



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, February 21, 2017, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: January 17, 2017
5. January 2017 Financial Reports
 - a. Warrants
 - b. Revenue and Expense Reports
 - c. Balance Sheet
6. Communications
 - a. Patron Suggestions
7. Director's Report
8. Staff Visit and Report on Adult Programming/Services -
Dana Yovanic, Adult Services Librarian
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Finance Committee
 - a. 2017-18 Draft Operating Budget
 - ii. Facility Committee
 - a. Air Handler Relocation Feasibility Study Proposal
 - iii. Policy Committee
 - a. Section I Oversight: III Investment of Public Funds; IV. Indemnification and Insurance; Compliance
10. Periodic Review of Closed Session Minutes
11. 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.

Regular Meeting Minutes

Meeting Minutes: Regular Board Meeting: January 17, 2017

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, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel.
- Trustee Crowell was excused.
- Also Present: Sue Quinn (RRPL Director), Joanna Bertucci (RRPL Materials & Business Services Manager), Fran Arnold (RRPL PR/Marketing Associate)

Visitors and Guests

- None

Minutes

Special Board Meeting: November 14, 2016

- Trustee Zobel moved to accept the minutes of the November 14, 2016 Special Board meeting. Trustee Bevan seconded the motion and a vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell

Regular Board Meeting: November 15, 2016

- Trustee O'Connor moved to accept the minutes of the November 15, 2016 Regular Board meeting. Trustee Zobel seconded the motion and a vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell

November Treasurer's Report

- November 2016 Warrant List: Trustee Hill moved to accept the November 2016 warrant list. Trustee Zobel seconded. There was discussion of four items:
 - Question about the government crime insurance premium. Director Quinn explained that the government crime insurance replaced the previously held treasurer's bond. The government crime insurance covers the library against financial theft/fraud on the part of the library Board and staff.
 - Discussion about the IDES/unemployment claim payment. Director Quinn explained that this is the final unemployment claim payment. The total claim was roughly \$7,200.
 - Question about bills from S&D Maintenance. Director Quinn explained that S&D performs maintenance tasks twice a month and the library is billed separately for each visit.

January 17, 2017

- Question about the bill from Klein, Thorpe and Jenkins regarding the audit. Director Quinn explained that this charge is to prepare a letter to the auditor, which states that there is not any pending litigation against the library.
- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell
- Revenue Report: No questions.
- Expense Report: No questions.
- Balance Sheet: No questions.

December Treasurer's Report

- December 2016 Warrant List: Trustee O'Connor moved to accept the December 2016 warrant list. Trustee Bevan seconded. There was discussion of three items:
 - Question about the duplicate Alarm Detection Systems bill. Ms. Bertucci explained that this was indeed a duplicate payment and the library will receive a credit for the next bill due in February 2017.
 - Question regarding the bill paid to the Government Finance Officers Association (GFOA). Director Quinn explained that this bill is for the library's membership to the GFOA. Costs for the GFOA certification are separate from this membership fee.
 - Question about the bill from Oak Brook Mechanical for \$946, which was paid for from the capital improvement fund. Trustee Bevan questioned whether this expense should be paid for from the capital improvement fund as it is not above the threshold of \$1,000. Director Quinn explained that this expense, although under the threshold, is part of a larger project and she believes it to be a capital improvement. Trustees discussed and asked Director Quinn to reach out to the auditor for advice on how to address this issue.
- A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell
- Revenue Report: No questions.
- Expense Report: No questions.
- Balance Sheet: No questions.

- Communications**
- Trustees reviewed November and December 2016 patron suggestions.

Staff Visit and Report

- RFPPL PR/Marketing Associate, Fran Arnold, presented on the marketing in libraries, marketing strategies, marketing data/metrics, and the Library Marketing and Communications Conference.
- Ms. Arnold explained that current RFPPL marketing strategies include in house print materials, Bookplate newsletter, calendar listings in local newspapers and online, press releases, eNewsletters, social media (primarily Facebook) and the RFPPL website.
- Currently, the library has 697 Facebook followers. Ms. Arnold shared some of Facebook's data metrics and explained the benefits of using paid Facebook advertisements to promote certain programs or services.
- Ms. Arnold shared that a 2016 survey question revealed that patrons find out about library events in the following ways (ranked in order greatest to least): in the library, newspapers, a friend, e-newsletter, Bookplate, other, website, and Facebook.
- In November 2016 Ms. Arnold attended the Library Marketing and Communications Conference in Dallas, Texas. Ms. Arnold attended 10 sessions in 2 days and gained an understanding of current marketing trends in libraries, including branding, social media, and community outreach. Ms. Arnold has already started to incorporate things she has learned into our marketing plan and hopes to integrate more in the New Year. Ms. Arnold thanked Director Quinn and the Board for making her attendance at the conference possible.

