



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, November 15, 2016 7:30 pm

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: October 18, 2016
5. October Financial Reports
 - a. Warrants
 - b. Revenue and Expense Reports
 - c. Balance Sheet
6. Communications
 - a. Patron Suggestions
7. Director's Report and Key Performance Indicators
8. Staff Visit and Report - Mary Kay Akers Stiff - Adult & Teen Services Manager
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Finance Committee - Report
 - ii. Facility Committee - Report and Capital Improvement Fund expenditures:
 - Server Upgrade Project: Cabling and Managed Switch
 - 10 additional meeting room chairs
 - HVAC work
 - iii. Policy Committee - Action
 - Section I Staff: Employee Tiers and Benefits; Progressive Discipline; Blood Borne Pathogens
 - iv. Collaboration Task Force—Report
 - b. 2016 Levy approval
 - c. FY 2016 Audit
 - d. 2017 Per Capita Grant—Board review of Ch. 6 [Access] of Standards for IL Public Libraries
 - e. Cancellation of December 20, 2016 Board meeting
 - f. Approve 2017 Board Meeting Calendar
10. Old Business
11. Executive Session
12. Adjournment

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

Meeting Minutes: Regular Board Meeting: October 18, 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: Bevan, Crowell, Hill, O'Connor, Smedinghoff and Zobel.
 - Trustee O'Connor arrived at 7:35 pm.
- Trustees Excused: Calabrese-Berry
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Beth Kirchenberg (Middle School & Teen Librarian)

Visitors and Guests:

- None

Minutes**September 20, 2016 – Regular Board Meeting**

- Trustee Crowell moved to accept the minutes of the September 20, 2016 Regular Board meeting. Trustee Zobel seconded the motion and a vote was taken.

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

Abstain: Crowell

Excused: Calabrese-Berry

September Treasurer's Report

- September 2016 Warrant List: Trustee Zobel moved to accept the September 2016 warrant list. Trustee Bevan seconded. There was discussion of two items:
 - Question about the cost of printing BookPlate newsletter. Director Quinn explained that the printed BookPlate is the only way to reach non computer and non library users.
 - Discussion of the bills related to the RFPL's internet expenses. Director Quinn explained that the library pays three bills for Internet service. The bills are paid to AT&T, Comcast, and Communication Revolving Fund (ICN). The AT&T and ICN bills are for the library's fiber connection and the Comcast bill is for a business line to handle increased WiFi traffic.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

- Excused: Calabrese-Berry
- Revenue Report: Director Quinn noted that Grant funds from the Township for the Connections program and Adult programs are forthcoming.
- Expense Report: No questions.
- Balance Sheet: No questions.

Communications

- There were no patron suggestions for September 2016.

Director's Report.

- Organizational Structure

- The library has modified its patron survey to include questions that measure impact. These results would be useful if the RFPL needed to make a case for why we are important in the community and what type of difference we make in people's lives.

- Facilities

- LIRA sent a representative to perform a walk through and safety checklist. Issues that were identified are being addressed. It was noted that 86% of LIRA member libraries have security cameras. Many LIRA members also perform background checks on newly hired employees.

- Technology

- Director Quinn and Dan Graham of Versatile will be meeting monthly to discuss the library's technical support needs and current and forthcoming projects. New data ports will be run and the server installation will begin at the end of October.

- Policies

- Draft financial policies are being reviewed by the Finance Committee. The policies will likely be ready for Board approval in early 2017.

- Finance

- The Audit is complete. The Finance committee spoke with the auditor on a conference call at their September meeting. Director Quinn will submit the audit and its accompanying documents for GFOA certification.
- The Board will approve the Levy at the November 2016 meeting.

Staff Visit and Report

- Middle School and Teen Librarian, Beth Kirchenberg, presented on the new Library website and the Teen and Middle School Summer Reading program.
- Ms. Kirchenberg explained that the new website, in addition to being more visually appealing, is significantly easier to modify than our former website.
- The website uses Google Analytics to track usage. We have noted that 27% of website visits are coming from mobile devices, particularly iPhones. The home page and the digital services pages are the most accessed. 74% of visitors view our homepage and do not navigate to other pages. The website gets 5,100-5,800 unique visitors per month.
- The Middle School Summer Reading program for 2016 was a success! 356 kids in grades 5-12 signed up. Over 500 prize books were given away and 42 participants attended the Lock In event, which was the program completion prize.
- Half the middle school print collection has circulated this year and program attendance is at 67% of our goal. Teen circulation remains steady.
- The Library received its full funding request from the RF Township for the Middle School Connections programming. Programs have an average attendance of 16 participants.

New Business

- **Committee Reports**

- **Finance Committee:**

- Trustee Bevan reported that the finance committee met in October.
 - The committee spoke with the auditor on a conference call regarding the FY 15-16 audit. The auditor suggested a \$1,000 threshold on capitalizing assets and that limit will be incorporated into forthcoming financial policies. The auditor did not express a concern about the current funding level of IMRF and explained that the factors that govern IMRF are by and large out of the Library's direct control.
 - There was an excess \$93,000 from the FY 15-16 budget. The committee is currently discussing the amount to transfer into the capital reserve fund.
 - The committee will likely recommend that the Board transfer a minimum of 2.5% of collected tax receipts to the Capital Reserve fund annually.

- **Facility Committee**

- No report.

- **Policy Committee**

- Trustee Hill reported that the policy committee made Board recommended changes to the language of Section II Patrons: IX. Code of Conduct and made minor changes to the language of Section IIIA. Administration: IV. Freedom of Information.
- Trustee Hill brought the motion forward from committee asking the Board to approve changes to Section II Patrons: IX. Code of Conduct and Section IIIA. Administration: IV. Freedom of Information. Trustee O'Connor seconded the motion.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
 - Excused: Calabrese-Berry

Old Business

- Trustees reviewed the Board Retreat Summary Report from facilitator Karen Brown and briefly discussed follow-up plans. Trustee Crowell and Smedinghoff will review next steps for the marketing and public relations goal.

Adjournment

- At 8:45 pm Trustee Crowell moved that the Regular Meeting be adjourned. Trustee Bevan seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 October 2016

10:32 AM
 11/01/16

Num	Date	Name	Memo	Account	Paid Amount
14594	10/3/2016	American Eagle Productions		For. Park Checking 17128...	
TOTAL	10/3/2016		Deposit for 3/12/17 Charlotte's Web Program	Programs - Juv	-200.00
14595	10/3/2016	Amy Grossman		For. Park Checking 17128...	
TOTAL	10/3/2016		Mileage to Barrington Area Library	Misc. Expenses	-38.99
14618	10/22/2016	ANDERSON ELEVATOR CO...		For. Park Checking 17128...	
194448	10/8/2016		October Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
14619	10/22/2016	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	10/12/2016		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
14596	10/3/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203231...	10/3/2016		Adult Books	Books - Adult	-220.00
TOTAL					-220.00
14620	10/22/2016	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203235...	10/11/2016		Adult Books	Books - Adult	-188.46
203237...	10/22/2016		Adult Books	Books - Adult	-199.77
TOTAL					-388.23
14621	10/22/2016	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501428...	10/8/2016		Adult Books	Books - Adult	-309.00
TOTAL					-309.00

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Num	Date	Name	Memo	Account	Paid Amount
14597	10/3/2016	BAKER & TAYLOR L4237Z7		For. Park Checking 17128...	
203233...	10/3/2016		Adult Books	Books - Adult	-45.97
203231...	10/3/2016		Adult Books	Books - Adult	-15.34
TOTAL					-61.31
14622	10/22/2016	BAKER & TAYLOR L4237Z7		For. Park Checking 17128...	
203235...	10/11/2016		Adult Books	Books - Adult	-14.76
203236...	10/22/2016		Adult Books	Books - Adult	-41.45
TOTAL					-56.21
14615	10/12/2016	Beth Kirchenberg		For. Park Checking 17128...	
TOTAL	10/11/2016		Mileage to Lisle, IL (Anderson's YA Lit Conference 10/8 & 10/9)	Misc. Expenses	-41.04
14623	10/22/2016	Capstone Press, Inc.		For. Park Checking 17128...	
C10534...	10/11/2016		J Books	Books- Juv	-754.12
TOTAL					-754.12
14614	10/12/2016	Card Services - MB Finan...		For. Park Checking 17128...	
TOTAL			Credit Card breakout following Warrant List	MB Financial Credit Card	-2,261.57
14598	10/3/2016	CENTER POINT LARGE PRI...		For. Park Checking 17128...	
1416135	10/3/2016		Adult Large Print Books	Books - Adult	-20.25
TOTAL					-20.25
14624	10/22/2016	CHILD'S WORLD		For. Park Checking 17128...	
NA1340...	10/8/2016		Non Fiction Children's Books	Books- Juv	-233.40
TOTAL					-233.40

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Num	Date	Name	Memo	Account	Paid Amount
14599	10/3/2016	Comcast		For. Park Checking 17128...	
877120...	10/3/2016		Monthly Telephone and Internet	Automation - Internet	-503.13
TOTAL					-503.13
14600	10/3/2016	Communication Revolving ...		For. Park Checking 17128...	
T1704274	10/3/2016		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
14625	10/22/2016	Complete Cleaning Company		For. Park Checking 17128...	
1331735	10/22/2016		Daily Cleaning November 2016	Maintenance - Service	-2,110.00
TOTAL					-2,110.00
14601	10/3/2016	Dana Janisch		For. Park Checking 17128...	
	10/3/2016		Coffee Monday Pastry	Programs - Adult	-5.11
TOTAL					-5.11
14626	10/22/2016	DEMCO, INC.		For. Park Checking 17128...	
5983063	10/22/2016		Library Supplies: Book tape, CD cases, Labels	Supplies - Library	-171.34
TOTAL					-171.34
dim	10/4/2016	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit Adjustment	Fines, Service Charges	-1.05
					-1.05
DM	10/4/2016	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit Adjustment	Misc. Expenses	-0.01
					-0.01

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Num	Date	Name	Memo	Account	Paid Amount
14602	10/3/2016	GE Money Bank/Amazon		For. Park Checking 17128...	
519.11	10/3/2016		Book Wagon tarp and clips	Supplies - Library	-15.72
			Teen video games	Non-print -Teen	-117.82
			Teen video games	Non-print -Teen	-167.86
			Window covering for Director's Office	Maintenance - Supply	-11.48
			Window covering for Director's Office	Maintenance - Supply	-108.08
			Window covering for Director's Office	Maintenance - Supply	-4.35
			Teen video games	Non-print -Teen	-47.17
			Children's Program supplies	Programs - Juv	-6.87
			Children's Program supplies	Programs - Juv	-4.91
			Children's Program supplies	Programs - Juv	-34.85
TOTAL					-519.11
14617	10/20/2016	Government Finance Office...		For. Park Checking 17128...	
GFOA ...	10/20/2016		GFOA Certification FY 2015-2016	Audit Fees	-370.00
TOTAL					-370.00
14627	10/22/2016	Hulen Landscaping Contra...		For. Park Checking 17128...	
14195	10/8/2016		September Garden Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00
dim	10/25/2016	IMRF		For. Park Checking 17128...	
TOTAL			EE IMRF Contribution (4.5%) ER IMRF Contribution (12.07%)	Employee Compensation IMRF	-1,658.99 -4,449.78
					-6,108.77
14603	10/3/2016	Ingram Library Services		For. Park Checking 17128...	
62363911	10/3/2016		J Books	Books-Juv	-8.43
62362663	10/3/2016		J Books	Books-Juv	-117.62
66753881	10/3/2016		J Books	Books-Juv	-3.58
66753892	10/3/2016		J Books	Books-Juv	-83.12
66753893	10/3/2016		J Books	Books-Juv	-62.14
62362769	10/3/2016		J Books	Books-Juv	-214.63
62362441	10/3/2016		J Books	Books-Juv	-11.82
66751559	10/3/2016		J Books	Books-Juv	-21.92
62361274	10/3/2016		J Books	Books-Juv	-115.09
62361273	10/3/2016		J Books	Books-Juv	-34.73
62360851	10/3/2016		J Books	Books-Juv	-20.25

