digital materials) will be 45,000 annually.

We are boosting this number up to 45,000 to reflect our growing circulation of AV and digital materials. We believe circulation rates have grown thanks to availability of multiple copies of high-demand hold items at a ratio of 4 or 5 copies to 1 user for DVDs, music CDs, and audiobooks on CD. This is our best circulating collection, so we have invested in new DVD shelving this year to display it more attractively and accessibly. Our shelving holds 1,000 more DVDs, allowing us to retain DVDs that are still rather popular, rather than weeding them to make room for new materials and to even better highlight our collection of materials. Additionally, we purchase Overdrive eBooks and eAudiobooks at a holds rate of 3 copies to 1 user. We continue to strive to spread the word about our digital collections through outreach, presentation to library groups, and promotional materials.

b. By 4/30/2016, the circulation of adult fiction materials will increase from 32,945 (FY2011/12) to 38,000.

Results: 42,399 112%

New Goal: The circulation of adult fiction materials will be 40,000 annually.

We are boosting this number up to 40,000 to reflect our growing circulation of fiction materials. We believe circulation rates have

grown thanks to additional outward-faced shelving units, the new LibraryAware book lists, and availability of multiple copies of high-demand hold items at a ratio of 3 or 4 copies to 1 user for print materials.

- c. Circulation of teen materials will be at least 9,000 annually.

Results: 8,280 92%

New Goal: Circulation of teen materials will be at least 8,000 annually.

This goal was based on maintaining the circulation of the teen collection from its level of 2012. Circulation dropped when we collection was reduced by 15% to fit into the new Teen area and to reclassify some of the materials as Middle School. We are reducing this target circulation to 8,000 based on the smaller size of the collection and 3 years of circulation statistics. We believe we have reached maximum circulation.

- d. 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.

Result: 95%

This goal has been eliminated from phase 2 of the Strategic Plan. The issues we were experiencing with our delivery over the past years have been resolved. Also, our new system of open hold shelving makes it challenging to deploy a survey of the Interlibrary Loan experience.

- e. 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.

Result: 96%

New Goal: At least 90% of adults who come to the library annually looking for something good to read, listen to, or view will say they located items that met their needs.

We believe this is a solid benchmark and involves the vast majority of participants.

Visit a Comfortable Place

Everyone will feel welcomed and find comfortable spaces in the library that meets their needs.

- a. By 4/30/2016, at least 75% of middle school students will say that they like visiting the library's teen spaces.

Result: 92%

New Goal: At least 80% of middle school students will say that they like visiting the library's teen spaces annually.

We are increasing this percentage to 80 % after regularly exceeding this benchmark. We believe that changes to the space and our welcoming staff have made the RFPL a destination for Middle Schoolers.

- b. By 4/30/2016, 90% of adults will say the library is a welcoming and comfortable place that meets their needs.

Result: 97%

New Goal: Annually, 90% of adults will say the library is a welcoming and comfortable place that meets their needs.

We believe this is a solid benchmark and involves the vast majority of participants.

- c. Each year, at least 200,000 people will visit the library.*

Result: final number not available

The removal of the front door counter in 2015 made this number impossible to track. The RFPL is investigating a new door count device to track visits for our internal use and for Illinois State Library reporting purposes.

For the next iteration of the plan we have decided to shift our focus to attracting new users to the RFPL and therefore the patron visit measure has been eliminated from Phase 2 of the Strategic Plan.

- d. Each year, at least 8,940 people will be active registered borrowers.

Result: 8558

Unfortunately, we did not meet our goal for registered borrowers during phase 1 of our strategic plan. While we have determined that it is essential to track the number of registered borrowers, this is not a number that we can control. We cannot control the number of residents moving to other communities or when SWAN performs a patron record purge. Rather than focus on this number as a goal, we

* Does not imply unique attendees.

have decided to put our efforts toward attracting new users and making them feel welcome in the RF community. Thus, we have devised a new measure for this goal.

e. New Measure: Each year, we will sign up 850 new users.

This is a new Goal for phase 2. Last year, we signed up an average of 60 new users per month without making a concerted effort to attract more users to the RFPL. Our goal is to sign up an average of 70 users per month or 850 annually. Our plans include development of a new patron welcome packet, reaching out directly to new homeowners, and taking library card sign up out of the library and into the community.

f. New Measure: Each year, 90% of Adults will say our website is easy to use.

