



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
Tuesday, September 20, 2016 7:30 pm

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: July 19, 2016
5. Minutes of the Board Retreat Meeting: September 12, 2016
6. July and August Financial Reports
  - a. Warrants
  - b. Revenue Report
  - c. Expense Report
  - d. Balance Sheet
7. Communications
  - a. Patron Suggestions
8. Director's Report
9. Staff Visit and Report—Amy Grossman, Children's Services Manager.
10. New Business
  - a. Committees: (Report/Discussion/Action)
    1. Finance Committee-Report
    2. Facility Committee –Report
    3. Policy Committee – Report

--Sections II Patrons: VII. Exhibits/Foyer Displays, VIII. Community Bulletin Board, IX. Code of Conduct, X. Child Safety, XI Public Comment.
  - b. Approve 2016 Strategic Plan Goals and Measures
  - c. Approve 2016-17 Director Goals
  - d. Review of 9/12/16 Board Retreat Outcomes
11. Old Business
12. Executive Session
13. 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: July 19, 2016**

**Call to Order:** At 7:32 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 (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager)

**Visitors and Guests:**

- None

**Minutes****June 21, 2016 – Regular Board Meeting**

- **Trustee Calabrese-Berry** moved to accept the minutes of the June 21, 2016 regular board meeting. Trustee Crowell seconded the motion and a vote was taken.  
**Ayes:** Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel

**June Treasurer's Report**

- **Warrant List:** Trustee Calabrese-Berry moved to accept the June warrant list. Trustee Crowell seconded. There was discussion of one item:
  - Question regarding the categorization of painting as a maintenance expense. Director Quinn explained that painting is something that needs to be done routinely and did not feel that it qualified as a capital expenditure.
  - 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 June 2016, as property tax bills were sent out July 1 and due August 1.
- **Expense Report:** No questions.
- **Balance Sheet:** Question regarding a money market account balance that exceeds the FDIC insurance limits. Director Quinn explained that the money market funds at the Forest Park National Bank are collateralized so they are protected. Director Quinn will provide a copy of the collateralization agreement to Treasurer Bevan for review.

## Director's Report

- **Organizational Structure/Training and Staff Development**
  - Director Quinn attended a workshop at the Oak Park River Forest Community Foundation on measuring impact for non-profit organizations. The session focused on providing strategies for measuring outcomes and impact in addition to measuring outputs. This workshop tied nicely to PLA's "Project Outcome," which also focuses on impact. The next step in the strategic plan process is to flesh out patron survey questions to determine the RFPL's impact on patrons' lives.
- **Technology**
  - Staff computers continue to be replaced. Server upgrades will commence once the computer replacement project is complete.
- **External Relationships**
  - The Garden Walk did not bring in the crowds that the RFPL hoped. It is unlikely that the RFPL will participate in 2017.
  - Director Quinn shared a copy of the letter sent from the library to be included in the D90 back to school packet. Trustees discussed the letter.
  - Director Quinn attended the Village of RF Traffic and Safety Committee meeting on June 22<sup>nd</sup>. The Committee approved the Library's request to change the Lathrop Avenue parking in front of the library from 30 to 60 minutes. With regards to Oak Ave, the Committee stated that they would be updating signage on Oak Ave., but Oak Ave. will remain closed to thru traffic on school days as it was during the 2015-2016 school year.
- **Facilities**
  - The sewerage ejector pumps were inspected in July 2016. The inspection revealed that the pumps are in good, working order and should last another 20 years.
  - The Library switched phone service to Comcast in July 2016. The switch to Comcast and the deactivation of an inactive phone line will save the library about \$80/month going forward.
- **Finance**
  - The 2016 Per Capita grant arrived in the amount of \$8,611.94.
  - The RFPL received a notice from the Cook County Treasurer's Office regarding a general collection refund for the 2015 tax year in the amount of \$19,946.34. The Village of River Forest also received a general collection refund notice. Director Quinn is working with VRF Finance Director, Joan Rock, to determine next steps to take with Cook County.

- The 2015-2016 Financial Audit will take place July 20 and 21<sup>st</sup>.
- Fundraising
  - The 3<sup>rd</sup> plaque will be installed in the garden seat wall in the coming weeks.

## **New Business**

- Committee Reports
  - Facility Committee:
    - Trustee Calabrese-Berry reported that the committee met in July. The committee reviewed the following projects: roof repair, HVAC repairs, sewerage ejector pump and second floor carpet.
    - Trustee Calabrese-Berry reported that the committee reviewed three bids to repair and/or replace the three flat roofs over the library entrance. Upon reviewing the bids and scope of the project, the committee recommended to award the contract to Trinity Roofing. The project will include the replacement of the three entryway roofs as well as flashing and drains on each roof, total cost not to exceed \$8500.00. Trustee Zobel seconded the motion brought forth from the committee.
      - A roll call was taken and the motion carried.
        - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
    - Director Quinn reported that the RFPL's most recent HVAC inspection revealed that our compressor is running at a higher rate than usual, which indicates a leak in our system. Oak Brook Mechanical has sent over a proposal which will be discussed at the next Facility Committee meeting. Work cannot commence on this project until the Fall, when cooler temperatures will allow for the air conditioning to be shut down.
    - A recent inspection of the library's sewerage ejector pumps revealed that the pumps have been well maintained and are in good working order. The pumps have an estimated 40 year life expectancy, which gives the RFPL roughly another 20 years on the life of these pumps.
    - Trustee Calabrese-Berry reported that the committee reviewed three bids to replace the second floor carpet and recover the lobby and staff entrance staircases with Johnsonite stair tread product. Upon reviewing the bids and the scope of the project, the committee recommended to award the contract to Rieke Officer Interiors (ROI). The project will include the removal of 2<sup>nd</sup> floor carpeting and its replacement with carpet squares. Additionally, the staircase carpeting will be removed and replaced with Johnsonite. The library will provide a dumpster. The total cost of the project is

not to exceed \$36,000.00. Trustee Zobel seconded the motion brought forth from the committee.

- A roll call was taken and the motion carried.

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

- Trustee Calabrese-Berry informed the Board that in order for the carpet replacement project to be completed, the library would need to be closed to the public for 3 days, Monday, 12/26, Tuesday, 12/27, and Wednesday 12/28. Trustee Zobel seconded the motion brought forth from the committee.

- A roll call was taken and the motion carried.

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

#### - Policy Committee

- Trustee Hill reported that the policy committee significantly condensed sections I, II, III, and V of the Patron section of the policy manual. Consistent with the committee's previous work, procedural items were removed from the policy. Specifically, the schedule of fees and fines was removed from the policy as those are subject to change. A line was added in section III. Patron Confidentiality subset A. Confidentiality of Patron records, stating that the "RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies."
- Trustees discussed the policies. Trustee Hill brought the motion forward from committee asking the Board to approve changes to Patron sections I, II, III, and V, Borrowing Privileges/Circulation, Patron Confidentiality, and Service to Patrons with Disabilities and the removal of heading "A. Registration Requirements" from section I. Borrowing Privileges. Trustee Calabrese-Berry seconded the motion.

- A roll call was taken and the motion carried.

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

## **Strategic Plan Draft Goals and Measures**

- Materials and Business Services Manager Joanna Bertucci presented the Board with a draft version of the FY 2016-2017 Key Performance Indicators report. Changes to the report included the addition of digital circulation data by format, breakout of Interlibrary loan traffic, patron technology use, and virtual presence statistics.
- Ms. Bertucci reviewed major changes and additions to the Strategic Plan objectives and measures. Trustees discussed the plan and the changes proposed by staff. It was agreed that the next iteration of the plan would be measured by annual goals. Progress on these goals will be reviewed at the end of each fiscal year. A final draft of the goals document will be presented at the September 2016 Regular Board meeting for final approval.

## **Board Retreat**

- Trustees Calabrese-Berry and Crowell have been working on the director job description, director goals, and the director review process. In working on these items Trustees Calabrese-Berry and Crowell feel that the RFPL Board of Trustees would benefit from a Board retreat. A retreat would give Trustees an opportunity to review board strengths and weaknesses and develop some Board goals. A facilitator and location to host the retreat are being investigated. The timeframe for this retreat is a Saturday during the month of September.
- President Smedinghoff reported that attorney Greg Smith of Klein, Thorpe and Jenkins offered to attend a Board meeting and deliver a no-charge presentation on a legal topic of interest to RFPL Board members.

## **RFPL/OPPL Joint Board Event**

- Director Quinn has been in contact with Oak Park Public Library Director, David Seleb, regarding a joint professional development opportunity for Trustees of both Library Boards. A presenter is being investigated and more details are forthcoming. The timeframe for this event is between mid-October and mid-November.

## **Executive Session Minutes**

- The Board will review minutes of previous Executive sessions at the September 20, 2016 Board meeting.

## **Cancellation of the August 16, 2016 RFPL Board Meeting**

- Trustee Hill moved to approve the cancellation of the August 16, 2016 RFPL Board Meeting, Trustee Crowell seconded, a vote was taken and the motion passed unanimously.

## **Adjournment**

- At 9:25 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

**Meeting Minutes: Board Retreat: September 12, 2016**

The River Forest Public Library Board of Trustees met on Monday, September 12, 2016 for a retreat at Dominican University, 7900 W. Division, River Forest, IL. The retreat began at 5:00 pm.

- Trustees Present: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
- Also Present: Karen Brown, (Facilitator and Dominican University GSLIS Faculty Member) Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager)

**Visitors and Guests:**

- None

**I. Highlight Library Milestones:**

Trustees shared and discussed library successes over the past 4 years. These include: 1) helping obtain a community centric conclusion to the controversy over the north parking lot; 2) interviewing for, and hiring, a new director, Director Quinn; 3) establishing the River Forest Public Library Foundation; 4) continuing to reorganize and rewrite the Policy Manual; and 5) expanding the footprint of the Library to the outdoors by creating the garden.

**II. Identify Key Board Directions/Goals and Next Steps:**

After discussion, the Board identified 4 key Board priorities for the next 2 years

**A. Financial and Facilities Planning**

1. Awareness of anticipated revenues and expenditures
2. What can the library afford for building projects?
3. Diversify Investment policies and ensure they comply with IL Law
4. Define the scope of the operations reserve
5. What other funding options are available?

**B. Marketing/PR**

1. Craft a Board approved mission statement
2. Identify expertise to help the library tell our story and determine our message

**C. Community Analysis**

Collaborate with River Forest taxing agencies to embark on an RF community analysis

**D. Advocacy**

1. Understand "advocacy" and its scope
2. Become known within the library and legislative community



### **III. Director Goals**

Director Quinn to provide revised copy of goals at the Regular Board Meeting on September 20, 2016.

#### **A. Finance/Fund Analysis**

- Analysis of personnel costs relative to the market
- Capital reserve fund analysis
- Operations reserve fund analysis
- 5 year revenue and expense analysis

#### **B. Building**

- Recommendations for discretionary building improvements

#### **C. Organizational Structure**

- Emergency succession plan
- Trustee orientation packet
- A plan to address policy compliance

### **IV. Adjournment**

- The retreat concluded at 8:45 pm.

Respectfully Submitted,  
Deborah Hill  
Secretary

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
14428	7/5/2016	American Book Returns		For. Park Checking 17128...	
15-13612	7/5/2016		Outdoor Book Drop	Strategic Initiatives	-5,880.00
TOTAL					-5,880.00
14423	7/9/2016	ANDERSON ELEVATOR CO...		For. Park Checking 17128...	
189104	7/7/2016		July Elevator Maintenance	Maintenance - Service	-190.55
TOTAL					-190.55
14451	7/23/2016	Apostrophe Deslgn		For. Park Checking 17128...	
42822	7/16/2016		Balance for Materials Services & Dir Office carpet	Strategic Building Improve...	-2,180.00
TOTAL					-2,180.00
14452	7/23/2016	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	7/16/2016		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
14424	7/9/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203212...	7/7/2016		Adult Books	Books - Adult	-65.46
203210...	7/7/2016		Adult books	Books - Adult	-149.49
TOTAL					-214.95
14453	7/23/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203213...	7/16/2016		Adult books	Books - Adult	-65.05
TOTAL					-65.05
14454	7/23/2016	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501417...	7/16/2016		Adult Books	Books - Adult	-269.56
TOTAL					-269.56

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July 2016

Num	Date	Name	Memo	Account	Paid Amount
14425	7/9/2016	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203213...	7/7/2016		Teen Summer Reading Prize books	Programs-Teen	-65.59
203211...	7/7/2016		Teen Summer Reading Prize Books	Programs-Teen	-397.26
TOTAL					-462.85
14455	7/23/2016	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203213...	7/16/2016		Teen prize books - summer reading	Programs-Teen	-467.84
TOTAL					-467.84
14426	7/9/2016	BAKER & TAYLOR L423727		For. Park Checking 17128...	
203213...	7/7/2016		Adult Books	Books - Adult	-71.28
203118...	7/7/2016		Adult Books	Books - Adult	-66.22
203211...	7/7/2016		Adult Books	Books - Adult	-15.90
TOTAL					-143.40
14466	7/23/2016	BAKER & TAYLOR L423727		For. Park Checking 17128...	
203215...	7/16/2016		Adult Books	Books - Adult	-67.05
203213...	7/16/2016		Adult books	Books - Adult	-18.03
TOTAL					-85.08
14470	7/25/2016	Bill Helmuth		For. Park Checking 17128...	
TOTAL	7/25/2016		Rio de Janeiro Program 7/30/16	Programs - Adult	-200.00
14450	7/18/2016	Card Services - MIB Finan...		For. Park Checking 17128...	
TOTAL			July 2016 Statement - See breakout after Warrant List	MB Financial Credit Card	-2,179.95
14427	7/9/2016	CENTER POINT LARGE PRI...		For. Park Checking 17128...	
1385938	7/9/2016		Adult Large print	Books - Adult	-110.84
TOTAL					-110.84

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Num	Date	Name	Memo	Account	Paid Amount
14429	7/9/2016	Chicago Tribune Media Gro...		For. Park Checking 17128...	
002766...	7/9/2016		Prevailing Wage Newspaper Notice	Misc. Expenses	-17.89
TOTAL					-17.89
14430	7/9/2016	Comcast		For. Park Checking 17128...	
877120...	7/9/2016		Monthly Internet	Automation - Internet	-222.85
TOTAL					-222.85
14431	7/9/2016	Communication Revolving ...		For. Park Checking 17128...	
T1637840	7/9/2016		Internet - monthly	Automation - Internet	-240.00
TOTAL					-240.00
14432	7/9/2016	Complete Cleaning Company		For. Park Checking 17128...	
1328359	7/9/2016		July Cleaning Service	Maintenance - Services	-2,110.00
TOTAL					-2,110.00
14433	7/9/2016	DEMCO, INC.		For. Park Checking 17128...	
5899676	7/9/2016		Book jackets, CD cases, DVD cases, glue	Supplies - Library	-116.54
TOTAL					-116.54
14457	7/23/2016	DEMCO, INC.		For. Park Checking 17128...	
5910430	7/16/2016		CD Hub Labels	Supplies - Library	-182.36
5910326	7/16/2016		Book Tape, DVD cases, Sign holders	Supplies - Library	-112.94
TOTAL					-295.30
14448	7/14/2016	Doolley Brothers		For. Park Checking 17128...	
TOTAL	7/14/2016		Doolley Bros Concert 7/15/16	Programs - Adult	-425.00
					-425.00

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Num	Date	Name	Memo	Account	Paid Amount
14458	7/23/2016	Garvin Gardens		For. Park Checking 17128...	
TOTAL	7/16/2016		Balance for 4th of July Floral Program 6/30	Programs - Adult	-119.00
14434	7/9/2016	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	7/9/2016		Teen Video Game Teen Video Game Flash drives J Summer reading prizes J Summer reading prizes J Program supplies and prizes	Non-print - Teen Non-print - Teen Misc. Expenses Programs - Juv Programs - Juv Programs - Juv	-39.88 -48.99 -23.39 -9.99 -8.95 -59.28
TOTAL					-189.48
14436	7/9/2016	Hoopla	VOID:	For. Park Checking 17128...	
TOTAL					0.00
14436	7/9/2016	Hulen Landscaping Contra...		For. Park Checking 17128...	
13955	7/9/2016		June Garden Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00
14437	7/9/2016	ILLINOIS ALARM		For. Park Checking 17128...	
75218	7/7/2016		Alarm Repairs	Maintenance - Service	-479.70
TOTAL					-479.70
14459	7/23/2016	ILLINOIS ALARM		For. Park Checking 17128...	
4021507	7/23/2016		Burglar Alarm Monitoring 930-11130	Maintenance - Service	-110.85
TOTAL					-110.85
DM	7/27/2016	IMRF		For. Park Checking 17128...	
TOTAL					-1,725.22
			Employee IMRF Contribution Employer IMRF Contribution	Employee Compensation IMRF	-4,627.43
					-6,352.65

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
14438	7/9/2016	Ingram Library Services		For. Park Checking 17128...	
66722929	7/9/2016	Adult CD Audiobook		Non-Print Adult	-30.29
62344142	7/9/2016	Adult Books		Books - Adult	-30.42
62344141	7/9/2016	Adult Books		Books - Adult	-23.97
62344139	7/9/2016	Adult Books		Books - Adult	-15.78
62344143	7/9/2016	Adult Books		Books - Adult	-27.04
62344138	7/9/2016	Adult Books		Books - Adult	-32.68
62344140	7/9/2016	Adult Books		Books - Adult	-43.51
62344144	7/9/2016	Adult Books		Books - Adult	-32.12
62344051	7/9/2016	Adult Books		Books - Adult	-15.78
62344049	7/9/2016	Adult Books		Books - Adult	-15.78
62344050	7/9/2016	Adult Books		Books - Adult	-31.55
62344117	7/9/2016	Adult Books		Books - Adult	-12.56
66726062	7/9/2016	Adult Books		Books - Adult	-27.39
66726061	7/9/2016	Adult Books		Books - Adult	-17.45
62343954	7/9/2016	Adult Books		Books - Adult	-26.55
62343229	7/9/2016	Adult Books		Books - Adult	-15.78
62343230	7/9/2016	Adult Books		Books - Adult	-32.13
62343227	7/9/2016	Adult Books		Books - Adult	-25.83
62343644	7/9/2016	Adult Books		Books - Adult	-16.91
62343622	7/9/2016	Adult Books		Books - Adult	-20.87
62343621	7/9/2016	Adult Books		Books - Adult	-15.22
62343465	7/9/2016	Adult Books		Books - Adult	-11.96
62343466	7/9/2016	Adult Books		Books - Adult	-83.29
62343636	7/9/2016	Adult Books		Books - Adult	-21.54
62343638	7/9/2016	Adult Books		Books - Adult	-15.77
62343639	7/9/2016	Adult Books		Books - Adult	-26.75
62343640	7/9/2016	Adult Books		Books - Adult	-12.18
62343641	7/9/2016	Adult Books		Books - Adult	-16.70
62342071	7/9/2016	Adult Books		Books - Adult	-11.47
62342070	7/9/2016	Adult Books		Books - Adult	-40.08
62342096	7/9/2016	Adult Books		Books - Adult	-15.78
62342097	7/9/2016	Adult Books		Books - Adult	-15.23
62342098	7/9/2016	Adult Books		Books - Adult	-14.12
62342099	7/9/2016	Adult Books		Books - Adult	-16.95
66723732	7/9/2016	Adult Books		Books - Adult	-16.98
66723733	7/9/2016	Adult Books		Books - Adult	-51.08
62341578	7/9/2016	Adult Books		Books - Adult	-57.91
62341877	7/9/2016	Adult Books		Books - Adult	-882.57
62341878	7/9/2016	Adult Books		Books - Adult	-16.91
62341577	7/9/2016	Adult Books		Books - Adult	-15.78
62341579	7/9/2016	Adult Books		Books - Adult	-392.16
66722975	7/9/2016	Adult Books		Books - Adult	-11.99
62342461	7/9/2016	Adult Books		Books - Adult	-6.58
62342462	7/9/2016	Adult Books		Books - Adult	-16.32
				Books - Adult	-39.08