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Num	Date	Name	Memo	Account	Paid Amount
62360858	10/3/2016	J Books		Books - Juv	-9.56
62363854	10/3/2016	Middle School Books		Books - Middle School	-35.04
62363853	10/3/2016	Middle School Books		Books - Middle School	-30.06
62364467	10/3/2016	Middle School Books		Books - Middle School	-10.69
62364468	10/3/2016	Middle School Books		Books - Middle School	-10.69
62363106	10/3/2016	Middle School Books		Books - Middle School	-24.76
62362604	10/3/2016	Middle School Books		Books - Middle School	-11.25
62362185	10/3/2016	Middle School Books		Books - Middle School	-9.68
62361174	10/3/2016	Middle School Books		Books - Middle School	-11.25
62361148	10/3/2016	Middle School Books		Books - Middle School	-39.02
62361369	10/3/2016	Middle School Books		Books - Middle School	-17.27
62363855	10/3/2016	Middle School Books		Books - Middle School	-10.56
62364469	10/3/2016	Teen Books		Books - Teen	-23.64
62364470	10/3/2016	Teen Books		Books - Teen	-8.38
62362605	10/3/2016	Teen Books		Books - Teen	-14.38
62363114	10/3/2016	Teen Books		Books - Teen	-11.25
62362450	10/3/2016	Teen Books		Books - Teen	-11.82
62362017	10/3/2016	Teen Books		Books - Teen	-12.38
62361150	10/3/2016	Teen Books		Books - Teen	-63.73
62361175	10/3/2016	Teen Books		Books - Teen	-11.25
62361149	10/3/2016	Teen Books		Books - Teen	-11.25
62361370	10/3/2016	Teen Books		Books - Teen	-11.82
62360950	10/3/2016	Teen Books		Books - Teen	-11.25
62361043	10/3/2016	Teen Books		Books - Teen	-11.82
62360140	10/3/2016	Teen Books		Books - Teen	-11.82
62364386	10/3/2016	Adult Books		Books - Teen	-23.07
62363191	10/3/2016	Adult Books		Books - Adult	-39.08
62363192	10/3/2016	Adult Books		Books - Adult	-15.78
62363912	10/3/2016	Adult Books		Books - Adult	-49.02
62363778	10/3/2016	Adult Books		Books - Adult	-29.86
62364384	10/3/2016	Adult Books		Books - Adult	-16.35
62363909	10/3/2016	Adult Books		Books - Adult	-16.91
62363910	10/3/2016	Adult Books		Books - Adult	-16.88
62363190	10/3/2016	Adult Books		Books - Adult	-16.90
62363188	10/3/2016	Adult Books		Books - Adult	-16.35
62364383	10/3/2016	Adult Books		Books - Adult	-16.34
62364387	10/3/2016	Adult Books		Books - Adult	-20.87
62364385	10/3/2016	Adult Books		Books - Adult	-49.91
62363195	10/3/2016	Adult Books		Books - Adult	-36.08
62363196	10/3/2016	Adult Books		Books - Adult	-88.82
62363193	10/3/2016	Adult Books		Books - Adult	-11.96
62363194	10/3/2016	Adult Books		Books - Adult	-16.34
62363914	10/3/2016	Adult Books		Books - Adult	-37.76
62363913	10/3/2016	Adult Books		Books - Adult	-15.08
62363189	10/3/2016	Adult Books		Books - Adult	-31.42
62363908	10/3/2016	Adult Books		Books - Adult	-15.77
62360651	10/3/2016	Adult Books		Books - Adult	-15.77
62362767	10/3/2016	Adult Books		Books - Adult	-19.45
62362764	10/3/2016	Adult Books		Books - Adult	-20.87

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Num	Date	Name	Memo	Account	Paid Amount
62362765	10/3/2016	Adult Books	Adult Books	Books - Adult	-11.39
62362766	10/3/2016	Adult Books	Adult Books	Books - Adult	-8.41
62362768	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.32
62362770	10/3/2016	Adult Books	Adult Books	Books - Adult	-14.66
62363115	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.34
62362464	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.34
62362442	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.91
62362440	10/3/2016	Adult Books	Adult Books	Books - Adult	-18.04
62362448	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.35
62362026	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.91
62361270	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.91
62361275	10/3/2016	Adult Books	Adult Books	Books - Adult	-31.54
62361276	10/3/2016	Adult Books	Adult Books	Books - Adult	-47.44
62361272	10/3/2016	Adult Books	Adult Books	Books - Adult	-31.62
62361374	10/3/2016	Adult Books	Adult Books	Books - Adult	-20.87
62361271	10/3/2016	Adult Books	Adult Books	Books - Adult	-11.99
62361372	10/3/2016	Adult Books	Adult Books	Books - Adult	-19.45
62361373	10/3/2016	Adult Books	Adult Books	Books - Adult	-15.77
66751472	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.90
66751473	10/3/2016	Adult Books	Adult Books	Books - Adult	-17.38
62360848	10/3/2016	Adult Books	Adult Books	Books - Adult	-12.58
62360849	10/3/2016	Adult Books	Adult Books	Books - Adult	-20.87
62360850	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.35
62360852	10/3/2016	Adult Books	Adult Books	Books - Adult	-14.06
62360854	10/3/2016	Adult Books	Adult Books	Books - Adult	-15.78
62360855	10/3/2016	Adult Books	Adult Books	Books - Adult	-19.18
62360853	10/3/2016	Adult Books	Adult Books	Books - Adult	-15.19
62360856	10/3/2016	Adult Books	Adult Books	Books - Adult	-15.77
62360859	10/3/2016	Adult Books	Adult Books	Books - Adult	-80.44
62360860	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.32
62360861	10/3/2016	Adult Books	Adult Books	Books - Adult	-11.69
62360650	10/3/2016	Adult Books	Adult Books	Books - Adult	-17.18
62360652	10/3/2016	Adult Books	Adult Books	Books - Adult	-16.32
62336969	10/3/2016	Adult Books	Adult Books	Books - Adult	-27.75
TOTAL					-11.38
					-2,449.13

For. Park Checking 17128...

14628	10/22/2016	Ingram Library Services			
62366079	10/8/2016	Adult Books	Adult Books	Books - Adult	-16.35
62366073	10/8/2016	Adult Books	Adult Books	Books - Adult	-153.76
62366081	10/8/2016	Adult Books	Adult Books	Books - Adult	-50.73
62366080	10/8/2016	Adult Books	Adult Books	Books - Adult	-15.21
62366078	10/8/2016	Adult Books	Adult Books	Books - Adult	-16.90
62366076	10/8/2016	Adult Books	Adult Books	Books - Adult	-14.36
62366077	10/8/2016	Adult Books	Adult Books	Books - Adult	-33.25
62366074	10/8/2016	Adult Books	Adult Books	Books - Adult	-16.88
62366075	10/8/2016	Adult Books	Adult Books	Books - Adult	-11.99
62364852	10/8/2016	Adult Books	Adult Books	Books - Adult	-16.19

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Num	Date	Name	Memo	Account	Paid Amount
62365181	10/8/2016	Adult Books		Books - Adult	-33.42
62365643	10/8/2016	Adult Books		Books - Adult	-16.32
62364684	10/8/2016	Adult Books		Books - Adult	-32.13
62365644	10/8/2016	Adult Books		Books - Adult	-18.04
62365177	10/8/2016	Adult Books		Books - Adult	-44.68
62365178	10/8/2016	Adult Books		Books - Adult	-14.38
62364849	10/8/2016	Adult Books		Books - Adult	-32.09
62365175	10/8/2016	Adult Books		Books - Adult	-47.30
62365639	10/8/2016	Adult Books		Books - Adult	-15.75
62365642	10/8/2016	Adult Books		Books - Adult	-23.95
62365179	10/8/2016	Adult Books		Books - Adult	-20.87
62365176	10/8/2016	Adult Books		Books - Adult	-17.38
62364850	10/8/2016	Adult Books		Books - Adult	-11.96
62364851	10/8/2016	Adult Books		Books - Adult	-91.44
62365719	10/8/2016	Teen Books		Books - Adult	-44.56
62365720	10/8/2016	Teen Books		Books - Teen	-11.36
62364650	10/8/2016	Middle School Books		Books - Teen	-35.52
62365718	10/8/2016	Middle School Books		Books - Middle School	-10.69
62365717	10/8/2016	Middle School Books		Books - Middle School	-10.69
62365096	10/8/2016	Middle School Books		Books - Middle School	-11.50
62365180	10/8/2016	Children's Books		Books - Middle School	-22.50
62366832	10/12/2016	Children's Books		Books - Juv	-11.25
66758713	10/12/2016	Children's Books		Books - Juv	-8.41
66758714	10/12/2016	Children's Books		Books - Juv	-9.44
62367174	10/12/2016	Children's Books		Books - Juv	-21.92
62367165	10/12/2016	Middle School Books		Books - Juv	-21.94
62367531	10/12/2016	Middle School Books		Books - Middle School	-36.84
62367532	10/12/2016	Middle School Books		Books - Middle School	-11.96
62366654	10/12/2016	Middle School Books		Books - Middle School	-10.69
62367166	10/12/2016	Teen Books		Books - Middle School	-26.15
62366655	10/12/2016	Teen Books		Books - Teen	-22.38
62367173	10/12/2016	Adult Books		Books - Teen	-46.68
62367172	10/12/2016	Adult Books		Books - Adult	-15.78
62366833	10/12/2016	Adult Books		Books - Adult	-37.78
62366830	10/12/2016	Adult Books		Books - Adult	-15.78
62366834	10/12/2016	Adult Books		Books - Adult	-16.35
62366831	10/12/2016	Adult Books		Books - Adult	-25.78
62367175	10/12/2016	Adult Books		Books - Adult	-15.21
62364848	10/12/2016	Adult Books		Books - Adult	-16.22
62370115	10/22/2016	Adult Books		Books - Adult	-16.91
62370114	10/22/2016	Adult Books		Books - Adult	-20.18
62370113	10/22/2016	Adult Books		Books - Adult	-22.28
62369404	10/22/2016	Adult Books		Books - Adult	-16.34
62369405	10/22/2016	Adult Books		Books - Adult	-16.88
62366835	10/22/2016	Adult Book		Books - Adult	-33.20
62368778	10/22/2016	Adult Books		Books - Adult	-17.12
62368777	10/22/2016	Adult Books		Books - Adult	-16.22
62368776	10/22/2016	Adult Books		Books - Adult	-16.91
				Books - Adult	-20.87

River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
62368775	10/22/2016	Adult Books		Books - Adult	-14.36
62368774	10/22/2016	Adult Books		Books - Adult	-15.78
62368190	10/22/2016	Adult Books		Books - Adult	-16.34
62368189	10/22/2016	Adult Books		Books - Adult	-14.36
62368188	10/22/2016	Adult Books		Books - Adult	-15.22
62368187	10/22/2016	Adult Books		Books - Adult	-16.91
62368186	10/22/2016	Adult Books		Books - Adult	-26.34
62368185	10/22/2016	Adult Books		Books - Adult	-15.78
62367489	10/22/2016	Adult Books		Books - Adult	-16.34
62367488	10/22/2016	Adult Books		Books - Adult	-48.34
62367487	10/22/2016	Adult Books		Books - Adult	-16.90
62367486	10/22/2016	Adult Books		Books - Adult	-46.73
66760855	10/22/2016	Adult Books		Books - Adult	-22.28
66760856	10/22/2016	Adult Books		Books - Adult	-16.34
66760881	10/22/2016	Adult Books		Books - Adult	-42.34
62368667	10/22/2016	Adult Books		Books - Adult	-34.60
62368668	10/22/2016	Adult Books		Books - Adult	-11.38
62368669	10/22/2016	Adult Books		Books - Adult	-156.03
62368099	10/22/2016	Adult Books		Books - Adult	-11.38
62368100	10/22/2016	Adult Books		Books - Adult	-23.38
62368102	10/22/2016	Adult Books		Books - Adult	-37.09
62368103	10/22/2016	Adult Books		Books - Adult	-15.19
62368101	10/22/2016	Adult Books		Books - Adult	-37.39
62368098	10/22/2016	Adult Books		Books - Adult	-14.53
62367171	10/22/2016	Adult Books		Books - Adult	-228.76
62368670	10/22/2016	Adult Books		Books - Adult	-15.22
62368668	10/22/2016	Adult Books		Books - Adult	-149.42
62370116	10/22/2016	Adult Books		Books - Adult	-15.08
62368791	10/22/2016	Teen Books		Books - Adult	-11.39
62368140	10/22/2016	Teen Books		Books - Teen	-26.94
62368790	10/22/2016	Middle School Books		Books - Teen	-10.78
TOTAL				Programs-Teen	-32.88
				Books - Middle School	-12.39
					-2,667.81
14629	10/22/2016	Joanna Bertucci		For. Park Checking 17128...	
TOTAL	10/22/2016			Misc. Expenses	-27.27
					-27.27
14640	10/24/2016	Judith Levin Fischer		For. Park Checking 17128...	
TOTAL	10/24/2016			Programs - Adult	-297.00
					-297.00

