



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, October 18, 2016 7:30 pm

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: September 20, 2016
5. September Financial Reports
 - a. Warrants
 - b. Revenue Report
 - c. Expense Report
 - d. Balance Sheet
6. Communications
 - a. Patron Suggestions
7. Director's Report
8. Staff Visit and Report—Beth Kirchenberg, Middle School and Teen Librarian.
9. New Business
 - a. Committees: (Report/Discussion/Action)
 1. Finance Committee-Report
 2. Facility Committee –Report
 3. Policy Committee – Action
 - Sections II Patrons: IX. Code of Conduct
 - Section IIIA Administration: IV. Freedom of Information
10. Old Business
 - a. Board Retreat Summary Report (submitted by Karen Brown 9/21/16)
11. Executive Session
12. Adjournment

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

Meeting Minutes: Regular Board Meeting: September 20, 2016

Call to Order: At 7:30 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel.
 - Trustee Bevan arrived at 7:35 pm.
- Trustees Excused: Crowell
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Amy Grosseman (Children's Services Manager)

Visitors and Guests:

- None

Minutes**July 19, 2016 – Regular Board Meeting**

- Trustee Calabrese-Berry moved to accept the minutes of the July 19, 2016 regular board meeting. Trustee Zobel seconded the motion and a vote was taken.
Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
Excused: Crowell

September 12, 2016 – Board Retreat

- Trustee Zobel moved to accept the minutes of the September 12, 2016 board retreat. Trustee Calabrese-Berry seconded the motion and a vote was taken.
Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
Excused: Crowell

July & August Treasurer's Report

- July 2016 Warrant List: Trustee Calabrese-Berry moved to accept the July 2016 warrant list. Trustee Zobel seconded. There was discussion of one item:
 - Question regarding the services performed by S&D Maintenance and Complete Cleaning Company. Director Quinn explained that Complete Cleaning Company performs our daily building cleaning and S&D Maintenance provide bi-monthly maintenance and handyman service to the library.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff, and Zobel
 - Excused: Crowell

- **August 2016 Warrant List:** Trustee O'Connor moved to accept the August 2016 warrant list. Trustee Bevan seconded. There was discussion of three items:
 - Trustees commented on materials purchasing.
 - Question regarding the replacement of air dryer unit by Oak Brook Mechanical. Director Quinn explained that the air dryer is a component of the HVAC system. This item was a capital expense as it will extend the service life the HVAC system.
 - Question regarding the Gale Database renewal. Director Quinn explained that this is annual renewal.
- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff, and Zobel
 - Excused: Crowell
- **Revenue Report:** Trustees commented that property tax revenue has been received for the second installment of the 2015 tax bills. Additionally, Trustees noted that the Per Capita Grant has been received.
- **Expense Report:** No questions.
- **Balance Sheet:** Trustee Bevan spoke to the question regarding the collateralization of money market funds at the Forest Park National Bank from the July 19, 2016 meeting. Trustee Bevan explained that our money at the Forest Park National Bank is over the FDIC limit. Funds in excess of the FDIC limit are collateralized through bonds with a 3rd party bank.

Communications

- Trustees were pleased to see a compliment to Adult/Teen Services Librarian, Dorothy Houlihan and thanked her for her efforts.
- Patron program suggestions were discussed.

Director's Report.

- **Technology**
 - 5 remaining staff computers and 6 adult public computers will be replaced during this fiscal year.
- **Finance**
 - The RFPL has paid \$5,302.75 towards an unemployment claim for a former employee. The total cost of the claim will be 7,130.00 for 26 weeks of unemployment benefits.
- **Fundraising**
 - A \$5,000 plaque for the garden seat wall has been ordered. A \$2,500 plaque is in the design stage.

- The Foundation has received \$625.00 from its most recent appeal letter.
- **External Relationships**
 - Director Quinn attended the RF Administrator's Forum on September 13, 2016. The RF Library will not be a part of the Village initiative to partner on telephone and internet service.
 - Director Quinn attended the OPRF Community Business Manager's Meeting on September 14, 2016. The RFPL will present budget and financial information to this group at the March 2017 meeting.
 - On November 14, 2016 Janet Hanley, President of Mission Accounting will present on financial statements to the joint boards of the RFPL and the OPPL.
- **Organization Structure/Training and Staff Development**
 - The Library was closed on Friday, September 9, 2016 for a staff in service day. Mary Kay Akers-Stiff, Manager of Adult Services, delivered an orientation presentation to staff on library values, patron privacy, and RFPL procedures. The presentation was very well received and will be incorporated into orientation and onboarding procedures for new staff.
 - Joanna Bertucci presented department managers with a manager's manual for recruiting, hiring, and evaluating, staff.

Staff Visit and Report

- Children's Services Manager, Amy Grossman, presented on Summer Reading and Strategic Planning goals for the children's department.
- Ms. Grossman thanked her staff for their efforts and thanked the other library departments who support Children's programs and initiatives.
- With regards to the strategic plan, the juvenile collection circulation numbers are off to a strong start. Tumblebooks usage was added to the preschool circulation goal.
- Programming for all age groups has been steady.
- In the coming months the Children's Department will plan and host Family Fireside Halloween, Stories with Santa, Noon Year's Eve Party, and Donuts for Dads. A program featuring a literary musical is being planned for the spring.
- Patrons are still complimentary of the picture book browser bins and circulation of these materials is strong.
- Staff will continue to weed and re-order titles. Children's Librarian Melissa Funfsinn will be weeding and selecting new titles for the non-fiction collection to insure accuracy.
- Children's Services staff members have been viewing webinars from the ALSC (Association for Library Service to Children) Virtual Conference.

New Business

- Committee Reports

- Finance Committee:

- Trustee Bevan reported that the finance committee met in August. The committee discussed 5 year budget projections, operations reserve fund balance, capital reserve fund balance, and policies related to finance.
 - Director Quinn is working on 5 year budget projections and is predicting that revenue will remain flat and expenses will continue to increase.
 - As per our auditor's recommendation, capital expenditures (capital items over \$500 and those that extend the life of a capital system) will be paid for directly from the capital reserve fund money market account.
 - Capital expenses for FY 16-17 that were previously paid for out of the operations budget have been adjusted and funds from the capital reserve fund have been transferred into the operating fund reserve to cover those expenses.
 - Trustee Bevan created a new capital reserve needs spreadsheet that is sortable and will allow Administration flexibility in prioritizing projects and marking others as discretionary. Director Quinn, and Ms. Bertucci have been working through the list identifying completed items and prioritizing upcoming projects.
 - The operations reserve fund can currently fund between 12-14 months of library operations. Financial policies need to identify target levels of both the operations and reserve fund balances.
 - The committee also discussed the possibility of moving money into timed deposit accounts (CDs) looking to maximize return on investment coordinating with future needs.

- Facility Committee

- Trustee Calabrese reported that the facility committee did not meet in August 2016. Computers will continue to be replaced.

- Policy Committee

- Trustee Hill reported that the policy committee condensed sections VII, VIII, X, and XI of Section II Patrons of the policy manual. Consistent with the committee's previous work, procedural items were removed from the policy.

- Section IX Code of Conduct was brought forth from the committee. A Board discussion regarding disruptive behavior related to alcohol or drug use, the policy will go back to committee for further review.
- Trustee Hill brought the motion forward from committee asking the Board to approve changes to Patron sections VII, VIII, X, and XI, Exhibits/Foyer Displays, Community Bulletin Board, Child Safety, and Public Comment. Trustee Calabrese-Berry seconded the motion.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff, and Zobel
 - Excused: Crowell

2016 Strategic Plan Goals and Measures

- A final version of the 2016 Strategic Plan Goals and Measures was presented to the Board. Trustee Calabrese-Berry moved to approve the 2016 Strategic Plan Goals and Measures, Trustee O'Connor seconded, and the motion passed unanimously.

2016 – 2017 Director Goals

- Director Quinn presented a final version of the Director Goals. Trustee Hill moved to approve the Director Goals, Trustee Zobel seconded, and the motion passed unanimously.

Board Retreat Outcomes

- Trustees were positive about 9/12/16 Board Retreat and discussed the future scheduling of Board retreats. Director Quinn will share the notes from the Facilitator as soon as they are available.

Executive Session

At 9:15 pm Trustee Calabrese-Berry motioned that the Board move into Executive Session as per 5 ILCS 120 Sec. 2(c) to approve executive session minutes and their release. Trustee O'Connor seconded, and the motion passed unanimously.

At: 9:22 pm Trustee Hill moved to reconvene the Regular Board meeting. Trustee O'Connor seconded, and the motion passed unanimously.

Trustee Hill reported that during the Executive Session the Board reviewed the closed session minutes from the following meetings:

- June 17, 2014
- April 21, 2015
- October 20, 2015
- December 15, 2015
- January 19, 2016
- March 15, 2016
- April 2, 2016

Trustee Hill moved to approve the release of the following closed sessions:

- June 17, 2014
- April 21, 2015
- January 19, 2016
- March 15, 2016
- April 2, 2016

Minutes from the following closed sessions will remain confidential due to matters of personnel:

- October 20, 2015
- December 15, 2015

Trustee Calabrese-Berry seconded, and the motion passed unanimously.

Adjournment

- At 9:25 pm Trustee Calabrese-Berry moved that the Regular Meeting be adjourned. Trustee Bevan seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

7:15 PM
10/12/16

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

Num	Date	Name	Memo	Account	Paid Amount
14533	9/7/2016	ANDERSON ELEVATOR CO...		For. Park Checking 17128...	
192109	9/7/2016		September 2016 Elevator Service	Maintenance - Service	-190.55
TOTAL					-190.55
14558	9/21/2016	AT&T - Electronic Gateway		For. Park Checking 17128...	
S68041...	9/17/2016		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
14534	9/7/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203223...	9/3/2016		Adult Books	Books - Adult	-34.15
TOTAL					-34.15
14569	9/21/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203228...	9/17/2016		Adult Books	Books - Adult	-98.51
203226...	9/17/2016		Adult Books	Books - Adult	-180.28
TOTAL					-278.79
14560	9/21/2016	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501424...	9/17/2016		Adult Books	Books - Adult	-167.76
501421...	9/19/2016		Short Paid Invoice - Adult Print	Books - Adult	-7.80
TOTAL					-175.56
14561	9/21/2016	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203229...	9/21/2016		Teen Prize Books	Special Programs	-10.83
TOTAL					-10.83
14535	9/7/2016	BAKER & TAYLOR L423727		For. Park Checking 17128...	
203225...	9/3/2016		Adult Books	Books - Adult	-53.29
203226...	9/7/2016		Adult Books	Books - Adult	-45.39
TOTAL					-98.68