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
62342472	7/9/2016	Adult Books		Books - Adult	-13.52
62342053	7/9/2016	Adult Books		Books - Adult	-16.35
62342055	7/9/2016	Adult Books		Books - Adult	-15.75
62342056	7/9/2016	Adult Books		Books - Adult	-16.91
62342057	7/9/2016	Adult Books		Books - Adult	-16.35
62341608	7/9/2016	Adult Books		Books - Adult	-49.59
62341610	7/9/2016	Adult Books		Books - Adult	-31.00
62342058	7/9/2016	Adult Books		Books - Adult	-16.91
62342054	7/9/2016	Adult Books		Books - Adult	-31.55
62340916	7/9/2016	Adult Books		Books - Adult	-25.98
62340521	7/9/2016	Adult Books		Books - Adult	-15.22
62340520	7/9/2016	Adult Books		Books - Adult	-32.68
62340519	7/9/2016	Adult Books		Books - Adult	-31.56
66722177	7/9/2016	Adult Books		Books - Adult	-31.52
66722176	7/9/2016	Adult Books		Books - Adult	-112.90
62341079	7/9/2016	Adult Books		Books - Adult	-10.78
62341080	7/9/2016	Adult Books		Books - Adult	-16.90
62341081	7/9/2016	Adult Books		Books - Adult	-16.34
62341240	7/9/2016	Adult Books		Books - Adult	-15.08
62341238	7/9/2016	Adult Books		Books - Adult	-16.35
62341237	7/9/2016	Adult Books		Books - Adult	-16.91
62341239	7/9/2016	Adult Books		Books - Adult	-15.22
62341077	7/9/2016	Adult Books		Books - Adult	-16.34
62340842	7/9/2016	Adult Books		Books - Adult	-7.18
62340741	7/9/2016	Adult Books		Books - Adult	-236.72
62340112	7/9/2016	Adult Books		Books - Adult	-7.18
62340113	7/9/2016	Adult Books		Books - Adult	-11.38
62340118	7/9/2016	Adult Books		Books - Adult	-11.38
62340117	7/9/2016	Adult Books		Books - Adult	-32.11
62340115	7/9/2016	Adult Books		Books - Adult	-11.98
62340114	7/9/2016	Adult Books		Books - Adult	-15.77
86688982	7/9/2016	Adult Books		Books - Adult	-15.75
62343972	7/9/2016	Teen Books		Books - Adult	-13.19
62343384	7/9/2016	Teen Books		Books - Teen	-28.45
62343647	7/9/2016	Teen Books		Books - Teen	-11.25
62343411	7/9/2016	Teen Books		Books - Teen	-25.16
62341987	7/9/2016	Teen Books		Books - Teen	-11.82
62341744	7/9/2016	Teen Books		Books - Teen	-11.25
62341959	7/9/2016	Teen Books		Books - Teen	-10.19
62342446	7/9/2016	Teen Books		Books - Teen	-14.39
62342448	7/9/2016	Teen Books		Books - Teen	-11.25
62340470	7/9/2016	Teen Books		Books - Teen	-11.82
62343971	7/9/2016	Teen Books		Books - Teen	-11.25
62343648	7/9/2016	Middle School Books		Books - Teen	-70.80
62343410	7/9/2016	Middle School Books		Non-print - Middle School	-8.38
62342961	7/9/2016	Middle School Books		Books - Middle School	-13.18
66725043	7/9/2016	Middle School Books		Books - Middle School	-36.32
		Middle School Books		Books - Middle School	-12.38
		Middle School Books		Books - Middle School	-9.58

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
62342447	7/9/2016	Middle School Books	Books - Middle School	-10.69	
62340468	7/9/2016	Middle School Books	Books - Middle School	-14.03	
62340469	7/9/2016	Middle School Books	Books - Middle School	-121.49	
62341188	7/9/2016	Middle School Books	Books - Middle School	-10.69	
62344118	7/9/2016	Middle School Books	Books - Middle School	-10.69	
62344116	7/9/2016	J Books	Books - Juv	-11.05	
66725399	7/9/2016	J Books	Books - Juv	-37.14	
66725400	7/9/2016	J Books	Books - Juv	-32.33	
62343467	7/9/2016	J Books	Books - Juv	-15.14	
62343637	7/9/2016	J Books	Books - Juv	-9.56	
66688083	7/9/2016	J Books	Books - Juv	-83.71	
62342852	7/9/2016	J Books	Books - Juv	-13.36	
66723731	7/9/2016	J Books	Books - Juv	-261.85	
62342072	7/9/2016	J Books	Books - Juv	-24.44	
62342095	7/9/2016	J Books	Books - Juv	-19.89	
62342100	7/9/2016	J Books	Books - Juv	-141.99	
62342094	7/9/2016	J Books	Books - Juv	-80.15	
62342463	7/9/2016	J Books	Books - Juv	-12.38	
62341576	7/9/2016	J Books	Books - Juv	-9.60	
66722974	7/9/2016	J Books	Books - Juv	-159.73	
82341078	7/9/2016	J Books	Books - Juv	-52.60	
82340843	7/9/2016	J Books	Books - Juv	-88.95	
TOTAL				-4,803.06	
14460	7/23/2016	Ingram Library Services	For. Park Checking 17128...		
66727246	7/16/2016	Adult CD Audiobook	Non-Print Adult	-23.54	
62345773	7/16/2016	Adult Books	Books - Adult	-125.89	
62345788	7/16/2016	Adult books	Books - Adult	-32.13	
62345789	7/16/2016	Adult books	Books - Adult	-32.69	
62345548	7/16/2016	Adult books	Books - Adult	-15.77	
62345550	7/16/2016	Adult books	Books - Adult	-15.22	
62345549	7/16/2016	Adult books	Books - Adult	-15.78	
62345012	7/16/2016	Adult books	Books - Adult	-47.88	
62345013	7/16/2016	Adult books	Books - Adult	-31.54	
62345014	7/16/2016	Adult books	Books - Adult	-49.61	
62345015	7/16/2016	Adult books	Books - Adult	-14.85	
62345016	7/16/2016	Adult books	Books - Adult	-61.41	
62344570	7/16/2016	Adult books	Books - Adult	-42.43	
62344571	7/16/2016	Adult books	Books - Adult	-16.91	
62344572	7/16/2016	Adult books	Books - Adult	-15.22	
62344573	7/16/2016	Adult books	Books - Adult	-15.19	
62344574	7/16/2016	Adult books	Books - Adult	-16.34	
62345389	7/16/2016	Adult books	Books - Adult	-16.35	
62345363	7/16/2016	Adult books	Books - Adult	-74.99	
62345364	7/16/2016	Adult books	Books - Adult	-45.07	



River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
62345391	7/16/2016	Adult books		Books - Adult	-15.75
62345392	7/16/2016	Adult books		Books - Adult	-16.32
62345393	7/16/2016	Adult books		Books - Adult	-15.06
62344807	7/16/2016	Teen books		Books - Teen	-11.25
62344751	7/16/2016	Teen books		Books - Teen	-13.18
62344750	7/16/2016	MS Books		Books - Teen	-22.63
62345041	7/16/2016	MS Books		Books - Middle School	-16.72
62344988	7/16/2016	J Books		Non-print - Middle School	-10.69
62345390	7/16/2016	J Books		Books - Juv	-19.67
62344792	7/23/2016	J Books		Books - Juv	-12.91
62346185	7/23/2016	Teen Book		Books - Juv	-10.69
62346913	7/23/2016	Adult Books		Books - Teen	-11.25
62346989	7/23/2016	Adult Books		Books - Adult	-16.32
62346971	7/23/2016	Adult Books		Books - Adult	-11.96
62346970	7/23/2016	Adult Books		Books - Adult	-11.99
62346972	7/23/2016	Adult Books		Books - Adult	-16.35
62346554	7/23/2016	Adult Books		Books - Adult	-12.36
66729928	7/23/2016	Adult Books		Books - Adult	-362.04
62346462	7/23/2016	Adult Books		Books - Adult	-32.66
62346465	7/23/2016	Adult Books		Books - Adult	-53.87
62346553	7/23/2016	Adult Books		Books - Adult	-16.32
62346371	7/23/2016	Adult Books		Books - Adult	-120.11
62346372	7/23/2016	Adult Books		Books - Adult	-15.78
62346376	7/23/2016	Adult Books		Books - Adult	-31.55
62346234	7/23/2016	Adult Books		Books - Adult	-16.35
62346235	7/23/2016	Adult Books		Books - Adult	-16.91
62346280	7/23/2016	Adult Books		Books - Adult	-16.35
62346261	7/23/2016	Adult Books		Books - Adult	-15.78
62346382	7/23/2016	Middle School Books		Books - Adult	-11.96
TOTAL				Books - Middle School	-21.38
14449	7/16/2016	KI			-1,716.34
13630061	7/16/2016		O4DA, BL Transport Dolly, PolyMesh Chairs		
TOTAL				For. Park Checking 17128...	-190.50
				Equipment & Furniture	-190.50
14461	7/23/2016	Konica Minolta Business S...		For. Park Checking 17128...	
900255...	7/16/2016		June Copier Usage	Copy Machine (usage, mai...	-254.02
TOTAL					-254.02

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
14439	7/9/2016	Konica Minolta Premier Fin...		For. Park Checking 17128...	
307865...	7/9/2016		Monthly Copier Lease	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
14462	7/23/2016	Library Furniture Internatio...		For. Park Checking 17128...	
5099	7/16/2016		Balance for DVD Shelving	Strategic Building Improve...	-5,186.00
TOTAL					-5,186.00
14440	7/9/2016	LIBRARY STORE, INC		For. Park Checking 17128...	
209137	7/9/2016		Book pockets	Supplies - Library	-274.91
TOTAL					-274.91
14441	7/9/2016	MIDWEST TAPE		For. Park Checking 17128...	
94093437	7/7/2016		Adult Music CDS	Non-Print Adult	-50.62
94120017	7/7/2016		Adult CD Audiobook	Non-Print Adult	-83.48
94120015	7/7/2016		Adult CD Audiobooks	Non-Print Adult	-83.48
94121244	7/7/2016		Adult DVDs	Non-Print Adult	-23.54
94121243	7/7/2016		Adult DVDs	Non-Print Adult	-26.54
94121246	7/7/2016		Adult BluRays	Non-Print Adult	-218.64
94120325	7/7/2016		Adult DVDs	Non-Print Adult	-20.09
94120323	7/7/2016		Adult DVDs	Non-Print Adult	-146.56
94120322	7/7/2016		Adult DVDs	Non-Print Adult	-62.06
94061139	7/7/2016		Adult Music CDS	Non-Print Adult	-424.50
94072783	7/7/2016		Adult DVDs	Non-Print Adult	-26.54
94072782	7/7/2016		Adult DVD	Non-Print Adult	-37.09
94072785	7/7/2016		Adult DVDs	Non-Print Adult	-13.54
94061138	7/7/2016		J DVD	Non-Print Juvenile	-57.62
94078582	7/7/2016		J DVD	Non-Print Juvenile	-34.24
94078581	7/7/2016		Adult CD Audiobook	Non-Print Adult	-158.96
94067099	7/7/2016		Adult CD Audiobooks	Non-Print Adult	-314.68
94066902	7/7/2016		J DVDs	Non-Print Juvenile	-26.54
94111278	7/7/2016		Adult BluRay	Non-Print Adult	-74.18
94111311	7/7/2016		Adult DVDs	Non-Print Adult	-144.70
94111279	7/7/2016		Adult DVD	Non-Print Adult	-18.54
94111277	7/7/2016		Adult Music CD	Non-Print Adult	-17.54
94111276	7/7/2016		Adult Music CD	Non-Print Adult	-79.62
94111310	7/7/2016		J DVD	Non-Print Juvenile	-20.54
94111274	7/7/2016		J DVD	Non-Print Juvenile	-16.54
94103069	7/7/2016		Adult DVD	Non-Print Adult	-27.54

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
94103121	7/7/2016	Adult DVD		Non-Print Adult	-33.54
94103120	7/7/2016	Adult Music CD		Non-Print Adult	-18.54
94105350	7/7/2016	Adult CD Audiobook		Non-Print Adult	-131.72
94105298	7/7/2016	Adult CD Audiobook		Non-Print Adult	-44.24
94082860	7/7/2016	Adult CD Audiobook		Non-Print Adult	-73.48
94082864	7/7/2016	Adult DVD		Non-Print Adult	-26.54
94088420	7/7/2016	Adult BluRay		Non-Print Adult	-34.09
94088408	7/7/2016	Adult DVD		Non-Print Adult	-33.54
94082862	7/7/2016	J DVD		Non-Print Juvenile	-26.54
94082861	7/7/2016	Adult Music CD		Non-Print Adult	-17.54
94061341	7/7/2016	Adult DVDs		Non-Print Adult	-84.74
94061340	7/7/2016	Adult BluRay		Non-Print Adult	-67.63
94093435	7/7/2016	Adult DVDs		Non-Print Adult	-249.86
TOTAL				Non-Print Adult	-67.62
					-3,134.10
14463	7/23/2016	MIDWEST TAPE			
					For. Park Checking 17128...
94138782	7/16/2016	Audio replacement disc		Non-Print Adult	-9.99
94141971	7/16/2016	Adult DVDs		Non-Print Adult	-109.16
94141955	7/16/2016	Adult DVDs		Non-Print Adult	-28.54
94141958	7/16/2016	Adult DVDs		Non-Print Adult	-21.54
94141957	7/16/2016	Adult DVDs		Non-Print Adult	-26.54
94141959	7/16/2016	Adult BluRays and DVDs		Non-Print Adult	-59.63
94141970	7/16/2016	Adult DVDs		Non-Print Adult	-34.09
94141972	7/16/2016	Adult Music CDs		Non-Print Adult	-27.08
94136827	7/16/2016	Adult CD Audiobooks		Non-Print Adult	-363.16
94136825	7/16/2016	Adult CD Audiobooks		Non-Print Adult	-34.24
94136824	7/16/2016	Adult CD Audiobook		Non-Print Adult	-88.48
94129820	7/16/2016	Adult CD Audiobook		Non-Print Adult	-37.54
94129888	7/16/2016	Adult Blu Ray		Non-Print Adult	-18.54
94129884	7/16/2016	Adult DVD		Non-Print Adult	-37.54
94129886	7/16/2016	Adult DVDs		Non-Print Adult	-109.16
94129887	7/16/2016	Adult DVD		Non-Print Adult	-18.54
94129888	7/16/2016	Adult DVD		Non-Print Adult	-87.62
94129889	7/16/2016	Adult CDs		Non-Print Adult	-17.54
94120500	7/16/2016	CD Audiobook replacement disc		Non-Print Adult	-26.54
94120359	7/16/2016	Adult DVD disc replacement		Non-Print Adult	-9.99
TOTAL				Non-Print Adult	-18.99
					-1,138.37
14471	7/25/2016	Murray, Victoria			
					For. Park Checking 17128...
					Misc. Expenses
					Misc. Expenses
TOTAL	7/23/2016		Roundtrip to SWAN/Circ Managers Mtg. 7/20/16 Roundtrip to SWAN User Group Mtg. 7/25/16		-17.28
					-17.28
					-34.56

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
14442	7/9/2016	NICOR GAS		For. Park Checking 17128...	
898234...	7/9/2016		Monthly Natural gas supply	Heat	-422.83
TOTAL					-422.83
14443	7/9/2016	Oak Brook Mechanical Ser...		For. Park Checking 17128...	
2075	7/7/2016		Replace Flow switch on Chiller	Maintenance - Service	-842.58
TOTAL					-842.58
14464	7/23/2016	Oak Brook Mechanical Ser...		For. Park Checking 17128...	
2354	7/23/2016		Chiller Repair 6/22/16	Maintenance - Service	-998.36
TOTAL					-998.36
14444	7/9/2016	OverDrive		For. Park Checking 17128...	
165800...	7/7/2016		Adult eBook	Overdrive - Adult	-56.65
165800...	7/7/2016		Adult eBook	Overdrive - Adult	-130.00
165810...	7/9/2016		Adult eBook	Overdrive - Adult	-65.00
165811...	7/9/2016		Adult eBooks and audiobooks	Overdrive - Adult	-166.99
TOTAL					-418.64
14465	7/23/2016	OverDrive		For. Park Checking 17128...	
165821...	7/13/2016		Adult eBooks & eaudiobooks	Overdrive - Adult	-1,808.85
165800...	7/16/2016		Adult eBooks	Overdrive - Adult	-104.64
165816...	7/23/2016		Teen Audiobook	Overdrive - Teen	-18.99
165800...	7/23/2016		Childrens eBooks and eaudiobook	Overdrive - Juvenile	-158.92
TOTAL			Adult eBooks & eaudiobooks	Overdrive - Adult	-372.56
dm	7/15/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Payroll Processing 7/15/16	Payroll Service	-100.74
					-100.74

River Forest Public Library  
WARRANT LIST DETAIL  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
dm	7/15/2016	PAYLOCITY	7/15/16 Payroll Expense	For. Park Payroll 171283900	-16,903.56
TOTAL				Employee Compensation	-16,903.56
dm	7/15/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL				EE Tax Deduction Library FICA Portion Library Medicare Portion	-4,177.87 -1,354.00 -316.66
DM	7/29/2016	PAYLOCITY		For. Park Payroll 171283900	-5,848.53
TOTAL				Payroll Processing 7/29/16	-100.74
dm	7/29/2016	PAYLOCITY		Payroll Service	-100.74
TOTAL				For. Park Payroll 171283900	-17,095.25
dm	7/29/2016	PAYLOCITY		Employee Compensation	-17,095.25
TOTAL				For. Park Payroll 171283900	-5,849.00
dm	7/29/2016	PAYLOCITY		Employee Tax Deduction Library FICA Portion Library Medicare Portion	-4,163.20 -1,366.27 -319.53
TOTAL				CD Audiobooks	-205.40
14466	7/23/2016	RECORDED BOOKS		For. Park Checking 17128...	-205.40
75361785	7/16/2016			Non-Print Adult	-205.40
TOTAL					-205.40
14445	7/9/2016	S & D Prime Maintenance, L...		For. Park Checking 17128...	-342.80
70055	7/7/2016			Maintenance - Service	-342.80
TOTAL					-342.80

**River Forest Public Library  
WARRANT LIST DETAIL  
July 2016**

Num	Date	Name	Memo	Account	Paid Amount
14467	7/23/2016	S & D Prime Maintenance, L...			
70271	7/16/2016		Annual Gutter Cleaning	For. Park Checking 17128...	-760.00
70263	7/16/2016		Bi-monthly maintenance service	Maintenance - Service	-284.13
TOTAL					-1,044.13
14446	7/9/2016	Staples		For. Park Checking 17128...	
330532...	7/9/2016		Swifters & Toilet Tissue	Maintenance - Supply	-121.24
330655...	7/9/2016		Dry Erase Markers	Office Supplies	-14.59
330655...	7/9/2016		Cleaning wipes, swifters, sponges	Maintenance - Supply	-56.22
330655...	7/9/2016		Double stick tape	Office Supplies	-4.99
330593...	7/9/2016		Trash bags	Maintenance - Supply	-37.98
330593...	7/9/2016		Staples and batteries	Office Supplies	-42.58
330593...	7/9/2016		Soap and Paper towels	Maintenance - Supply	-63.85
330593...	7/9/2016		Coffee filters	Office Supplies	-8.78
TOTAL					-340.23
14468	7/23/2016	Staples		For. Park Checking 17128...	
330774...	7/16/2016		Magnetic sheets	Office Supplies	-24.99
330774...	7/16/2016		Batteries,	Office Supplies	-11.49
330774...	7/16/2016		Copy paper	Copier supplies	-130.95
330774...	7/16/2016		Napkins and Plates	Special Programs	-10.18
TOTAL					-177.61
14447	7/9/2016	SWAN		For. Park Checking 17128...	
5032	7/9/2016		Quarterly SWAN Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00
14472	7/25/2016	The Week - magazine subs...		For. Park Checking 17128...	
357087...	7/23/2016		"The Week" magazine annual renewal	Periodicals - Adult	-95.68
TOTAL					-95.68
14469	7/23/2016	VERSATILE COMPUTER S...		For. Park Checking 17128...	
14767	7/16/2016		Tech Support July 2016	Technical Support	-750.00
TOTAL					-750.00