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Num	Date	Name	Memo	Account	Paid Amount
14630	10/22/2016	KLEIN, THORPE & JENKIN...		For. Park Checking 17128...	
185329	10/22/2016		Legal Consult: Trustee Term Limits	Consultant/Legal Fees	-460.00
TOTAL					-460.00
14631	10/22/2016	Konica Minolta Business S...		For. Park Checking 17128...	
900280...	10/8/2016		Copier Usage September 2016	Copy Machine (usage, mai...	-164.02
TOTAL					-164.02
14604	10/3/2016	Konica Minolta Premier Fin...		For. Park Checking 17128...	
314340...	10/3/2016		Copier Lease Monthly	Copier Lease nonpub	-218.90
TOTAL					-218.90
14641	10/25/2016	Leslie Goddard		For. Park Checking 17128...	
TOTAL	10/25/2016		"Gone with the Wind" Program 11/13/16	Programs - Adult	-275.00
14632	10/22/2016	Martina Mathisen		For. Park Checking 17128...	
TOTAL	10/22/2016		Cleopatra Living History Program 11/6/16	Programs - Adult	-250.00
14613	10/11/2016	McIlroy, Jana		For. Park Checking 17128...	
TOTAL	10/8/2016		Sept and Oct Afternoon Book Clubs	Programs - Adult	-100.00
14605	10/3/2016	MIDWEST TAPE		For. Park Checking 17128...	
94347615	10/3/2016		Adult DVDs	Non-Print Adult	-41.08
94347614	10/3/2016		Adult CD Audiobook	Non-Print Adult	-44.24
94347616	10/3/2016		Adult CD Audiobook	Non-Print Adult	-34.24
94339654	10/3/2016		Adult Music CDs	Non-Print Adult	-23.54
94339652	10/3/2016		Adult DVDs	Non-Print Adult	-83.48
94339651	10/3/2016		Adult Music CDs	Non-Print Adult	-13.54

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Num	Date	Name	Memo	Account	Paid Amount
94326102	10/3/2016	Adult DVDs		Non-Print Adult	-51.08
94326101	10/3/2016	Adult DVDs		Non-Print Adult	-223.64
TOTAL					-514.84
14633	10/22/2016	MIDWEST TAPE		For. Park Checking 17128...	
94370373	10/8/2016	Adult CD Audiobooks		Non-Print Adult	-49.24
94370269	10/8/2016	Adult CDs		Non-Print Adult	-35.08
94370264	10/8/2016	Adult CD Audiobook		Non-Print Adult	-64.24
94370371	10/8/2016	Adult CD Audiobook		Non-Print Adult	-34.24
94370266	10/8/2016	Adult CD Audiobook		Non-Print Adult	-54.24
94370268	10/8/2016	Adult DVDs		Non-Print Adult	-98.17
94370267	10/8/2016	Adult DVDs		Non-Print Adult	-106.16
94370372	10/8/2016	Adult DVDs		Non-Print Adult	-26.54
94370370	10/8/2016	Adult DVDs		Non-Print Adult	-230.92
94393301	10/12/2016	Adult CDs		Non-Print Adult	-118.70
94388976	10/12/2016	Adult DVDs		Non-Print Adult	-13.54
94388978	10/12/2016	Adult DVDs		Non-Print Adult	-26.54
94393278	10/12/2016	Adult DVDs		Non-Print Adult	-53.08
94393279	10/12/2016	Adult CD Books		Non-Print Adult	-78.48
94393300	10/12/2016	CD Books		Non-Print Adult	-98.48
94425898	10/22/2016	Children's DVDs		Non-Print Juvenile	-42.62
94426070	10/22/2016	Adult CDs		Non-Print Adult	-15.54
94425897	10/22/2016	Adult DVDs		Non-Print Adult	-29.54
94416470	10/22/2016	Adult CD Audiobooks		Non-Print Adult	-215.00
94416472	10/22/2016	Adult DVDs		Non-Print Adult	-90.16
94416473	10/22/2016	Adult Music CDs		Non-Print Adult	-17.54
94416474	10/22/2016	Adult CD Audiobook		Non-Print Adult	-88.48
94416475	10/22/2016	Adult DVD		Non-Print Adult	-64.74
94405109	10/22/2016	Adult Blu Rays		Non-Print Adult	-30.54
94405210	10/22/2016	Adult CD Audiobook		Non-Print Adult	-34.24
94405106	10/22/2016	Adult DVDs		Non-Print Adult	-112.16
94405108	10/22/2016	Adult CDs		Non-Print Adult	-50.62
94405212	10/22/2016	Adult DVDs		Non-Print Adult	-26.54
944052...	10/22/2016	Adult DVDs		Non-Print Adult	-62.28
94405211	10/22/2016	Adult CD Audiobooks		Non-Print Adult	-43.24
TOTAL					-2,010.89
14616	10/12/2016	Muraiti, Victoria		For. Park Checking 17128...	
	10/12/2016			Professional Development	-238.00
				Professional Development	-62.28
				Professional Development	-151.20
TOTAL					-451.48

**River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
14634	10/22/2016	N.W. Youth Services		For. Park Checking 17128...	
TOTAL	10/22/2016		Near West Youth Services Annual Dues	Membership Dues - Library	-25.00
14606	10/3/2016	OverDrive		For. Park Checking 17128...	
165810...	10/3/2016		Adult eBooks	Overdrive - Adult	-143.99
165815...	10/3/2016		Teen eBooks	Overdrive - Teen	-261.38
165811...	10/3/2016		Adult eBook	Overdrive - Adult	-29.97
165800...	10/3/2016		Adult eBook	Overdrive - Adult	-13.50
165800...	10/3/2016		Adult eBooks	Overdrive - Adult	-224.98
165812...	10/3/2016		Teen Audiobook	Overdrive - Teen	-25.50
165800...	10/3/2016		Adult eBooks	Overdrive - Adult	-53.94
TOTAL					-753.26
14635	10/22/2016	OverDrive		For. Park Checking 17128...	
165800...	10/22/2016		Adult eBook	Overdrive - Adult	-20.99
165809...	10/22/2016		Adult eBook	Overdrive - Adult	-65.00
165812...	10/22/2016		J eAudiobooks	Overdrive - Juvenils	-134.88
165800...	10/22/2016		Adult eBooks	Overdrive - Adult	-241.00
165810...	10/22/2016		Adult eBooks	Overdrive - Adult	-97.99
TOTAL					-559.86
dim	10/14/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Payroll Processing 10/14/16	Payroll Service	-103.00
dim	10/14/2016	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-20,673.80
					-186.30
					-20,860.10

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Num	Date	Name	Memo	Account	Paid Amount
dm	10/14/2016	PAYLOCITY	Employee Tax Deduction Connections Employee Tax Deduction Library Medicare Portion - Employees Library Medicare Portion - Connections Employees Library FICA Portion - Employees Library FICA Portion - Connections Employees	For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-5,191.73 -41.92 -387.37 -3.31 -1,656.35 -14.15 -7,294.83
TOTAL					
dm	10/31/2016	PAYLOCITY	Payroll Processing 10/31/16 Check date	For. Park Payroll 171283900 Payroll Service	-103.00 -103.00
TOTAL					
DM	10/25/2016	PAYLOCITY	EE Compensation Connections EE Compensation	For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries	-18,205.78 -55.89 -18,261.67
TOTAL					
DM	10/31/2016	PAYLOCITY	EE Tax Deduction Connections EE Tax Deduction Library FICA Portion - EEs Library FICA Portion - Connections EEs Library Medicare Portion - EEs Library Medicare Portion - Connections EEs	For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-4,493.49 -10.36 -1,457.52 -4.11 -340.87 -0.96 -6,307.31
TOTAL					
14607	10/3/2016	PROFESSIONAL IMAGE		For. Park Checking 17128...	
128005	10/3/2016		Nettags for Staff	Supplies - Library	-41.45 -41.45
TOTAL					
14636	10/22/2016	PROQUEST INFORMATION...		For. Park Checking 17128...	
70412610	10/8/2016		Ancestry Library Database Annual Subscription (10/1/16-9/30/17)	Automated - Subscription	-2,200.00 -2,200.00
TOTAL					

**River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
14608	10/3/2016	S & D Prime Maintenance, I...		For. Park Checking 17128...	
71058	10/3/2016		Bi-Monthly Maintenance Service	Maintenance - Service	-378.64
TOTAL					-378.64
14637	10/22/2016	S & D Prime Maintenance, I...		For. Park Checking 17128...	
71220	10/22/2016		BiWeekly Maintenance Service Maintenance Supplies/light bulbs	Maintenance - Services Maintenance - Supply	-275.00 -268.45
TOTAL					-543.45
14638	10/22/2016	Second Chance Cardiac So...		For. Park Checking 17128...	
16-010-...	10/22/2016		AED/CPR Training Course for FT Staff	Staff Training	-395.00
TOTAL					-395.00
14609	10/3/2016	Smithereen Pest Managem...		For. Park Checking 17128...	
1404033	10/3/2016		Bi-monthly pest control	Maintenance - Service	-46.00
TOTAL					-46.00
14610	10/3/2016	Staples		For. Park Checking 17128...	
331585...	10/3/2016		Mailing labels, stapler, binders	Office Supplies	-66.54
331585...	10/3/2016		Napkins	Special Programs	-4.29
331527...	10/3/2016		File Folders	Office Supplies	-30.09
TOTAL			Trash bags, paper towels Napkins, Plates, and Cups	Maintenance - Supply Special Programs	-101.95 -49.73
14639	10/22/2016	Staples		For. Park Checking 17128...	
331719...	10/8/2016		Paper clips	Office Supplies	-3.29
331719...	10/8/2016		Copy paper	Copier supplies	-76.98
TOTAL			Postits C-Fold Towels and Lysol wipes	Office Supplies Maintenance - Supply	-6.29 -70.57
					-157.13

**River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
14611	10/3/2016	SWAN		For. Park Checking 17128...	
5158	10/3/2016		SWAN Quarter 2 Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00
14693	10/3/2016	VERSATILE COMPUTER S...		For. Park Checking 17128...	
14831	10/3/2016		October Tech Support	Technical Support	-750.00
rfs090716	10/3/2016			Equipment - Technology	-11,996.00
TOTAL					-12,746.00
14612	10/3/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
001116...	10/3/2016		July & August Water Bill	Water	-277.29
TOTAL					-277.29
14642	10/25/2016	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
October...	10/25/2016		Oct 2016 RFP - Health Insurance	Employee Compensation	-1,129.58
			Library Portion - Health	Health Insurance	-3,160.56
			Library Portion - Dental	Dental	-207.27
			Library Portion - Life	Life	-54.31
TOTAL					-4,551.72