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September 2016**

Num	Date	Name	Memo	Account	Paid Amount
14562	9/21/2016	BAKER & TAYLOR LA23727		For. Park Checking 17128...	
203228...	9/17/2016		Adult Books	Books - Adult	-46.53
TOTAL					-46.53
14567	9/10/2016	Card Services - MIB Finan...		For. Park Checking 17128...	
TOTAL			September Credit Card Statement - See Detailed Transaction Breakout	MB Financial Credit Card	-2,275.96
14587	9/22/2016	Charles Troy		For. Park Checking 17128...	
TOTAL	9/22/2016		"My Fair Lady" Program 9/28/16	Programs - Adult	-175.00
14563	9/21/2016	Classic Cinemas		For. Park Checking 17128...	
TOTAL	9/17/2016		Movie Passes - Summer Reading Prize Movie Passes - Summer Reading Prize	Programs-Teen Programs - Juv	-276.00 -24.00
14536	9/7/2016	Comcast		For. Park Checking 17128...	
877120...	9/3/2016		Monthly Internet & Phone	Automation - Internet	-512.63
TOTAL					-512.63
14564	9/21/2016	Communication Revolving ...		For. Park Checking 17128...	
T1700610	9/17/2016		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
14537	9/7/2016	Complete Cleaning Company		For. Park Checking 17128...	
1330056	9/3/2016		Daily Cleaning Service Sept. 2016	Maintenance - Services	-2,110.00
TOTAL					-2,110.00

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September 2016**

Num	Date	Name	Memo	Account	Paid Amount
14665	9/21/2016	Complete Cleaning Company		For. Park Checking 17128...	
1330881	9/21/2016		Daily Cleaning Service October 2016	Maintenance - Service	-2,110.00
TOTAL					-2,110.00
14566	9/21/2016	Dana Janlech		For. Park Checking 17128...	
TOTAL	9/17/2016		Danish for Coffee Monday Program 9/12/16	Programs - Adult	-5.11
14538	9/7/2016	DEMCO, INC.		For. Park Checking 17128...	
5934920	9/3/2016		Podium	Equipment & Furniture	-303.99
5839402	9/3/2016		DVD cases, Sign Holders, tape	Supplies - Library	-121.89
TOTAL					-425.88
14667	9/21/2016	Dominican University, G.S....		For. Park Checking 17128...	
TOTAL	9/17/2016		Board Retreat Food & Beverage	Misc. Expenses	-87.50
14539	9/7/2016	DRESSEL'S ACE HARDWA...		For. Park Checking 17128...	
27028	9/3/2016		Yard Waste bags and tags	Maintenance - Supply	-22.95
TOTAL					-22.95
14640	9/7/2016	EBSCO Information Services		For. Park Checking 17128...	
100004...	9/3/2016		LibraryAware	Automation - Administration	-1,045.00
TOTAL			Novelist Plus Database	Automated - Subscription	-1,820.00
					-2,865.00
14641	9/7/2016	EZMail Services		For. Park Checking 17128...	
6467	9/3/2016		BookPlate sorting	Postage	-85.00
TOTAL					-85.00

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River Forest Public Library
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September 2016

Num	Date	Name	Memo	Account	Paid Amount
14532	9/3/2016	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	9/3/2016	eBook for Kindle Kindle Adaptor Adult Book Adult Books J Book Baby Changing Station Pads Baby Changing Stations for Patron Bathrooms Connections Program supplies J Video game T video games Brass cleaner Connections Craft supplies Adult books Adult DVDs Adult DVDs Wagon for Emptying Book Drop		Overdrive - Adult Supplies - Library Books - Adult Books - Adult Books - Juv Maintenance - Supply Equipment & Furniture Connection - ASK Programs Non-Print Juvenile Non-print -Teen Maintenance - Supply Connection - ASK Programs Books - Adult Non-Print Adult Non-Print Adult Equipment & Furniture	-12.76 -19.65 -35.10 -17.93 -13.71 -33.42 -410.94 -147.32 -25.94 -56.70 -35.31 -22.37 -14.70 -23.50 -52.94 -66.23 -988.52
TOTAL					
14542	9/7/2016	Hulen Landscaping Contra...		For. Park Checking 17128...	
14086	9/3/2016	August Garden Maintl		Maintenance - Service	-160.00
TOTAL					
dm	9/22/2016	IMIRF		For. Park Checking 17128...	
			EE IMIRF Contribution ER IMIRF Contribution	Employee Compensation IMIRF	-1,606.95 -4,310.19
TOTAL					-5,917.14
14543	9/7/2016	Ingram Library Services		For. Park Checking 17128...	
62356310	9/7/2016	Adult Books		Books - Adult	-15.58
62356589	9/7/2016	Adult Books		Books - Adult	-32.66
62356888	9/7/2016	Adult Books		Books - Adult	-15.78
62356571	9/7/2016	Adult Books		Books - Adult	-15.37
62356569	9/7/2016	Adult Books		Books - Adult	-18.56
62356568	9/7/2016	Adult Books		Books - Adult	-15.77
62355111	9/7/2016	Adult Books		Books - Adult	-71.83
62354539	9/7/2016	Adult Books		Books - Adult	-56.95
62354563	9/7/2016	Adult Books		Books - Adult	-31.56
62354584	9/7/2016	Adult Books		Books - Adult	-28.32
62355823	9/7/2016	Adult Books		Books - Adult	-15.78

7:16 PM
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River Forest Public Library
WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
62355539	9/7/2016	Adult Books		Books - Adult	-18.01
62355541	9/7/2016	Adult Books		Books - Adult	-39.84
62355540	9/7/2016	Adult Books		Books - Adult	-39.22
62355538	9/7/2016	Adult Books		Books - Adult	-11.99
62355537	9/7/2016	Adult Books		Books - Adult	-33.25
62355536	9/7/2016	Adult Books		Books - Adult	-16.32
62355535	9/7/2016	Adult Books		Books - Adult	-35.79
62355534	9/7/2016	Adult Books		Books - Adult	-15.77
62355533	9/7/2016	Adult Books		Books - Adult	-15.77
62355532	9/7/2016	Adult Books		Books - Adult	-15.77
62353610	9/7/2016	Adult Books		Books - Adult	-10.36
62354343	9/7/2016	Adult Books		Books - Adult	-15.19
62354344	9/7/2016	Adult Books		Books - Adult	-7.18
62354345	9/7/2016	Adult Books		Books - Adult	-16.78
62354346	9/7/2016	Adult Books		Books - Adult	-15.77
62354347	9/7/2016	Adult Books		Books - Adult	-16.88
62354277	9/7/2016	Adult Books		Books - Adult	-15.78
62353646	9/7/2016	Adult Books		Books - Adult	-17.47
62353645	9/7/2016	Adult Books		Books - Adult	-17.47
62353647	9/7/2016	Adult Books		Books - Adult	-17.47
62353467	9/7/2016	Adult Books		Books - Adult	-14.08
62353466	9/7/2016	Adult Books		Books - Adult	-15.22
62353468	9/7/2016	Adult Books		Books - Adult	-15.77
62353482	9/7/2016	Adult Books		Books - Adult	-18.04
62353000	9/7/2016	Adult Books		Books - Adult	-16.88
62353001	9/7/2016	Adult Books		Books - Adult	-16.34
62353026	9/7/2016	Adult Books		Books - Adult	-15.78
62353027	9/7/2016	Adult Books		Books - Adult	-31.56
62353028	9/7/2016	Adult Books		Books - Adult	-15.22
62353029	9/7/2016	Adult Books		Books - Adult	-16.91
62352565	9/7/2016	Adult Books		Books - Adult	-42.42
62352347	9/7/2016	Adult Books		Books - Adult	-16.34
62352348	9/7/2016	Adult Books		Books - Adult	-32.67
62352349	9/7/2016	Adult Books		Books - Adult	-16.34
62352305	9/7/2016	Adult Books		Books - Adult	-15.63
62352302	9/7/2016	Adult Books		Books - Adult	-49.80
62352304	9/7/2016	Adult Books		Books - Adult	-16.91
62352303	9/7/2016	Adult Books		Books - Adult	-11.99
62352582	9/7/2016	Adult Books		Books - Adult	-32.67
62352581	9/7/2016	Adult Books		Books - Adult	-16.91
62352583	9/7/2016	Adult Books		Books - Adult	-16.91
62352584	9/7/2016	Adult Books		Books - Adult	-59.94
62352585	9/7/2016	Adult Books		Books - Adult	-16.91
62352580	9/7/2016	Adult Books		Books - Adult	-15.77
62352579	9/7/2016	Adult Books		Books - Adult	-17.45
62355810	9/7/2016	Teen Books		Books - Teen	-12.36
62355505	9/7/2016	Teen Books		Books - Teen	-38.53
62355349	9/7/2016	Teen Books		Books - Teen	-21.69
62355350	9/7/2016	Teen Books		Books - Teen	-22.26

River Forest Public Library
WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
62354620	9/7/2016	Teen Books		Books - Teen	-13.18
62354634	9/7/2016	Teen Books		Books - Teen	-12.36
62354632	9/7/2016	Teen Books		Books - Teen	-11.82
62352979	9/7/2016	Teen Books		Books - Teen	-11.25
62353587	9/7/2016	Teen Books		Books - Teen	-11.25
62352297	9/7/2016	Teen Books		Books - Teen	-54.28
62352298	9/7/2016	Teen Books		Books - Teen	-8.38
62352300	9/7/2016	Teen Books		Books - Teen	-26.96
62356309	9/7/2016	Middle School Books		Books - Middle School	-11.25
62355506	9/7/2016	Middle School Books		Books - Middle School	-21.81
62355348	9/7/2016	Middle School Books		Books - Middle School	-17.27
62354633	9/7/2016	Middle School Books		Books - Middle School	-10.69
62355039	9/7/2016	Middle School Books		Books - Middle School	-31.63
62352978	9/7/2016	Middle School Books		Books - Middle School	-11.38
62353562	9/7/2016	Middle School Books		Books - Middle School	-17.01
62353450	9/7/2016	Middle School Books		Books - Middle School	-10.69
62352692	9/7/2016	Middle School Books		Books - Middle School	-32.07
66740141	9/7/2016	Middle School Books		Books - Middle School	-6.58
62352301	9/7/2016	Middle School Books		Books - Middle School	-11.36
62352299	9/7/2016	Middle School Books		Books - Middle School	-10.69
62356311	9/7/2016	J Books		Books- Juv	-11.25
62356570	9/7/2016	J Books		Books- Juv	-11.23
62355110	9/7/2016	J Books		Books- Juv	-68.44
66743219	9/7/2016	J Books		Books- Juv	-5.18
66743218	9/7/2016	J Books		Books- Juv	-27.36
66741587	9/7/2016	J Books		Books- Juv	-84.25
62353808	9/7/2016	J Books		Books- Juv	-10.29
62353807	9/7/2016	J Books		Books- Juv	-53.41
62353809	9/7/2016	J Books		Books- Juv	-118.49
66741466	9/7/2016	J books		Books- Juv	-32.50
62352563	9/7/2016	J Books		Books- Juv	-11.25
62352564	9/7/2016	J Books		Books- Juv	-194.42
66740318	9/7/2016	J Books		Books- Juv	-25.08
TOTAL					-2,354.42
14584	9/21/2016	Ingram Library Services		For: Park Checking 17128...	
62359855	9/17/2016	Middle School Print		Books - Middle School	-10.69
62358693	9/17/2016	Middle School Books		Books - Middle School	-31.18
62359350	9/17/2016	Middle School Books		Books - Middle School	-18.88
62358066	9/17/2016	Middle School Books		Books - Middle School	-11.82
62357433	9/17/2016	Middle School books		Books - Middle School	-9.24
62356919	9/17/2016	Middle School Books		Books - Middle School	-19.07
62360192	9/17/2016	Adult Books		Books - Adult	-34.49
62360191	9/17/2016	Adult Books		Books - Adult	-89.17
62360193	9/17/2016	Adult Books		Books - Adult	-12.18
62360189	9/17/2016	Adult Books		Books - Adult	-27.05
62360185	9/17/2016	Adult Books		Books - Adult	-15.78