We will be surveying patrons on the usability of our new website.

g. New Measure: 135 outside group meetings will be held in the Barbara Hall Meeting Room annually.

Phase 1 of our plan has demonstrated that our patrons feel that the library is welcoming space. For phase 2 we are going to continue to solidify our relationships with the outside groups and organizations who frequently use the Barbara Hall meeting room for meetings and events. We have determined that this is another way we can serve our community members and add value to their experience of the RFPL.

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 June.
- The Ninja Quest party featured ninja related crafts, snacks, stories, and a specially designed training course for ninja moves.

Outreach & Partnerships:

- Over 300 children and caregivers attended our Touch a Truck event with River Forest Police, Fire, and Public Works Departments.
- Amy visited Whole Foods Market River Forest to present Family Story Time 3 times in June.
- Erin visited the River Forest Community Center for 6 story times in June.
- Concordia classes have visited for 4 story times in June.
- Miss Debbie from My Gym visited for Movers and Shakers at the end of the month.

On the Horizon...

- We look forward to Messy Art Day in August!

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 6/1 - 6
- Computer labs 6/15 - 4
- Computer labs 6/22- 5
- Computer labs 6/29- 5
- Fourth of July floral workshop 6/30—17
- At the beginning of the 6/1 Computer Lab, Dorothy presented to participants some tips and tricks to navigating our new website, including logging in to My Account and a guide to the icons
- At the beginning of the 6/1 Evening Book Discussion, Mary Kay presented to participants some tips and tricks to navigating our new website, including logging in to My Account and how to access and use the Overdrive Media on Demand eBook and eAudiobook service

Outreach & Partnerships:

- 6/7 - Mary Kay met with Amilcar Perez, business librarian at Forest Park Public Library, to share information on how we set up and fund our Computer Lab sessions
- 6/21 - Mary Kay met with Rashmi Swain, fellow Laconi board member and librarian at Oak Park Public Library, to discuss summer programming ideas and Laconi fall plans.
- 6/24 - Mary Kay attended Success for All Youth Data Elements Committee Meeting at Oak Park Township office with Linda Francis, Amy Hall of OPRF, and Jim O'Connor of d90 School Board

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:

- Learning-related displays this month included a lobby area display featuring Celebrate the Great Outdoors Month titles (fiction and nonfiction); an artisanal cooking display in the lobby to celebrate local author Emily Paster's new book, *Food Swap*; and a display of DIY entrepreneurial titles in the lobby.
- In time for the Summer Reading Kickoff Party, Dorothy created a large display on the lobby gallery space bulletin boards, promoting our digital resources with the theme "Open 24/7!" The display features screenshots of our new website and signs on how to navigate to the digital resources (Hoopla, Flipster, Consumer Reports, Overdrive, Rosetta Stone) from the homepage.

On the Horizon:

- On July 6, Dana will present a "Technology" talk to a Women's Wellness group at the Oak Park Township. Topics covered will include our new website, how to access library resources from home including eBooks and audiobooks, how RFPL helps seniors with technology weekly through our vibrant Computer Labs program, and the changing role of libraries in general. We were connected to this group through Carla Sloan at the River Forest Township. Participants include River Forest residents.
- Beginning in July, we will use the elevator display wall to feature readalikes to high-demand titles ("While You Wait for ___, try one of these great readalikes!"). This will help connect people to readalikes they didn't know about, and circulate backlist titles.
- We have an exciting lineup of programming for summer, including Dooley Brothers live performance on July 15; a travel lecture on Rio De Janeiro on July 30; and "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 Summer Reading Kick Off party was a great way to start the summer—with over 450 children and caregivers enjoying the bounce houses, cotton candy, popcorn, face painting, and games.
- Minecraft Madness was a big hit with many first time participants enjoying the fun of playing in a shared realm.
- We had a sweet time at the Sporty Treats making program designing our own cake pops and dipped pretzels to look like sports equipment.
- The Rope Warrior put on a spectacular jump rope show for children and families featuring a grand finale with glow in the dark ropes.