River Forest Public Library

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Register: MB Financial Credit Card
 From 09/05/2016 through 10/03/2016
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
09/05/2016		USPS	Office Expenses:Postage	Postage Replishment	25.00	X		2,300.96
09/06/2016		AMERICAN LIBRARY ASSOCI...	Professional Expenses:Professional D...	ALSC Virtual Institute Pr...	200.00	X		2,500.96
09/08/2016		Jewel Foods	Teen Expenses:Programs-Teen	Food for Program	18.91	X		2,519.87
09/09/2016		Starship, Inc	Professional Expenses:Staff Training	Lunch for 9/9/16 In Servi...	150.10	X		2,669.97
09/10/2016	14557	Card Services - MB Financial Ba...	For. Park Checking 171284900	September Credit Card St...		X	2,275.96	394.01
09/12/2016		Southwest Fireplace	Building Expenses:Maintenance - Scr...	Final Payment Annual Fi...	252.31	X		646.32
09/12/2016		EZRegister	Professional Expenses:Professional D...	2016 Library Marketing ...	369.00	X		1,015.32
09/16/2016		Jewel Foods	Special Programs	Food for Family Trivia N...	42.28	X		1,057.60
09/16/2016		LACONI YSS	Professional Expenses:Professional D...	Laconi YS Program - A ...	30.00	X		1,087.60
09/16/2016		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Family Fireside Hallowee...	59.03	X		1,146.63
09/16/2016		LACONI	Professional Expenses:Professional D...	Laconi Best of the Best P...	30.00	X		1,176.63
09/16/2016		Southwest Airlines	Professional Expenses:Professional D...	Airfare to Dallas,TX Mar...	157.96	X		1,334.59
09/18/2016		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for Snack Attack Pr...	24.31	X		1,358.90
09/19/2016		WHOLEFOODS	Adult Expenses:Programs - Adult	Giftcard and Thank You ...	53.83	X		1,412.73
09/19/2016		Armand's	Special Programs	Pizza for Family Trivia N...	186.99	X		1,599.72
09/19/2016		USPS	Office Expenses:Postage	Postage Replishment	25.00	X		1,624.72

River Forest Public Library

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Register: MB Financial Credit Card
 From 09/05/2016 through 10/03/2016
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
09/19/2016		USPS	Office Expenses:Postage	Postage Replenishment	25.00	X		1,649.72
09/20/2016		LACONI	Professional Expenses:Professional D...	Laconi Advocacy Progra...	15.00	X		1,664.72
09/21/2016		ILA	Professional Expenses:Professional D...	D.Janisch & MK. Akers ...	110.00	X		1,774.72
09/22/2016		ORIENTAL TRADING	Connection - ASK:Connection - ASK...	Halloween Supplies Teen...	119.04	X		1,893.76
09/23/2016		Jewel Foods	Connection - ASK:Connection - ASK...	Cupcake Wars Supplies	124.96	X		2,018.72
09/23/2016		DOMINOS	Connection - ASK:Connection - ASK...	Half Day Pizza/Cupcake ...	125.46	X		2,144.18
09/23/2016		Stamps. com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99	X		2,160.17
09/29/2016		Target	Juvenile Expenses:Programs - Juv	Family Fireside Halloween...	76.40	X		2,236.57
10/03/2016		USPS	Office Expenses:Postage	Postage Replenishment	25.00	X		2,261.57



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

<u>Account:</u>	<u>October-16</u>	<u>YTD</u>	<u>16-17 Budget</u>	<u>% of Budget</u>
Property Taxes	\$ -	\$ 584,057	\$ 1,215,715	48.04%
Corp Property Replacement Taxes		\$ 7,639	\$ 15,079	50.66%
Interest Revenue	\$ 447	\$ 3,148	\$ 8,000	39.35%
Copy Machine Revenue	\$ 576	\$ 2,607	\$ 4,000	65.18%
Grants, Other	\$ -	\$ -	\$ 5,100	0.00%
Illinois Per Capata Grant	\$ -	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ -	\$ 843	\$ 5,000	16.86%
Connections Program Grant	\$ -	\$ -	\$ 7,260	0.00%
Community Fund Endowment	\$ -	\$ -	\$ 3,500	0.00%
Fines, Service Charges	\$ 1,609	\$ 9,674	\$ 18,000	53.74%
Book Sales	\$ 67	\$ 681	\$ 1,200	56.75%
Lost Books Reimbursed	\$ 218	\$ 1,695	\$ 3,000	56.50%
Rentals, Library Space, Meeting Room	\$ -	\$ 180	\$ 300	60.00%
Fax/Print	\$ -	\$ 31		
Misc	\$ 87	\$ 216	\$ 300	72.00%
Over/Short	\$ -	\$ -		
Total:	\$ 3,005	\$ 619,382	\$ 1,294,454	47.85%
Income:	\$ 3,005	\$ 619,382	\$ 1,294,454	47.85%
Expense:	\$ 104,401	\$ 576,675	\$ 1,294,454	44.55%



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

October 2016 Fiscal YTD Actual % Budget 16-17 Budget
 50% as of 10/31/2016

Expenses
Personnel

Wages & Salaries	\$ 50,599	\$ 289,733	\$ 610,000.00
Medical Health Insurance Coverage	\$ 3,422	\$ 22,446	\$ 52,800.00
IMRF	\$ 4,450	\$ 26,205	\$ 55,000.00
Medicare/FICA	\$ 3,842	\$ 21,543	\$ 46,700.00
Payroll Service	\$ 206	\$ 1,218	\$ 3,100.00
Staff Training	\$ 395	\$ 1,088	\$ 2,500.00
Membership Dues	\$ 25	\$ 2,321	\$ 7,600.00
Professional Development	\$ 441	\$ 5,047	\$ 7,400.00
Total Personnel	\$ 63,361	\$ 369,600	\$ 785,100.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ -	\$ 3,128	\$ 6,000.00
Advertising	\$ 1,140	\$ 1,324	\$ 2,000.00
Total Printing and Advertising	\$ 1,140	\$ 4,452	\$ 8,000.00

Programming

Children's Programs	\$ 549	\$ 5,251	\$ 10,100.00
Teen Programs	\$ 81	\$ 3,410	\$ 6,000.00
Adult Programs	\$ 927	\$ 4,190	\$ 11,000.00
Special Programs	\$ 54	\$ 678	\$ 4,300.00
Connections Programs	\$ 497	\$ 3,214	\$ 7,260.00
Total Support Services and Programs	\$ 3,248	\$ 21,195	\$ 46,660.00

Other Support Services

ILL Services (SWAN Libraries)	\$ -	\$ 469	\$ 300.00
RB Services (Non-SWAN Libraries)	\$ -	\$ 10	\$ 300.00
Technical Support	\$ 750	\$ 4,500	\$ 12,000.00
Automation Administration	\$ 5,202	\$ 14,380	\$ 31,000.00
Consultant Fees/Legal Fees	\$ 460	\$ 652	\$ 2,000.00
Postage & Delivery	\$ 66	\$ 1,059	\$ 3,400.00
Audit Fees	\$ 370	\$ 8,120	\$ 8,500.00
Telephone/Internet	\$ 742	\$ 6,671	\$ 15,000.00
Copy Machine Leases	\$ 219	\$ 990	\$ 2,700.00
Total Other Support Services	\$ 7,809	\$ 36,851	\$ 75,200.00
Total Support Services	\$ 11,057	\$ 58,046	\$ 121,860.00

Library Materials

Books	\$ 7,127	\$ 36,118	\$ 69,500.00
Print Periodicals (Magazines)	\$ -	\$ 3,648	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$	2,200	\$	10,093		\$	69.61%	\$	14,500.00
Online E-Content - elect. books/magazines/movies/music	\$	1,313	\$	15,614		\$	39.03%	\$	40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	2,664	\$	20,468		\$	49.74%	\$	41,150.00
Total Library Materials	\$	13,304	\$	86,941		\$	49.89%	\$	172,250.00

Library and Office Supplies

Office Supplies	\$	107	\$	1,353		\$	31.41%	\$	4,244.00
Library Supplies	\$	229	\$	2,250		\$	40.18%	\$	5,600.00
Copy And Printing Supplies	\$	77	\$	659		\$	66.90%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	107	\$	636		\$	24.46%	\$	2,600.00
Total Library & Office Supplies	\$	520	\$	4,878		\$	36.28%	\$	13,444.00

Capital Expenditures

Equipment (Equipment & Furniture)	\$	(31)	\$	2,277		\$	75.90%	\$	3,000.00
Equipment - Technology	\$	11,996	\$	13,650		\$	91.00%	\$	15,000.00
Strategic Building Improvement	\$	-	\$	-		\$	0.00%	\$	50,000.00
Total Capital Expenditures	\$	11,965	\$	15,927		\$	23.42%	\$	68,000.00
Strategic Initiatives	\$	-	\$	5,960		\$	39.73%	\$	15,000.00

Strategic Initiatives

**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	567	\$	1,694		\$	29.72%	\$	5,700.00
Total Facility Supplies	\$	567	\$	1,694		\$	29.72%	\$	5,700.00

Facility Services

Insurance	\$	-	\$	-		\$	0.00%	\$	12,300.00
Maintenance and Custodial Service	\$	3,166	\$	30,428		\$	58.52%	\$	52,000.00
Water	\$	277	\$	873		\$	34.92%	\$	2,500.00
Natural Gas	\$	-	\$	1,977		\$	24.71%	\$	8,000.00
Copier Maintenance and Usage	\$	164	\$	1,351		\$	40.94%	\$	3,300.00
Roof Inspection	\$	-	\$	-		\$	-	\$	-
Total Facility Services	\$	3,607	\$	34,629		\$	44.34%	\$	78,100.00
Total Facilities Management	\$	4,174	\$	36,323		\$	43.34%	\$	83,800.00

Capital Improvement Reserve Fund

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

Total Expenses	\$	104,401	\$	576,675		\$	44.55%	\$	1,294,454.00
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Total Income

Total Income	\$	3,005	\$	619,382		\$	47.85%	\$	1,294,454.00
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**River Forest Public Library -Capital Reserve Fund - October 2016
Fiscal Year: May 1, 2016 - April 30, 2017**

Beginning Balance	\$	156,130.09
Expenses	\$	-
Interest	\$	39.78
Ending Balance	\$	156,169.87

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

	<u>Oct 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
For. Park Money Market Capital	156,169.87
Comm Bank MM 600398215	25,738.84
For. Park Money Market171285900	1,113,634.53
For. Park Payroll 171283900	17,624.43
For. Park Checking 171284900	29,248.81
Petty Cash	75.00
Total Checking/Savings	<u>1,342,491.48</u>
Accounts Receivable	
Accounts Receivable	19,353.69
Total Accounts Receivable	<u>19,353.69</u>
Total Current Assets	<u>1,361,845.17</u>
TOTAL ASSETS	<u><u>1,361,845.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,206.53
Total Accounts Payable	<u>-2,206.53</u>
Credit Cards	
MB Financial Credit Card	1,714.97
Total Credit Cards	<u>1,714.97</u>
Other Current Liabilities	
Debit Card Machine	9,016.60
Total Other Current Liabilities	<u>9,016.60</u>
Total Current Liabilities	<u>8,525.04</u>
Total Liabilities	8,525.04
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	546,693.80
Net Income	-15,257.82
Total Equity	<u>1,353,320.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,361,845.17</u></u>

10:35 AM
11/01/16

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 10/31/2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						75.00
Cleared Balance						75.00
Register Balance as of 10/31/2016						75.00
Ending Balance						75.00

May I tell you how wonderful Andrea is: cheerfully helpful and very knowledgeable.

Thank you for the compliment. All Library staff members strive to provide our patrons with excellent service and it is especially gratifying to hear when we have hit the mark!

How about a coat hook near the downstairs copy machine?

Thank you for your suggestion. We are considering ideas to spruce up that area of the lobby and will keep this in mind during our planning process. Please note that we do require all patrons to keep their belongings with them at all times as the RFPL is a public building.

Possible teen programs: card game evening, scavenger hunt to find library materials, chess challenge, dingo (educational)

Thank you for a productive brainstorm! Our Middle School and Teen Librarian will do her best to incorporate your suggestions into future programs.

Organizational Structure/Training and Staff Development

- Joanna and I attended a Better Budgeting webinar sponsored by the Government Finance Officers Association. It had some useful information that we will incorporate into our 5 year Capital Budget plan.
- A 4-person team of library staff members has been working on a Customer Service Best Practices presentation that they will deliver at our next staff in-service on December 2nd.

Facilities

- I have spoken with Oak Brook Mechanical about scheduling the compressor repair work in November. We will not know the extent of the repairs needed until they first locate the leak. I have requested an estimate for replacement of the 6 fan coils units on the 2nd floor of the original building. One of the fan coils is not working and all units had been identified for replacement in 2017 in the Engberg Anderson Capital Reserve analysis.
- We have ordered 10 more chairs for the Meeting Room as programs as attendance at some of our Adult programs has routinely exceeding 50 people - the current number of chairs we own.
- The new library book drop (located in the Roosevelt Middle School parking lot) was vandalized during the evening of November 8th.