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WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
62360190	9/17/2016	Adult Books		Books - Adult	-75.57
62359678	9/17/2016	Adult Books		Books - Adult	-33.80
62359681	9/17/2016	Adult Books		Books - Adult	-50.13
62359673	9/17/2016	Adult Books		Books - Adult	-15.78
62359675	9/17/2016	Adult Books		Books - Adult	-16.34
62359677	9/17/2016	Adult Books		Books - Adult	-32.12
62359674	9/17/2016	Adult Books		Books - Adult	-16.90
62359679	9/17/2016	Adult Books		Books - Adult	-15.22
62359680	9/17/2016	Adult Books		Books - Adult	-55.20
62359475	9/17/2016	Adult Books		Books - Adult	-28.12
62359474	9/17/2016	Adult Books		Books - Adult	-145.84
62359473	9/17/2016	Adult Books		Books - Adult	-54.33
62359472	9/17/2016	Adult Books		Books - Adult	-28.94
62359479	9/17/2016	Adult Books		Books - Adult	-14.53
62359478	9/17/2016	Adult Books		Books - Adult	-32.10
62359476	9/17/2016	Adult Books		Books - Adult	-18.04
62359477	9/17/2016	Adult Books		Books - Adult	-15.78
62359111	9/17/2016	Adult Books		Books - Adult	-16.91
62359110	9/17/2016	Adult Books		Books - Adult	-11.99
62359114	9/17/2016	Adult Books		Books - Adult	-13.76
62359115	9/17/2016	Adult Books		Books - Adult	-15.79
62359116	9/17/2016	Adult Books		Books - Adult	-8.47
66748306	9/17/2016	Adult Books		Books - Adult	-8.43
66748308	9/17/2016	Adult Books		Books - Adult	-39.36
62358908	9/17/2016	Adult Books		Books - Adult	-15.19
62358910	9/17/2016	Adult Books		Books - Adult	-16.35
62358911	9/17/2016	Adult Books		Books - Adult	-16.35
66748551	9/17/2016	Adult Print		Books - Adult	-17.38
94393565	9/17/2016	Adult Books		Books - Adult	-16.34
94393564	9/17/2016	Adult Books		Books - Adult	-23.66
94393562	9/17/2016	Adult Books		Books - Adult	-16.35
62358148	9/17/2016	Adult Books		Books - Adult	-16.91
62358149	9/17/2016	Adult Books		Books - Adult	-36.05
62358150	9/17/2016	Adult Books		Books - Adult	-32.69
62358151	9/17/2016	Adult Books		Books - Adult	-34.36
62358152	9/17/2016	Adult Books		Books - Adult	-15.78
62358153	9/17/2016	Adult Books		Books - Adult	-15.78
62358154	9/17/2016	Adult Books		Books - Adult	-128.06
62358167	9/17/2016	Adult Books		Books - Adult	-15.77
62358166	9/17/2016	Adult Books		Books - Adult	-11.98
62358165	9/17/2016	Adult Books		Books - Adult	-15.77
62358164	9/17/2016	Adult Books		Books - Adult	-11.98
62358168	9/17/2016	Adult Books		Books - Adult	-401.78
62357834	9/17/2016	Adult Books		Books - Adult	-16.91
62357932	9/17/2016	Adult Books		Books - Adult	-18.59
62357931	9/17/2016	Adult Books		Books - Adult	-16.35
62357933	9/17/2016	Adult Books		Books - Adult	-16.90
62357311	9/17/2016	Adult Books		Books - Adult	-26.03
62357312	9/17/2016	Adult Books		Books - Adult	-16.34

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River Forest Public Library
WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
62357313	9/17/2016	Adult Books	Books - Adult	-73.78	
62357625	9/17/2016	Adult Books	Books - Adult	-15.19	
62357626	9/17/2016	Adult Books	Books - Adult	-16.90	
62357293	9/17/2016	Adult Books	Books - Adult	-46.22	
62357291	9/17/2016	Adult Books	Books - Adult	-39.16	
62357290	9/17/2016	Adult Books	Books - Adult	-50.17	
62357285	9/17/2016	Adult Books	Books - Adult	-33.82	
62357286	9/17/2016	Adult Books	Books - Adult	-15.78	
62357284	9/17/2016	Adult Books	Books - Adult	-18.04	
62357287	9/17/2016	Adult Books	Books - Adult	-15.78	
62357288	9/17/2016	Adult Books	Books - Adult	-16.35	
62357289	9/17/2016	Adult Books	Books - Adult	-15.78	
62357292	9/17/2016	Adult Books	Books - Adult	-47.92	
62357067	9/17/2016	Adult Books	Books - Adult	-16.35	
62357068	9/17/2016	Adult Books	Books - Adult	-14.65	
62357069	9/17/2016	Adult Books	Books - Adult	-16.35	
94393567	9/17/2016	Adult Books	Books - Adult	-22.28	
94393568	9/17/2016	Adult Books	Books - Adult	-16.91	
62359856	9/17/2016	Teen Books	Books - Teen	-18.56	
62359854	9/17/2016	Teen Books	Books - Teen	-11.82	
62359351	9/17/2016	Teen Books	Books - Teen	-35.33	
62359838	9/17/2016	Teen Books	Books - Teen	-18.96	
62359837	9/17/2016	Teen Books	Books - Teen	-13.18	
62357434	9/17/2016	Teen Books	Books - Teen	-22.50	
62358920	9/17/2016	Teen Books	Books - Teen	-32.19	
62358920	9/17/2016	Teen Books	Books - Teen	-22.10	
62360188	9/17/2016	J Books	Books- Juv	-11.25	
62360186	9/17/2016	J Books	Books- Juv	-10.69	
62360187	9/17/2016	J Books	Books- Juv	-26.92	
62359876	9/17/2016	J Books	Books- Juv	-10.69	
62359113	9/17/2016	J Books	Books- Juv	-9.78	
62359112	9/17/2016	J Books	Books- Juv	-244.50	
62358711	9/17/2016	J Books	Books- Juv	-9.56	
62358712	9/17/2016	J Books	Books- Juv	-10.93	
62357009	9/17/2016	J Books	Books- Juv	-7.74	
66748307	9/17/2016	J Books	Books- Juv	-20.46	
94393563	9/17/2016	J Books	Books- Juv	-11.25	
94393566	9/17/2016	J Books	Books- Juv	-202.65	
TOTAL				-3,238.79	
14669	9/21/2016	Investor's Business Daily	For. Park Checking 17128...		
0000-23...	9/17/2016	IBD Annual Subscription	Periodicals - Adult	-297.00	
TOTAL				-297.00	

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

Num	Date	Name	Memo	Account	Paid Amount
14544	9/7/2016	Joanna Bertucci		For. Park Checking 17128...	
	9/3/2016		1/2 ALA Dues	Membership Dues - Library	-65.00
TOTAL					-65.00
14570	9/21/2016	Joanna Bertucci		For. Park Checking 17128...	
	9/17/2016		Chips and Soda for InService Mileage to Arlington Heights Memorial Library (9/15/16)	Staff Training Misc. Expenses	-18.00 -16.20
TOTAL					-34.20
14571	9/21/2016	Karan Brown		For. Park Checking 17128...	
TOTAL	9/17/2016		Board Retreat Facilitation 9/12/16	Strategic Initiatives	-600.00
14545	9/7/2016	Knutte & Associates, P.C.		For. Park Checking 17128...	
59460	9/7/2016		FY 15-16 Audit	Audit Fees	-7,750.00
TOTAL					-7,750.00
14546	9/7/2016	Konica Minolta Business S...		For. Park Checking 17128...	
900271...	9/7/2016		August 2016 Copier Usage	Copy Machine (usage, mai...	-146.71
TOTAL					-146.71
14547	9/7/2016	Konica Minolta Premier Fin...		For. Park Checking 17128...	
312011...	9/7/2016		Monthly Copier Lease	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
14572	9/21/2016	Lexis Nexis		For. Park Checking 17128...	
86004034	9/17/2016		Employment in IL Law Update	Books - Adult	-129.43
TOTAL					-129.43

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

Num	Date	Name	Memo	Account	Paid Amount
14573	9/21/2016	Lisa Petrov		For. Park Checking 17128...	
	9/19/2016		Honorarium for "True Life Stories from Young Adult Immigrants" program...	Books - Adult	-100.00
TOTAL					-100.00
14548	9/7/2016	Management Association o...		For. Park Checking 17128...	
3622	9/3/2016		Updated Labor Law Poster	Office Supplies	-40.94
TOTAL					-40.94
14549	9/7/2016	Mid-America Graphics		For. Park Checking 17128...	
16-2206...	9/3/2016		Bookplate Printing	Printing	-1,589.00
TOTAL					-1,589.00
14550	9/7/2016	MIDWEST TAPE		For. Park Checking 17128...	
94278164	9/7/2016		Adult DVDs	Non-Print Adult	-50.62
94278165	9/7/2016		J Non Print	Non-Print Juvenile	-49.62
94267277	9/7/2016		Adult DVDs	Non-Print Adult	-79.62
94267279	9/7/2016		Adult DVDs	Non-Print Adult	-37.08
94259279	9/7/2016		Adult DVDs	Non-Print Adult	-27.54
94259581	9/7/2016		Adult DVDs	Non-Print Adult	-27.54
94259584	9/7/2016		Adult DVDs	Non-Print Adult	-27.54
94259586	9/7/2016		Adult BluRay	Non-Print Adult	-77.81
94259582	9/7/2016		Adult CDs	Non-Print Adult	-56.63
94259585	9/7/2016		Adult CDs	Non-Print Adult	-16.54
94259583	9/7/2016		Adult CD Audiobook	Non-Print Adult	-17.54
94259567	9/7/2016		Adult CD Audiobook	Non-Print Adult	-44.24
94259563	9/7/2016		Adult DVDs	Non-Print Adult	-44.24
94255653	9/7/2016		Adult DVDs	Non-Print Adult	-129.02
94255650	9/7/2016		Adult DVD	Non-Print Adult	-41.09
94255652	9/7/2016		Adult DVD	Non-Print Adult	-220.32
94255654	9/7/2016		J DVD	Non-Print Juvenile	-18.54
94248985	9/7/2016		Adult Music CD	Non-Print Adult	-100.36
94248983	9/7/2016		Adult CD Audiobook	Non-Print Adult	-17.54
94243407	9/7/2016		Adult CD Audiobook	Non-Print Adult	-44.24
94241629	9/7/2016		Adult CD Audiobooks	Non-Print Adult	-39.24
94241628	9/7/2016		Adult CDs	Non-Print Adult	-68.48
94241652	9/7/2016		Adult DVD	Non-Print Adult	-17.54
94241627	9/7/2016		Adult DVD	Non-Print Adult	-21.54
94241624	9/7/2016		Adult DVDs	Non-Print Adult	-26.54
94241626	9/7/2016		Adult DVDs	Non-Print Adult	-26.54
94241650	9/7/2016		Adult DVDs	Non-Print Adult	-29.54
					-43.08