**River Forest Public Library**  
**WARRANT LIST DETAIL**  
July 2016

Num	Date	Name	Memo	Account	Paid Amount
14473	7/25/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
JULY H...	7/23/2016		Employee Healthcare Costs Employer Healthcare costs Employer Dental costs Employer Life costs	Employee Compensation Health Insurance Dental Life	-1,248.79 -3,687.32 -207.27 -54.22
TOTAL					-5,197.60
14474	7/25/2016	WALL STREET JOURNAL		For. Park Checking 17128...	
010660...	7/25/2016		Wall St. Journal annual renewal	Periodicals - Adult	-420.00
TOTAL					-420.00

# River Forest Public Library

8/13/2016 10:49 AM

Register: MB Financial Credit Card

From 06/03/2016 through 06/30/2016

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
06/03/2016		A.G.E. Graphics	Juvenile Expenses:Programs - J...	SR Lawn Signs	590.00	X		1,797.02
06/03/2016		Computer Training Source	Professional Expenses:Professi...	Bertucci Excel Class	299.00	X		2,096.02
06/06/2016		The Brown Cow	Teen Expenses:Programs-Teen	Teen SR Prizes	40.00	X		2,136.02
06/07/2016		CDW GOVERNMENT INC	Office Expenses:Office Supplies	Receipt Paper Circ D...	141.42	X		2,277.44
06/09/2016		Jewel Foods	Teen Expenses:Programs-Teen	Mini Weapons Progr...	29.04	X		2,306.48
06/09/2016		michaels	Juvenile Expenses:Programs - J...	Program Supplies	56.80	X		2,363.28
06/10/2016		USPS	Office Expenses:Postage	Postage Replenishment	25.00	X		2,388.28
06/12/2016		Walgreens	Juvenile Expenses:Programs - J...	Candy for Program	5.58	X		2,393.86
06/13/2016		Jewel Foods	Juvenile Expenses:Programs - J...	Cake for Program	27.50	X		2,421.36
06/14/2016		Walgreens	Juvenile Expenses:Programs - J...	Candy for Program	3.99	X		2,425.35
06/16/2016		Jewel Foods	Teen Expenses:Programs-Teen	Food Chocolate Oly...	88.19	X		2,513.54
06/20/2016		University of Wisconsin - M...	Professional Expenses:Professi...	Back in Circ Confere...	300.00	X		2,813.54
06/20/2016		Stamps.com	Office Expenses:Postage	Postage Supplies	52.95	X		2,866.49
06/20/2016	14419	Card Services - MB Financi...	For. Park Checking 171284900			X	1,207.02	1,659.47
06/21/2016		Mojang	Juvenile Expenses:Programs - J...	Minecraft Subscription	47.99	X		1,707.46
06/21/2016		Eventbrite.com	Professional Expenses:Professi...	SWAN Annual Mtg. ...	112.00	X		1,819.46
06/23/2016		Stamps.com	Office Expenses:Postage	Stamps.com Monthly...	15.99	X		1,835.45
06/28/2016		Gunroad, Inc.	Juvenile Expenses:Programs - J...	Yoga Lesson Plans	20.00	X		1,855.45
06/29/2016		Six Flags	Teen Expenses:Programs-Teen	Teen SR Prize	260.55	X		2,116.00
06/30/2016		USPS	Office Expenses:Postage	Postage Replenishment	50.00	X		2,166.00
06/30/2016		Facebook	Office Expenses:Advertisement	Facebook Paid AD	12.65	X		2,178.65
06/30/2016		Facebook	Office Expenses:Advertisement	Facebook Paid AD	1.30	X		2,179.95





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

<u>Account:</u>	<u>July-16</u>	<u>YTD</u>	<u>15 -16 Budget</u>	<u>% of Budget</u>
Property Taxes	\$ 161,308	\$ 180,128	\$ 1,215,715	14.82%
Corp Property Replacement Taxes	\$ 2,406	\$ 7,358	\$ 15,079	48.80%
Interest Revenue	\$ 393	\$ 1,684	\$ 8,000	21.06%
Copy Machine Revenue	\$ 54	\$ 1,015	\$ 4,000	25.37%
Grants, Other	\$ -	\$ -	\$ 5,100	0.00%
Illinois Per Capata Grant	\$ -	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ 8	\$ 615	\$ 5,000	12.31%
Connections Program Grant	\$ -	\$ -	\$ 7,260	0.00%
Community Fund Endowment	\$ -	\$ -	\$ 3,500	0.00%
Fines, Service Charges	\$ 1,451	\$ 5,256	\$ 18,000	29.20%
Book Sales	\$ 170	\$ 419	\$ 1,200	34.92%
Lost Books Reimbursed	\$ 459	\$ 979	\$ 3,000	32.64%
Rentals, Library Space, Meeting Room	\$ -	\$ 120	\$ 300	40.00%
Fax/Print	\$ 5	\$ 12		
Misc	\$ 9	\$ 122	\$ 300	40.75%
Over/Short	\$ -	\$ -		
<b>Total:</b>	<b>\$ 166,263</b>	<b>\$ 206,321</b>	<b>\$ 1,294,454</b>	<b>15.94%</b>
<b>Income:</b>	<b>\$ 166,263</b>	<b>\$ 206,321</b>	<b>\$ 1,294,454</b>	<b>15.94%</b>
<b>Expense:</b>	<b>\$ 95,816</b>	<b>\$ 284,831</b>	<b>\$ 1,294,454</b>	<b>22.00%</b>



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

July 2016 Fiscal YTD

Actual % Budget  
 25% as of 07/31/2016

16-17 Budget

**Expenses**  
**Personnel**

Wages & Salaries	\$ 44,560	\$ 142,461	23.35%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 3,949	\$ 11,652	22.07%	\$ 52,800.00
IMRRP	\$ 4,627	\$ 13,121	23.86%	\$ 55,000.00
Medicare/FICA	\$ 3,356	\$ 10,777	23.08%	\$ 46,700.00
Payroll Service	\$ 201	\$ 604	19.50%	\$ 3,100.00
Staff Training	\$ -	\$ 500	20.00%	\$ 2,500.00
Membership Dues	\$ -	\$ 950	12.50%	\$ 7,600.00
Professional Development	\$ 60	\$ 2,771	37.44%	\$ 7,400.00
<b>Total Personnel</b>	<b>\$ 56,754</b>	<b>\$ 182,836</b>	<b>28.29%</b>	<b>\$ 785,100.00</b>

**Support Services**  
**Printing and Advertising**

Printing/Bookplate	\$ 204	\$ 1,743	29.06%	\$ 6,000.00
Advertising	\$ -	\$ 20	1.00%	\$ 2,000.00
<b>Total Printing and Advertisement</b>	<b>\$ 204</b>	<b>\$ 1,763</b>	<b>22.04%</b>	<b>\$ 8,000.00</b>

**Programming**

Children's Programs	\$ 292	\$ 4,286	42.44%	\$ 10,100.00
Teen Programs	\$ 1,054	\$ 2,906	48.44%	\$ 6,000.00
Adult Programs	\$ 714	\$ 2,290	20.82%	\$ 11,000.00
Special Programs	\$ -	\$ 309	7.19%	\$ 4,300.00
Connections Programs	\$ -	\$ 359	4.95%	\$ 7,260.00
<b>Total Support Services and Programs</b>	<b>\$ 2,265</b>	<b>\$ 11,914</b>	<b>25.53%</b>	<b>\$ 46,660.00</b>

**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	\$ 2,250	18.75%	\$ 12,000.00
Automation Administration	\$ 5,202	\$ 8,133	26.24%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 2,000.00
Postage & Delivery	\$ -	\$ 209	6.15%	\$ 3,400.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Telephone/Internet	\$ 821	\$ 2,717	18.11%	\$ 15,000.00
Copy Machine Leases	\$ 199	\$ 373	0.00%	\$ 2,700.00
<b>Total Other Support Services</b>	<b>\$ 6,972</b>	<b>\$ 13,828</b>	<b>18.39%</b>	<b>\$ 75,200.00</b>
<b>Total Support Services</b>	<b>\$ 9,236</b>	<b>\$ 25,742</b>	<b>21.12%</b>	<b>\$ 121,860.00</b>

**Library Materials**

Books	\$ 7,335	\$ 16,423	23.63%	\$ 69,500.00
Print Periodicals (Magazines)	\$ 566	\$ 3,351	47.20%	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$ -	\$ 2,000		13.79%	\$ 14,500.00
Online E-Content - elect. books/magazines/news/music	\$ 2,881	\$ 7,416		18.54%	\$ 40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 4,640	\$ 9,697		23.57%	\$ 41,150.00
<b>Total Library Materials</b>	<b>\$ 15,421</b>	<b>\$ 38,887</b>		<b>22.58%</b>	<b>\$ 172,260.00</b>

**Library and Office Supplies**

Office Supplies	\$ 118	\$ 948		22.34%	\$ 4,244.00
Library Supplies	\$ 687	\$ 1,763		31.48%	\$ 5,600.00
Copy And Printing Supplies	\$ 131	\$ 438		43.77%	\$ 1,000.00
Misc Expenses (includes Patron Relations)	\$ 76	\$ 294		11.33%	\$ 2,600.00
<b>Total Library &amp; Office Supplies</b>	<b>\$ 1,011</b>	<b>\$ 3,443</b>		<b>25.61%</b>	<b>\$ 13,444.00</b>

**Capital Expenditures**

Equipment (Equipment & Furniture)	\$ -	\$ 124		4.13%	\$ 3,000.00
Equipment - Technology	\$ 98	\$ 1,604		10.69%	\$ 15,000.00
Strategic Building Improvement	\$ -	\$ -		0.00%	\$ 50,000.00
<b>Total Capital Expenditures</b>	<b>\$ 98</b>	<b>\$ 1,728</b>		<b>2.54%</b>	<b>\$ 68,000.00</b>
<b>Strategic Initiatives</b>	<b>\$ 5,880</b>	<b>\$ 11,240</b>		<b>74.93%</b>	<b>\$ 15,000.00</b>

**Facilities Management**

Building Materials & Supplies	\$ 270	\$ 492		8.63%	\$ 5,700.00
<b>Total Facility Supplies</b>	<b>\$ 270</b>	<b>\$ 492</b>		<b>7.66%</b>	<b>\$ 6,500.00</b>

**Facility Services**

Insurance	\$ -	\$ -		0.00%	\$ 12,300.00
Maintenance and Custodial Services	\$ 6,469	\$ 18,489		35.56%	\$ 52,000.00
Water	\$ -	\$ 288		11.50%	\$ 2,500.00
Natural Gas	\$ 423	\$ 819		10.24%	\$ 8,000.00
Copier Maintenance and Usage	\$ 254	\$ 866		26.24%	\$ 3,300.00
Roof Inspection	\$ -	\$ -			\$ -
<b>Total Facility Services</b>	<b>\$ 7,146</b>	<b>\$ 20,462</b>		<b>26.20%</b>	<b>\$ 78,100.00</b>
<b>Total Facilities Management</b>	<b>\$ 7,416</b>	<b>\$ 20,954</b>		<b>25.00%</b>	<b>\$ 83,800.00</b>
<b>Capital Improvement Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 35,000.00</b>

<b>Total Expenses</b>	<b>\$ 95,816</b>	<b>\$ 284,831</b>		<b>22.00%</b>	<b>\$ 1,294,454.00</b>
<b>Total Income</b>	<b>\$ 166,363</b>	<b>\$ 206,321</b>		<b>15.94%</b>	<b>\$ 1,294,454.00</b>

<b>Operations Reserve Fund</b>					<b>\$ 320,000.00</b>
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**River Forest Public Library -Capital Reserve Fund - July 2016**  
**Fiscal Year: May 1, 2016 - April 30, 2017**

Beginning Balance	\$	197,744.33
Expenses	\$	-
Interest	\$	53.64
Ending Balance	\$	197,797.97

Included on Income Report

**River Forest Public Library**  
**Balance Sheet**  
 As of July 31, 2016

	Jul 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
For. Park Money Market Capital	197,797.97
Comm Bank MM 600398216	25,732.37
For. Park Money Market171285900	1,015,022.93
For. Park Payroll 171283900	15,566.84
For. Park Checking 171284900	20,378.74
Petty Cash	85.00
IL FUND/US BANK 151600008693	-0.90
<b>Total Checking/Savings</b>	1,274,583.05
<b>Accounts Receivable</b>	
Accounts Receivable	15,769.75
<b>Total Accounts Receivable</b>	15,769.75
<b>Total Current Assets</b>	1,290,352.80
<b>TOTAL ASSETS</b>	1,290,352.80
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	23,151.20
<b>Total Accounts Payable</b>	23,151.20
<b>Credit Cards</b>	
MB Financial Credit Card	791.17
<b>Total Credit Cards</b>	791.17
<b>Other Current Liabilities</b>	
Debit Card Machine	9,016.60
<b>Total Other Current Liabilities</b>	9,016.60
<b>Total Current Liabilities</b>	32,958.97
<b>Total Liabilities</b>	32,958.97
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	546,693.80
Net Income	-111,184.12
<b>Total Equity</b>	1,257,393.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,290,352.80

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**River Forest Public Library**  
**Reconciliation Detail**  
Petty Cash, Period Ending 07/31/2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>					85.00
<b>Cleared Balance</b>					85.00
<b>Register Balance as of 07/31/2016</b>					85.00
<b>Ending Balance</b>					<b>85.00</b>

**River Forest Public Library  
WARRANT LIST DETAIL  
August 2016**

Num	Date	Name	Memo	Account	Paid Amount
14503	8/22/2016	Alarm Detection Services	177096	For. Park Checking 17128...	
177096	8/20/2016		Quarterly Fire Alarm Monitoring 9/16-1/1/16	Maintenance - Service	-225.00
TOTAL					-225.00
14526	8/23/2016	Amy Grossman		For. Park Checking 17128...	
TOTAL	8/23/2016		Pizza for Lock In	Connection - ASK Programs	-172.99
14504	8/22/2016	ANDERSON ELEVATOR CO...		For. Park Checking 17128...	
190687	8/13/2016		August Elevator Maintenance	Maintenance - Service	-190.55
TOTAL					-190.55
14505	8/22/2016	AT&T - Electronic Gateway		For. Park Checking 17128...	
S68041...	8/13/2016		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
14475	8/3/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203216...	7/27/2016		Adult Books	Books - Adult	-98.67
TOTAL					-98.67
14506	8/22/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203219...	8/13/2016		Adult Books	Books - Adult	-114.74
203221...	8/13/2016		Adult Books	Books - Adult	-115.31
TOTAL					-230.05
14507	8/22/2016	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501421...	8/13/2016		Adult Books	Books - Adult	-96.70
TOTAL					-96.70

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14476	8/3/2016	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203216...	7/27/2016		Teen Summer Reading Prize books	Programs-Teen	-56.57
TOTAL					-56.57
14477	8/3/2016	BAKER & TAYLOR LA23727		For. Park Checking 17128...	
203216...	7/27/2016		Adult Books	Books - Adult	-117.85
TOTAL					-117.85
14508	8/22/2016	BAKER & TAYLOR LA23727		For. Park Checking 17128...	
203219...	8/13/2016		Adult Books	Books - Adult	-15.89
203220...	8/13/2016		Adult Books	Books - Adult	-48.26
203227...	8/20/2016		Adult Books	Books - Adult	-46.56
TOTAL					-110.71
14527	8/23/2016	Beth Kirchenberg		For. Park Checking 17128...	
	8/20/2016		Food for Lock-In	Connection - ASK Programs	-187.32
	8/23/2016		Food for Teen Programs	Programs-Teen	-37.95
TOTAL					-205.27
14509	8/22/2016	Call One		For. Park Checking 17128...	
120993...	7/16/2016		Monthly telephone	Telephone	-358.50
120893...	8/15/2016		Final Call One Telephone Bill	Telephone	-63.90
TOTAL					-422.40
14500	8/13/2016	Card Services - MB Finan...		For. Park Checking 17128...	
			August Credit Card - See Breakout for Transaction D...	MB Financial Credit Card	-1,445.67
TOTAL					-1,445.67
14478	8/3/2016	CENTER POINT LARGE PRL...		For. Park Checking 17128...	
1393342	8/3/2016		Large Print Book	Books - Adult	-9.43
TOTAL					-9.43



River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14510	8/22/2016	Comcast		For. Park Checking 17128...	
877120...	8/13/2016		Monthly Telephone & Internet	Automation - Internet	-788.04
TOTAL					-788.04
14479	8/3/2016	Communication Revolving ...		For. Park Checking 17128...	
T1641606	7/30/2016		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
14480	8/3/2016	Complete Cleaning Company		For. Park Checking 17128...	
1329237	7/27/2016		August Cleaning Service	Maintenance - Service	-2,110.00
TOTAL					-2,110.00
14481	8/3/2016	Dana Janisch		For. Park Checking 17128...	
TOTAL	8/1/2016		Coffee and Cake for Coffee Monday 8/1 Program	Programs - Adult	-11.25
14511	8/22/2016	DEMCO, INC.		For. Park Checking 17128...	
5926167	8/13/2016		Tech Services Supplies: Tape, Glue, Labels,	Supplies - Library	-116.34
TOTAL					-116.34
14501	8/15/2016	Electric Blue Entertainment		For. Park Checking 17128...	
TOTAL	8/15/2016		Final Payment DJ Lockin 8/19/16	Connection - ASK Programs	-300.00
dm	8/31/2016	FOREST AGENCY, INC.		For. Park Checking 17128...	
TOTAL			Deposit Correction	Misc. Expenses	-0.02
14482	8/3/2016	Fresh Look Home, LLC		For. Park Checking 17128...	
TOTAL	7/30/2016	8/2	Downsizing and Decluttering Program 8/22/16	Programs - Adult	-80.00
					-60.00

**River Forest Public Library  
WARRANT LIST DETAIL  
August 2016**

Num	Date	Name	Memo	Account	Paid Amount
14483	8/3/2016	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	7/30/2016		Teen Video Game Water Color Paper J Program Supply J Video games Toner Dell Printer Teen Prize Voice recorder for Board meetings Amazon Gift Card Adult SR Prize Cover for People Counter Kindle Book Kindle Book Kindle Book Kindle Book Kindle Book Kindle Book Kindle Book	Non-Print - Teen Programs - Juv Non-Print Juvenile Copier supplies Programs-Teen Equipment - Technology Programs - Adult Maintenance - Supply Overdrive - Adult Overdrive - Adult Overdrive - Adult Overdrive - Adult Overdrive - Adult Overdrive - Adult Overdrive - Adult	-47.99 -13.12 -91.97 -49.95 -33.33 -49.99 -150.00 -28.80 -13.99 -12.99 -13.99 -16.99 -13.99 -14.99 -13.99
TOTAL					-564.08
14484	8/3/2016	H.W. WILSON COMPANY		For. Park Checking 17128...	
338512	8/3/2016		Adult Book	Books - Adult	-295.70
TOTAL					-295.70
14485	8/3/2016	Hulen Landscaping Contra...		For. Park Checking 17128...	
14018	7/30/2016		July Garden Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00
14512	8/22/2016	IDES		For. Park Checking 17128...	
806700	8/20/2016		Unemployment Compensation	Employee Compensation	-5,302.75
TOTAL					-5,302.75
dm	8/31/2016	IMRF		For. Park Checking 17128...	
			EE IMRF Contribution ER IMRF Contribution	Employee Compensation IMRF	-1,612.30 -4,324.54
TOTAL					-5,936.84