Technology

- Work was completed in early November to add more data ports to hardwire all computers--both staff and public. The self-check station in the lobby is responding much quicker now that it is hardwired. The cost of the new cabling installation will be charged to the Capital Improvements Fund.
- New public computers for the Adult area arrived on November 7th. We hope to have them installed within the week.
- The server installation date was pushed back and will begin on November 19th. The two existing networks will be merged and all data migrated over. We will have short periods of down time as the data is migrated so we are trying to schedule the work for periods when our patron traffic is lower. Versatile has suggested that we purchase a Managed Switch device. With a Managed Switch in place, Versatile will be able to choose the optional operating parameters for our network ports, instead of using auto-negotiated settings. This will allow them to better configure the network for performance and to monitor the network. The cost of the Cisco Port-Gigabit Managed Switch is \$2562.89 to be paid from the Capital Improvements Fund.

Marketing and Public Relations

- We are continuing to mail out welcome letters to new River Forest homeowners to invite them to apply for a library card and reminder notices to patrons when their cards are expiring.
- Information regarding the open RFPL Trustee positions on the April 4, 2018 ballot is listed in the News section on the website.

Policies

- The Policy committee met on November 2nd to review the Employee Tiers and Benefits policy which was updated to reflect the updates FLSA and to ensure compliance with FMLA. In addition, they reviewed the Employee Discipline Policy--something strongly recommended by the MAI and the Bloodborne Pathogens Policy (an OSHA requirement).

Finance

- The 2016 levy in the amount of \$1,232,831 will be voted on at the November 15th Board meeting. The 2016 levy increased by \$11,701 (less than 1% over the 2015 levy submitted for \$1,221,130).
- The 2017-18 budget planning cycle has begun and we may need to dip into our operating reserves for fiscal year 2017-18 to balance our operating budget, especially if we intend to budget for the transfer of 2.5% or revenues to the Capital Improvement Fund. One factor affecting our budget is that Cook County Board has raised the minimum wage for all employees in Cook County to \$10 an hour effective July 1, 2017. The wage will increase to \$11 on July 1, 2018, \$12 on July 1, 2019, and \$13 on July 1, 2020. This will significantly impact our wage structure for part-time para-professional employees. The Finance Committee will be meeting at the end of November to discuss our financial projections
- We did receive good news from the Illinois Municipal Retirement Fund. The employer contribution rate for 2017 has been lowered to 11.14% from 12.07% in 2016.
- Mary Kay and I attended a SWAN Committee of the Whole meeting on November 2nd about the 18 new libraries (from the MAGIC and LINK systems) that will most likely be joining the SWAN consortium in 2019. Budget scenarios were detailed and, based on the current projections, our annual SWAN membership fee will be returning to its 2014-15 level of roughly \$25,000 in fiscal year 2018-19. (SWAN membership fees had been reduced by 15% for a 3 year period in 2015).
- I attended the annual LIRA meeting on November 10th. Our 2016-17 insurance package (for Property/Casualty, Workers Compensation, and Government Crime) will come in just under \$11,000.00—a 15% decrease in costs due to lower costs for property/casual coverage.

Fundraising

- Checks payable to the RFPL Foundation were received for 2 of the \$5000 plaques.

Respectfully submitted by Sue Quinn 11/10/16.

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. Our special events were sent to the *Wednesday Journal* for the "Big Week" section.

Press:

- **October 6th:** **Forest Leaves:** Family Fireside Halloween was the main featured program in the Family Friendly section.
- **October 13th:** Family Fireside Halloween was featured on Oak Park.com

E-Marketing:

- We have 1409 subscribers on our email list, which is up by 3 from last month. Our October eNewsletter went out on Sunday, October 2nd and had a 36% open rate.

Facebook

- We have 683 followers (an increase of 10 from last month). We posted 33 times during the month of October with a reach of 6,401. This was up by 1,000 from September. We are seeing good results from a more strategic approach. The most popular posts are those with pictures of our events, so we will try to do more of those.

Administration:

- Fran, Victoria, and Joanna met to develop a new patron information packet and select and purchase giveaways for new library patrons. New patrons have been very positive about their welcome experience at the RFPL.
- Victoria created Chemical Safety Sheets to be stored with all chemicals in use in the building. Our insurance company had made this recommendation during their workplace safety audit in September.

Professional Development:

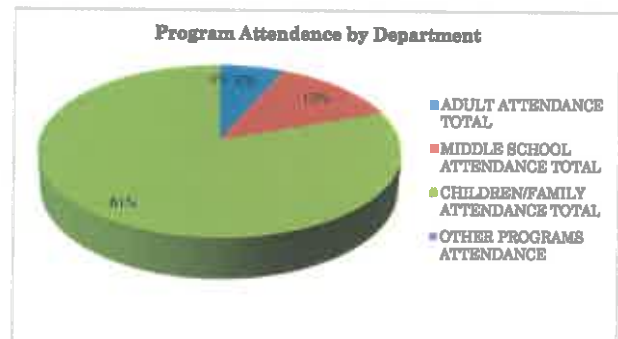
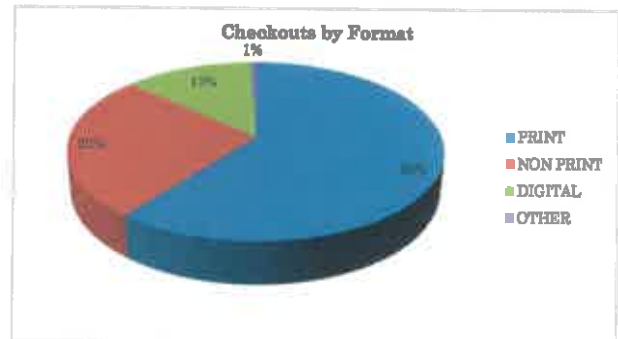
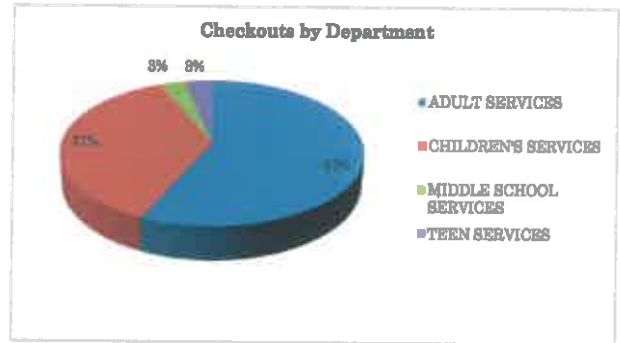
- On October 7th Mary Kay attended Advocacy program sponsored by Laconi Administrators section at Northlake Public Library, featuring Marci Merulo from ALA's Advocacy Task Force
- On October 13th full-time staff members participated in a 3 hour AED/CPR training course.
- Joanna attended a Management Association of Illinois Webinar on Social Media Policies for the workplace on October 4, 2016. RAILS has been offering MAI webinars to member libraries free of charge.
- Victoria attended the "Back In Circulation" Conference at the University of Madison, Wisconsin on October 10-11. Victoria attended sessions on circulation staff training, customer service, and fine free libraries.
- Andrea attended one day of ILA Annual Conference in Rosemont on October 18th.
- Dana and Mary Kay attended full ILA Conference October 18,19 and 20.
- Joanna attended a Blue Cloud Analytics Training class on October 19, 2016. Blue Cloud Analytics is a web based product for running circulation, user, collection, and weeding reports.
- On October 27th, Dorothy listened to a webinar from Booklist featuring Rebecca Vnuk YA Reader's Advisory and crossover to with Adult titles
- On October 28th, Dana attended LACONI Best of the Best: Low-Cost Adult Programming.
- Beth attended OP/RF Vertical meeting.
- Beth attended two days of Anderson's Bookshop Young Adult Literature Conference.

Materials Added by Collection	
Preschool	27
Juvenile	117
Middle School	18
Teen Collection	26
Adult Fiction	136
Adult Non Fiction	218
Adult Media	44
Total Added:	586
Total Deleted:	846

October 2016 Key Performance Indicators

Total Circulation	Oct-16	YTD	2016-2017	YTD % Goal
Preschool Collection	2,990	18,843	31,000	59.2%
Juvenile Collection	3,842	24,828	52,000	47.7%
Middle School Collection	512	3,812	6,000	55.2%
Teen Collection	592	4,484	8,000	56.1%
Adult Fiction	3,841	22,872	40,000	56.7%
Adult Non-Fiction	2,910	17,279	34,500	50.1%
Adult Media	2,998	18,928	45,000	48.1%
Adult Other	128	767		
Non SWAN ILL	30	184		
Webpac Renewals	1,767	10,084		
Total Circulation	18,849	120,858	276,500	56%
Digital Circulation (included above)				
Flipster	228	1,878		
Hoopla	418	1,944		
Media On Demand	1,186	8,189		
Tumblebooks	851	2,479		
Interlibrary Loan				
Sent	940	5,855		
Received	1,510	8,354		
Collection				
Total Materials Catalogued	586	3,916		
Total Materials Withdrawn	848	5,253		
Total Materials Added or Withdrawn	-260	-1337		
Patron Technology Use				
Database Use	882	1,324		
Online Learning Tools	188	597		
Library Computer Use	969	5,700		
WiFi Use	8,909	20,520		
Circ at Self Check-Out	2,743	19,588		
As % of Total Circulation	16%	16%	15%	97%
Programs & Meeting Room Use				
Older Adults				
Programs	8	57		
Attendance	84	1,175	1,700	69%
Middle School				
Programs	11	68		
Attendance	187	1,918	2,700	71%
Children/Family Programs				
Programs	25	257		
Elementary School Age Attendance	878	4,592	5,700	81%
Preschool On Site Attendance	489	2,490	4,000	62%
Preschool Off Site Attendance	195	1,854	2,600	52%
Other Programs				
Programs	0	4		
Attendance	0	41		
Outside Groups				
Barbara Hall Meeting Room Use	14	80	185	44%
Virtual Presence				
Website Monthly Visitors	5,212	31,434		
Website Unique Visitors	2,972	16,755		
Facebook Followers	683			
Cardholders				
New Cardholders Added	38	295	560	54%
Total Number Cardholders	8,729			
Cardholders as % of Population*	78%			

* RF Population is 11,172 Per 2010 Census Data



Second Quarter 2016-2017 Statistics

Patron Surveys	Q2 Survey Results	Patron Survey Goal
Number of Surveys Completed: 170		
Create Young Readers		
90% of parents and caregivers will say the library plays an important role in instilling a love of books and reading in their children.	100%	90%
Lifelong Learning		
90% of those who attend library programs for older adults annually will report that they learned something new.	94%	90%
90% of the older adults who ask a staff member for help will say that the assistance they received was "very good" or "excellent."	100%	90%
90% of adults who come to the library to satisfy their curiosity will say they located items that met their needs.	99%	90%
Stimulate Imagination		
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.	94%	85%
90% of adults who come to the library looking for something good to read, listen to, or view will say they located items that met their needs.	99%	90%
Visit a Comfortable Place		
80% of middle school students will say that they like visiting the library's teen spaces.	96%	80%
90% of adults will say the library is a welcoming and comfortable place that meets their needs.	97%	90%
90% of adults will say that the library website is easy to use.	88%	90%
Adults who report that use of the library adds value to their lives	98%	
Adult Patron Comments	45	
Complimentary	65%	
Complaints or suggestions for improvement	45%	

Second Quarter FYTD Statistical Comparison			
	YTD 2016-2017	YTD 2015-2016	YTD %Change
Total Circulation	120,856	117,281	3%
Virtual Services			
Media On Demand	8,189	7,091	16%
Hoopla	4,789	1,039	361%
Flipster	1,573	1,379	14%
Tumblebooks	2,479	6,373	-61%
Database Use	1,324	1,042	27%
Online Learning Tools	597	735	-19%
Patron Technology Use			
Library Computer Use	5,700	6,586	-13%
Patron WiFi Use	20,520	11,679	76%
Patron Activities			
Total Programs	384	381	1%
Program Attendance	11,568	10,644	9%
Cardholders			
Total Number Cardholders	8,729	9,013	-3%
Card holders as % of Population*		78%	-100%

SECTION I STAFF

I. Employment Tiers and Benefits

RFPL employees may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (FLSA). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per week. Benefits accrue based on the total number of regularly scheduled hours per week divided by 5 ("Equivalent Day"). RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the Fair Labor Standards Act (FLSA) must be classified as "nonexempt" and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. RFPL's work week runs from Monday through Sunday. A manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (IMRF) regulations.