River Forest Public Library
WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
94241651	9/17/2016	J DVDS		Non-Print Juvenile	-107.16
64228233	9/17/2016	Adult DVDS		Non-Print Adult	-118.16
94228231	9/17/2016	Adult CDs		Non-Print Adult	-23.54
94228230	9/17/2016	Adult CDs		Non-Print Adult	-22.54
94215598	9/17/2016	Adult CD Audiobooks		Non-Print Adult	-98.48
94215588	9/17/2016	Adult CD Audiobook		Non-Print Adult	-74.24
94215596	9/17/2016	Adult DVD		Non-Print Adult	-27.54
94228235	9/17/2016	Adult DVDS		Non-Print Adult	-43.08
94228234	9/17/2016	Adult DVD		Non-Print Adult	-30.54
94228232	9/17/2016	J DVDS		Non-Print Juvenile	-37.08
TOTAL					-1,954.99
For. Park Checking 17128...					
14574	9/21/2016	MIDWEST TAPE			
94280438	9/17/2016	Adult CD Audiobooks		Non-Print Adult	-49.24
94322683	9/17/2016	Adult DVDS		Non-Print Adult	-859.10
94322685	9/17/2016	Adult DVDS		Non-Print Adult	-24.54
94322686	9/17/2016	Adult CD Audiobook		Non-Print Adult	-34.24
94322687	9/17/2016	CD Audiobook Adult		Non-Print Adult	-39.24
94309853	9/17/2016	Adult Music CDs		Non-Print Adult	-22.54
94309806	9/17/2016	Adult DVDS		Non-Print Adult	-21.54
94309808	9/17/2016	Adult BluRays		Non-Print Adult	-28.54
94309851	9/17/2016	Adult BluRays		Non-Print Adult	-28.54
94309809	9/17/2016	Adult CD Audiobook		Non-Print Adult	-136.96
94309850	9/17/2016	Adult CD Audiobook		Non-Print Adult	-39.24
94309854	9/17/2016	Adult Music CDs		Non-Print Adult	-55.62
94309862	9/17/2016	Adult DVDS		Non-Print Adult	-21.54
94302368	9/17/2016	Adult BluRays		Non-Print Adult	-585.72
94302367	9/17/2016	Adult DVDS		Non-Print Adult	-61.74
94296759	9/17/2016	Adult BluRays		Non-Print Adult	-9.54
94290931	9/17/2016	Adult DVD		Non-Print Adult	-13.99
94290934	9/17/2016	Adult BluRay and DVD		Non-Print Adult	-26.54
94290937	9/17/2016	Adult BluRay		Non-Print Adult	-34.09
94290936	9/17/2016	Adult BluRay and DVD		Non-Print Adult	-45.08
94290933	9/17/2016	Adult DVDS		Non-Print Adult	-614.52
94290935	9/17/2016	Adult Blu Ray and DVD		Non-Print Adult	-30.09
94290978	9/17/2016	Adult Music CD		Non-Print Adult	-34.09
94290976	9/17/2016	J Books		Non-Print Adult	-17.54
94290975	9/17/2016	Adult CD Audiobook		Non-Print Adult	-93.48
94228233	9/19/2016	Adult DVDS		Non-Print Adult	-44.24
TOTAL					-3,067.70

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

Num	Date	Name	Memo	Account	Paid Amount
14575	9/21/2016	Muralid, Victoria		For. Park Checking 17128...	
TOTAL	9/21/2016		Mileage to SWAN Circ Mtgs. (SWAN and Eisenhower)	Misc. Expenses	-24.97
6	9/23/2016	Muralid, Victoria		Petty Cash	-24.97
TOTAL			Cash for Circ Managers Mtg. Lunch	Misc. Expenses	-10.00
			Cash for Circ Managers Mtg. Lunch	Misc. Expenses	-10.00
14551	9/7/2016	NICOR GAS		For. Park Checking 17128...	
898234...	9/3/2016		Natural Gas Supply	Heat	-609.22
TOTAL			Natural Gas Supply	Heat	-609.22
14576	9/21/2016	NICOR GAS		For. Park Checking 17128...	
898234...	9/19/2016		Natural Gas supply September 2016	Heat	-274.15
TOTAL			Natural Gas supply September 2016	Heat	-274.15
14552	9/7/2016	OAK PARK TOWNSHIP YO...		For. Park Checking 17128...	
1st Qua...	9/3/2016		Quarter 1 - Youth Interventionist	Membership Dues - Library	-780.66
TOTAL			Quarter 1 - Youth Interventionist	Membership Dues - Library	-780.66
14553	9/7/2016	OverDrive		For. Park Checking 17128...	
165820...	9/3/2016		Childrens eBooks & Audiobooks	Overdrive - Juvenile	-192.15
165800...	9/3/2016		Adult eBooks	Overdrive - Adult	-120.00
165811...	9/3/2016		Teen eBooks	Overdrive - Teen	-366.86
165810...	9/3/2016		Adult eBooks	Overdrive - Adult	-175.99
165800...	9/3/2016		Adult eBooks	Overdrive - Adult	-232.98
165800...	9/3/2016		Adult eBook	Overdrive - Adult	-10.99
165800...	9/3/2016		Adult eBooks	Overdrive - Adult	-25.99
165811...	9/3/2016		Adult eBooks	Overdrive - Adult	-110.96
165809...	9/3/2016		Adult eBooks	Overdrive - Adult	-96.99
TOTAL			Childrens eBooks & Audiobooks	Overdrive - Juvenile	-1,332.93

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

Num	Date	Name	Memo	Account	Paid Amount
14577	9/21/2016	OverDrive		For. Park Checking 17128...	
165800 ...	9/17/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-172.97
165808 ...	9/17/2016	Adult eBooks & eAudiobooks	Adult eBooks & eAudiobooks	Overdrive - Adult	-204.99
165811 ...	9/19/2016	Adult eBooks	Adult eBooks	Overdrive - Adult	-53.98
TOTAL					-431.94
DM	9/15/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			9/15/16 Payroll Processing	Payroll Service	-100.74
DM	9/15/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			EE Compensation Connections EE Compensation	Employee Compensation Connection - ASK Salaries	-17,133.81 -162.38
					-17,296.19
dm	9/13/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			EE Tax Deduction Connections EE Tax Deduction Library FICA Portion - EEs Library FICA Portion - Connections EE Library Medicare Portion - EEs Library Medicare Portions - Connections EE	Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-4,261.09 -29.49 -1,375.39 -11.90 -321.67 -2.78
					-6,002.32
DM	9/29/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Payroll Process 9/29/16	Payroll Service	-100.74
					-100.74
dm	9/29/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation Connections EE Compensation	Employee Compensation Connection - ASK Salaries	-17,426.30 -108.40
					-17,534.70

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

Num	Date	Name	Memo	Account	Paid Amount
dm	9/29/2016	PAYLOCITY		For. Park Payroll 171283900	
			EE Tax Deduction	Employee Compensation	-4,343.48
			Connections EE Tax Deduction	Connection - ASK Salaries	-21.61
			ER FICA Portion - EEs	FICA	-1,400.44
			ER FICA Portion - Connections EEs	Connection - ASK FICA	-8.06
			ER Medicare Portion - EEs	Medicare Exp	-327.53
			ER Medicare Portion - Connections EEs	Connection - ASK Medicare	-1.88
TOTAL					-6,103.00
14564	9/7/2016	S & D Prime Maintenance, I...		For. Park Checking 17128...	
70761	9/3/2016		Bimonthly Building Service	Maintenance - Service	-281.12
TOTAL					-281.12
14555	9/7/2016	Staples		For. Park Checking 17128...	
331102...	9/3/2016		Blinder tissue & paper towels	Office Supplies	-5.94
331102...	9/3/2016		C-Fold Towels and Toilet Tissue	Maintenance - Supply	-61.00
331321...	9/7/2016		Masking tape	Maintenance - Supply	-69.38
331321...	9/7/2016		Post Its, tape, labels, mouse pad	Office Supplies	-55.08
331321...	9/7/2016		GreenWorks wipes	Office Supplies	-34.52
331321...	9/7/2016		Hand Soap and Toilet tissue	Maintenance - Supply	-28.59
331321...	9/7/2016		Masking tape	Maintenance - Supply	-73.14
331321...	9/7/2016		Adult Books	Office Supplies	-33.19
331321...	9/7/2016		Cork board, Advil, Permanent Markers	Books - Adult	-45.39
331321...	9/7/2016		Copy Paper	Office Supplies	-71.25
203226...	9/7/2016		Plates and Bowls	Copier supplies	-94.59
331227...	9/7/2016		Trash bags	Special Programs	-35.23
331227...	9/7/2016			Maintenance - Supply	-50.38
TOTAL					-657.68
14595	9/21/2016	Staples		For. Park Checking 17128...	
331459...	9/19/2016		Coffee and tape	Office Supplies	-20.86
			Paper towels and wipes	Maintenance - Supply	-23.44
TOTAL					-44.30

River Forest Public Library
WARRANT LIST DETAIL
September 2016

Num	Date	Name	Memo	Account	Paid Amount
14579	9/21/2016	Sue Quinn	Cookies and Lemonade for Staff In Service	For. Park Checking 17128...	-24.65
	9/17/2016		Mileage for SWAN Quarterly Mtg 9/1/16	Misc. Expenses	-17.28
TOTAL					-41.93
14596	9/21/2016	SWAN		For. Park Checking 17128...	-332.84
5091	9/17/2016		ILL Lost materials	ILL Lost Materials Expenses	-332.84
TOTAL					-332.84
14581	9/21/2016	Terrence Lynch		For. Park Checking 17128...	-275.00
TOTAL	9/19/2016		"1000 Days of Kennedy's Camelot" Program Presenter 10/9/16	Programs - Adult	-275.00
14556	9/7/2016	TUMBLEWEED PRESS, INC.		For. Park Checking 17128...	-401.33
75453	9/3/2016		Tumblebooks Database	Overdrive - Juvenile	-401.33
TOTAL					-401.33
14582	9/21/2016	VERSATILE COMPUTER S...		For. Park Checking 17128...	-750.00
14804	9/17/2016		Tech Support September 2016	Technical Support	-750.00
TOTAL					-750.00
14583	9/21/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	-1,129.58
Septem...	9/19/2016		Employee Healthcare Portion	Employee Compensation	-3,160.56
			Library Portion - Health	Health Insurance	-207.27
			Library Portion - Dental	Dental	-54.31
			Library Portion - Life	Life	-4,551.72
TOTAL					-4,551.72