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14498	8/3/2016	Ingram Library Services		For. Park Checking 17128...	
66729929	7/27/2016	J Books	Books- Juv		-11.91
62346463	7/27/2016	J Books	Books- Juv		-38.76
66729930	7/27/2016	J Books	Books- Juv		-22.51
62347586	7/27/2016	J Books	Books- Juv		-5.58
62347587	7/27/2016	Adult Books	Books - Adult		-15.78
66731004	7/27/2016	Adult Books	Books - Adult		-16.76
66729832	7/27/2016	Adult Books	Books - Adult		-163.09
66731005	7/27/2016	Adult Books	Books - Adult		-56.99
62347476	7/27/2016	Adult Books	Books - Adult		-43.76
62347475	7/27/2016	Adult Books	Books - Adult		-147.94
62347474	7/27/2016	Adult Books	Books - Adult		-11.67
62347473	7/27/2016	Adult Books	Books - Adult		-15.75
62347290	7/27/2016	Adult Books	Books - Adult		-12.59
62347289	7/27/2016	Adult Books	Books - Adult		-16.88
62347694	7/27/2016	Adult Books	Books - Adult		-32.13
62347695	7/27/2016	Middle School Books	Books - Middle School		-16.91
62347696	7/27/2016	Teen Books	Books - Teen		-26.77
66730612	7/27/2016	Teen Books	Books - Teen		-52.95
62347242	7/27/2016	Teen Books	Books - Teen		-14.38
66733313	8/3/2016	J Books	Books - Teen		-17.36
66732863	8/3/2016	J Books	Books - Teen		-8.38
66733312	8/3/2016	J Books	Books- Juv		-75.88
62348209	8/3/2016	J Books	Books- Juv		-11.49
62348210	8/3/2016	J Books	Books- Juv		-10.69
62348211	8/3/2016	J Books	Books- Juv		-135.88
62348038	8/3/2016	J Books	Books- Juv		-59.91
62347899	8/3/2016	J Books	Books- Juv		-165.43
62348037	8/3/2016	J Books	Books- Juv		-140.94
62349516	8/3/2016	J Books	Books- Juv		-10.29
62349517	8/3/2016	Adult Books	Books - Adult		-5.02
62349518	8/3/2016	Adult Books	Books - Adult		-15.78
62349514	8/3/2016	Adult Books	Books - Adult		-32.12
62349515	8/3/2016	Adult Books	Books - Adult		-48.46
66732864	8/3/2016	Adult Books	Books - Adult		-15.78
62348914	8/3/2016	Adult Books	Books - Adult		-15.78
62348915	8/3/2016	Adult Books	Books - Adult		-16.22
62348916	8/3/2016	Adult Books	Books - Adult		-15.78
62348917	8/3/2016	Adult Books	Books - Adult		-50.71
62349244	8/3/2016	Adult Books	Books - Adult		-15.78
62349245	8/3/2016	Adult Books	Books - Adult		-16.88
62348212	8/3/2016	Adult Books	Books - Adult		-11.99
62348208	8/3/2016	Adult Books	Books - Adult		-11.99
62348439	8/3/2016	Adult Books	Books - Adult		-30.89
62347898	8/3/2016	Adult Books	Books - Adult		-10.78
			Books - Adult		-11.98
			Books - Adult		-16.88

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
62347883	8/3/2016	Adult Books		Books - Adult	-16.34
62348371	8/3/2016	Adult Books		Books - Adult	-15.78
62347993	8/3/2016	Adult Books		Books - Adult	-44.05
62347994	8/3/2016	Adult Books		Books - Adult	-42.86
62347995	8/3/2016	Adult Books		Books - Adult	-16.91
62348035	8/3/2016	Adult Books		Books - Adult	-11.38
62348036	8/3/2016	Adult Books		Books - Adult	-12.56
62348039	8/3/2016	Adult Books		Books - Adult	-14.30
62348040	8/3/2016	Adult Books		Books - Adult	-15.28
62348213	8/3/2016	Adult Books		Books - Adult	-134.72
62348537	8/3/2016	Middle School Books		Books - Middle School	-10.69
62348445	8/3/2016	Middle School Books		Books - Middle School	-11.25
62347908	8/3/2016	Middle School Books		Books - Middle School	-11.25
62349464	8/3/2016	Middle School Books		Books - Middle School	-11.25
62349538	8/3/2016	Teen Books		Books - Teen	-15.77
62349339	8/3/2016	Teen Books		Books - Teen	-11.25
62348370	8/3/2016	Teen Books		Books - Teen	-22.63
62348444	8/3/2016	Teen Books		Books - Teen	-11.25
62347907	8/3/2016	Teen Books		Books - Teen	-11.25
TOTAL					-2,140.06
14513	8/22/2016	Ingram Library Services		For. Park Checking 17128...	
62351304	8/13/2016	Teen Book		Books - Teen	-14.38
62350564	8/13/2016	Teen Books		Books - Teen	-54.09
62349955	8/13/2016	Teen Books		Books - Teen	-12.58
62350953	8/13/2016	Middle School Books		Books - Middle School	-8.53
62350949	8/13/2016	J Books		Books - Juv	-11.25
66735998	8/13/2016	J Books		Books - Juv	-23.70
62350433	8/13/2016	J Books		Books - Juv	-12.38
62350948	8/13/2016	J Books		Books - Juv	-9.58
62350122	8/13/2016	J Books		Books - Juv	-11.25
62350123	8/13/2016	J Books		Books - Juv	-9.56
66735038	8/13/2016	J Books		Books - Juv	-61.74
62349783	8/13/2016	J Books		Books - Juv	-29.84
66734184	8/13/2016	J Books		Books - Juv	-10.29
62349582	8/13/2016	J Books		Books - Juv	-8.43
62349583	8/13/2016	J Books		Books - Juv	-5.98
62349284	8/13/2016	J Books		Books - Juv	-96.64
62351682	8/15/2016	J Books		Books - Juv	-11.23
62351488	8/15/2016	J Books		Books - Juv	-170.95
62351517	8/15/2016	Middle School Book		Books - Middle School	-43.95
62351491	8/15/2016	Adult Print		Books - Adult	-15.06
62351487	8/15/2016	Adult Print		Books - Adult	-15.77
62351489	8/15/2016	Adult Print		Books - Adult	-27.47
62351490	8/15/2016	Adult Print		Books - Adult	-27.86
62351693	8/15/2016	Adult Print		Books - Adult	-33.02
62351778	8/15/2016	Adult Print		Books - Adult	-15.78



**River Forest Public Library  
WARRANT LIST DETAIL  
August 2016**

Num	Date	Name	Memo	Account	Paid Amount
DM	8/1/2016	Intuit	Checks	For. Park Money Market C...	
TOTAL			Checks	Capital Reserve Fund	-91.23
dm	8/31/2016	Intuit	Envelopes	For. Park Money Market C...	
TOTAL			Envelopes	Capital Reserve Fund	-36.73
14487	8/3/2016	Joanna Bertucci		For. Park Checking 17128...	
TOTAL	7/27/2016		Mileage to Moriane Valley CC (Palos Heights, IL) 7/2...	Misc. Expenses	-20.52
14488	8/3/2016	Judith Levin Fischer		For. Park Checking 17128...	
TOTAL	7/27/2016		Computer Learning Labs: 6/29, 7/6, 7/13, 7/20	Programs - Adult	-243.00
14514	8/22/2016	KLEIN, THORPE & JENKIN...		For. Park Checking 17128...	
184187-...	8/20/2016		Executive Session Minutes: Tax rate Objections	Consultant/Legal Fees	-192.00
TOTAL					-192.00
14515	8/22/2016	Konica Minolta Business S...		For. Park Checking 17128...	
800263-...	8/13/2016		July Copier Usage	Copy Machine (usage, mai...	-173.90
TOTAL					-173.90
14616	8/22/2016	Konica Minolta Premier Fir...		For. Park Checking 17128...	
310005-...	8/13/2016		Monthly Copier Lease	Copier Lease nonpub	-199.00
TOTAL					-199.00
14489	8/3/2016	Mary Kay Akers		For. Park Checking 17128...	
TOTAL	7/30/2016		Mileage to Moriane Valley CC (Palos Heights, IL) 7/2...	Misc. Expenses	-20.52
					-20.52

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14490	8/3/2016	MIDWEST TAPE		For. Park Checking 17128...	
94143240	7/27/2016	J DVDs		Non-Print Juvenile	-16.54
94163974	7/27/2016	Adult DVDs		Non-Print Adult	-78.62
94163975	7/27/2016	Adult DVDs		Non-Print Adult	-54.74
94163977	7/27/2016	Adult DVDs		Non-Print Adult	-26.54
94158914	7/27/2016	Adult DVDs		Non-Print Adult	-27.54
64158913	7/27/2016	Adult Music CDs		Non-Print Adult	-60.62
94158910	7/27/2016	J DVDs		Non-Print Juvenile	-20.54
94158912	7/27/2016	Adult DVDs		Non-Print Adult	-151.18
94143242	7/27/2016	Adult DVDs		Non-Print Adult	-38.54
94161968	7/27/2016	Adult Audiobooks		Non-Print Adult	-545.12
94161968	7/27/2016	Adult Audiobooks		Non-Print Adult	-191.98
94161986	7/27/2016	Audiobook replacement Discs		Non-Print Adult	-19.98
94173829	8/1/2016	Adult Music CDs		Non-Print Adult	-14.54
94178719	8/3/2016	Adult DVD		Non-Print Adult	-26.74
94183683	8/3/2016	Adult DVDs		Non-Print Adult	-18.54
94184290	8/3/2016	Adult DVDs		Non-Print Adult	-44.74
94183684	8/3/2016	Adult DVDs		Non-Print Adult	-18.54
94180405	8/3/2016	Adult CD Audiobooks		Non-Print Adult	-93.48
94167699	8/3/2016	Adult DVDs		Non-Print Adult	-26.54
TOTAL					-1,465.04
14517	8/22/2016	MIDWEST TAPE		For. Park Checking 17128...	
94205132	8/13/2016	Adult DVDs		Non-Print Adult	-111.16
94205134	8/13/2016	Adult Blu Ray		Non-Print Adult	-61.08
94210730	8/13/2016	Adult CD Audiobook		Non-Print Adult	-39.24
94205131	8/13/2016	Adult CD Audio		Non-Print Adult	-112.72
94205130	8/13/2016	Adult CD		Non-Print Adult	-18.54
94205028	8/13/2016	Adult CD		Non-Print Adult	-16.54
94205133	8/13/2016	Adult CD		Non-Print Adult	-15.54
94216391	8/13/2016	Adult CD		Non-Print Adult	-38.08
94214928	8/13/2016	Adult BluRay		Non-Print Adult	-89.17
94216390	8/13/2016	Adult Audiobook		Non-Print Adult	-248.06
94216392	8/13/2016	Adult audiobook		Non-Print Adult	-43.24
94216393	8/13/2016	Adult audiobook		Non-Print Adult	-39.24
94216394	8/13/2016	Adult Audiobook		Non-Print Adult	-78.48
94216395	8/13/2016	Adult Audiobook		Non-Print Adult	-98.72
94194811	8/13/2016	Adult audiobook		Non-Print Adult	-44.24
94201324	8/13/2016	Adult Music CD		Non-Print Adult	-18.54
94201322	8/13/2016	Adult DVD		Non-Print Adult	-63.08
TOTAL					-1,135.67

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14491	8/3/2016	NICOR GAS		For. Park Checking 17128...	
898234...	7/27/2016	June-July Gas Bill		Heat	-274.49
TOTAL					-274.49
14628	8/23/2016	Oak Brook Mechanical Ser...		For. Park Checking 17128...	
478.89	8/23/2016	HVAC Repair		Maintenance - Service	-478.89
TOTAL					-478.89
103	8/23/2016	Oak Brook Mechanical Ser...		For. Park Money Market C...	
TOTAL				Capital Reserve Fund	-3,017.93
14492	8/3/2016	OverDrive		For. Park Checking 17128...	
165800...	7/30/2016	Adult eBooks		Overdrive - Adult	-260.00
165812...	8/1/2016	Adult eBooks & eAudiobooks		Overdrive - Adult	-353.95
165811...	8/3/2016	Adult eAudiobook		Overdrive - Adult	-49.95
165800...	8/3/2016	Adult eBooks		Overdrive - Adult	-143.00
165811...	8/3/2016	Adult eBooks & eAudiobook		Overdrive - Adult	-179.99
165812...	8/3/2016	Adult eBooks & eAudiobooks		Overdrive - Adult	-224.97
165810...	8/3/2016	Adult eBook		Overdrive - Adult	-48.00
165815...	8/3/2016	Adult eBook		Overdrive - Adult	-8.35
TOTAL		Teen eBooks		Overdrive - Teen	-205.48
14518	8/22/2016	OverDrive		For. Park Checking 17128...	
165816...	8/13/2016	Adult eBooks		Overdrive - Adult	-35.98
165813...	8/13/2016	Adult eBooks		Overdrive - Adult	-65.00
165800...	8/13/2016	Adult eBooks		Overdrive - Adult	-103.98
165800...	8/13/2016	Adult eBooks		Overdrive - Adult	-53.98
165800...	8/13/2016	Teen eBooks		Overdrive - Teen	-39.98
165800...	8/13/2016	5 eBooks		Overdrive - Adult	-191.98
165800...	8/13/2016	Adult eBooks		Overdrive - Adult	-65.00
165813...	8/15/2016	eBook & eAudiobook		Overdrive - Adult	-158.96
165800...	8/15/2016	1 eBook		Overdrive - Teen	-89.94
165800...	8/15/2016	Adult eBook & eAudiobook		Overdrive - Adult	-44.97
TOTAL					-206.00



**River Forest Public Library  
WARRANT LIST DETAIL  
August 2016**

Num	Date	Name	Memo	Account	Paid Amount
165800...	8/20/2016		Adult eBook	Overdrive - Adult	-16.99
165917...	8/20/2016		eAudiobooks and eBooks	Overdrive - Adult	-2,075.36
TOTAL					-3,148.12
<b>DM</b>	<b>8/15/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			8/15/16 Payroll Processing	Payroll Service	-103.00
<b>DM</b>	<b>8/15/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			Employee Compensation	Employee Compensation	-17,708.17
<b>DM</b>	<b>8/15/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			Employee Tax Deduction Library FICA Portion Library Medicare Portion	Employee Compensation FICA Medicare Exp	-4,376.78 -1,419.30 -331.93
<b>DM</b>	<b>8/31/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			Payroll Processing 8/31/16	Payroll Service	-103.00
<b>DM</b>	<b>8/31/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			Employee Compensation	Employee Compensation	-17,732.82
<b>DM</b>	<b>8/31/2016</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283900</b>	
TOTAL			Employee Tax Deduction Library FICA Portion Library Medicare Portion	Employee Compensation FICA Medicare Exp	-4,349.03 -1,419.01 -331.87
<b>TOTAL</b>					<b>-6,099.91</b>

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14519	8/22/2016	PENWORTHY COMPANY	F:1130888-1	For. Park Checking 17128...	
051783...	8/20/2016		J Books	Books- Juv	-187.76
TOTAL					-187.76
14520	8/22/2016	RAILS		For. Park Checking 17128...	
3725	8/15/2016		Gale Databases	Automated - Subscription	-4,073.37
TOTAL					-4,073.37
14521	8/22/2016	RECORDED BOOKS		For. Park Checking 17128...	
178331	8/20/2016		Adult Great Courses DVDs	Non-Print Adult	-181.67
TOTAL					-181.67
101	8/11/2016	Rlete Office Interiors		For. Park Money Market C...	
51119	7/21/2016		Down Payment for 2nd Floor Carpet	Capital Reserve Fund	-17,255.00
TOTAL					-17,255.00
14522	8/22/2016	RIVER FOREST PARK DIST...		For. Park Checking 17128...	
160803...	8/13/2016		RFPD Fall Guide AD	Advertisement	-150.00
TOTAL					-150.00
14529	8/29/2016	Rotary Club of OPRF		For. Park Checking 17128...	
	8/29/2016		RFPPL Portion of Annual Dues 7/1/16-6/30/17	Membership Dues - Library	-500.00
TOTAL					-500.00
14493	8/3/2016	S & D Prime Maintenance, L...		For. Park Checking 17128...	
	7/27/2016		Bi-monthly maintenance	Maintenance - Service	-280.11
TOTAL					-280.11
14523	8/22/2016	S & D Prime Maintenance, L...		For. Park Checking 17128...	
70645	8/20/2016		Bi-Monthly Maintenance Service	Maintenance - Service	-275.00
TOTAL					-275.00

River Forest Public Library  
WARRANT LIST DETAIL  
August 2016

Num	Date	Name	Memo	Account	Paid Amount
14494	8/3/2016	Smithereen Pest Managem...		For. Park Checking 17128...	
1388134	8/1/2016		BiMonthly Pest Control	Maintenance - Service	-46.00
TOTAL					-46.00
14524	8/22/2016	Staples		For. Park Checking 17128...	
331019...	8/13/2016		Plates Swifters & Cleaning Spray Hand Sanitizer and Labels	Special Programs Maintenance - Supply Office Supplies	-26.98 -31.83 -46.78
TOTAL					-104.59
14495	8/3/2016	Sue Quinn		For. Park Checking 17128...	
TOTAL	7/27/2016		Mileage to Moriane Valley CC (Palos Heights, IL) 7/2...	Misc. Expenses	-20.52
14502	8/15/2016	The Fun Ones		For. Park Checking 17128...	
49784	8/15/2016		Final Payment Entertainment Lock In 8/19/16	Connection - ASK Programs	-320.00
TOTAL					-320.00
14486	8/3/2016	Thomson Reuters		For. Park Checking 17128...	
834378...	7/27/2016		Adult Books	Books - Adult	-86.06
TOTAL					-86.06
102	8/11/2016	Trinity Roofing Service		For. Park Money Market C...	
45761	8/11/2016		Entryway Roofing System Replacement	Capital Reserve Fund	-8,110.00
TOTAL					-8,110.00
14497	8/3/2016	United States Postal Service		For. Park Checking 17128...	
Permit ...	7/30/2016		Mailing Permit Replish	Postage	-500.00
TOTAL					-500.00

**River Forest Public Library  
WARRANT LIST DETAIL  
August 2016**

Num	Date	Name	Memo	Account	Paid Amount
14525	8/22/2016	VERSATILE COMPUTER S...		For. Park Checking 17128...	
14773	8/13/2016		August Tech Support	Technical Support	-750.00
TOTAL					-750.00
14488	8/3/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
001116-...	7/30/2016		May & June Water Bill	Water	-308.10
TOTAL					-308.10
14630	8/29/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
August ...	8/29/2016		EE Healthcare contributions Health Insurance Dental Insurance Life Insurance	Employee Compensation Health Insurance Dental Life	-1,248.79 -3,687.32 -207.27 -54.31
TOTAL					-5,197.69
14489	8/3/2016	Wireline, Inc.		For. Park Checking 17128...	
22946	7/27/2016		Support for Comcast switchover	Telephone	-292.50
TOTAL					-292.50