1. Nonexempt employees working 19 hours or less per week

Nonexempt employees working 19 hours or less per work week do not earn paid sick leave, paid vacation or a personal day. Employees working 19 hours or less per work week are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Employees working 19 hours or less per work week do not earn paid leave. Requests for unpaid leaves exceeding one work week should be made in writing to their Manager.

2. Nonexempt employees working 19 to 29.5 hours per week

Nonexempt employees working 19 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for Illinois Municipal Fund (IMRF) benefits.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation

accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation.

- c. **Holidays:** Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

3. Nonexempt employees working 30-37.5 hours

Nonexempt employees working 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. **Overtime hours:** Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. **Health insurance:** Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

B. Exempt Employees

Pursuant to FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the Fair Labor Standards Act is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. **Compensatory time off:** It is implicit in the nature of exempt professional positions that time beyond the regular work schedule is occasionally spent on the job. If an extraordinary and extended amount of work has been required of an exempt employee beyond their normally scheduled workweek (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. **Health insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.
- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

II. Leaves of Absence

A. Personal Day

Employees working over 19 hours per week will receive one paid Equivalent Day of personal leave per year. Personal days may not be taken until an employee has completed the 90 day orientation period.

B. Jury Duty or Court Leave

Nonexempt employees working over 19 hours per week who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court may make up the hours that they miss by arrangement with their Manager.

Exempt employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay. All employees are entitled to keep whatever compensation is given for jury duty. Employees shall provide a copy of the jury duty summons to their Manager within 10 days from the date of issuance.

C. Compassionate Leave

Employees working over 19 hours per workweek make take 3 Equivalent Days of paid leave each year in the case of a death in the immediate family. Immediate family is defined as child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. In the case of other family members (aunt, uncle, niece, or nephew) one Equivalent Day of paid leave will be allowed. Requests for additional unpaid compassionate leave should be made in writing to an employee's Manager who will discuss the request with the Director.

D. Family Medical Leave Act (FMLA)

RFPL has elected to offer FMLA leave to eligible employees. FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. To be eligible, an employee must have worked at least 1,250 hours over the previous 12 months and have worked for a full year.

- Pursuant to FMLA, RFPL grants an eligible employee up to 12 work weeks of unpaid leave during any 12 month period for the following reasons:
 - the birth of a child and to care for the newborn child within 1 year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within 1 year of placement;
 - to care for a spouse, child, or parent with a serious health condition;

- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising because an employee's spouse, child, or parent is a covered military member on "covered active duty;" or
- 26 workweeks of leave during a single 12 month period to care for a covered military member with a serious injury or illness if the eligible employee is the service member's spouse, child, parent, or next of kin (military caregiver leave).

An eligible employee may take leave under this policy intermittently or on a reduced hour schedule for any of those purposes stated above, subject to the Director's approval and RFPL's operational needs.

In a non-emergency situation, the employee must make the leave request in writing to the Director 30 days in advance of the leave. A Medical Certification is required. The request must specify the reason for the leave and include the start and finish dates of the leave.

All paid leave must be used before any unpaid leave can be used. The employee will first use all accumulated vacation time and then sick time during the leave. The employee will continue to accrue vacation and sick days during their paid leave.

If the employee is participating in RFPL's group health and/or dental insurance program at the time the leave is initiated, RFPL will continue to provide coverage at the level and under the conditions such coverage would have been provided if the employee were continuously employed for the duration of the leave. If the employee fails to return to work for reasons not based upon circumstances beyond the control of the employee, RFPL may recover from the employee the cost, if any, of such continued coverage.

Upon returning from family or medical leave, the employee shall be entitled to the position they held when the leave began, or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, an employee on leave under this policy shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.

E. Victim's Economic Security and Safety Act Leave (VESSA)

An employee who is a victim of domestic or sexual violence, or has a family or household member who is a victim of domestic or sexual violence, may request and shall be granted an unpaid leave of absence not to exceed 8 workweeks to address domestic or sexual violence by:

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the employee's safety or that of the employee's family or household members from future domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The following conditions attach to VESSA:

- An employee who qualifies under this section is entitled to a total of 8 workweeks of unpaid leave during any 12 month period.
- This section does not entitle the employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under FMLA. When this leave is taken for reasons that also qualify for leave under FMLA, such leave shall be concurrent with FMLA leave.
- RFPL may require the employee to report periodically on the status and intention of the employee to return to work.
- In order to preserve entitlement to unpaid leave, the employee must give RFPL 48 hours advance notice of the employee's intention to take the leave if such notice is practicable. Otherwise the employee must provide certification as provided below, within a reasonable period after commencing an unscheduled absence.
- RFPL may require the employee to provide certification that the employee or the employee's family or household member is a victim of sexual or domestic violence, and that the leave is for one of the five eligible purposes described above.

An employee can satisfy the request for certification by:

- Providing a sworn statement of the employee; and
- Providing documentation from an employee, an agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;

- Providing RFPL with a copy of a police or court record, or other corroborating evidence.

All information provided to RFPL related to leave under this section shall be retained in the strictest confidence by RFPL except to the extent the employee requests or consents to disclosure in writing, or disclosure is required by any law.

Taking leave under this section shall not result in the loss of any employment benefit accrued prior to commencement of the leave. However the employee will not accrue vacation and sick days during any period of leave taken under this section.

RFPL shall maintain coverage for the employee or the employee's family or household member under the RFPL's group health and/or dental insurance during the period of the leave just as if the employee had continued in employment continuously. RFPL may recover the cost, if any, of such continued coverage it paid if:

- The employee fails to return after the period of leave to which the employee is entitled has expired; or
- The employee fails to return to work for a reason other than:
 - the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this section; or
 - other circumstances beyond the control of the employee.

F. Military Leave

Employees will be granted leave in accordance with Federal Law.

G. Other Unpaid Leave

Employees requesting a leave exceeding one work week, must make that request in writing to his/her Manager 30 days in advance of the leave in the instance of a non-emergency situation. The request must include the start and the finish date of the leave as well as the reason for the leave. Approval of the request is at the discretion of the Director.

**SECTION I
STAFF**

Employment Tiers and Benefits

RFPL employees may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (FLSA). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per week. Benefits accrue based on the total number of regularly scheduled hours per week divided by 5 ("Equivalent Day"). RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee with non-exempt status is defined as one who does not meet the primary duty and/or minimum salary requirements of the Fair Labor Standards Act (FLSA) must be classified as "nonexempt" and paid on an hourly basis and is generally scheduled to work less than 35 hours a week. The number of hours scheduled per work week may vary according to Library requirements. All employees that work less than 35 hours are by definition non-exempt. RFPL requirements. RFPL's work week runs from Monday through Sunday. A manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (IMRF) regulations.

Tier I

1. Non-Exempt Nonexempt employees working 18-19 hours or less per week

Nonexempt employees working 19 hours or less per work week do not earn paid sick leave, paid vacation or a personal day. Non-exempt employees Employees working 19 hours or less per work week are not paid for days that the library RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Employees working 19 hours or less per work week do not earn paid leave. Requests for unpaid leaves exceeding one work week should be made in writing to the Supervisor their Manager.

Tier II

2. Non-Exempt Nonexempt employees working a regular schedule of 19 to 35 29.5 hours per week

Nonexempt employees working 19 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are entitled to the following eligible for Illinois Municipal Fund (IMRF) benefits.

1. Paid Sick Leave: Non-Exempt employees working a regular schedule of 19 to 35 hours per week, accrue sick time per pay period. Employees accrue paid sick leave at the rate

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of one Equivalent Day per month and may accumulate up to 15 days. A "day" is defined as the total number of regularly scheduled hours per week divided by five.

One sick day per year may be used for personal business. 60 Equivalent Days. Sick leave may also be used to care for a member of the immediate family up to 5 days, or for medical appointments which are scheduled during working hours.

Sick leave with pay accrues only as earned, and may not be drawn upon in advance.

Earned sick leave will be recorded on each employee's personnel record. All absences charged to sick leave will be reported directly to the supervisor. Use of sick leave will be recorded on time sheets by date along with reasons for the absence and these records will be used as the basis for recommendations on leave privileges and promotions. Job attendance is very important in performance ratings. Absences beyond three (3) days may require a doctor's report.

a. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0708, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.

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b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation.

c. Holidays: Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

3. Nonexempt employees working 30-37.5 hours

Nonexempt employees working 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0708, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.

2. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only

~~as earned and may not be drawn upon in advance. Personal Day: Non-exempt employees working 19 to 35 hours per week or more will receive one paid personal day off each year. [Note that for part-time employees, a "day" is defined as the total number of regularly scheduled hours per week divided by five.] Personal days must be authorized in advance by the immediate supervisor. New employees may not take a personal day until they have successfully completed the Ninety-Day Orientation Period.~~

~~3. Paid Vacation: Non-exempt employees working 19 to 35 hours per week will accrue vacation per pay period. For part-time staff, a vacation "week" is defined as the average number of hours worked per week.~~

~~b. Vacation leave with pay accrues only as earned, and may not be drawn upon in advance. Employees may at any given time have a bank of two weeks vacation from which to draw. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation leave.~~

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~~Non-exempt Holidays: Employees shall earn vacation leave according to the following schedule:~~

~~1-5 years employment 2 weeks per year~~

~~6-10 years employment 3 weeks per year~~

~~11-10 years employment 4 weeks per year~~

~~4.c. Holidays: Non-exempt employees regularly schedule to work 19 hours or more will receive full pay, if they would regularly be scheduled to work on the day which the an Equivalent Day of pay for a holiday. If a holiday falls. The number of holiday pay hours are determined by the number of hours the on a day which happens to coincide with an employee's regularly scheduled day off, an employee is normally scheduled for that day, will receive equivalent time off during the work week in which the holiday falls.~~

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~~d. Overtime hours: Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.~~

~~e. Health insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of~~

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85% of the cost of the HMO, 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

5. Illinois Municipal Retirement Fund (IMRF): Non-exempt employees regularly scheduled to work 19 hours or more are eligible for IMRF benefits.

Tier III

f. An employee with exempt status is defined as one Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

B. Exempt Employees

Pursuant to FLSA, an employee who works in an executive, administrative, or professional position and is scheduled to work 37.5 hours or more a week. A full time employee may be exempt or non-exempt. The professional full time category of exempt employees are expected to work a meets the minimum of 37.5 hours a week.

1. Availability: All full time employees will be scheduled to work evenings, Saturdays and Sunday afternoons. Security of the building, availability for programs and patrons, seasonal salary requirements of the department and fairness to colleagues will determine the schedules. The Director reserves the right to schedule all staff as needed.
2. Sick Leave Exempt — Employees accrue sick leave at the rate of one working day per month with an accumulation of up to 60 days. Sick time is accrued per pay period.

One sick day per year may be used for personal business. Sick leave may also be used to care for a member of the immediate family up to 5 days, or for medical appointments which are scheduled during working hours.

Sick leave with pay accrues only as earned, and may not be drawn upon in advance.

Earned sick leave will be recorded on each employee's personnel record. All absences charged to sick leave will be reported directly to the Director. Use of sick leave will be recorded on personnel records by date along with reasons for the absence and these records will be used as the basis for recommendations on leave privileges and promotions. Job attendance Fair Labor Standards Act is very important in performance ratings. Absences beyond three (3) days may require a doctor's report.

classified as exempt. No compensation will be made for unused accrued sick leave.

3. Personal Day: Exempt employees will receive one earn paid personal day off each year. New employees may not take a personal day until they have successfully completed the Orientation Period.