River Forest Public Library

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Register: MB Financial Credit Card

From 08/05/2016 through 08/25/2016

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
08/05/2016		ORIENTAL TRADING	Juvenile Expenses:Programs - J...	J Program Supplies	56.19	X		1,501.86
08/05/2016		USPS	Office Expenses:Postage	Postage Replenishment	50.00	X		1,551.86
08/05/2016		Stamps.com	Office Expenses:Postage	Stamps.com Monthly...	15.99	X		1,567.85
08/09/2016		Trader Joe's	Connection - ASK:Connection ...	Connections Craft Su...	39.90	X		1,607.75
08/09/2016		AMAZON.COM	Connection - ASK:Connection ...	Connections Supplies	25.16	X		1,632.91
08/13/2016		Fast Signs	Capital Expenditures:Equipmen...	2nd Floor Wall Decals	499.50	X		2,132.41
08/13/2016	14500	Card Services - MB Financi...	For. Park Checking 171284900	August Credit Card - ...		X	1,445.67	686.74
08/15/2016		Southwest Fireplace	-split-	Fireplace Annual Ma...	254.00	X		940.74
08/15/2016		S & S Worldwide	Connection - ASK:Connection ...	Connections Supplies	388.68	X		1,329.42
08/16/2016		LACONI	Professional Expenses:Professi...	Laconi Library Safe...	15.00	X		1,344.42
08/16/2016		Government Finance Officer...	-split-	Budgeting Webinar ...	86.54	X		1,430.96
08/18/2016		Walmart	Juvenile Expenses:Programs - J...	J Programming Supp...	7.00	X		1,437.96
08/24/2016		Anderson's Bookshops	Professional Expenses:Professi...	B. Kirchenberg YA ...	138.00	X		1,575.96
08/25/2016		ILLINOIS LIBRARY ASSO...	Professional Expenses:Professi...	IL A Conference Regi...	500.00	X		2,075.96
08/25/2016		ILLINOIS LIBRARY ASSO...	Professional Expenses:Professi...	A.Olvera-Trejo ILA ...	200.00	X		2,275.96



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

Account:	September-16	YTD	16-17 Budget	% of Budget
Property Taxes	\$ 17,619	\$ 584,057	\$ 1,215,715	48.04%
Corp Property Replacement Taxes		\$ 7,639	\$ 15,079	50.66%
Interest Revenue	\$ 508	\$ 2,860	\$ 8,000	35.75%
Copy Machine Revenue	\$ 516	\$ 2,031	\$ 4,000	50.78%
Grants, Other	\$ -	\$ -	\$ 5,100	0.00%
Illinois Per Capata Grant	\$ -	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ 2	\$ 843	\$ 5,000	16.86%
Connections Program Grant	\$ -	\$ -	\$ 7,260	0.00%
Community Fund Endowment	\$ -	\$ -	\$ 3,500	0.00%
Fines, Service Charges	\$ 1,016	\$ 8,065	\$ 18,000	44.81%
Book Sales	\$ 78	\$ 614	\$ 1,200	51.17%
Lost Books Reimbursed	\$ 138	\$ 1,476	\$ 3,000	49.21%
Rentals, Library Space, Meeting Room	\$ -	\$ 180	\$ 300	60.00%
Fax/Print	\$ 8	\$ 31		
Misc	\$ -	\$ 129	\$ 300	43.00%
Over/Short	\$ -	\$ -		
Total:	\$ 19,885	\$ 616,537	\$ 1,294,454	47.63%
Income:	\$ 19,885	\$ 616,537	\$ 1,294,454	47.63%
Expense:	\$ 96,119	\$ 470,205	\$ 1,294,454	36.32%



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

Sept 2016 Fiscal YTD Actual % Budget 16-17 Budget
 42% as of 09/30/2016

Expenses

Personnel

Wages & Salaries	\$ 45,147	\$ 239,185	39.21%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 3,422	\$ 19,023	36.03%	\$ 52,800.00
IMRF	\$ 4,310	\$ 21,755	39.56%	\$ 55,000.00
Medicare/FICA	\$ 3,425	\$ 17,704	37.91%	\$ 46,700.00
Payroll Service	\$ 201	\$ 1,012	32.64%	\$ 3,100.00
Staff Training	\$ 193	\$ 693	27.71%	\$ 2,500.00
Membership Dues	\$ 846	\$ 2,296	30.21%	\$ 7,600.00
Professional Development	\$ 245	\$ 3,939	53.22%	\$ 7,400.00
Total Personnel	\$ 57,789	\$ 305,607	38.93%	\$ 785,100.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ 1,589	\$ 3,128	52.13%	\$ 6,000.00
Advertising	\$ -	\$ 184	9.20%	\$ 2,000.00
Total Printing and Advertisement	\$ 1,589	\$ 3,312	41.40%	\$ 8,000.00

Programming

Children's Programs	\$ 184	\$ 4,701	46.54%	\$ 10,100.00
Teen Programs	\$ 414	\$ 3,448	57.47%	\$ 6,000.00
Adult Programs	\$ 509	\$ 3,263	29.67%	\$ 11,000.00
Special Programs	\$ 275	\$ 624	14.52%	\$ 4,300.00
Connections Programs	\$ 770	\$ 2,543	35.03%	\$ 7,260.00
Total Support Services and Programs	\$ 3,740	\$ 17,892	38.34%	\$ 46,660.00

Other Support Services

ILL Services (SWAN Libraries)	\$ 333	\$ 469	156.31%	\$ 300.00
RB Services (Non-SWAN Libraries)	\$ -	\$ 10	3.33%	\$ 300.00
Technical Support	\$ 750	\$ 3,750	31.25%	\$ 12,000.00
Automation Administration	\$ -	\$ 8,133	26.24%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ 192	9.60%	\$ 2,000.00
Postage & Delivery	\$ 85	\$ 902	26.53%	\$ 3,400.00
Audit Fees	\$ 7,750	\$ 7,750	91.18%	\$ 8,500.00
Telephone/Internet	\$ 1,110	\$ 5,928	89.52%	\$ 15,000.00
Copy Machine Leases	\$ 199	\$ 771	28.55%	\$ 2,700.00
Total Other Support Services	\$ 10,227	\$ 27,905	37.11%	\$ 75,200.00
Total Support Services	\$ 13,968	\$ 45,797	37.58%	\$ 121,860.00

Library Materials

Books	\$ 6,586	\$ 28,991	41.71%	\$ 69,500.00
Print Periodicals (Magazines)	\$ 297	\$ 3,648	51.38%	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$ 1,620	\$ 7,893	54.43%	\$ 14,500.00
Online E-Content - elect. books/magazines/movies/music	\$ 2,162	\$ 14,301	35.75%	\$ 40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 5,185	\$ 17,304	43.27%	\$ 41,150.00
Total Library Materials	\$ 16,048	\$ 72,637	42.17%	\$ 172,250.00

Library and Office Supplies

Office Supplies	\$ 244	\$ 1,225	28.87%	\$ 4,244.00
Library Supplies	\$ 142	\$ 2,021	36.09%	\$ 5,600.00
Copy And Printing Supplies	\$ 95	\$ 582	58.23%	\$ 1,000.00
Misc Expenses (includes Patron Relations)	\$ 146	\$ 519	19.94%	\$ 2,600.00
Total Library & Office Supplies	\$ 626	\$ 4,347	32.34%	\$ 13,444.00

Capital Expenditures

Equipment (Equipment & Furniture)	\$ 789	\$ 2,307	76.91%	\$ 3,000.00
Equipment - Technology	\$ -	\$ 1,654	11.03%	\$ 15,000.00
Strategic Building Improvement	\$ -	\$ -	0.00%	\$ 50,000.00
Total Capital Expenditures	\$ 789	\$ 3,961	6.88%	\$ 68,000.00
Strategic Initiatives	\$ 600	\$ 5,960	39.73%	\$ 15,000.00

Facilities Management

Facility Supplies

Building Materials & Supplies	\$ 416	\$ 1,127	19.77%	\$ 5,700.00
Total Facility Supplies	\$ 416	\$ 1,127	19.77%	\$ 5,700.00

Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 12,300.00
Maintenance and Custodial Service	\$ 4,852	\$ 27,010	51.94%	\$ 52,000.00
Water	\$ -	\$ 596	23.83%	\$ 2,500.00
Natural Gas	\$ 883	\$ 1,977	24.71%	\$ 8,000.00
Copier Maintenance and Usage	\$ 147	\$ 1,187	35.95%	\$ 3,300.00
Roof Inspection	\$ -	\$ -		\$ -
Total Facility Services	\$ 5,882	\$ 30,769	39.40%	\$ 78,100.00
Total Facilities Management	\$ 6,298	\$ 31,896	38.06%	\$ 83,800.00

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

Total Expenses	\$ 96,119	\$ 470,205	86.32%	\$ 1,294,454.00
Total Income	\$ 19,885	\$ 616,537	47.63%	\$ 1,294,454.00

Operations Reserve Fund				\$ 320,000.00
--------------------------------	--	--	--	----------------------



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

Beginning Balance	\$ 156,091.60	
Expenses	\$ -	
Interest	\$ 38.49	Included on Income Report
Ending Balance	\$ 156,130.09	

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

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
For. Park Money Market Capital	156,130.09
Comm Bank MM 600398215	25,736.80
For. Park Money Market171285900	1,218,189.10
For. Park Payroll 171283900	25,554.34
For. Park Checking 171284900	18,684.14
Petty Cash	85.00
Total Checking/Savings	<u>1,444,379.47</u>
Accounts Receivable	
Accounts Receivable	15,769.75
Total Accounts Receivable	<u>15,769.75</u>
Total Current Assets	<u>1,460,149.22</u>
TOTAL ASSETS	<u><u>1,460,149.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,480.03
Total Accounts Payable	<u>-2,480.03</u>
Credit Cards	
MB Financial Credit Card	741.14
Total Credit Cards	<u>741.14</u>
Other Current Liabilities	
Debit Card Machine	9,016.60
Total Other Current Liabilities	<u>9,016.60</u>
Total Current Liabilities	<u>7,277.71</u>
Total Liabilities	7,277.71
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	546,693.80
Net Income	84,293.58
Total Equity	<u>1,452,871.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,460,149.22</u></u>

2:03 PM
10/01/16

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 09/30/2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						85.00
Cleared Transactions						
Checks and Payments - 1 Item						
Check	9/23/2016	6	Muraiti, Victoria	X	-10.00	-10.00
Total Checks and Payments					-10.00	-10.00
Total Cleared Transactions					-10.00	-10.00
Cleared Balance					-10.00	75.00
Register Balance as of 09/30/2016					-10.00	75.00
Ending Balance					-10.00	75.00

There were not any patron suggestions in September.