River Forest Public Library

8/16/2016 1:25 PM

Register: MB Financial Credit Card

From 07/07/2016 through 08/04/2016

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
07/07/2016		KINKO'S, INC	Capital Expenditures:Equipmen...	DVD Shelving Signs	204.48	X		2,384.43
07/08/2016		Jewel Foods	Juvenile Expenses:Programs - J...	Supplies for J Progra...	29.97	X		2,414.40
07/15/2016		MICHAELS	Juvenile Expenses:Programs - J...	J Program Supplies	9.66	X		2,424.06
07/18/2016		Walmart	Teen Expenses:Programs-Teen	Teen Program Supplies	68.30	X		2,492.36
07/18/2016	14450	Card Services - MB Financi...	For. Park Checking 171284900	July 2016 Statement ...		X	2,179.95	312.41
07/23/2016		AMAZON.COM	Capital Expenditures:Equipmen...	Patron headphones	98.00	X		410.41
07/25/2016		Stamps.com	Office Expenses:Postage	Stamps.com Monthly...	15.99	X		426.40
07/27/2016		Discount School Supply	Juvenile Expenses:Programs - J...	J Program Supplies	101.27	X		527.67
07/27/2016		DollarTree	Teen Expenses:Programs-Teen	Brooms for Quiddic...	5.00	X		532.67
07/27/2016		Target	Teen Expenses:Programs-Teen	Teen SR Prize	50.00	X		582.67
07/27/2016		DOMINOS	Juvenile Expenses:Programs - J...	Pizza Party Program	73.96	X		656.63
07/29/2016		AMERICAN LIBRARY AS...	Professional Expenses:Professi...	Training Webinar - O...	59.54	X		716.17
07/29/2016		USPS	Office Expenses:Postage	Stamps.com Monthly...	25.00	X		741.17
07/30/2016		River Forest Chocolates	Adult Expenses:Periodicals - A...	Staff SR Reading Prize	50.00	X		791.17
08/04/2016		Fast Signs	Capital Expenditures:Equipmen...	2nd Floor Wall Deca...	499.50	X		1,290.67
08/04/2016		Museum of Science and Indu...	Juvenile Expenses:Programs - J...	Summer Reading Pri...	155.00	X		1,445.67



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

<u>Account:</u>	<u>August-16</u>	<u>YTD</u>	<u>15 -16 Budget</u>	<u>% of Budget</u>
Property Taxes	\$ 366,308	\$ 546,436	\$ 1,215,715	44.95%
Corp Property Replacement Taxes	\$ 280	\$ 7,639	\$ 15,079	50.66%
Interest Revenue	\$ 575	\$ 2,350	\$ 8,000	29.37%
Copy Machine Revenue	\$ 492	\$ 1,516	\$ 4,000	37.90%
Grants, Other	\$ -	\$ -	\$ 5,100	0.00%
Illinois Per Capata Grant	\$ -	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ 226	\$ 841	\$ 5,000	16.83%
Connections Program Grant	\$ -	\$ -	\$ 7,260	0.00%
Community Fund Endowment	\$ -	\$ -	\$ 3,500	0.00%
Fines, Service Charges	\$ 1,792	\$ 7,048	\$ 18,000	39.16%
Book Sales	\$ 117	\$ 536	\$ 1,200	44.67%
Lost Books Reimbursed	\$ 359	\$ 1,338	\$ 3,000	44.61%
Rentals, Library Space, Meeting Room	\$ 60	\$ 180	\$ 300	60.00%
Fax/Print	\$ 11	\$ 23		
Misc	\$ 7	\$ 129	\$ 300	43.00%
Over/Short	\$ -	\$ -		
<b>Total:</b>	<b>\$ 370,228</b>	<b>\$ 576,648</b>	<b>\$ 1,294,454</b>	<b>44.55%</b>
<b>Income:</b>	<b>\$ 370,228</b>	<b>\$ 576,648</b>	<b>\$ 1,294,454</b>	<b>44.55%</b>
<b>Expense:</b>	<b>\$ 90,764</b>	<b>\$ 375,636</b>	<b>\$ 1,294,454</b>	<b>29.02%</b>



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

July 2016      Fiscal YTD      Actual % Budget      16-17 Budget  
 33% as of 08/31/2016

Expenses  
 Personnel

Wages & Salaries	\$ 51,577	\$ 194,087	31.81%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 3,949	\$ 15,601	29.55%	\$ 52,800.00
IMRF	\$ 4,325	\$ 17,445	31.72%	\$ 55,000.00
Medicare/FTCA	\$ 3,502	\$ 14,279	30.58%	\$ 46,700.00
Payroll Service	\$ 206	\$ 810	26.14%	\$ 3,100.00
Staff Training	\$ -	\$ 500	20.00%	\$ 2,500.00
Membership Dues	\$ 500	\$ 1,450	19.08%	\$ 7,600.00
Professional Development	\$ 923	\$ 3,694	49.91%	\$ 7,400.00
<b>Total Personnel</b>	<b>\$ 64,981</b>	<b>\$ 247,817</b>	<b>81.57%</b>	<b>\$ 785,100.00</b>

Support Services  
 Printing and Advertising

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

Programming

Children's Programs	\$ 231	\$ 4,518	44.73%	\$ 10,100.00
Teen Programs	\$ 128	\$ 3,034	50.57%	\$ 6,000.00
Adult Programs	\$ 464	\$ 2,754	25.04%	\$ 11,000.00
Special Programs	\$ 26	\$ 349	8.12%	\$ 4,300.00
Connections Programs	\$ 1,389	\$ 1,748	24.08%	\$ 7,260.00
<b>Total Support Services and Programs</b>	<b>\$ 2,238</b>	<b>\$ 13,962</b>	<b>29.92%</b>	<b>\$ 46,660.00</b>

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	\$ 3,000	25.00%	\$ 12,000.00
Automation Administration	\$ -	\$ 8,133	26.24%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ 192	\$ 192	9.60%	\$ 2,000.00
Postage & Delivery	\$ 500	\$ 751	22.09%	\$ 3,400.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Telephone/Internet	\$ 2,101	\$ 4,818	32.12%	\$ 15,000.00
Copy Machine Leases	\$ 199	\$ 572	0.00%	\$ 2,700.00
<b>Total Other Support Services</b>	<b>\$ 3,742</b>	<b>\$ 17,612</b>	<b>23.42%</b>	<b>\$ 75,200.00</b>
<b>Total Support Services</b>	<b>\$ 5,980</b>	<b>\$ 31,574</b>	<b>25.91%</b>	<b>\$ 121,860.00</b>

Library Materials

Books	\$ 5,983	\$ 22,406	32.24%	\$ 69,500.00
Print Periodicals (Magazines)	\$ -	\$ 3,351	47.20%	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	2,000			13.79%	\$	14,500.00
Online E-Content - elect. books/magazines/movies/music	\$	4,723	\$	12,138			30.35%	\$	40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	2,922	\$	12,619			30.67%	\$	41,150.00
<b>Total Library Materials</b>	\$	<b>18,629</b>	\$	<b>52,515</b>			<b>30.49%</b>	\$	<b>172,250.00</b>

**Library and Office Supplies**

Office Supplies	\$	47	\$	981			23.12%	\$	4,244.00
Library Supplies	\$	116	\$	1,879			33.56%	\$	5,600.00
Copy And Printing Supplies	\$	50	\$	488			48.77%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	77	\$	371			14.27%	\$	2,600.00
<b>Total Library &amp; Office Supplies</b>	\$	<b>290</b>	\$	<b>3,719</b>			<b>27.66%</b>	\$	<b>13,444.00</b>

**Capital Expenditures**

Equipment (Equipment & Furniture)	\$	999	\$	1,518			50.60%	\$	3,000.00
Equipment - Technology	\$	50	\$	1,654			11.03%	\$	15,000.00
Strategic Building Improvement	\$	-	\$	-			0.00%	\$	50,000.00
<b>Total Capital Expenditures</b>	\$	<b>1,049</b>	\$	<b>3,172</b>			<b>4.66%</b>	\$	<b>68,000.00</b>
Strategic Initiatives	\$	-	\$	11,240			74.93%	\$	15,000.00

**Strategic Initiatives**

Building Materials & Supplies	\$	219	\$	710			12.46%	\$	5,700.00
<b>Total Facility Supplies</b>	\$	<b>219</b>	\$	<b>710</b>			<b>10.93%</b>	\$	<b>6,500.00</b>

**Facilities Management  
Facility Supplies**

Insurance	\$	-	\$	-			0.00%	\$	12,300.00
Maintenance and Custodial Service	\$	3,859	\$	22,158			42.61%	\$	52,000.00
Water	\$	308	\$	596			23.83%	\$	2,500.00
Natural Gas	\$	275	\$	1,094			13.68%	\$	8,000.00
Copier Maintenance and Usage	\$	174	\$	1,040			31.51%	\$	3,300.00
Roof Inspection	\$	-	\$	-				\$	-
<b>Total Facility Services</b>	\$	<b>4,616</b>	\$	<b>24,888</b>			<b>31.87%</b>	\$	<b>78,100.00</b>
<b>Total Facilities Management</b>	\$	<b>4,885</b>	\$	<b>25,598</b>			<b>30.55%</b>	\$	<b>83,800.00</b>

Capital Improvement Reserve Fund	\$	-	\$	-				\$	35,000.00
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<b>Total Expenses</b>	\$	<b>90,764</b>	\$	<b>375,636</b>			<b>29.02%</b>	\$	<b>1,294,454.00</b>
<b>Total Income</b>	\$	<b>370,228</b>	\$	<b>576,648</b>			<b>44.55%</b>	\$	<b>1,294,454.00</b>

Operations Reserve Fund	\$		\$	320,000.00				\$	320,000.00
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**Facility Services**





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

<b>Beginning Balance</b>		<b>\$ 197,979.97</b>	
<b>Expenses</b>	<b>Checks/Envelopes</b>	<b>\$ (127.96)</b>	
	<b>2nd Floor Carpet Down Payment</b>	<b>\$ (17,255.00)</b>	
	<b>Entryway Roof</b>	<b>\$ (8,110.00)</b>	
	<b>Air Dryer Replacement</b>	<b>\$ (3,017.93)</b>	
<b>Transfer</b>	<b>Correct Capital Expenditures</b>	<b>\$ (13,246.00)</b>	
	<b>Circulation Carpet</b>		
	<b>DVD Shelving</b>		
	<b>Book Drop</b>		
<b>Interest</b>		<b>\$ 50.52</b>	<b>Included on Income Report</b>
<b>Ending Balance</b>		<b>\$ 156,091.60</b>	

**River Forest Public Library**  
**Balance Sheet**  
 As of August 31, 2016

	<u>Aug 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
For. Park Money Market Capital	156,091.60
Comm Bank MM 600398216	25,732.37
For. Park Money Market171285900	1,320,100.83
For. Park Payroll 171283900	12,692.03
For. Park Checking 171284900	8,003.18
Petty Cash	85.00
<b>Total Checking/Savings</b>	<u>1,522,705.01</u>
<b>Accounts Receivable</b>	
Accounts Receivable	15,769.75
<b>Total Accounts Receivable</b>	<u>15,769.75</u>
<b>Total Current Assets</b>	<u>1,538,474.76</u>
<b>TOTAL ASSETS</b>	<u><u>1,538,474.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	384.97
<b>Total Accounts Payable</b>	<u>384.97</u>
<b>Credit Cards</b>	
MB Financial Credit Card	2,183.27
<b>Total Credit Cards</b>	<u>2,183.27</u>
<b>Other Current Liabilities</b>	
Debit Card Machine	9,016.60
<b>Total Other Current Liabilities</b>	<u>9,016.60</u>
<b>Total Current Liabilities</b>	<u>11,584.84</u>
<b>Total Liabilities</b>	11,584.84
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	546,693.80
Net Income	158,311.97
<b>Total Equity</b>	<u>1,526,889.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,538,474.76</u></u>

6:26 PM  
09/01/16

**River Forest Public Library**  
**Reconciliation Detail**  
**Petty Cash, Period Ending 08/31/2016**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>				<b>85.00</b>
<b>Cleared Balance</b>				<b>85.00</b>
<b>Register Balance as of 08/31/2016</b>				<b>85.00</b>
<b>Ending Balance</b>				<b>85.00</b>

*Why isn't the Library open on Sundays in the summer? (via email)*

We cannot verify how the decision was reached, but our best guess is that the Library was originally closed every Sunday. At some point, it was determined to open the building on Sunday afternoons during the school year to support student academics.

Our most tenured employee at the RFPL has lived in the Village for 40 years (and worked here for 23 years) and reports that she does not ever recall the RFPL being open on summer Sundays. We will share your comment with our Library Board of Trustees.

On July 5, we received a compliment via our LibraryH3lp Chat service:

*"Ms. Dorothy was amazingly helpful. My son has ADHD and is off his medication for the summer, so reading has been a huge struggle. She shared much of the research about how listening to books was almost as helpful as actually reading them. He was thrilled to listen to books on CD and playaways, and so much less frustrated. It was a life changing moment for our family. I am extremely grateful that the library hires such friendly and knowledgeable staff."*

*More Teen programs.*

Our tireless Middle School and Teen Librarian, Beth Kirchenberg planned and delivered 28 creative and engaging programs in June, July and August. Some of the highlights included Chocolate Olympics, a Trivia night and an awesome lock-in for Summer Reading finishers. Still, Beth is always up for a challenge! Please provide us some specific ideas for additional programming and we will see if she can accommodate your interests.

*Please place a trash can at the self check.*

Thanks for your suggestion. Done!

*Is it possible to have a regularly scheduled movie (as other libraries do) on a weekday, anytime between 10 a.m. and 3 p.m?*

*Reviewed the library fall offerings and was extremely disappointed. There were no mid-week daytime offerings for adults. Weekends should be for families. The one Saturday program starts at 2-I know it was originally 2 but later changed to 1. Too many teen and infant programs offered at the library—would be better scheduled at the Community Center.*

Please feel free to check out our great DVD selection. While in the Library, River Forest library cardholders are welcome to check out a library laptop and use them to watch any one of the hundreds of popular films we have available to borrow (for free). In the past we have tried offering a variety of mid-day programs (including movies) and have experienced low attendance—only 3 or 4 attendees on average. We have had great turnout for our weekend program offerings and will continue to schedule the bulk of our programs on the weekends when there is ample parking for attendees.

*Dear Sue & those to whom it most concerns. Y'all have lovely voices. Please change the message on the phone. I would be happy to help. David Keeney.*

Thank you for your suggestion. Done!

**Organizational Structure/Training and Staff Development**

- Claudia Deia who worked in the Materials Services department retired on August 27th.
- Staff In-Service on Sept 9th. The morning was devoted to departmental meetings. In the afternoon, Mary Kay Akers Stiff presented our newly created Staff Orientation PowerPoint presentation. Viewing of the Staff Orientation PowerPoint and answering questions about pertinent information will be part of our new employee onboarding process. Our afternoon session of the In-Service also included a discussion of (and role play activities modeling) suitable language to address disruptive student behavior. John Williams and Bert Patania from the OPRF Youth Services Interventionist Program joined us and shared information about how they can support our staff by reaching out to students and their families if we are encountering difficult behavior.

**Facilities**

- The drive-up book drop was installed in the Roosevelt parking lot. Patrons have expressed that they are pleased with the new book drop and the parking spots that are now available to them in the north lot.
- The list of capital items from the 2010 Engberg Anderson study has been completely updated. Only a handful of deferred items remain on the list and they involve HVAC improvements. We will attempt to better identify and address these issues in Fall 2016.
- S&D Maintenance fixed the men's urinal which was continuously running.
- New baby changing stations were installed in both public restrooms.
- The log sets and stones were cleaned/replaced in both gas fireplaces. We will replace the log sets in 2017-18.

**Technology**

- We plan to have Versatile add more data ports to hardwire all staff and public computers (including the lobby self check). This will improve connectivity issues.
- Received a quote for replacing 11 more computers at a price of \$11,196. The remaining 5 staff and the 6 adult public computers will be upgraded in October. The 6 teen and 4 children's public computers and 3 OPAC's will be replaced in the 2017-18 fiscal year, along with the 6 library laptop computers. We will move to a 3 year cycle for replacing groups of computers.
- We are still waiting for ProPay (self check software vendor) to make credit card chip technology improvements to allow for credit cards to be used at library self check machines to pay for fines. SWAN will provide one free credit card chip reader to each library and we will have to purchase additional units. Pricing for the credit card chip reader is not yet available.

**Marketing and Public Relations**

- Bookplate hit homes in late August.
- We are working to expand the subscribers to our eNewsletter. New library cardholders will be included on the eNewsletter mailing unless they opt out at sign up.
- We have put up signage regarding the new bookdrop in the RMS parking lot. We will advertise more (Facebook and eNews) in late October as winter approaches.
- September is National Library Card sign-up month and our interactive lobby display for the first half of September uses the American Library Association's *Library Happiness* theme.
- Along with other participating public libraries and Dominican University, we are heavily marketing The Big Read programs (that are being held here and at other locations) which explore the issues and themes of the novel *Into the Beautiful North*.

**Policies**

- Financial policies covering budget/levy process, authority to spend, and investments were drafted and will be reviewed by members of the Finance Committee.
- The next Policy Committee meeting will be devoted to reviewing draft changes to The Employee Tiers and Benefits section of the Staff Policy, which has been updated to reflect new rules under the Fair Labor and Standards Act. We will also consider changes pertinent to the new IL Child Bereavement Act.

**Finance**

— Sue and Joanna have been working closely with Treasurer Katie Bevan in refining a capital expenditures tracking document based on the Engberg Anderson 2010 study and updated with new information. We have notated potential upgrades that are more discretionary in nature. Trustee Bevan has created a new Excel file that can provide detailed information broken down by year, system, location, and type of capital improvement.

— A former employee had filed for unemployment insurance benefits this past spring. RFPL is self-insured and in August we remitted an initial payment in the amount of \$5,302.75 to the Illinois Department of Employment Security (IDES). The grand total we will pay to IDES for 26 weeks of unemployment benefits is \$7,130.00.

**Fundraising**

— A \$500 plaque for the Anne Smedinghoff Memorial Garden Wall has been ordered. A \$250 plaque is in the design stage. Both patrons shared that they learned of the plaque program from the August 2016 Bookplate.

— \$625.00 in RFPL Foundations donations has been received to date from the Appeal letter included in the August Bookplate.

**External Partnerships**

— On July 13th, Sue met with library directors from Elmwood Park, Oak Park, Forest Park and River Grove to discuss the possibility of collaborating on an Illinois Humanities grant and to brainstorm some potential grant ideas. While we will not be pursuing a joint submission this year (as we have committed to the NEA Big Read project focused on the novel *Into the Beautiful North* this fall) we have left the door open for further program and or grant collaboration with our neighboring libraries.

— David Seleb (OPPL Director) and I had a conference call with Janet Hanley, President of Mission Accounting about the presentation on financial statements that she will be making to the joint Boards of OPPL and RFPL this Fall. Our library Board of Trustees will meet for some socializing and professional development on November 14th.

— Sue attended the River Forest Administrator's Forum met on September 13th at the Village Hall to share information and receive updates. In attendance also were the administrators from the Village, District 90, District 200, RF Township, RF Park District, and RF Community Center.

— Sue attended her first Community Business Manager's meeting on September 14th at OPRFHS. The format of the meeting allows one local governing agency to share their financial overview each session and then time for general updates. Tod Altenburg, the Chief School Business Official presented information on the OPRFHS 2016-17 budget and shared a handout on the proposed Pool and Facilities project.

— On September 14th, Sue attended a panel discussion on Out of School Activities hosted by the Women Leaders in Philanthropy at the 19th Century Women's club. 6 local agencies from Oak Park and River Forest that serve youth were asked to discuss how they reach out to families to connect them with their agency's program opportunities.

## 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](http://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*:

- **July 21:** The "Musical Celebration with Super Stolie" event was featured in the Family Friendly section
- **July 7:** The Dooley Brothers concert was featured in the Family Friendly section.

### Bookplate:

- The bookplate, which included a donation drive letter from the RFPL Foundation, went to the printer at the end of July.

### E-Marketing:

- We have 1413 subscribers on our email list.
- The July eNewsletter was sent on June 29 and had a 34% open rate.