~~Paid Vacation: Exempt employees accrue 4 (four) weeks of vacation annually. Vacation leave with pay accrues as earned, per sick leave, paid vacation, holiday pay period, and are eligible for IMRF benefits and health and dental insurance.~~

~~a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. Employees may. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0708, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent.~~

~~4.b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any given point in time, bank no more than two weeks of vacation. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation leave.~~

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~~5.c. Holidays: Exempt employees Employees will receive full an Equivalent Day of pay for these holidays a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, s/he an employee will receive equivalent time off during the pay period preceding or following the holiday.~~

~~6. Illinois Municipal Retirement Fund (IMRF) Exempt Employees are eligible for IMRF benefits.~~

~~7. Insurance: Exempt Employees are eligible for Health, Dental and Life Insurance:~~

~~a. Health Insurance is covered for the individual employee only, at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.~~

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~~Dental Insurance is covered at 85% for the individual employee.~~

~~Life Insurance is covered at 100% for the individual employee.~~

~~8. Bereavement Leave: Exempt employees may take five days leave, annually with pay in the case of a death in the immediate family, or as decided by the Library Director. Immediate family includes grandparents, parents, guardians, siblings, spouse, or child. In the case of other family members (aunt, uncle, niece, nephew) one day of paid leave will be allowed to full-time employees. Other requests for funeral leave will be considered on an individual basis by the Director.~~

~~d. Compensatory Time Off time off. It is implicit in the nature of non-exempt professional positions that time beyond the regular work schedule is occasionally~~

spent on the job. If an extraordinary and extended amount of ~~extra~~-work has been required, of an exempt employee beyond their normally scheduled workweek (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.

e. Health insurance: Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

II. Leaves of Absence

A. Personal Dayoff

9. Employees working over 19 hours per week will receive one paid Equivalent Day of personal leave per year. Personal days may not be taken within a month of the time in which the extra time was worked, with the approval of the Director, until an employee has completed the 90 day orientation period.

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B. Jury Duty, or Court Leave, Voting Privileges: Full-time

Nonexempt employees working over 19 hours per week who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court may make up the hours that they miss by arrangement with their Manager.

10. Exempt employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay minus the amount received for that service. In accordance with state law, any employee will be allowed enough time to vote if arrangements are made with the Director. All employees are entitled to keep whatever compensation is given for jury duty. Employees shall provide a copy of the jury duty summons to their Manager within 10 days from the date of issuance.

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C. Compassionate Leave

Employees working over 19 hours per workweek make take 3 Equivalent Days of paid leave each year in the case of a death in the immediate family. Immediate family is defined as child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. In the case of other family members (aunt, uncle, niece, or nephew) one Equivalent Day of paid leave will be allowed. Requests for additional unpaid compassionate leave should be made in writing to an employee's Manager who will discuss the request with the Director.

D. Family Medical Leave Act (FMLA)

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The River Forest Library is a public agency that is covered under the FMLA. The RFPL has elected to offer FMLA leave to eligible employees. FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

An employer must grant an eligible employee up to 12 workweeks of unpaid leave during any 12-month period for the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;

- ~~to take medical leave when the employee is unable to work because of a serious health condition;~~
- ~~for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.~~

To be eligible, an employee must have worked at least 1,250 hours over the previous 12 months and have worked for a full year.

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- ~~In the event of a maternity leave Pursuant to FMLA, RFPL grants an eligible employee has up to 12 work weeks of unpaid leave during any 12 month period for the following two options, both of which require a doctor's certification reasons:~~

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~~Option 1: An employee can elect an FMLA leave in which the employee will first use all accumulated vacation time during the leave. The employee then has the option of using either all of her sick leave or banking up to five sick days for use upon return to work. All paid leave, with the exception of the optional five sick day bank must be used before any unpaid leave can be used.~~

~~Option 2: An employee can waive an FMLA leave. The employee elects to take sick time first (as per the requirement of the Doctor certification), and then may use accrued vacation time.~~

- o ~~Benefits such as Vacation leave and Sick leave will continue to accrue during the leave as long as the employee's employment status does not change. If the employee no longer receives a check, the employee will pay his/her portion of insurance to the library by the last Friday of each month. If the employee does not return after their his/her leave, they will reimburse the library for the library's portion of insurance incurred during his/her leave, the birth of a child and to care for the newborn child within 1 year of birth;~~
- o ~~the placement with the employee of a child for adoption or foster care and to care for the newly placed child within 1 year of placement;~~
- o ~~to care for a spouse, child, or parent with a serious health condition;~~
- o ~~a serious health condition that makes the employee unable to perform the essential functions of his or her job;~~
- o ~~any qualifying exigency arising because an employee's spouse, child, or parent is a covered military member on "covered active duty;" or~~
- ~~26 workweeks of leave during a single 12 month period to care for a covered military member with a serious injury or illness if the eligible employee is the~~

service member's spouse, child, parent, or next of kin (military caregiver leave).

An eligible employee may take leave under this policy intermittently or on a reduced hour schedule for any of those purposes stated above, subject to the Director's approval and RFPL's operational needs.

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- In a non-emergency situation, the employee must make the leave request in writing to the Director 30 days in advance of the leave. A Medical Certification is required. The request must specify the reason for the leave and include the start and finish dates of the leave. A Medical Certification is required.

Federal Law supersedes local policy. Additional information can be found here:

<http://www.dcl.gov/wld/reg/compliance/wldfe28.pdf>

Unpaid Leave for FMLA-eligible Employees

Part-time employees who do All paid leave must be used before any unpaid leave can be used. The employee will first use all accumulated vacation time and then sick time during the leave. The employee will continue to accrue vacation and sick days during their paid leave.

If the employee is participating in RFPL's group health and/or dental insurance program at the time the leave is initiated, RFPL will continue to provide coverage at the level and under the conditions such coverage would have been provided if the employee were continuously employed for the duration of the leave. If the employee fails to return to work for reasons not based upon circumstances beyond the control of the employee, RFPL may recover from the employee the cost, if any, of such continued coverage.

Upon returning from family or medical leave, the employee shall be entitled to the position they held when the leave began, or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, an employee on leave under this policy shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.

E. Victim's Economic Security and Safety Act Leave (VESSA)

An employee who is a victim of domestic or sexual violence, or has a family or household member who is a victim of domestic or sexual violence, may request and shall be granted an unpaid leave of absence not to exceed 8 workweeks to address domestic or sexual violence by:

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;

- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the employee's safety or that of the employee's family or household members from future domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The following conditions attach to VESSA:

- An employee who qualifies under this section is entitled to a total of 8 workweeks of unpaid leave during any 12 month period.
- This section does not entitle the employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under FMLA. When this leave is taken for reasons that also qualify for FMLA leave under FMLA, such leave shall be concurrent with FMLA leave.
- RFPL may require the employee to report periodically on the status and intention of the employee to return to work.
- In order to preserve entitlement to unpaid leave, the employee must give RFPL 48 hours advance notice of the employee's intention to take the leave if such notice is practicable. Otherwise the employee must provide certification as provided below, within a reasonable period after commencing an unscheduled absence.
- RFPL may require the employee to provide certification that the employee or the employee's family or household member is a victim of sexual or domestic violence, and that the leave is for one of the five eligible purposes described above.

An employee can satisfy the request for certification by:

- Providing a sworn statement of the employee; and
- Providing documentation from an employee, an agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- Providing RFPL with a copy of a police or court record, or other corroborating evidence.

All information provided to RFPL related to leave under this section shall be retained in the strictest confidence by RFPL except to the extent the employee requests or consents to disclosure in writing, or disclosure is required by any law.

Taking leave under this section shall not result in the loss of any employment benefit accrued prior to commencement of the leave. However the employee will not accrue vacation and sick days during any period of leave taken under this section.

RFPL shall maintain coverage for the employee or the employee's family or household member under the RFPL's group health and/or dental insurance during the period of the leave just as if the employee had continued in employment continuously. RFPL may recover the cost, if any, of such continued coverage it paid if:

- The employee fails to return after the period of leave to which the employee is entitled has expired; or
- The employee fails to return to work for a reason other than:
 - o the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this section; or
 - o other circumstances beyond the control of the employee.

F. Military Leave

Employees will be granted leave in accordance with Federal Law.

G. Other Unpaid Leave

Employees requesting a leave exceeding one work week, must make that request in writing to his/her ~~Supervisor~~ **Manager** 30 days in advance of the leave in the instance of a non-emergency situation. The request must include the start and the finish date of the leave as well as the reason for the leave. Approval of the request is at the discretion of the ~~Supervisor~~.

Approved by the RFL Board of Trustees July 17th 2012

| Director.

VIII. Employee Discipline

Staff is expected to observe the highest standard of professionalism at all times. If a staff member demonstrates unacceptable behavior (listed below), a Manager or the Director will provide coaching and an action plan to change the behavior.

Examples of unacceptable behaviors include, but are not limited to:

- Unexcused absenteeism or failure to return from an absence on the agreed upon date;
- Stopping work before the specified end of the workday;
- Repeated tardiness;
- Loitering during work hours;
- Regular failure to fill out timesheet or falsifying time worked on timesheet;
- Falsification of any kind or type of RFPL record;
- Revealing any confidential RFPL information;
- Careless or unauthorized use of RFPL equipment or property;
- Deliberate damage or destruction to RFPL property;
- Theft of RFPL property or the personal property of a co-worker;
- Negligent actions that might result in injury to co-workers or RFPL patrons;
- Refusal to obey a direct, reasonable order that pertains to an employee's position as stated in their job description;
- Obscene, abusive, inflammatory or derogatory language, including the spreading of rumors and/or malicious gossip;
- Immoral or indecent behavior on RFPL premises;
- Fighting;
- Any violation of Illinois law on RFPL premises.

If ongoing coaching does not yield a change or improvement in employee behaviors, a Manager or the Director may need to take formal disciplinary action, as laid out in the Progressive Discipline Procedures. Depending on the severity of the issue, an employee may be subject to immediate unpaid suspension or termination.

XIV. PROGRESSIVE DISCIPLINE

Progressive Discipline Procedure

If ongoing coaching does not yield a change or improvement in employee behaviors, a Manager may need to take formal, disciplinary action.

1. From *Management Association of Illinois*, effective discipline is intended to:

- i. Correct, strengthen, or mold employer behavior or performance.
- ii. Retain the employee and protect the organization's interests.
- iii. Demonstrate to good employees that poor performance will be dealt with. Indirectly, this action shows approval of good performance.

Managers are expected to provide feedback, training and coaching to their staff members throughout their employment at the River Forest Public Library.

When an issue compromises an employee's ability to do his or her job, after said training and coaching have been exhausted, the following steps should be followed:

First Offense	Coaching/Counseling
Second Offense	Verbal Warning
Third Offense	Written Warning
Fourth Offense	Disciplinary Suspension/Final Warning
Fifth Offense	Discharge

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

1. First Offense – Coaching
 - i. See Section on Coaching.
 - ii. Informal conversation, but makes future consequences (verbal warning, written warning) clear
 - iii. Meeting is documented.

2. Second Offense - Verbal Warning

- i. Formal or scheduled conversation where supervisor points out issue to employee and explains impact of behavior on department, patrons, Library, etc.
- ii. Managers must make that the conversation is a **verbal warning**.
- iii. Be sure to make clear that future violations will result in a **written warning**.
- iv. The Manager should complete the *verbal warning record*. Sample below.

Verbal Warning Record

Employee Name:

Date:

Manager:

Department:

Reason for Warning:

Corrective Action Plan:

Manager: _____ **Date:** _____

3. Third Offense - Written Warning

- i. Letter written to employee (printed on library letterhead) which includes date or dates of issue, description of the problem, statement of what is expected, and makes **discharge** as a future consequence clear. **Sample below.**
- ii. The Manager must inform the Director when a staff member is issued a written warning.
- iii. Letter should be prepared before warning is dispensed.
- iv. The employee and Manager should create a plan for improvement with dates for follow-up conversations.
- v. Employee and Manager must sign document and a copy of the letter. One copy is given to the employee and the second copy is retained in employee's personnel file.

VII. Blood Borne Pathogens

While normal RFPL operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, RFPL complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

A. Exposure Determination

No particular job classification of RFPL has occupational exposure (a reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties); however, emergencies may occur with staff or patrons, particularly youth or the elderly patrons, to which RFPL employees in all classifications may be called upon to respond with assistance. In addition, emergencies with out-of-control individuals (e.g. biting, spitting, etc.) could present an individual threat.