Organizational Structure/Training and Staff Development

I attended a PLA webinar: Measurement Matters: Using Edge, Project Outcome, and the Impact Survey to Assess and Improve Community Outcomes on September 8th. The Edge Assessment is a national set of benchmarks for public libraries to evaluate their technology services. We completed the initial Edge Assessment in 2014 as required for the 2015 IL per capita grant but the State Library did not renew the Edge contract. We have revisited the 2014 Edge assessment to strategize new ways to incorporate technology into our array of programs and services. In addition, we have incorporated some of the Project Outcome questions into our patron survey but we are not currently using their survey tool. The Impact Survey is an online survey tool designed for public libraries. We do not use their tool but we are collecting patron survey information designed to help us measure our impact on community learning.

I viewed a live stream of the RAILS membership update on September 29th. Much of the update was devoted to discussing the RAILS system membership standards for libraries that are or seek to be members of a multi-type system such as RAILS. The standards identify "core", "accomplished" and "exemplary" measures across six different categories library content/collections, customers, facilities, funding, professional leadership/training. Our management team had met to review the draft standards in advance of setting the measures of our 2016-17 strategic plan in order to identify areas where we might seek improvement. While we were "accomplished" in all standards and "exemplary" in a few, reviewing the standards for customer service, lead us to increase our goal for adding new library patrons. RFPL also evaluates itself against selected core standards of Serving Our Public 3.0: Standards for Illinois Public Libraries (2014) as part of our Per Capita Grant application.

Facilities

As part of the LIRA loss prevention program, we had a site visit from Tracy Lesiak of Arthur J. Gallagher to review our liability controls. Ms. Lesiak had some specific recommendations for the building. Joanna and I have begun to address these recommendations including clearing the mechanical room to ensure easy access to emergency shutoff valves and providing safety material data sheets for all chemical products used by the RFPL. In addition, Joanna and Victoria Muraiti are updating our emergency procedures manual. We will review the procedures with all staff at our December 2, 2016 staff in-service. Ms. Lesiak's other recommendations included the installation of security cameras (86% of LIRA libraries have them) and background checks on all employees.

Technology

I met with Dan Graham, the owner of Versatile Computer Services to discuss the upcoming server replacement project. We will be adding more data ports to hardwire all computers. Currently 2 staff and 8 public computers connect wirelessly and have been prone to running slow during high connectivity times. The server installation will begin the last weekend in October. The two existing networks will be merged and all data migrated over. Versatile staff will test and troubleshoot through mid-November. Additional time (beyond our regular 8/month service contract) will be kept under 30 hours (\$2700 total). We will overspend our Tech Support line in FY 2016-17 by \$2500 due to the additional cost for running the new cabling to the various parts of the building and for installing new data ports in our server room. Dan Graham and I also discussed moving to Comcast as our sole internet provider when our AT&T and ICN contracts expire in May 2018.

Policies

Joanna and I each conferred on the phone with the attorney from the Management Association of Illinois (MAI) in September about our Staff Policies. The MAI provided information regarding the Fair Labor Standards Act (effective 12/1/16), the newly enacted IL Child Bereavement Act, and RFPL's responsibilities under the Family Medical Leave Act (FMLA). Joanna, Amy and I have jointly updated the Employee Tiers and Benefits section of the Staff policy to reflect the FLSA guidelines and to ensure compliance with FMLA, IMRF and the Affordable Care Act. In addition, we have drafted an Employee Discipline Policy and Discipline procedures for the Employee Manual-something strongly recommended by the MAI. The Policy committee will be reviewing both policies at their November 2nd meeting before bringing them to the Board in November.

I have drafted updates to the existing RFPL financial policies to include a section outlining specific spending authorities and an investment policy. The Finance Committee will review these drafts and refer them to the Policy Committee for further refinement. The financial policies will be presented to the Board in early 2017.

Finance

Joanna and I completed an extensive (required) checklist to ensure completeness of the draft audit. I am preparing the Management Discussion and Analysis and a Letter of Transmittal. The final audit will be submitted to the State of Illinois Comptroller before the October 28th deadline. The Finance Committee will discuss the draft audit with our auditor, Laura Babula, during their October 12th meeting. Trustees will be sent a copy of the final audit as soon as they are available. The audit will be discussed further at the November 15th Board meeting.

The 2016 levy will be also presented for approval at our November 15th Board Meeting.

Fundraising

A few more checks came in for the RFPL Foundation from the Annual Appeal insert in the September 2016 Bookplate. Another \$5,000 seat wall plaque has been ordered for the Anne T. Smedinghoff Memorial Garden.

External Partnerships

I attended the Oak Park, River Forest, and Forest Park Government & Partner Agency Procurement Expo at West Suburban Hospital on September 29th. The event was sponsored by the Oak Park River Forest Chamber of Commerce. Municipal organizations from Oak Park, Forest Park, and River Forest had the opportunity to meet with local businesses to discuss our needs and their potential services.

Beth Kirchenberg and I will be serving as judges for the Roosevelt Middle School spelling bee in October.

The RFPL will host the joint RF-OP Library Board Event on Monday, November 14th at 7:00 pm.

Submitted October 12, 2016

Sue Quinn

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 (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. The *Wednesday Journal* has changed their format and no longer has a calendar section. They now have a page called "Big Week," and only a few events are highlighted. Selected RFPL events were sent for this section.

Press:

- The Foreign Film Forum was featured in the Big Week section of the *Wednesday Journal* on September 7th.
- A news release went out on September 8th about Al Popowitz's program: "Historic Buildings of River Forest." It was also posted to Patch.com and Trib Local. There was an article in the *Wednesday Journal* about the event on September 14th.
- The *My Fair Lady* program was featured in the Big Week section of the *Wednesday Journal* on September 28th.

Blog Posts:

A post titled, "River Forest Public Library Adds Convenient Book Drop" was posted to Oak Park.com and Trib Local.com

E-Marketing:

We have 1406 subscribers on our email list, which is up by 18 from last month. Our September eNewsletter went out on August 29th and had a 37% open rate. We also sent out 2 special notices in September, one about the Sunday and Monday closings for Labor Day and the other about the closing for our 9/2 In Service.

Facebook: We have 673 followers (an increase of 5 from last month). We posted 19 times during the month of September with a reach of 5,684. This was significantly higher than our reach in August (over 2,000).

Fran attended a Social Media Workshop in September. She will be applying much of what she learned to the library's social media activities moving forward.

The focus will first be on Facebook, where we are most active currently. It was recommended in the workshop that there should be daily posts on Facebook. Posts should be 15-25% engagement, 30-50% education, 30-50% differentiation and only 10% promotion. Fran is implementing this content strategy now by planning weekly posts to meet these goals and by asking for staff input. Other social media platforms will also be examined in the future. During the 2 weeks of using these new strategies, we've seen a definite increase in our post reach and engagement.

Administration:

- The Management team reviewed our dress code guidelines at the Sept 15th meeting.
- Dana is updating our print Professional Development Collection.

Professional Development:

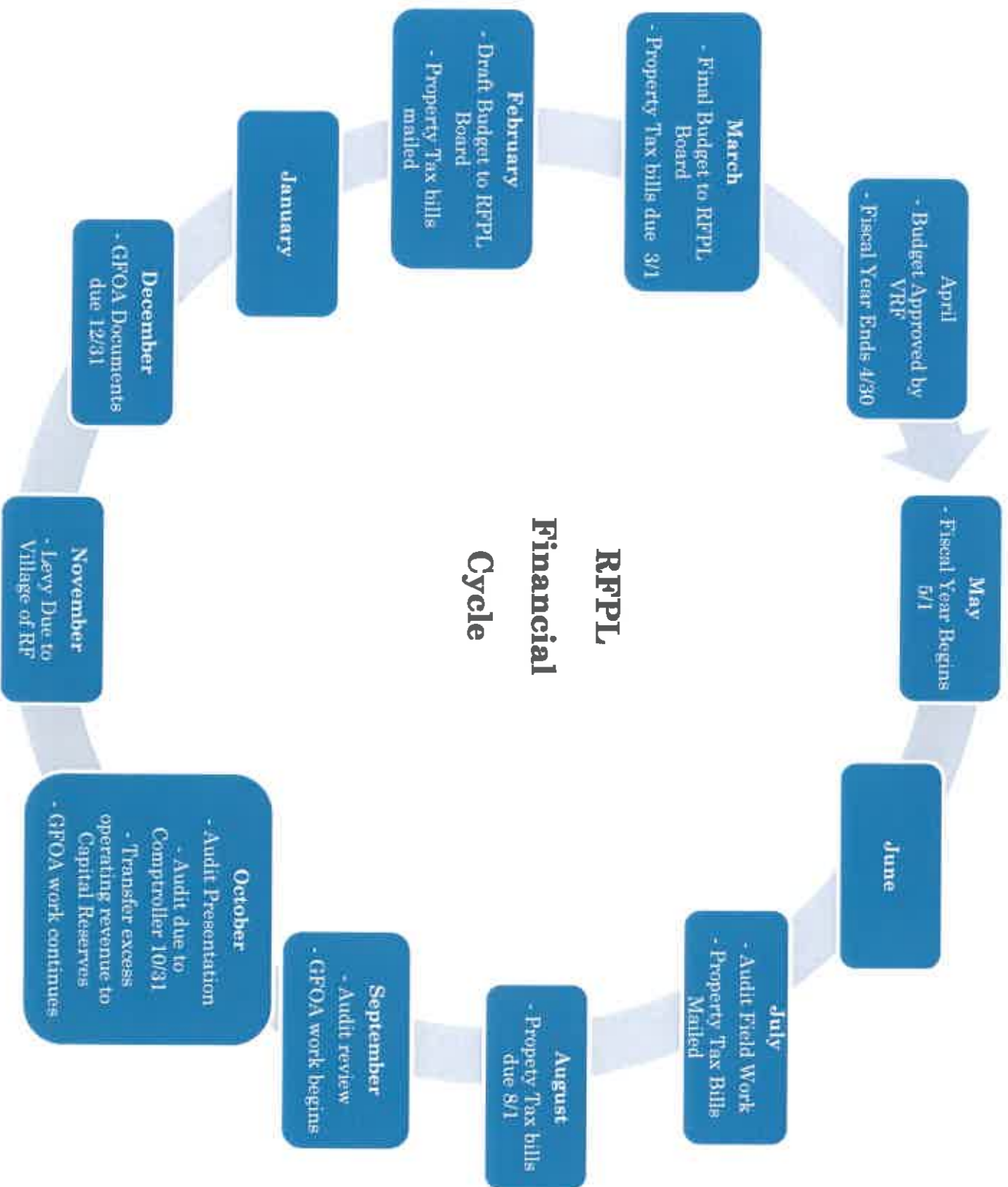
- All members of the Children's Staff watched webinars from the ALSC Virtual Conference (Sept. 15-16)
- Joanna attended a LACONI program on Library Safety and Security at the Arlington Heights Memorial Library on September 15th.
- Melissa attended a NWYS meeting: Summer Reading Programs Share on September 19th.
- Victoria attended the SWAN Circulation Manager's Meeting on September 14th and the SWAN Circ Advisory meeting on September 21st
- Lisa attended a PreCat training class as SWAN on September 20th.
- Amy attended LACONI YSS: Career Refocus and Refresh at Barrington Public Library on September 22nd.
- Beth presented at the "Engaging Teen Programs Showcase," Laconi RASS program at OPPL on September 29th. Mary Kay was also in attendance for this program.
- Andrea attended two webinars: "36 Adult Program Ideas in 90 Minutes" and "Finding Flipster"
- Beth is on the Abraham Lincoln Award selection committee.