### Facebook:

- We have 657 followers (an increase of 10 from last month). We posted 12 times during the month of July. Our reach from our regular posts was 3,515.



**Administration:**

- Laura Babula and Lesile Orofino of Knutte & Associates completed the Library's financial audit fieldwork on July 20th & 21st.
- Andrea Olvera-Trejo was hired as our new Adult & Teen Services Librarian, effective 7/8/16. Andrea is part-time, working up to 28 hours per week. Andrea is a recent graduate of University of Madison's Library Science program, and has an exciting diversity of experience with teen, middle school, and youth programming and materials selection in public and academic libraries. Andrea's duties include assisting Beth with planning and administering Teen and MS programs; and also working closely with our virtual services collections, including creating attractive eye-catching marketing materials, how-to instructions, and bibliographies, and assisting Mary Kay in generating and translating usage reports for our statistics.
- As of July 26, Christine DeAlba (a former Children's Associate and now full-time librarian at Elmwood Park Public Library) is now filling in on an as-needed basis as a substitute librarian on the second floor. She will work an average of 3-8 hours per month.

**Professional Development:**

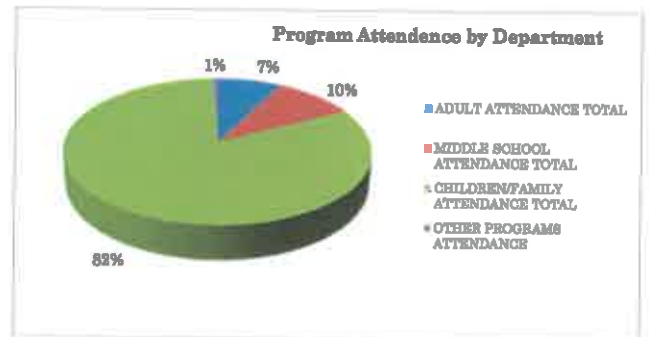
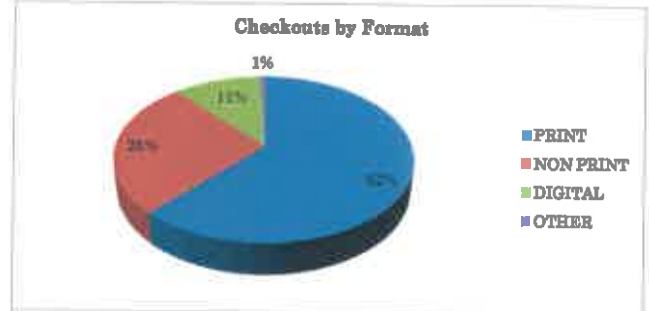
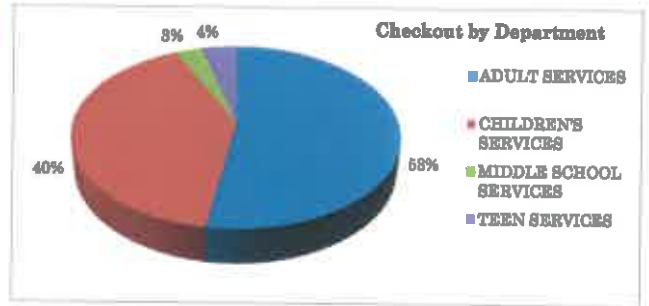
- Mary Kay Akers Stiff, Joanna Bertucci, Dorothy Houlihan, and Sue Quinn attended SWAN's 1st Annual Meeting, SWANstravaganza, on Friday, July 22nd at Moraine Valley Community College. The day's events included training on BlueCloud Analytics, functions of SirsiDynx's WorkFlows' ILS, vendor presentations, and an informative key note address on "patron centric library services."
- Victoria Muraiti attended a SWAN meeting on User Group functionality in WorkFlows on July 25th.
- 7/20 - Dana attended ARRT book discussion for book leaders @ Batavia Public Library
- 7/19 & 7/20—Andrea took two Corel Video Tutorials
- 7/22—Andrea took one Lynda.com video tutorial on using Corel software to create promotions
- 7/15 - Mary Kay met with fellow Laconi Board members to train on effectively posting and marketing Laconi RASS events.

Materials Added by Collection	
Preschool	26
Juvenile	111
Middle School	12
Teen Collection	22
Adult Fiction	158
Adult Non Fiction	183
Adult Media	64
<b>Total Added:</b>	<b>576</b>
<b>Total Deleted:</b>	<b>923</b>

July 2016 Key Performance Indicators

Total Circulation	Jul-16	YTD	2016-2017	YTD % Goal
Preschool Collection	2,846	9,076	31,000	31.2%
Juvenile Collection	4,848	13,915	52,000	26.8%
Middle School Collection	572	1,815	6,000	30.3%
Teen Collection	795	2,520	8,000	31.5%
Adult Fiction	3,828	11,368	40,000	28.4%
Adult Non-Fiction	2,853	8,504	34,500	24.6%
Adult Media	3,197	9,889	45,000	20.9%
Adult Other	127	377		
Non SWAN ILL	15	87		
Webpac Renewals	1,773	4,684		
<b>Total Circulation</b>	<b>20,856</b>	<b>62,510</b>	<b>216,500</b>	<b>29%</b>
<b>Digital Circulation (included above)</b>				
Flipster	238	767		
Hoopla	809	881		
Media On Demand	1,487	4,281		
Tumblebooks	86	1,654		
<b>Interlibrary Loan</b>				
Sent	1,006	2,881		
Received	1,286	3,632		
<b>Collection</b>				
Total Materials Catalogued	576	2,014		
Total Materials Withdrawn	923	2,112		
<b>Total Materials Added or Withdrawn</b>	<b>-347</b>	<b>-98</b>		
<b>Patron Turnout/Use</b>				
Database Use	148	634		
Online Learning Tools	94	198		
Library Computer Use	905	2,835		
WiFi Use	2,562	10,028		
Circ at Self Check-Out	3,697	10,388		
As % of Total Circulation	18%	18%		
<b>Programs &amp; Meeting Room Use</b>				
<b>Older Adults</b>				
Programs	7	29		
Attendance	214	809	1,700	36%
<b>Middle School</b>				
Programs	9	35		
Attendance	278	1,364	2,700	51%
<b>Children/Family Programs</b>				
Programs	78	185		
Elementary School Age Attendance	1,848	3,549	5,700	62%
Preschool On Site Attendance	808	1,705	4,000	43%
Preschool Off Site Attendance	875	840	2,800	32%
<b>Other Programs</b>				
Programs	1	3		
Attendance	20	36		
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	8	21	185	26%
<b>Virtual Presence</b>				
Website Monthly Visitors	5,303	15,611		
Website Unique Visitors	2,797	7,994		
Facebook Followers	657			
<b>Cardholders</b>				
New Cardholders Added	40	154	850	18%
Total Number Cardholders	8,649			
Cardholders as % of Population*	77%			

\* RP Population is 11,178 Per 2010 Census Data



## PR and Marketing

### Calendar Listings:

All of our events were printed in the calendar section of 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 Metro-mix). Events are also included in Mom mail and shared with the Village of River Forest for their eNewsletter. The Wednesday Journal has changed their format and no longer has a calendar section. They now have a page called "Big Week", where only a few events are highlighted for the week. Fran will adjust the way she shares events with the Wednesday Journal accordingly.

### Press:

#### *Forest Leaves*

- **Thursday, August 18:** There was an article titled "Looking to downsize?" about our event "Downsizing and Decluttering". This article also appeared in the online versions of the Oak Leaves and Forest Leaves (Chicago Tribune).
- Our DIY School Supplies event was featured in the Family Friendly section.
- **Thursday, August 11:** Our event, "Messy Art Day", was featured in the Family Friendly Section.

#### *Other:*

- **August 18:** There was an online story in West Cook News titled "River Forest Library Board OKs plans for carpeting, roof renovations"

### Bookplate:

The Fall Bookplate, which included a donation drive letter from the RFPL Foundation, hit homes in mid-August. 4,150 copies of our newsletter, with the Foundation's letter inserted, were mailed to the community. An additional 150 copies were delivered to the Library and will be available to patrons at the circulation and adult services desks.

### E-Marketing:

We have 1388 subscribers on our email list. This is slightly lower than last month. Fran and Circulation are currently working on some strategies to get new subscribers. . Our August eNewsletter was sent on July 28<sup>th</sup> and had a 35% open rate. Our September eNewsletter went out on August 29<sup>th</sup> and had a 37% open rate.

### Facebook:

We have 668 followers (an increase of 11 from last month). We posted 5 times during the month of August (this is a quiet month at the Library). Our reach from our regular posts was 1,882.

### Other Marketing News:

Fran designed some new wall displays for the audio book and DVD collections upstairs.

**Administration:**

- Materials Services Associate Claudia Deia resigned from the RFPL in August. Her last day was August 27th. We thank Claudia for her eight years of service to the RFPL.
- Joanna and Victoria posted the Materials Services Associate II position. 13 applications were received and 3 candidates for were interviewed. Angelica Diaz was hired on August 31st and her first day will be September 9th. Angelica comes to us from the North Riverside Public Library where she has worked in administration for 2 years.

**Professional Development:**

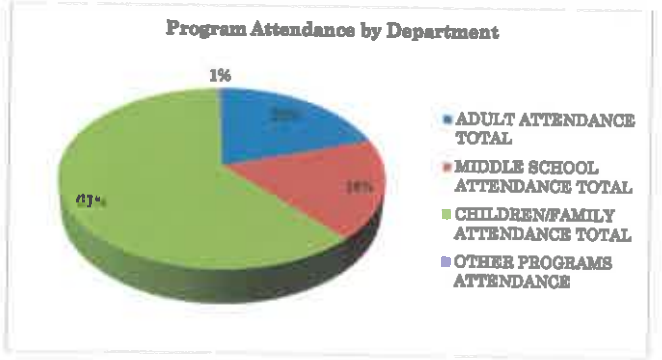
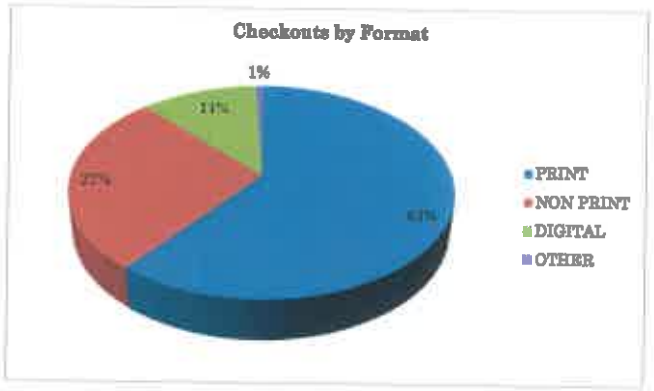
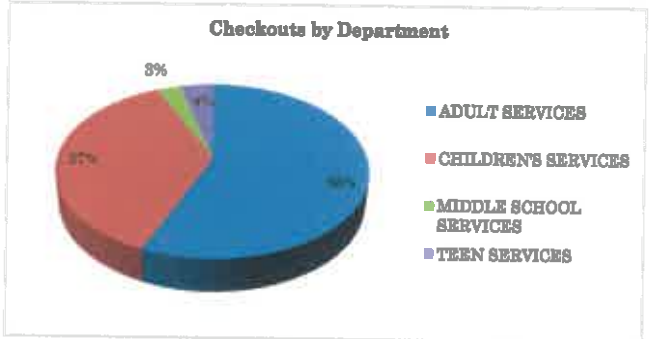
- Joanna viewed a Management Association Webinar on the new employee onboarding and orientation process. This event was sponsored by RAILS, at no cost to member libraries.
- Amy and Kim watched a Customer Service Webinar on Lynda.com
- 8/8 - Andrea watched a Library Aware how-to videos as part of training for creating promotions and newsletters
- 8/8 - Andrea participated in webinar: Making it @ Your Library: Building a maker Community.
- 8/25 - Dorothy and Mary Kay visited Indian Prairie Public Library to meet with two librarians regarding the process of de-Deweying select nonfiction collections, including cooking and fitness. We discussed classification process (dynamic since cook-books are "trendy" and fitness fads change frequently), signage, pros and cons of removing Dewey call numbers.
- 8/26 - In preparation for her participation in our Customer Service Best Practices Committee, Meghan watched a customer service webinar on Lynda.com
- 8/10—Beth attended a SLJ day long Teen Services online Webinar
- Beth listened in to the Booklist Webinar, Youth Announcements Fall 2016

Materials Added by Collection	
Preschool	42
Juvenile	98
Middle School	32
Teen Collection	21
Adult Fiction	164
Adult Non Fiction	218
Adult Media	99
<b>Total Added:</b>	<b>674</b>
<b>Total Deleted:</b>	<b>1123</b>

**August 2016 Key Performance Indicators**

Total Circulation	Aug-16	YTD	2016-2017	YTD % Goal
Preschool Collection	2,848	12,824	81,000	40.4%
Juvenile Collection	4,188	18,081	52,000	34.8%
Middle School Collection	547	2,362	6,000	39.4%
Teen Collection	770	3,280	8,000	41.1%
Adult Fiction	4,099	15,462	40,000	38.7%
Adult Non-Fiction	3,142	11,648	34,500	33.8%
Adult Media	3,380	12,749	45,000	28.3%
Adult Other	141	518		
Non SWAN ILL	32	99		
Webpac Renewals	1,793	6,677		
<b>Total Circulation</b>	<b>20,898</b>	<b>83,408</b>	<b>216,500</b>	<b>39%</b>
<b>Digital Circulation (Included above)</b>				
Flipster	838	1,105		
Hoopla	822	1,203		
Media On Demand	1,393	5,674		
Tumblebooks	66	1,710		
<b>Interlibrary Loan</b>				
Sent	1,032	3,893		
Received	1,453	5,285		
<b>Collection</b>				
Total Materials Catalogued	674	2,666		
Total Materials Withdrawn	1,123	3,235		
<b>Total Materials Added or Withdrawn</b>	<b>-449</b>	<b>-547</b>		
<b>Patron Technology Use</b>				
Database Use	122	756		
Online Learning Tools	98	289		
Library Computer Use	975	3,810		
WiFi Use	2,275	12,303		
Circ at Self Check-Out	3,539	13,977		
As % of Total Circulation	17%	17%		
<b>Programs &amp; Meeting Room Use</b>				
<b>Older Adults</b>				
Programs	8	37		
Attendance	150	759	1,700	45%
<b>Middle School</b>				
Programs	7	38		
Attendance	185	1,499	2,700	56%
<b>Children/Family Programs</b>				
Programs	18	203		
Elementary School Age Attendance	284	3,788	5,700	66%
Preschool On Site Attendance	52	1,151	4,000	29%
Preschool Off Site Attendance	178	1,018	2,600	39%
<b>Other Programs</b>				
Programs	1	4		
Attendance	5	41		
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	10	81	185	23%
<b>Virtual Presence</b>				
Website Monthly Visitors	5,386	20,997		
Website Unique Visitors	2,337	10,931		
Facebook Followers	684			
<b>Cardholders</b>				
New Cardholders Added	63	197	350	23%
Total Number Cardholders	3,651			
Cardholders as % of Population*	77%			

\* KF Population is 11,173 Per 2010 Census Data



## First Quarter 2016-2017 Statistics

\* The First Quarter report does not include patron survey data as the Strategic Plan was not approved for the regular survey period.

First Quarter FYTD Statistical Comparison			
	YTD 2016 2017	YTD 2015-2016	YTD %Change
<b>Total Circulation</b>	62,510	65,322	13%
<b>Virtual Services</b>			
Media On Demand	4,281	3,519	22%
Hoopla	881	467	89%
Flipster	767	512	50%
Tumblebooks	1,654	1,626	2%
Database Use	634	520	22%
Online Learning Tools	196	378	-48%
<b>Patron Technology Use</b>			
Library Computer Use	2,835	3,006	-6%
Patron WiFi Use	10,028	8,814	14%
<b>Patron Activities</b>			
Total Programs	252	240	5%
Program Attendance	8,103	7,692	5%
<b>Cardholders</b>			
Total Number Cardholders	8,649	8,804	-2%
Card holders as % of Population*		76%	

## **SECTION II PATRONS**

### **VII. Exhibits/Foyer Displays**

RFPL provides limited wall space in the foyer for exhibiting materials of civic, cultural, educational, and/or recreational nature that complement RFPL programs, promote RFPL services, or enhance culture in River Forest. Approval of an exhibit does not constitute RFPL sponsorship of the featured artist or organization.

Exhibit space is not limited to River Forest residents, but priority will be given to River Forest residents and RFPL staff. Ultimate selection of exhibits rests with RFPL staff.

Exhibits will be chosen based on the following elements:

- Appropriateness to the Library's mission, services and collections;
- General community interest and timeliness of exhibit topics;
- Suitability for exhibition in the available space;
- Availability of exhibit space during the requested time.

### **VIII. Community Bulletin Board and Pamphlet Display**

The Community Bulletin Board and space for pamphlets is for the display of information for non-profit organizations and other non-profit purposes. Fundraisers for local non-profit organizations and notices pertaining to non-profit cultural events and local resources are eligible for posting. For-profit business activities such as tutoring and babysitting services are not eligible for posting. Materials may not directly promote any partisan or sectarian interest.

All posted materials must be pre-approved by the RFPL staff. Any materials posted that have not been pre-approved may be removed at the discretion of RFPL. RFPL may remove items at its discretion. Material displayed by RFPL will be recycled upon removal.

### **IX. Code of Conduct**

RFPL is dedicated to providing access to knowledge and information. RFPL endeavors to provide patrons with a secure and comfortable environment in which to use materials and services.

#### **A. Disruptive Behavior**

All patrons are expected to abide by RFPL Policies. All patrons must respect the rights of others in order to create an environment conducive to equitable and enjoyable use of RFPL. Disruptive behavior is not permitted in RFPL or on its grounds and includes:

**1. Endangering self or others such as:**

- **Impeding ingress or egress to/from RFPL;**
- **Bringing weapons or threatening objects into RFPL;**
- **Throwing objects;**
- **Running and/or chasing;**
- **Bullying or bothering other people;**
- **Photographing or filming people without their permission;**
- **Bringing animals into RFPL (only service animals that provide service to patrons with disabilities are allowed in RFPL);**
- **Leaving animals unattended on RFPL property;**
- **Not wearing shirt and shoes while in RFPL;**
- **Leaving a child under 10 years old unattended in RFPL. (See Policy on Child Safety)**

**2. Damaging RFPL Property such as:**

- **Vandalizing RFPL facility or materials;**
- **Consuming food in RFPL, except at designated RFPL functions. (Covered beverages are permitted in RFPL).**

**3. Exhibiting behavior that is inconsiderate of RFPL patrons and staff such as:**

- **Engaging in, or the appearance of, prolonged or habitual sleeping;**
- **Engaging in sexual behavior or sexual harassment;**
- **Using RFPL rest facilities for inappropriate purposes: anything other than grooming, hand washing, or using the lavatory;**
- **Having bodily hygiene that is offensive so as to constitute a nuisance to patrons or staff;**
- **Using RFPL for the purposes of solicitation or commercial enterprise whether or not for profit.**

**4. Creating inappropriate levels of noise such as:**

- **Shouting or conducting loud conversations;**



- Engaging in arguments and/or using foul language;
  - Not using headphones when listening to programs with audio;
  - Cell phone ringers set to ring; all cell phones should be set to silent ring or turned off while in RFPL (Staff may designate quiet, cell phone-free areas in RFPL).
5. Being inebriated or under the influence of drugs or alcohol or consuming alcohol or drugs on RFPL property, with the exception of an after-hours RFPL event, where no minors are present and for which appropriate licenses and insurance have been obtained and submitted for approval.
  6. Leaving personal belongings unattended (RFPL is not responsible for lost items; unattended items may be turned in to lost and found).
  7. Rearranging or disarranging furniture without staff permission.