B. Universal Precautions

All potential circumstances of exposure must be taken into account by the RFPL and its employees to protect against exposures. Hepatitis B (HBV), human immune deficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the RFPL approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

C. Exposure Control Plan

At any time within the RFPL environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire RFPL must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., are on the premises at all times and shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by RFPL and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

D. Training and Immunizations

RFPL shall provide directly or through System, State or associated programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, RFPL will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow up as provided in the regulations.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
RIVER FOREST PUBLIC LIBRARY
BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017**

BE IT RESOLVED by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

Section 1: That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

CORPORATE EXPENDITURES	FY 16-17 BUDGET	2016 LEVY
Salaries	610,000	610,000
Health Insurance	52,800	52,800
IMRF	55,000	55,000
FICA/Medicare	46,700	46,700
Payroll Services	3,100	3,100
Insurance	12,300	12,300
Auditing	8,500	8,500
Staff Training	2,500	2,500
Membership Dues	7,600	3,300
Professional Development	7,400	6,600
Programming	38,660	17,637
ILL Services	300	300
RB Services	300	300
Tech Support Services	12,000	12,000
Automation-Admin/Legal	31,000	31,000
Consultant Fees	2,000	2,000
Postage & Delivery	3,400	3,400
Telephone/Internet	15,000	15,000
Copy Machine Lease	2,700	2,700
Books	69,500	69,000
Print Periodicals	7,100	7,100
Automated Subscription	14,500	14,500

Audio-Visuals/ Online	81,150	81,150
Office Supplies	4,244	4,244
Library Supplies	5,600	5,600
Copy and Printing Supplies	1,000	1,000
Advertising	2,000	2,000
Printing	6,000	6,000
Misc Expenses	2,600	2,600
Equipment and Furniture	3,000	3,000
Equipment-Technology	15,000	15,000
Building Improvements	50,000	50,000
Strategic Initiatives	15,000	15,000
Building Materials & Supplies	5,700	5,700
Custodial Services	52,000	52,000
Water	2,500	2,500
Natural Gas	8,000	8,000
Copier Maintenance	3,300	3,300
Roof Inspection	-	-
Capital Reserve	35,000	-
Total Corporate Library	1,294,454	1,232,831

Section 2: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 15th of November, 2016 pursuant to a roll call as follows:

AYES: _____

NAYS: _____

Adopted on _____

Secretary Board of Trustees

Chapter 6 [Access]

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or "fixed assets" such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library's bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library's catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library's holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

Chapter 6 [Access]

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix I.)

ACCESS CHECKLIST

- Library has a publicized, fixed schedule of open hours.
- Library has a website and online catalog for 24/7 access.
- All basic services are available when the library is open.
- All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- Library participates in and promotes interlibrary loan.
- Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- Library has a sufficient quantity of computers and bandwidth to meet most needs.
- Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

BIBLIOGRAPHY

- American Library Association Office for Intellectual Freedom. *Intellectual Freedom Manual*. 8th ed. Chicago: American Library Association, 2010.
- American Library Association Office for Intellectual Freedom. *Privacy and Freedom of Information in 21st Century Libraries*. Chicago: American Library Association, 2010.
- Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.
- Doyle, Robert P. *Banned Books: Challenging Our Freedom to Read*. Chicago: American Library Association, 2014.
- Mates, Barbara T. and William R. Reed. *Assistive Technologies in the Library*. Chicago: American Library Association, 2011.
- McClure, Charles R. and Paul T. Jaeger. *Public Libraries and Internet Service Roles*. Chicago: American Library Association, 2008.
- Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

WEBSITES

- Freedom to Read Foundation
www.ftrf.org
- Illinois State Library Talking Book and Braille Service
www.ilbph.org
- Library Terms That Users Understand
www.jkup.net/terms.html
- PolyTalk, a library interpreter's network
www.polytalk.info/languagekit.html

River Forest Public Library Board Meetings 2017

The Board of Trustees holds its regular meeting on the third Tuesday of each month at 7:30 PM at the library, 735 Lathrop Avenue, River Forest, IL. The public is always invited to attend these meetings.

Tuesday, January 17

Tuesday , February 21

Tuesday , March 21

Tuesday , April 18

Tuesday, May 16

Tuesday , June 20

Tuesday , July 19

Tuesday , September 19

Tuesday , October 17

Tuesday , November 21

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 October.
- More than 450 people attended Family Fireside Halloween, which was held inside and outside on a beautiful night. Special thanks to our wonderful Middle School volunteers who helped out with games and Bingo.

Outreach & Partnerships:

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

Spaces:

- Displays featured “Tree-mendous books” and “Halloween” themes.

On the Horizon...

- We look forward to Stories with Santa in December.

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:

- "Once Upon a Crime" - True Crime books
- "Red & Blue" - books on dueling political views
- "National Vegetarian Month" cookbooks
- "Adopt a Shelter Dog Month" dog training and dog breeds books

Programming:

- Total attendees for October adult programs was 84, including lifelong learning programs
 - 2 Wednesday morning Computer Learning labs
 - "Pierre Salinger and the 1,000 Days of Kennedy's Camelot"

Outreach & Partnerships:

- Mary Kay and Andrea met with Fenwick High School sophomore (and RF resident) Ethan Baehrend to further discuss an idea for incorporating "maker" spaces and programs into RFPL's offerings as a fulfillment of his Eagle Scout project. We determined from this and prior conversations with Ethan that the best use of this concept in RFPL was to host a "Maker Faire" on a Saturday in October of 2017 (TBD), targeted for ages 10 and up, and provide maker-related programming and learning opportunities in the weeks leading up to and after the big event. Andrea will work closely with Ethan to identify vendors, speakers, activities, and programs for the Faire, including technology and 3D printing, as well as craft-related "low-tech" options. Dana and Mary Kay will work on Adult programs that incorporate a "maker" or DIY concept, that we can schedule in the weeks leading up to the Faire. Beth and Andrea will work on Teen and Middle School programs that incorporate 3D printing and/or robotics in the weeks following the Faire, to keep the momentum going for our young patrons.

On the Horizon:

- We are looking forward to continuing our fantastic fall lineup of educational and enriching programming for adults (Let's Celebrate Seniors All Year Long):
 - Edu-Tainment Living History Presents: Cleoptra (11/6)
 - The Making of a Legend: Gone with the Wind Lecture (11/13)
 - Christmas in the Holy Land: A Travel Lecture w/ Bill Helmuth (12/3)
- Mary Kay and Dana will meet with Cathaleen Roach and Carla Sloan of the RF Township on Dec. 16 to begin planning "Let's Celebrate Seniors All Year Long" programming for Summer 2017.

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

Collection

- We have decided to switch our language learning database to Mango, from Rosetta Stone. We have experienced 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, saving us \$600 in the coming year. We have obtained early access free of charge, and are currently planning a "soft" rollout to re-introduce our patrons to this easy-to-use resource and app, including readying up-to-date instructions and promotional. We will have both Rosetta Stone and Mango through February after March 1, 2017 we will exclusively offer Mango Languages.

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 with a theme of “Flying Machines” and Minecraft Madness with a theme of “Haunted Houses” for interactive fun in October.
- Melissa made Halloween Chex Mix and Candy Corn Fruit Cups at the very popular Snack Attack program.
- The Elephant and Piggie Extravaganza celebrated the end of the fun book series with puppet making, games, stories, and an ice cream treat.

Spaces:

- Our display featured a “Books That Go Bump in the Night” theme.

Collections:

- Victoria weeded, renamed, and labeled Graphic Novels.

On the Horizon...

- We look forward to Children’s Winter Reading starting in December.

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 Story Studio which had a satisfactory 10 participants.
- Beth led ½ Day Halloween which had 31 participants, Super Stitches which had 18 participants, an equal mix of both guys and girls, and Chat N Chew with 7 participants.
- Erin led 4 Maker sessions - Pipe cleaner ninjas, magic noodles, owl windsocks, and wire mummies- which were attended by 50 kids.
- Victoria S. each led 3 after-school gaming/movie which were attended by 62 kids.

Outreach:

- Beth helped the children's department with the RF Park District Family Fireside Halloween.

Spaces

- Displays featured "Books to Scare Your Pants Off" and "Books with Bite"

On the Horizon...

- We look forward to Interactive Movie: Jurassic World and Tiny Tasty Pendants.

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

Programs:

Total attendees for October adult programs was 84. Programs that stimulated imagination included:

- Coffee Monday
- Evening Book Discussion
- Foreign Film Forum
- Afternoon Book Discussion
- -The Big Read program - Movie Showing of *The Magnificent Seven* and Book Discussion of "Big Read" title *Into the Beautiful North*

We have successfully completed our programming contributions for the 2016 NEA Big Read Grant! This was a multi-library effort to promote reading the book *Into the Beautiful North* by Luis Urrea, and provide programming that fostered conversation and education around immigration and Latin culture, central themes of the book. The programs we offered our community as part of this joint grant included:

- Foreign Film Forum showing of *Seven Samurai Parts 1 and 2*
 - Young People and Immigration Panel Discussion led by Dominican professor of Latin American Studies, Lisa Petrov
 - Luis Alberto Urrea author visit to Dominican on 9/28 to speak to the public on the writing process of his book *Into the Beautiful North*. *This was the capstone program for the Big Read grant, and it was a hit, drawing 130 people.*
 - Movie Showing of *The Magnificent Seven*, along with book discussion
- Total attendance for Big Read programming was 168.**

In addition to these programs, we also displayed the art of Alex Velasquez Brightbill, a painter and doll maker of Mexican-American heritage, in our lobby gallery during September and October.

Spaces:

Fiction and Imagination-Stimulating Displays in September included:

- "Once Upon a Crime" - true crime books
- "Stranger Things Readalikes"
- "Gilmore Girls Readalikes"
- "National Vegetarian Month"
- "Light Between Oceans Readalikes"
- "Monsters," "Witches," and "Vampires"

Outreach & Partnerships

On 10/25, Mary Kay attended the SAY Out of School Timeline Meeting at the Community Foundation. Discussion revolved around how to make local organizations' (both nonprofit and for-profit) programming available more equitably to all the children in our community during out of school time. We also discussed special issues around access to programming, including transportation, which is less available now than in the past. We discussed partnering with Concordia or Dominican to design a bussing program and perhaps share their services/resources. RFPL was named as a Leader organization on this SAY committee, along with OPPL, Hephzibah, OP Education Foundation, West Cook YMCA, Oak Park and River Forest Park Districts, and the OPRF Community Foundation.

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

Home Delivery:

- Total # deliveries: 6
- Total # patrons served: 5
- Total # books picked up: 20
- Total # books dropped off: 12
- Total # books booktalked but not taken: 0

On the Horizon:

- **Adult Winter Reading:** The Adult department is working on coordinating our Adult Winter Reading Program 2016-2017, which will take place 12/19/16 - 3/12/17. Sponsorships have been secured from River Forest Chocolates and Exit Strategy Brewing Co. in Forest Park. This year, all adults participating who log one book can pick up a chocolate pretzel wand reward at our second floor desk. The Grand Prize is a \$100 gift certificate from Exit Strategy Brewing Co, a portion of the gift certificate was donated by Exit Strategy.
- **Soiree in the Stacks:** To kick off and celebrate National Library Week, Dana and Mary Kay are planning an after-hours, adults only Soiree in the Stacks (final name still to be decided), an invitation-only event, on Friday, April 7. Invitees will include winter reading participants, board members/ foundation members, and our generous library donors.

The party will be accompanied by jazz music from James Callen, and we will serve wine and hors d'oeuvres. We would love to have a board member speak at this event about all that the library does for our community (we can provide sound bites!). We hope the party will be an elegant event, and a chance to celebrate our library users, our board, donors, and advocates, while highlighting all the wonderful services and programs we do to kick off National Library Week in a sophisticated way. It will also be an opportunity to "show off" our new carpet, to be installed in late December!

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

Second Floor:

- 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 getting for our new carpet and stair tread installation in late December, including strategizing how to protect our materials during the demo.

Meeting Room:

- The Library hosted 14 outside groups in the Barbara Hall meeting room in October. Groups included the OPRF Community Foundation, Green for Good PTO, Roosevelt School PTO, and Lincoln School Art PTO. Patrons are taking advantage of the online meeting room request form that was launched with our new website.

Other:

- Over 1,200 items were returned in the new drive up book drop in October! We are seeing increased book drop activity and are pleased that our patrons are taking advantage of this new and convenient service.