Materials Added by Collection	
Preschool	36
Juvenile	110
Middle School	25
Teen Collection	46
Adult Fiction	136
Adult Non Fiction	189
Adult Media	100
Total Added:	642
Total Deleted:	1177

September 2016 Key Performance Indicators

Total Circulation	Sep-16	YTD	2016-2017	YTD % Goal
Preschool Collection	2,889	15,413	31,000	49.7%
Juvenile Collection	3,405	21,486	52,000	41.3%
Middle School Collection	498	2,800	6,000	46.7%
Teen Collection	602	3,892	8,000	48.7%
Adult Fiction	3,669	19,031	40,000	47.6%
Adult Non-Fiction	2,723	14,369	34,500	41.6%
Adult Media	3,178	15,927	45,000	35.4%
Adult Other	126	644		
Non SWAN ILL	35	134		
Webpac Renewals	1,475	8,162		
Total Circulation	18,440	101,848	216,500	47%
Digital Circulation (included above)				
Flipster	240	1,345		
Hoopla	328	1,581		
Media On Demand	1,349	7,028		
Tumblebooks	418	2,128		
Interlibrary Loan				
Sent	1,022	4,915		
Received	1,559	6,844		
Collection				
Total Materials Catalogued	642	3,330		
Total Materials Withdrawn	1,177	4,412		
Total Materials Added or Withdrawn	-535	-1082		
Patron Technology Use				
Database Use	186	942		
Online Learning Tools	122	411		
Library Computer Use	921	4,781		
WiFi Use	4,308	16,611		
Circ at Self Check-Out	2,868	16,845		
As % of Total Circulation	16%	16%	15%	104%
Programs & Meeting Room Use				
Older Adults				
Programs	12	49		
Attendance	382	1,091	1,700	64%
Middle School				
Programs	13	46		
Attendance	250	1,749	2,700	65%
Children/Family Programs				
Programs	29	232		
Elementary School Age Attendance	438	4,216	5,700	74%
Preschool On Site Attendance	264	1,415	4,000	35%
Preschool Off Site Attendance	148	1,159	2,600	45%
Other Programs				
Programs	0	4		
Attendance	0	41		
Outside Groups				
Barbara Hall Meeting Room Use	15	48	185	84%
Virtual Presence				
Website Monthly Visitors	5,225	26,222		
Website Unique Visitors	2,862	13,793		
Facebook Followers	673			
Cardholders				
New Cardholders Added	58	255	850	30%
Total Number Cardholders	8,686			
Cardholders as % of Population*	78%			
Library Visits	8,205			

* RF Population is 11,172 Per 2010 Census Data



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 illegal drugs while on RFPL property;
6. Using illegal drugs or consuming alcohol while on RFPL property, with the exception of consuming alcohol during an after-hours pre-approved RFPL event;
7. Leaving personal belongings unattended (RFPL is not responsible for lost items; unattended items may be turned in to lost and found);
8. 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.

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 - 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;
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 - Leaving a child under 10 years old unattended in RFPL. (See Policy on Child Safety)
2. **Damaging RFPL Property such as:**
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 - 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;
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- Using RFPL for the purposes of solicitation or commercial enterprise whether or not for profit.

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- 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 illegal drugs while on RFPL property.

~~5-6. or alcohol or~~ Using illegal drugs or consuming alcohol or drugs while on RFPL property, with the exception of consuming alcohol during an after-hours RFPL pre-approved RFPL event, where no minors are present and for which appropriate licenses and insurance have been obtained and submitted for approval.

~~6-7.~~ Leaving personal belongings unattended (RFPL is not responsible for lost items; unattended items may be turned in to lost and found).

~~7-8.~~ Rearranging or disarranging furniture without staff permission.

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V. Freedom of Information Act

River Forest Public Library Freedom of Information Officer:

**Sue Quinn, Director
River Forest Public Library
735 N. Lathrop
River Forest, Illinois
sue.quinn@riverforestlibrary.org
708.366.5205 ext 319**

The purpose of the Freedom of Information Act is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3).

Considered a public body, RFPL must generally comply with a request within 5 working days after receipt of the request, or 21 days if the request is for a commercial purpose.

The request must be in writing.

An extension of 5 days may be permitted under certain circumstances.

Fees and costs for supplying records may occur according to the following schedule:

The first 50 pages of black and white, letter, or legal paper are free of charge.

After the first 50 pages, the Library will charge .10 per page.

Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.

Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium.

Certified copies are \$1.00.

Fees may be waived or reduced at the Director's discretion.

Section 6: Freedom of Information Act (FOIA)

Freedom of Information Act Policy

River Forest Public Library Freedom of Information Officer:

Sue Quinn, Director
River Forest Public Library
735 N. Lathrop
River Forest, Illinois
sue.quinn@riverforestlibrary.org
708.366.5205 ext 319

The purpose of the Freedom of Information Act is used to ensure that all persons are to provide public access to information maintained by public bodies, entitled to full and complete information regarding the affairs of government. Unless information falls ~~Unless information falls~~ within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3).

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River Forest Public Library

Board Retreat

September 12, 2016

5:00-9:00 p.m.

Lewis Lounge, Dominican University

Summary Report

Submitted by Karen Brown

September 21, 2016

Overview

The River Forest Public Library Board met on September 12th for a retreat to focus on goals for the Board and Director that align with and advance the library's Strategic Plan. The Board considered its current strengths, as well as untapped opportunities, to determine strategic priorities. Four goals for the Board were identified, and three goals for the Director were revisited and updated, as outlined below:

Board's Goals

1. **Strengthen Financial Planning**
 - Establish clear understanding of revenue and expense sources
 - Identify potential future financial scenarios
 - Create an approved set of finance policies
 - Determine best uses for operating reserve
 - Consider full spectrum of financial options (e.g., levies for specific projects)
2. **Increase Board's Marketing and Public Relations Activities**
 - Build broad, strong public support
 - Identify marketing and public relations expertise to assist Board
 - Determine key message about the library
 - Create a Board-approved mission statement
 - Develop a marketing and public relations plan that tells the library's story
 - Review the Foley plan and recommendations
3. **Initiate Community Analysis**
 - Work with River Forest Collaboration Committee on a community analysis project
 - Seek planning and financial input from all entities
4. **Expand Library Advocacy**
 - Understand the scope of and possibilities for library advocacy
 - Enhance recognition within the library community and with state stakeholders

Director's Goals

- 1. Work with the Finance Committee to develop a projected 3-year budget**
 - 2010 Capital Reserve fund analysis update to show completed work and cycled ongoing capital improvements
 - 5-year projection of operating expenses and revenues
 - Capital needs analysis
 - Analysis of operating reserve fund

- 2. Complete necessary capital improvements for FY 2016-17 as identified by Facilities Committee**
 - 2nd floor carpet installation
 - Entryway roof repairs
 - Recommendations for discretionary improvements

- 3. Update procedures and manuals for smooth internal operations**
 - Employee personnel manual
 - Emergency succession plan
 - Trustee orientation packet
 - Work with RAILS and other library entities to determine areas for compliance review

FLIP CHART NOTES

Library Successes

Guiding Question: Thinking back over the past two years, what one or two library successes are you most proud of?

- Resolution of parking lot issue
- Strategic plan
- Transition from previous to new director
- Strategic planning
- Board works well together
- See implementation of Strategic Plan

Library Milestones

Guiding Question: Take a few minutes to reflect on where the library has been over the previous 3-4 years. What are some milestone events and actions? Start with Fall 2012.

- PLA Planning for Results
 - New community representation provided input into planning process
 - New areas of focus identified
 - Measures for success established
 - Sue prepared Board for the planning process
- Fundraising
 - Library Foundation created
 - Grant received
- Areas of collection reviewed and collection development process streamlined (e.g., reference books, adult collection, new emphasis on book displays)
- Renovations and marked improvements of the facility
- Digital services increased, particularly remote access
- Staff support of previous director during difficult time
- Library policies revised and new policies established, including the policy manual
- Children's area remodeled
- Library's service footprint in the community has grown
- Library gardens are flourishing
- Board is collegial and committed to the library's success
- Joanna came back full time

Consideration of Board's Strengths and Untapped Opportunities

Guiding Questions: *What makes this board excellent? Are there untapped opportunities that the Board should address to help it move the library forward over the next few years?*

	<p>What makes <u>this</u> Board excellent?</p>	<p>Are there untapped opportunities that the Board should address to help it move the library forward over the next few years?</p>
<p>Board's Expertise and Skills (financial oversight, fundraising, government procedures/relations, law/legal procedures, marketing and public relations, human resources, planning, facilities, community needs/analysis, technology, other)</p>	<ul style="list-style-type: none"> • Financial know-how • Legal experience and expertise • Understanding of technology • Broad knowledge represented by Board as a whole • Members have passion about libraries • Facilities planning 	<ul style="list-style-type: none"> • Comfort with finances • Marketing and public relations <ul style="list-style-type: none"> ▪ Determine strategic directions ▪ Provide framework and guidance for staff ▪ Help with grants • Community analysis <ul style="list-style-type: none"> ▪ Are we meeting needs/interests of new residents? ▪ Who is not using the library? What are their needs/interests? • Library foundation <ul style="list-style-type: none"> ▪ How can it best support the Strategic Plan ▪ Need to build excitement in the community about the Foundation • Facilities <ul style="list-style-type: none"> ▪ Address and plan for ongoing needs
<p>Board's Community Connections (businesses, community organizations/groups, educational institutions, social services, media outlets, philanthropy, religious institutions and organizations, other)</p>	<ul style="list-style-type: none"> • Township partnership is emerging • Good relationship with Dominican University • Maintain strong connections with District 90 • Connected to religious institutions (e.g., St. Luke) 	<ul style="list-style-type: none"> • Develop new strategies to reach older residents • Identify potential donors and nurture them • Build strong connection with Oak Park Community Foundation • Identify corporate people (e.g., CEOs/CFOs at banks, utilities, etc.) • Connect proactively with media outlets
<p>Board's Resources (individual contributions, foundation support, corporate support, other)</p>	<ul style="list-style-type: none"> • Library community is strong • Members devote time to Board • Established library account at local bank 	<ul style="list-style-type: none"> • 100% Board member support to Library Foundation

Consideration of Board's Strengths and Untapped Opportunities (continued)

<p>Community Representation (key stakeholder groups)</p>	<ul style="list-style-type: none"> • Older residents well represented 	<ul style="list-style-type: none"> • Need to focus on the "right" connections within the community
<p>Board's Activities (administrative governance, policy development and approval, planning, advocating for the library, fiscal oversight)</p>	<ul style="list-style-type: none"> • Financial oversight of library is strong • Administrative oversight of library operations is solid • Attention to policy development and updates • Advocate for the library's role in community • Active connection with Illinois State Library • Active and meaningful library planning 	<ul style="list-style-type: none"> • Establish policy review cycle • Increase advocacy for the library

Board Priorities

Guiding Question: Using the ranking cards, which strengths and untapped opportunities should the Board focus on, in the short term, to move the library forward over the next year to achieve its Strategic Plan?