**B. Enforcement**

RFPL staff will enforce the Patron Code of Conduct. Patrons are expected to follow staff directives regarding use of RFPL. Patrons who violate the Patron Code of Conduct, and/or disregard staff directives may be asked to leave RFPL. Suspension of RFPL privileges may result. Written records of RFPL suspensions and incident reports will be kept on file with the Director. As necessary, the River Forest Police Department may be called. Suspected child abuse will be reported to Department of Children and Family Services. The Board authorizes RFPL management to establish and implement additional procedures to address issues of patron conduct.

**X. Child Safety**

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building, and as such, is not a safe place to leave a child unattended. RFPL does not assume responsibility for the safety of children.

Children under the age of 10 years must not be left unattended in RFPL, and they must be under the authority of, and accompanied by, a parent/guardian or authorized caregiver age 12 or older. If children are attending programs in which parent/guardian attendance is not required, the parent/guardian /caregiver must remain in the building.

Children 10 years of age or older may use RFPL unattended provided they adhere to the Patron Code of Conduct. However, the parent/guardian or caregiver is responsible for the behavior of his or her child while the child is at RFPL. It is the responsibility of the parent/guardian or caregiver to know the hours of RFPL and to pick up his or her child before RFPL closes.

The Board authorizes RFPL management to establish and implement procedures to address issues of unattended children in RFPL. (See Procedures Patron Code of Conduct)

## **XI. Public Comment**

The Board welcomes public comment and meets the requirements of the Open Meetings Act (State of Illinois Public Act 96-1473 effective January 1, 2011), which provides in relevant part:

“Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

Members of the public may address the Board during the “Audience to Visitors, Trustees, and Staff Comments” portion of the Agenda.

- Each speaker shall provide his or her name;
- Comments should be brief and specific;
- The Board President has the discretion to limit the time and the number of times a person may speak as well as the number of persons who may speak to the same issue;
- Though Board members may respond to public comments, an immediate response is not required nor should it be expected;
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments.

**Library SECTION II  
PATRONS**

**VII. Exhibits/Foyer Displays Policy**

The River Forest Public Library RFPL provides limited exhibit wall space for in the foyer for exhibiting materials of civic, cultural, educational, and/or recreational nature to that complement Library RFPL programs, promote Library RFPL services, or provide space for artistic works which enhance the Library's role as a cultural agency in River Forest. Approval of an exhibit does not constitute Library RFPL sponsorship of the featured artist or organization.

**Space Availability:**

**Wall Space in the Foyer area:**

**Limitations and Criteria for Selection:**

Any person may request that their artwork be displayed in the library. The exhibit space is not limited to River Forest residents, but priority will be given to River Forest residents and Library RFPL staff use. Ultimate selection of exhibits rests with Library RFPL staff.

Exhibits will be chosen based on the following elements:

- Appropriateness to the Library's mission, services and collections;
- General community interest and timeliness of exhibit topics;
- Suitability for exhibition in the available space;
- Availability of exhibit space during the requested time.

**Library Exhibits Rules and Regulations:**

An individual requesting use of the exhibit space must return a completed Library Exhibits Application and Agreement to the Head of Circulation prior to any guarantee of reserved dates. Reserved dates will be scheduled in advance with the Head of Circulation, upon receipt and approval of the completed Library Exhibits Application and Agreement. Exhibits will remain in place for approximately one calendar month. Installation and removal dates will be scheduled within the calendar month that is booked for the exhibit. Exhibits will be installed and removed by the exhibitor. The Library will not be responsible for the storage or condition of any exhibits left beyond the scheduled end date.

Exhibits are housed in the main entryway of the Library and as such, the Library assumes no liability for damage or loss relating to any exhibit, and will take no extraordinary measures to ensure its safety. Exhibits should not cause disruption of the regular flow of Library work and services.

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~~Art work to be exhibited must be sufficiently prepared for posting. The library may provide nails, tacks and a hammer to install the exhibit but no special accommodations will be made. No modification of the Library building will be permitted for the installation of an exhibit.~~

~~Sales and/or pricing information should not be included as part of the exhibit. All sales inquiries should be handled directly by the artist. An artist's notebook or other artist contact information may be included with the exhibit.~~

~~Approved by the River Forest Public Library Board of Trustees, 02/2011~~

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## VII. Community Bulletin Board and Pamphlet Display

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The River Forest Public Library provides a Community Bulletin Board, as well as limited and space for pamphlets, to is for the display of information for non-profit organizations and other non-profit purposes. Fundraisers for local non-profit organizations, and notices pertaining to non-profit cultural events and local resources are eligible for posting. For-profit business activities such as tutoring and babysitting services are not eligible for posting. Materials shall may not directly promote any partisan or sectarian interest.

All posted materials must be pre-approved by the Head of Circulation, RFPL staff. Any materials posted that have not been pre-approved may be removed at the discretion of Library staff. Announcements and pamphlets should have a stated deadline. If they do not, Library staff, RFPL, may remove these items at their discretion. There is no guarantee that announcements will remain on the bulletin board or in the pamphlet area for a specific length of time. Material displayed by the Library, RFPL, will be recycled upon removal.

Approved by the River Forest Public Library Board of Trustees, 02/2011

## VIII. Patron Code of Conduct Policy

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The River Forest Public Library, RFPL, is dedicated to providing access to knowledge and information through reading, writing, quiet contemplation, and the use of technology. The Library is committed. RFPL endeavors to providing provide patrons with the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

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The IL Local Library Act (75 ILCS 5) provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing Library services, and the specific power to "exclude from the use of the Library any person who willfully violates the rules prescribed by the board." The Board of Library Trustees of the River Forest Public Library authorizes Library management to establish and implement procedures to ensure that the Patron Code of Conduct is adhered to and that the Library is preserved for the purposes for in which it is intended. Procedures relating to conduct issues are to be approved by the Library Director and made available upon request to use materials and services.

### A. Library staff will be respectful of all Disruptive Behavior

All patrons are expected to abide by RFPL Policies. All patrons must respect the rights of others in order to create an environment conducive to equitable and enjoyable use of RFPL. Disruptive behavior is not permitted in RFPL or on its grounds and includes:

#### 1. Endangering self or others such as:

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- Impeding ingress or egress to/from RFPL;

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- Bringing weapons or threatening objects into RFPL;
- Throwing objects;
- Running and/or chasing;
- Bullying or bothering other people;
- Photographing or filming people without their permission;
- Bringing animals into RFPL (only service animals that provide service to patrons with disabilities are allowed in RFPL);
- Leaving animals unattended on RFPL property;
- Not wearing shirt and shoes while in RFPL;
- Leaving a child under 10 years old unattended in RFPL. (See Policy on Child Safety)

2. Damaging RFPL Property such as:

- Vandalizing RFPL facility or materials;
- Consuming food in RFPL, except at designated RFPL functions. (Covered beverages are permitted in RFPL).

3. Exhibiting behavior that is inconsiderate of RFPL patrons and staff such as:

- Engaging in, or the appearance of, prolonged or habitual sleeping;
- Engaging in sexual behavior or sexual harassment;
- Using RFPL rest facilities for inappropriate purposes: anything other than grooming, hand washing, or using the lavatory;
- Having bodily hygiene that is offensive so as to constitute a nuisance to patrons or staff;
- Using RFPL for the purposes of solicitation or commercial enterprise whether or not for profit.

4. Creating inappropriate levels of noise such as:

- Shouting or conducting loud conversations;
- Engaging in arguments and/or using foul language;
- Not using headphones when listening to programs with audio;

- Cell phone ringers set to ring: all cell phones should be set to silent ring or turned off while in RFPL (Staff may designate quiet, cell phone-free areas in RFPL).
- 5. Being inebriated or under the influence of drugs or alcohol or consuming alcohol or drugs on RFPL property, with the exception of an after-hours RFPL event, where no minors are present and for which appropriate licenses and insurance have been obtained and submitted for approval.
- 6. Leaving personal belongings unattended (RFPL is not responsible for lost items; unattended items may be turned in to lost and found).
- 7. Rearranging or disarranging furniture without staff permission.

## B. Enforcement

RFPL staff will enforce the Patron Code of Conduct to ensure that the Library is preserved for the purposes for which it is intended. Patrons are expected to follow staff directives regarding use of the Library/RFPL. Patrons who violate the Patron Code of Conduct, and/or disregard staff directives may be asked to leave the Library/RFPL. Suspension of Library/RFPL privileges may result. Written records of Library/RFPL suspensions and incident reports will be kept on file with the Library Director. As necessary, the River Forest Police Department may be called. Suspected child abuse will be reported to Department of Children and Family Services. The Board authorizes RFPL management to establish and implement additional procedures to address issues of patron conduct.

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All patrons are expected to abide by River Forest Public Library Policies. We ask all Patrons to respect the rights of others and to work together to create an environment conducive to equitable and enjoyable use of the Library by all patrons. Disruptive behavior inhibits equitable and enjoyable use and will not be permitted in the Library or on its grounds. Disruptive behavior includes but is not limited to:

### 1. Endangering self or others such as:

- Impeding ingress or egress to/from the library.
- Bringing weapons or threatening objects into the Library
- Throwing objects
- Running and/or chasing.
- Bullying or bothering other people.
- Bringing animals into the Library. Only service animals that provide service to patrons with disabilities are allowed in the Library.
- Leaving animals unattended on Library property.

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- ~~Not wearing shirt and shoes while in the Library.~~
- ~~Leaving a child under 10 years old unattended in the Library. (See Policy on Child Safety).~~

~~Damaging the Library Property such as:~~

- ~~Vandalising the Library facility or materials.~~
- ~~Consuming food in the Library, except at designated Library functions. Covered beverages are permitted in the Library.~~

~~Exhibiting behavior that is inconsiderate of Library patrons and staff such as:~~

- ~~Engaging in, or the appearance of prolonged or habitual sleeping~~
- ~~Engaging in sexual behavior.~~
- ~~Using the library rest facilities for inappropriate purposes; anything other than grooming, hand washing or using the lavatory.~~
- ~~Having bodily hygiene that is offensive so as to constitute a nuisance to patrons or staff.~~
- ~~Using the library for the purposes of solicitation.~~
- ~~The consumption of alcohol is prohibited on library property, with the exception of an after-hours library event for which appropriate licenses and insurance have been obtained and submitted for approval.~~
- ~~Leaving personal belongings unattended. Unattended items may be turned in to lost and found. The Library is not responsible for lost items.~~

~~1. Creating inappropriate levels of noise such as:~~

- ~~Shouting.~~
- ~~Conducting loud conversations.~~
- ~~Engaging in arguments and/or using foul language.~~
- ~~Not using headphones when listening to programs with audio.~~
- ~~Cell phone ringers set to ring. All cell phones should be set to silent ring or turned off while in the Library. Staff may designate quiet, cell phone free areas in the Library.~~

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~~• Re-arranging or disarranging library furniture without staff permission.~~

~~The Board of Library Trustees of the River Forest Public Library authorizes Library management to establish and implement procedures to address issues of Patron Conduct.~~

~~Approved by the Board July 2010~~

~~Revised and approved by the Board December 2011~~

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### X. Child Safety Policy

The River Forest Public Library RFPL welcomes the use of its facilities and services by all children. However, the Library RFPL is a public building, and as such, is not a safe place to leave a child unattended. The Library cannot RFPL does not assume responsibility for the safety of unattended children.

Therefore, children Children under the age of ten (10) years must not be left unattended in the Library RFPL, and they must be under the authority of, and accompanied by, a parent/guardian or authorized caregiver age 12 or older. If children are attending programs in which parent/guardian attendance is not required, the parent/guardian/caregiver must remain in the building.

Children ten (10) years of age or older may use the Library RFPL unattended provided they adhere to the Patron Code of Conduct. However, the parent/guardian or caregiver is responsible for the behavior of his/ or her child while the child is in the Library at RFPL. It is the responsibility of the parent/guardian or caregiver to know the hours of the Library RFPL and to pick up his/ or her child before the Library RFPL closes.

The Board of Library Trustees of the River Forest Public Library authorizes Library RFPL management to establish and implement procedures to address issues of unattended children in the Library RFPL. (See Procedures Patron Code of Conduct)

Approved by the River Forest Public Library Board of Trustees, 7/2010

### XI. Public Comment Policy

#### **Purpose:**

The River Forest Library Board of Trustees welcomes public comment and meets the requirements of the Open Meetings Act.

— Pursuant to the (State of Illinois Public Act 96-1473 effective January 1, 2011), which provides in relevant part:

- “Any person shall be permitted an opportunity to address public officials
- under the rules established and recorded by the public body.”

#### **Procedures:**

Members of the public may address the Board of Trustees during the “Audience to Visitors, Trustees, and Staff Comments” portion of the Agenda.

- Each speaker shall provide his/ or her name;
- Comments should be brief and specific;

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- The Board President has the discretion to limit the time and the number of times a person may speak as well as the number of persons who may speak to the same issue.
  - Though Board members may respond to public comments, an immediate response is not required nor should it be expected.
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments

~~Approved by River Forest Public Library Board of Trustees, 02/2011~~

~~Revised by the River Forest Public Library Board of Trustees 11/2014~~

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Library **SECTION II**  
**PATRONS**

**VI. Exhibits/Foyer Displays Policy**

The River Forest Public Library RFPL provides limited exhibit wall space ~~for in the foyer~~ for exhibiting materials of civic, cultural, educational, and/or recreational nature ~~to that~~ complement Library RFPL programs, promote Library RFPL services, or provide space for artistic works which enhance the Library's role as a cultural agency ~~culture~~ in River Forest. Approval of an exhibit does not constitute Library RFPL sponsorship of the featured artist or organization.

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**Space Availability:**

**Wall Space in the Foyer area:**

**Limitations and Criteria for Selection:**

~~Any person may request that their artwork be displayed in the library. The exhibit~~Exhibit space is not limited to River Forest residents, but priority will be given to River Forest residents and Library RFPL staff ~~use~~. Ultimate selection of exhibits rests with Library RFPL staff.

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Exhibits will be chosen based on the following elements:

- Appropriateness to the Library's mission, services and collections;
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~~Sales and/or pricing information should not be included as part of the exhibit. All sales inquiries should be handled directly by the artist. An artist's notebook or other artist contact information may be included with the exhibit.~~

~~Approved by the River Forest Public Library Board of Trustees, 09/2011~~

## VIII. Community Bulletin Board and Pamphlet Display

The River Forest Public Library provides a Community Bulletin Board, as well as limited and space for pamphlets, to is for the display of information for non-profit organizations and other non-profit purposes. Fundraisers for local non-profit organizations, and notices pertaining to non-profit cultural events and local resources are eligible for posting. For-profit business activities such as tutoring and babysitting services are not eligible for posting. Materials shall may not directly promote any partisan or sectarian interest.

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Approved by the River Forest Public Library Board of Trustees, 02/2011

## IX. Patron Code of Conduct Policy

The River Forest Public Library, RFPL, is dedicated to providing access to knowledge and information through reading, writing, quiet contemplation, and the use of technology. The Library is committed. RFPL endeavors to providing provide patrons with the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

The IL Local Library Act (75 ILCS 5) provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing Library services, and the specific power to "exclude from the use of the Library any person who willfully violates the rules prescribed by the board." The Board of Library Trustees of the River Forest Public Library authorizes Library management to establish and implement procedures to ensure that the Patron Code of Conduct is adhered to and that the Library is preserved for the purposes for in which it is intended. Procedures relating to conduct issues are to be approved by the Library Director and made available upon request to use materials and services.

### A. Library staff will be respectful of all Disruptive Behavior

All patrons are expected to abide by RFPL Policies. All patrons must respect the rights of others in order to create an environment conducive to equitable and enjoyable use of RFPL. Disruptive behavior is not permitted in RFPL or on its grounds and includes:

1. Endangering self or others such as:
  - Impeding ingress or egress to/from RFPL;

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- Bringing weapons or threatening objects into RFPL;
- Throwing objects;
- Running and/or chasing;
- Bullying or bothering other people;
- Photographing or filming people without their permission;
- Bringing animals into RFPL (only service animals that provide service to patrons with disabilities are allowed in RFPL);
- Leaving animals unattended on RFPL property;
- Not wearing shirt and shoes while in RFPL;
- Leaving a child under 10 years old unattended in RFPL. (See Policy on Child Safety)

2. Damaging RFPL Property such as:

- Vandalizing RFPL facility or materials;
- Consuming food in RFPL, except at designated RFPL functions. (Covered beverages are permitted in RFPL).

3. Exhibiting behavior that is inconsiderate of RFPL patrons and staff such as:

- Engaging in, or the appearance of, prolonged or habitual sleeping;
- Engaging in sexual behavior or sexual harassment;
- Using RFPL rest facilities for inappropriate purposes: anything other than grooming, hand washing, or using the lavatory;
- Having bodily hygiene that is offensive so as to constitute a nuisance to patrons or staff;
- Using RFPL for the purposes of solicitation or commercial enterprise whether or not for profit.

4. Creating inappropriate levels of noise such as:

- Shouting or conducting loud conversations;
- Engaging in arguments and/or using foul language;
- Not using headphones when listening to programs with audio;



- Cell phone ringers set to ring; all cell phones should be set to silent ring or turned off while in RFPL (Staff may designate quiet, cell phone-free areas in RFPL).
- 5. Being inebriated or under the influence of drugs or alcohol or consuming alcohol or drugs on RFPL property, with the exception of an after-hours RFPL event, where no minors are present and for which appropriate licenses and insurance have been obtained and submitted for approval.
- 6. Leaving personal belongings unattended (RFPL is not responsible for lost items; unattended items may be turned in to lost and found).
- 7. Rearranging or disarranging furniture without staff permission.

## **B. Enforcement**

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- ~~Not wearing shirt and shoes while in the Library.~~
- ~~Leaving a child under 10 years old unattended in the Library. (See Policy on Child Safety).~~

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- ~~Vandalizing the Library facility or materials.~~
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**1. ~~Creating inappropriate levels of noise such as:~~**

- ~~Shouting.~~
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- ~~• Re-arranging or disarranging library furniture without staff permission.~~

~~The Board of Library Trustees of the River Forest Public Library authorizes Library management to establish and implement procedures to address issues of Patron Conduct.~~

~~Approved by the Board July 2010~~

~~Revised and approved by the Board December 2011~~

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## X. Child Safety Policy

The River Forest Public Library RFPL welcomes the use of its facilities and services by all children. However, the Library RFPL is a public building, and as such, is not a safe place to leave a child unattended. The Library cannot RFPL does not assume responsibility for the safety of unattended children.

Therefore, children Children under the age of ten (10) years must not be left unattended in the Library RFPL, and they must be under the authority of and accompanied by a parent/guardian or authorized caregiver age 12 or older. If children are attending programs in which parent/guardian attendance is not required, the parent/guardian/caregiver must remain in the building.

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The Board of Library Trustees of the River Forest Public Library authorizes Library RFPL management to establish and implement procedures to address issues of unattended children in the Library RFPL. (See Procedures Patron Code of Conduct)

Approved by the River Forest Public Library Board of Trustees, 7/2010

## XI. Public Comment Policy

### Purpose:

The River Forest Library Board of Trustees welcomes public comment and meets the requirements of the Open Meetings Act

Pursuant to the (State of Illinois Public Act 96-1473 effective January 1, 2011), which provides in relevant part:

“Any person shall be permitted an opportunity to address public officials

under the rules established and recorded by the public body.”