Outreach & Partnerships:

- Melissa and Amy visited Lincoln, Willard, and St. Luke's schools to promote the summer reading program.
- 1st Grade classes from Lincoln School visited the Library for a field trip and to learn about the summer reading program.
- Steve and Kate's Camp partnered with the Library at the Summer Reading Kick Off Party and also donated days of camp for our prize drawings.
- Lou Malnati's donated free pizza coupons that we have been using as our finisher prize for summer readers who complete their entire reading log.
- Amy visited the Park District's Party in the Park to promote summer reading and do a craft with kids.
- The Chicago Fire Community Ambassador visited to teach a Soccer Skills Clinic for young soccer players.

On the Horizon...

- We look forward to DIY School Supplies in August!

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:

- Teen Summer Reading has 357 registrants, with over 40% of those already submitting a reading log for a prize.
- The 7 summer programs held so far have had a combined attendance of 229.
- Larger than Life Lawn Games was cancelled due to inclement weather, the games will be played at the lockin.

Outreach & Partnerships

- Beth visited the 5th & 7th grades at Roosevelt to complete summer reading visits , approximately 350 students.

Spaces

- The Teen shelves are now perpendicular to the windows to allow greater visibility and to accommodate the new DVD shelving.

On the Horizon...

- We look forward to Dart Art, Ninja Warfare, 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:

- Evening Book Discussion, 6/1 - 9
- Coffee Monday, 6/6 - 12
- Foreign Film Forum, 6/11 - 39
- Fourth of July Floral, 6/30 - 17

Adult Summer Reading has started off with a bang. 25 adults registered at the Summer Reading Kickoff Party on June 3, alone! So far we have 83 registrants and 202 books logged. We have already surpassed our goal of "beating" the Winter Reading registrants number of 80. This year, we have also created a Staff Summer Reading contest as initiative for staff to read even more than usual, and to promote Summer Reading to our patrons. Twenty staff have registered and logged a total of 165 books so far.

Adult Summer Reading Registrants - 83
Adult Summer Reading # Books Logged - 196

Outreach & Partnerships / Home Delivery numbers for May:

Home Delivery -

total # deliveries: 9
total # patrons served: 6
total # books picked up: 17
total # books dropped off: 21
total # books booktalked but not taken: 0

Spaces: Imagination-related displays this month included a lobby area display featuring Summer Bestsellers (of this summer and summers past - fiction and nonfiction); an LGBT Pride Month display by the elevator; a Beach Reads display of fiction by the elevator; books of fiction and nonfiction to celebrate Father's Day on the downstairs floating table; and Staff Picks on the slatted wall by the Adult Computers.

We have installed a display to promote our Adult Summer Reading program, including blank ballots, a ballot box, and custom flyers with suggestions for hot summer reads, on the floating table upstairs.

Everyone will feel welcomed and find comfortable spaces in the library that meets their needs.

- By 4/30/2016, at least 75% of middle school students will say that they like visiting the library's teen spaces.
- By 4/30/2016, 90% of adults will say the library is a welcoming and comfortable place that meets their needs.
- Each year, at least 200,000 people will visit the library.*
- Each year, at least 8,940 people will be active registered borrowers.

- New carpet was installed in the Materials Services Department and the Library Director's Office on June 17. Staff and patrons are grateful for the recent refresh this space has received.
- We have obtained three quotes for the second floor carpeting and public stairwell retreat. Rieke Interiors measured our upstairs carpet and public stairwell this month and offered us a total quote for both jobs at \$35,350. This is slightly more affordable than our quote from Apostrophe Design, which came out at \$33,490 for carpet and installation, and \$6300 for the public stairwell (total \$39,790). A third quote from Commercial Carpet Consultants in Elmhurst came in last month at \$51,809.
- On June 22, our new 2nd floor DVD shelving from Library Furniture International was delivered and installed. (Thank you to Board Members for assisting with removal of old shelving the evening of the Board Meeting on June 21!) Total cost for the new shelving was \$10,371. The new shelving allows for an additional 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, older films, and items from our signature collection of Foreign Language films. We have already received many compliments from patrons about how much more attractive and browsable the collection is now that the DVDs are not packed so tightly together. We have ordered genre signage for the new shelving, to be delivered by early July. Our two black two-sided DVD display shelves have been moved to the downstairs lobby and repurposed to house new DVDs and new books - an improvement from the old wooden shelving structure downstairs, which only housed books and did so less visibly because of the deep shelves.
- Prior to the new shelving installation, we moved the Teen shelves to improve sight-lines to the back table from the service desk (a popular place for middle school students to sit during after school hours.) All Teen and DVD shelving is now flush to the east/west walls.