Top Priorities Identified:

- Financial planning, including policies (27)
- Marketing and public relations (24)
- Community analysis (23)
- *[100% Board members' support to the Foundation (22)]*
- Library Advocacy (22)
- Facilities planning (21)

Director's Goals

Guiding Question: What Director's goals will best align with the library's Strategic Plan and the Board's goals?

[changes discussed are in italics]

Individual Goals	Measurement of Completion	Results
<p>Finance: Work with the Finance Committee to develop a projected 3 year budget.</p>	<p>2010 Capital Reserve fund analysis updated to show completed work and <i>cycled ongoing</i> capital improvements required. Discussed at August Finance committee meeting</p> <p><i>Capital needs analysis</i></p> <p>3 5 year projection of operating expenses and revenues presented to Finance committee in September 2016.</p> <p><i>Analysis of operating reserve fund</i></p>	

<p>Building: Complete necessary capital improvements for FY 2016-17 as identified by Facilities Committee.</p>	<p>2nd floor carpet installation completed by 12/30/16.</p> <p>Entryway roof repaired by 8/1/16.</p> <p><i>Recommendations for discretionary improvements</i></p>	
<p>Organizational Structure: Update procedures and manuals for smooth internal operations.</p>	<p>Emergency Succession plan presented to Board and approved by 1/30/17.</p> <p>Trustee Orientation packet completed by 3/31/17.</p> <p><i>Need advice about global compliance areas and areas for periodic review</i></p> <ul style="list-style-type: none"> • <i>RAILS session?</i> 	

Next Steps

Guiding Questions: *Does the path for reaching these goals seem clear? Do any structures and processes need to be put in place (e.g., committees, meetings, etc.)? What might be outcomes?*

Financial Planning

- What's coming in and what's going out?
- Consider full range of financial strategies
- Develop set of Board-approved finance policies
- Determine what the operating reserve should be used for
- Investigate financial options (e.g., levies for specific projects/areas)

Marketing and Public Relations

- Build broad, strong public support
 - How do we tell our story?
 - How do we reach our desired outcome?
- Identify expertise in marketing and public relations
- Determine marketing message
 - Create Board-approved mission statement

- **Develop a marketing and public relations plan**
- **Review the Foley plan and recommendations**

Community Analysis

- **River Forest Collaboration Committee – work with the Committee and seek planning and financial input from all entities**

Library Advocacy

- **Become known within the library community and state (e.g., legislature)**
- **Understand the full scope of “advocacy”**

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 presented Mother Goose Café and Toddler Time 6 times in September.

Collections:

- New board books were purchased and the collection was refreshed.

Outreach & Partnerships:

- Amy and Melissa presented Family Story Time at Whole Foods 3 times in September.
- Miss Debbie from My Gym joined us to present Movers and Shakers.
- Erin presented 6 story times at River Forest Community Center in September.

Spaces:

- Displays featured “Reading Leaves You Happy” and “Labor Day” themes.

On the Horizon...

- We look forward to Toddler Band in November.

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:

- “Celebrate Hispanic Heritage Month” - featuring materials by Hispanic authors
- “Feels Like Fall” - fiction and nonfiction celebrating autumn
- “In Season in September” - featuring cookbooks for autumn dishes
- “Build Something!” - featuring project books
- “September 11: 15 Years Later”
- “Marriage” - featuring books on marriage, engagements, and featuring famous couples

Programming:

- Total attendees for September adult programs was 332. Lifelong learning programs included:
 - 4 Wednesday morning Computer Learning labs (total attendees = 21)
 - “Historical Buildings of River Forest” w/ Al Popowits” (9/18; total attendees = 73)
 - The Big Read program - Youth Immigration Panel Discussion (9/25; total attendees = 10)

Outreach & Partnerships:

- On 9/22, Beth, Mary Kay and Sue hosted a meeting with Kara Villacorta and Olga Miklasz, Assistant Principal and School Librarian at St. Luke’s School. Both administrators are new this year, and we introduced them to our space, services, and school outreach programs. Melissa gave Kara and Olga their school RFPL card and spoke to them about outreach opportunities. Beth spoke about the Connections program, the after school middle school crowd, and research. Amy shared online resources for elementary age children, including Tumblebooks, and our Child Safety Policy. With the turnover in administration, we hope these efforts help foster a renewed strong partnership with St. Luke’s elementary and middle school communities.

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).
- Adult and Teen staff, especially Andrea, have been looking into alternate ways to create “maker”-style programs without designating a “makerspace.” This is something small libraries do and we are beginning to explore possibilities around a Maker Faire here at RFPL in future. The project was spurred by an inquiry from a local Eagle Scout hopeful and OPRFHS sophomore who approached us about instituting a “makerspace” at RFPL to fulfill his Eagle Scout project.

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

Collection

- We have been exploring the pros and cons of switching our language learning database to Mango, from Rosetta Stone. We have experienced some issues with accessibility to RS on outdated OS's and outdated smartphones, the majority of other area libraries use Mango, our RS numbers have been low, and Mango has come down drastically in price. At our last department meeting Andrea took us through the features of each database, comparing and contrasting them. If we go through with a switch, it would not be effective until January 2017 at the earliest.

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:

- Victoria welcomed kids to Lego Club and Minecraft Madness for interactive fun in September.
- Melissa made rice cake owls with kids at the first ever Snack Attack program.

Collections:

- Fiction books were shifted and the shelves were cleaned; nonfiction books were weeded.

Outreach & Partnerships:

- Melissa and Amy visited Lincoln and Willard Schools to speak to Kindergarten and 1st Grade students about library card sign up month.
- Amy and Beth attended LemonAid and did a bookmark craft with a large crowd of kids, teens, and caregivers.

Spaces:

- Displays featured "Back to School" and "Library Card Sign Up Month" themes.

On the Horizon...

- We look forward to making more seasonal treats at Snack Attack.

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:

- Beth led Family Trivia which had 42 total participants, 14 of which were middle school aged.
- Beth led ½ Pizza & Cupcake Wars which had 30 total participants that had a wonderful sugary time.
- Beth led Super Stitches, which despite only having 5 participants ended in some fantastic crocheted creations.
- Erin led 4 Maker sessions - Windchimes, Cellphone Speakers, Flying butterflies, and Paracord bracelets- which were attended by 64 kids.
- Victoria S. each led 3 after-school gaming which were attended by 48 kids.

Collections:

- MS and Teen Audiobooks were weeded for the first time in 3 years, allowing us room to purchase newer titles and freshen up the collection.

Outreach & Partnerships

- Beth and Anne Behrens hosted a Pizza Party celebration for Summer Reading Finishers at RMS that 48 students attended.
- Beth setup 4 language arts classrooms at Roosevelt with Overdrive on their school iPads.
- Beth and Amy provided crafts for attendees at the LemonAid event on 9/11. We used all 200 bookmark crafts.

Spaces

- Displays featured "Hello My Name Is" and "Let's Taco 'Bout Books"

On the Horizon...

- We look forward to the return of Story Studio, Chat N Chew, and ½ Day Halloween.

Adults and Teens will enjoy a variety of popular materials

to read, listen to, or view.

Programs:

- Total attendees for September adult programs was 332. Programs included:
 - Evening Book Discussion -(9/7; 11 attendees)
 - Foreign Film Forum (9/10; 13 attendees)
 - Coffee Monday (9/12; 17 attendees) - this month featured a local travel agent sharing fall day trip ideas.
 - Afternoon Book Discussion (9/14; 10 attendees)
 - "My Fair Lady" with Charles Troy - a multi-media presentation, held at the Community Center - (9/28; 32 attendees)
 - Big Read program: Author visit from Luis Urrea (held at Dominican's fine arts auditorium - 9/29 - 130 attendees)

Spaces:

- Fiction and Imagination-Stimulating Displays in September included:
 - "While You're Waiting for The Underground Railroad"
 - "While You're Waiting for The Girl with the Lower Back Tattoo"
 - "Start a Series" featuring the 1st book in series by a variety of authors
 - "While You're Waiting for the Next Season of The Bachelor"

Outreach & Partnerships

- On 9/21, Mary Kay attended "Township Day" at the RF Community Center. Here she had the opportunity to mingle and network with a variety of area organizations (Opportunity Knocks, Oak Park Senior Center, food pantry) a few area representatives (Assessor, Youth Interventionists), and public workers (RF Firefighters).
- On 9/29, Mary Kay attended the first inaugural Celebrating Seniors Coalition meeting at the Oak Park Senior Center where she shared the programs RFPL has already planned for CSW 2017. Programs include an author visit from Elizabeth Berg, and a Historical Buildings of River Forest talk from local Al Popowits. The next Celebrating Seniors Week will take place May 18 - 25, 2017. The group brainstormed opening and closing events, and the possibility of partnering with the Chamber of Commerce to co-host the annual CSW Luncheon as a fundraiser. We strategized solicitation of more nominations for 60 over 60. We also discussed lessening the number of events held during CSW from 50 down to 30, to simplify people's choices and to maximize promotional efforts.

Home Delivery:

- total # deliveries: 12
- total # patrons served: 7
- total # books picked up: 26
- total # books dropped off: 47
- total # books booktalked but not taken: 2

On the Horizon:

- We are beginning to plan our Winter Reading programs and prizes for Teens and Adults. We are researching the possibility of hosting a cocktail party for adults who log x number of books during participation in the program.

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

- At our staff In Service on 9/9, we discussed how best to handle our after school crowds and behavior issues in order to keep our spaces comfortable for everyone throughout the school year. We discussed some guidelines we had drafted with “sound bites” for responding to students, and role-played some possible scenarios with examples of how not to handle the situations, followed by how one should handle them. John Williams, Youth Supervisor; and Bert Patania and Tianna Hill, Youth Interventionists visited from the Township to speak about Interventionists’ roles, and to give examples how the Interventionists and Library can work together to help children exhibiting behavioral issues.
- We are still looking into lighting for the back corner by the audiobooks and the end of the mystery collection. An area lighting consultant / designer has visited the space, and has recommended we install lighting on the top of the shelves, similar to the way the nonfiction shelves are lit. We are in the process of identifying the lights used in nonfiction, so we have a starting point for purchasing additional similar lights.

Meeting Room

- The Library hosted 15 outside groups in the Barbara Hall Meeting room during the month of September. Groups included the West Suburban Home Daycare group, the Oak Park/River Forest Kiwanis, and the Roosevelt PTO.