### Procedures:

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- Comments should be brief and specific;

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- The Board President has the discretion to limit the time and the number of times a person may speak as well as the number of persons who may speak to the same issue.
  - Though Board members may respond to public comments, an immediate response is not required nor should it be expected.
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments

~~Approved by River Forest Public Library Board of Trustees, 02/2011~~

~~Revised by the River Forest Public Library Board of Trustees 11/2014~~

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**River Forest Public Library**  
**Strategic Plan Goals and Objectives**  
May 1, 2016 - April 30, 2017

**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.**

**ANNUAL GOALS & MEASURES**

**Create Young Readers**

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

- a. The circulation of preschool materials which includes picture books, kits, and ebooks will be 43,000 annually.**
- b. Attendance at in-library programs designed for young children under the age of 5 and their parents will be 4,000 people annually.\***
- c. Attendance at programs designed for preschool children and their parents presented on non-library locations will be 2,600 attendees\* annually.**
- d. 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.**

\* 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. The number of older adults who attend library sponsored or co-sponsored programs will be 1,600 attendees annually.\***
- b. 90% of those who attend library programs for older adults annually will report that they learned something new.**
- c. 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.”**

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

- a. Circulation of adult non-fiction materials will be 34,500 annually.**
- b. 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.**

\* Does not imply unique attendees.



### **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. **Circulation of juvenile materials will be 52,000 annually.**
- b. **The number of elementary school age children who attend library sponsored or co-sponsored programs for this age group will be 5,700 annually.**
- c. **The number of elementary school age children who participate in the Summer Reading Program will be 350 annually.**

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. **Circulation of Middle school materials circulation of this collection will exceed 6,000 annually.**
- b. **2700 middle school age children will attend library programs.\***
- c. **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.**
- d. **The number of middle school students who participate in the Summer Reading Program will be at least 200 annually.**

\* Does not imply unique attendees.

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

- a. **The circulation of adult media (including digital materials) will be 45,000 annually.**
- b. **The circulation of adult fiction materials will be 40,000 annually**
- c. **Circulation of teen materials will be at least 8,000 annually.**
- d. **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.**

#### **Visit a Comfortable Place**

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

- a. **At least 80% of middle school students will say that they like visiting the library's teen spaces annually.**
- b. **Annually, 90% of adults will say the library is a welcoming and comfortable place that meets their needs.**
- c. **We will sign up 850 new users annually**
- d. **90% of Adults will say our website is easy to use**
- e. **135 outside group meetings will be held in the Barbara Hall Meeting Room annually.**

\* Does not imply unique attendees.

## INDIVIDUAL GOALS AND DEVELOPMENT PLAN SECTION 3

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

Individual Goals	Measurement of Completion	Results
<p><b>Finance:</b> Work with the Finance Committee to develop a projected 5 year budget for operations and capital improvements.</p>	<p>-2010 Capital Reserve Fund Analysis updated to show completed work and timeline of ongoing capital improvements through FY 2020-21 (completed by Nov. 2016)</p> <p>-5 year projection of revenues and operating expenditures including updated personnel projections based on July 2016 M.A.I. Library Salary Survey. (completed by Nov. 2016)</p> <p>-Analysis of Operating and Capital fund reserve. (Nov. 2016)</p> <p>-Draft finance and investment policies for Board approval. (completed by January 2017)</p>	
<p><b>Facilities:</b> Complete necessary capital improvements for FY 2016-17 as identified by Facilities Committee.</p>	<p>2<sup>nd</sup> floor carpet installation (completed by December 28, 2016.)</p> <p>Entryway roof repaired (completed by August 2016).</p>	
<p><b>Organizational Structure:</b> Update procedures and manuals for smooth internal operations.</p>	<p>Emergency Succession plan presented to Board and approved by February 2017.</p> <p>Trustee Orientation packet completed by April 2017.</p>	

**Families with children under the age of five will instill 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 July.
- Roosevelt Middle School dancer Camille visited the Ballerina Story Time to show us her ballet moves and costumes and to tell us about being a ballet dancer.
- Super Stolie put on a fun concert for young children and their families at our end of summer reading Musical Celebration.
- 103 babies and preschoolers participated in the Summer Reading Program.

**Outreach & Partnerships:**

- Amy visited Whole Foods Market River Forest to present Family Story Time 3 times in July.
- Erin visited the River Forest Community Center for 3 story times in July.
- Concordia classes have visited for 4 story times in July.
- Melissa and Kim visited Tot Camp for 10 story times in July.

**Spaces:**

- Displays featured Funny Animals and Jokes/Riddles themes.

**On the Horizon...**

- We look forward to story times resuming in September.

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

**Spaces:**

- Displays to foster lifelong learning included
- Lobby display of nonfiction on "Summer Parties and Entertaining" (Dana)
- Lobby display of memoirs - outstanding memoirs a la Mary Karr (Dorothy)
- Lobby floating display of "Local legends," including works by and on local artists, authors, actors, etc (Meghan)
- Lobby floating display to celebrate the Olympics, including a mix of books/audiobooks/DVDs on past and present Olympic games; fiction and nonfiction, and books on Brazil (Dorothy)

**Programming:**

Total attendees for July adult programs was 152. Lifelong learning programs included

- 3 Wednesday morning Computer Learning labs (total attendees = 21)
- "Riveting Rio de Janeiro" travel lecture w/ Bill Helmuth (7/30; total attendees = 27)

**Outreach & Partnerships:**

- On July 7, Dana presented our digital resources to 8 women at the Women's Wellness Group at the Oak Park /River Forest Senior Center. Dana was the "special speaker" for this group's Technology meeting. Dana shared how to use Overdrive to download ebooks, and how to search our catalog from home. She also advocated our Computer labs program, and educated the group on the role of libraries in technology learning in general.
- On July 14, Dana and Mary Kay met with Carla Sloan, RF Township Supervisor, and Cathaleen Roach, RF Township Senior Services Coordinator, to discuss our co-sponsored LCSAYL programming for fall and winter.
- On July 21, Mary Kay attended a Data Elements Committee meeting of the Success of All Youth program at the Oak Park Community Foundation. Four other committee organization reps were in attendance at this meeting. We looked at ways to measure caring adult involvement and academic success indicators using already-gathered data (from school-administered surveys).
- On July 28, Mary Kay attended a SAY Steering Committee Meeting at the Oak Park Community Foundation. Twelve other community organization reps were present, including David Seleb from Oak Park Public Library. We discussed effective marketing of our "Success of all Youth" brand, and the work plan for the 2016-17 year.

**On the Horizon:**

- We are gearing up for our Summer Reading lock-in, and a Downsizing and Decluttering program for adults on August 22.

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

**Collection**

We have started the ball rolling with Versatile to order 6 new Adult public computers. The computers are currently very slow and we have received some complaints. We anticipate this project will be complete by mid-October.

**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.**

**Programming:**

- Amy and Erin led an introductory yoga class for kids with help from volunteers Katie and Isabela.
- Kids created colorful watercolor art outside during our Super Soaker Art program.
- The Bingo Bash Pizza Party was a big hit with 48 kids and parents in attendance to play Bingo and eat pizza!
- 367 Kindergarteners through 4<sup>th</sup> graders participated in the Summer Reading Program.
- Flying Fox Conservation Fund's Mammals and More Animal show featured a bat, armadillo, sloth and more.

**Outreach & Partnerships:**

- Staff from Master S.H. Yu Martial Arts presented a demonstration and mini karate class.

**Spaces:**

- Displays featured Vacations and Transportation themes.

**On the Horizon...**

- We look forward to Snack Attack starting in September.

**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.**

**Programming:**

- Teen Summer Reading had 207(187 Middle School, 20 High School) participants registrants, with 75% of those finishing the program.
- The 9 summer programs held have had a combined attendance of 91.
- Quidditch was cancelled due to inclement weather and has been rescheduled in August.

**On the Horizon...**

- We look forward to our Late Night Lockin, Quidditch, ACT VS SAT, and Welcome Back Connections.

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

**Programs:**

Total attendees for July adult programs was 214, including adult summer reading total participants who logged. Stimulate Imagination programs included

- Foreign Film Forum (7/9, 19 attendees)
- Dooley Brothers Live Concert (7/15, 85 attendees)
- Adult Summer Reading (62 registrants logged 762 books!) - the grand prize of a \$150 Amazon gift card went to RF resident Ruth Reko, who read and logged 23 books.

Also notable-- In-house Staff Summer Reading program: 17 registrants read and logged 281 books. Victoria Smirnova won the grand prize of a River Forest Chocolates basket.

**Spaces:**

Displays to stimulate imagination included:

- Lobby display of nonfiction on "Summer Parties and Entertaining" (Dana)
- Lobby floating display of "Local legends," including works by and on local artists, authors, actors, etc (Meghan)
- Lobby floating display to celebrate the Olympics, including a mix of books/audiobooks/DVDs on past and present Olympic games; fiction and nonfiction, and books on Brazil (Dorothy)
- Elevator wall displays on "Waiting for...? Try These Readalikes!" included readalikes for high demand holds titles *A Man Called Ove* and *The Nest*. (Mary Kay)
- Upstairs floating display table included great reads for summer, as well as our ballot box and ballots for submitting summer reading logs. (Dana)
- Staff Recommends display near computers

**Outreach & Partnerships**

- River Forest Chocolates made an in-kind donation for a custom basket of chocolates as our Staff Summer Reading grand prize drawing.

**Home Delivery Numbers:**

- 7/1 home delivery to 2 patrons (3 items dropped off, 2 items picked up)
- 7/7 technology presentation to the OP Women's Wellness Group- 6 attendees, about 40 minute presentation, plus 20 minutes of discussion/questions
- 7/15 home delivery to 1 patron (1 item dropped off)
- 7/18 home delivery to 1 patron (4 items dropped off, 3 items picked up)
- 7/25 home delivery to 1 patron (4 items picked up)
- 7/27 home delivery to 1 patron (4 items dropped off)

total # deliveries: 5

total # patrons served: 4

total # books picked up: 10

total # books dropped off: 12

total # books booktalked but not taken: 0

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

**Collections**

- We have added James Patterson's new "BookShots" line of titles which debuted this month -- all under 150pp ("all thriller, no filler") -- to our standing order collection. Not all titles are authored by Patterson, but the titles are in high demand. We will now receive 2 copies of each BookShots title, including both their thriller and romance lines.
- We have added 8 brand-new High Demand titles to our 3 circulating Adult Kindles, including *Truly Madly Guilty* and *Alexander Hamilton*. We promoted these heavily with a slider screen on our website, and they have been circulating ever since. At one point in July there was even a holds list of 2 patrons waiting for one of these.
- We purchased 3 new headsets for the Teen computers, in preparation for back-to-school time.

**On the Horizon:**

- After learning that critically acclaimed author and Oak Park resident Elizabeth Berg is a fan of our Celebrating Seniors programming, Dana and Mary Kay contacted her agent about setting up an author visit to RFPL in May of 2017. It is booked - Berg's Sunday, May 21 author visit will be the big capstone event of Celebrating Seniors Week here at RFPL. Berg's domestic fiction titles circulate so well here that we have 2 copies on standing order. We are very much looking forward to her visit, and believe it will be a big hit in our community!



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

**Building Improvements:**

- We have chosen two carpet styles -- one for the Teen area (blue and green) and one for the rest of the floor (silvery-brown with yellow and blue threads). We have paid a deposit for this service of 50%, and Rieke is scheduled to install our new carpet and stairs tread the week after Christmas -- Monday, 12/26-Wednesday, 12/28. As demolition of the old carpet and installation of the new will interrupt service (it is noisy, dirty, and smelly), we will close to the public for those three days, reopening on Thursday, 12/29.

**Back to School Preparations:**

- We have been busy gearing up for Back to School (and back to a crowded Teen area in the afternoons) and have been preparing to maintain a comfortable space for all in the following ways:
  - We are collaborating on a document of "soundbites" to say to Middle Schoolers to redirect or correct common instances of misbehavior. This collaborative document will be distributed throughout the departments of the library for consistency of intervention.
  - Andrea and Beth created a series of memes that get our rules across in a funny, friendly way. The memes will decorate the door to our office, in view of where the students sit.
  - We are planning to purchase a podium for staff to stand at from 3:30-5. The podium will be easy to move wherever supervision, support, or frequent intervention is needed.

**Meeting Room**

- The Barbara Hall meeting room had 3 outside group reservations for the month of July, including the Kiwanis Club of River Forest/Oak Park. Meeting room availability was limited in July due to Summer Reading programming.

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

**In-Library Programming:**

- Kids got nice and dirty while creating fun art projects at Messy Art Day.

**Outreach & Partnerships:**

- Amy and Melissa visited Whole Foods Market River Forest to present Family Story Time 3 times in August.
- Erin visited the River Forest Community Center for 3 story times in August.
- Melissa and Kim visited Tot Camp for 6 story times in August.

**Spaces:**

- Subject label magnets for the Picture Book Browser Bins are being refreshed and replaced where needed.
- Displays featured Dog Days and Community Helpers themes.

**On the Horizon...**

- We look forward to Family Fireside Halloween in October.

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

### Spaces:

Displays to foster lifelong learning included

- Lobby display of fiction and nonfiction to "Celebrate Summer" (picnics, BBQs, swimming, beaches, gardening, etc)
- Elevator display of "While You're Waiting for...*Alexander Hamilton*" including history books, biographies, and fictional accounts of presidents' lives
- Downstairs floating display to celebrate National Book Lovers Day (Aug. 9) - including NYT bestsellers and Goodreads Choice Awards titles
- Downstairs floating display to celebrate the National Park Service's 100th birthday (nonfiction)
- Upstairs floating display on "Learn a New Language" including DVDs, language learning CDs, and flyers on how to use Rosetta Stone online

### Programming:

Total attendees for August adult programs was 150. Lifelong learning programs included

- 4 Wednesday morning Computer Learning labs (total attendees = 25)
- "Downsizing and Decluttering" w/ Anna Glielmi (8/22; total attendees = 83)

### Outreach & Partnerships:

- We and the RF Township heavily promoted our co-sponsored program "Downsizing and Decluttering" with Anna Glielmi. The Forest Leaves ran a piece about the program, and it drew a crowd of 83 on Monday, August 22 at 10am!

### On the Horizon:

- We are looking forward to a fantastic fall lineup of educational and enriching programming for adults (Let's Celebrate Seniors All Year Long), including Pierre Salinger and the 1,000 Days of Kennedy's Camelot (10/9), Edu-Tainment Living History Presents: Cleoptra (11/6), The Making of a Legend: Gone with the Wind Lecture (11/13), and Christmas in the Holy Land: A Travel Lecture w/ Bill Helmuth (12/3).

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

### Collection

- Mary Kay and Dorothy visited the Indian Prairie Public Library and met with two librarians who were instrumental in "de-Deweying" select nonfiction areas to make browsing more pleasurable and easier for patrons. We are considering "de-Deweying" our cookbooks, fitness, and/or gardening collections. The information we gathered from them was very helpful.
- **Digital Collection**  
We are considering switching our online language learning resource back to Mango Languages (from Rosetta Stone) in January 2017. Andrea and Mary Kay have been working together to identify and educate other staff on the pros and cons of each, as well as looking at the usage numbers for language learning resources through the years to help us come to our decision.

**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.**

**Programming:**

- School Supply DIY featured pencil cases, folders, and pencils to decorate for the new school year.
- Dominoes were a very popular DIY activity.

**Collections:**

- Books marked lost or missing were searched for on the shelves and records were cleaned up for these items.
- J Nonfiction, Fiction, and Picture Books weeding is underway.

**Spaces:**

- Displays featured Olympics and Back to School themes.

**On the Horizon...**

- We look forward to our Elephant and Piggie Party in October.

**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.**

**Programming:**

- The Summer Reading ½ Night Lock-in was a smashing success. 46 kids attended and enjoyed pizza, laser tag, crafts, karaoke, a dance party, life size board games, and movies.
- We held a Welcome Back Connections on the first day of school with snacks and activities that served as a "get to know you" event for staff. 32 kids attended.
- Erin lead the first session of Connections crafting - grass hair planters- which was attended by 12 kids.
- Victoria S. also lead 1 after-school gaming which was attended by 16 kids.

**Outreach & Partnerships**

- Beth has begun setting up Roosevelt students with Overdrive on their school iPads. 20 have already been and appointments have been set up with the remaining language arts classrooms.
- The Huntington Learning Center led a free program for parents of teens on the differences between the ACT and the SAT.

**On the Horizon...**

- We look forward to Family Trivia and ½ Day Pizza and Cupcake Wars.

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

**Programs:**

Total attendees for August adult programs was 150. Stimulate Imagination programs included

- Foreign Film Forum (8/13, 20 attendees)

**Spaces:**

Displays to stimulate imagination included:

- Lobby display of thrillers and suspense novels with "dark secrets" (ala Gillian Flynn)
- Lobby display of fiction and nonfiction to "Celebrate Summer" (picnics, BBQs, swimming, beaches, gardening, etc)
- Elevator display of "While You're Waiting for...*Alexander Hamilton*" including history books, biographies, and fictional accounts of presidents' lives
- Elevator display of "While You're Waiting for...*Truly madly Guilty*" featuring domestic fiction read-alikes to the high demand new Liane Moriarty novel
- Lobby floating display of fictional accounts of Famous Wives, Lovers, Mistresses, Mothers.
- Lobby floating display to celebrate National Book Lovers Day (Aug. 9) - including NYT bestsellers and Goodreads Choice Awards titles
- Upstairs floating display to celebrate National Coloring Book Day (Aug. 2) including coloring sheets to take and keep, and books on de-stressing and relaxing
- Upstairs floating display of Coming of Age novels
- Staff Recommends display near computers

**Outreach & Partnerships**

- Beth worked with classroom teachers at Roosevelt to coordinate and deliver class visits at both RMS and at RFPL, instructing students on how to use Overdrive. This included troubleshooting Overdrive app downloads onto student iPads. Beth taught a total of 46 students, grades 5th-8th how to download eBooks and eAudiobooks through Overdrive (Media on Demand).

**Home Delivery Numbers:**

- 8/1 home delivery to 2 patrons (10 items dropped off, 4 items picked up)
- 8/9 home delivery to 1 patron (1 item dropped off, 4 items picked up)
- 8/11 home delivery to 2 patrons (2 items dropped off, 5 items picked up)
- 8/16 home delivery to 2 patron (4 items dropped off, 0 items picked up)
- 8/23 home delivery to 1 patron (5 items dropped off, 3 items picked up)
- 8/29 home delivery to 1 patron (5 items dropped off, 4 items picked up)

total # deliveries: 6

total # patrons served: 5

total # books picked up: 20

total # books dropped off: 27

total # books booktalked but not taken: 2

**On the Horizon:**

- We are excited to begin delivering programs for our Big Read grant, in partnership with area libraries including Oak Park, Forest Park, and Maywood. From September 15-October 31, RFPL will offer programs and an art display in our lobby gallery as tie-ins to the book *Into the Beautiful North* by Luis Urrea. Programs will include viewings of *The Seven Samurai* Parts I and 2, and a panel discussion on issues surrounding children and immigration, led by a Concordia professor of Spanish culture. The capstone event is an author visit from Urrea available to the public for free at Dominican University the evening of September 28.

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

- Fran and Mary Kay collaborated to design and order wall graphics (vinyl stickers) to draw patrons to our Audio Book and DVD Collections. The signs were purchased from FastSigns-Lincolnwood for a total of \$999, and were installed on August 12. These decals are an improvement over our previous signs demarcating these collections. The new signs are permanent, easy to read, and include a few fun graphics. They also add a new visual dimension to our space upstairs.
- In preparation for back to school, Mary Kay and Beth purchased a podium as the station for the second person "on desk" from 3:30-5pm. The podium is lightweight, on wheels, and we are able to move it wherever supervision is called for during the busy after school times. This has helped us enormously to get to know the children who visit us after school, to maintain a peaceful and friendly atmosphere conducive to fun *and* concentration, and to teach and reinforce library-appropriate behaviors to children grades 5-8.
- The Barbara Hall meeting room had 10 reservations for the month of August, including the OPRF Community Foundation, the Kiwanis Club of River Forest/Oak Park and the Edgewood Condo Association. Victoria has been very busy taking reservations and fielding questions regarding use of our community room.

Visit a Comfortable Place

August 2016