Director's Report

Organizational Structure/Training and Staff Development

- Staff In-Service day was December 2nd. An interdepartmental team delivered a presentation on Customer Service Best Practices. We also had a guest speaker from the Oak Park Trader Joe's present about the Trader Joe's customer service philosophy.
- During department meetings, managers reviewed the newly created employee handbook and emergency response procedures. The Board reviewed the emergency response procedures manual that will be at each desk and thought it was an extremely helpful manual.
- Officer Glenn Czernick of the River Forest Police Department met with us to answer questions on staff response to extreme situations.

Facilities

- The damaged book drop chute was repaired on 12/8.

- Oak Brook Mechanical located leaks in the air handler system and also determined that additional repairs to the pneumatic control system were necessary, with a cost estimate around \$3,300. Work to address malfunctioning thermostats, the hot water control valve actuator on the 2nd floor fan coil, and a part on the air handler were completed on 1/12.
- The cooper downspout outside out meeting room exterior door was removed sometime during the Christmas holiday. Trinity Roofing replaced the downspout on 1/17 for \$1,425. The library submitted a claim to LIRA and will pay its \$1,000 deductible and insurance will cover the remaining \$425.
- The Facilities Committee met with Dan Ruzik of Chicago Project Management on 1/3.

Technology

- Six new adult public computers were installed in December.
- Versatile installed our managed switch in mid-December. Our server room was reorganized and our network and server were switched over on 12/26. We have been experiencing issues with connectivity to the network. Versatile has been very responsive and is working with SWAN to address issues with our firewall, which is managed by SWAN.

- Director Quinn shared some information regarding a SWAN project with SirsiDynix (Blue Cloud Analytics) that would interlink our catalog data so that it would appear in the result listing of an open web (ex. Google) search. This increased visibility could be an effective way for us to reach non-users. More information will be shared with the Board as we get information from SWAN.

Marketing and PR

- The winter 2017 Bookplate arrived in homes the first week of January.

Policies

- The policy committee met on 1/10 to finalize the travel expense reimbursement policy and make edits to the financial policies.

Finance

- The finance committee met on 12/8 to discuss the operations reserve, 5 year capital projections, and to review the 17-18 preliminary draft budget. The committee also reviewed the language in the financial policies, which were then reviewed by the policy committee.

Fundraising

- The Foundation direct appeal letter went out at the end of November 2016.
- The plaque purchased to honor Marty and Kay McGee was installed on 12/26.

External Partnerships

- Mary Kay Akers Stiff participates in the Success for All Youth (SAY) initiative on behalf of the RFPPL. Participating organizations have entered into a data sharing agreement as part of the initiative. Information exchanged in the data sharing agreement is not confidential nor will it identify individual children, parents, or families.
- Director Quinn attended the River Forest Administrators meeting on 1/10.
- The RFPPL hosted the River Forest Council of Governments meeting on 1/13.

New Business

• Committee Reports

- Finance Committee: Trustee Bevan reported that the Finance Committee met on December 8.
 - The committee discussed and reviewed the financial policies draft, which was sent on to the policy committee.
 - Trustee Bevan presented information to the Board on the historical and projected operating budgets, the projected capital improvement fund, and the operating reserve fund.
 - In order to determine the appropriate level of reserves to maintain, Director Quinn, President Smedinghoff, and Trustee Bevan completed a GFOA Risk Analysis. The risk analysis determined that the RFPPL is low risk, as our source of funding (property taxes) is stable, we maintain a capital reserve, we are not dependent on unstable funding sources (except fees for services, sales taxes, etc.), and not likely to experience a population surge. For such low risk agencies, the GFOA recommends 3 months of operating reserves at all times. Use of these reserves, in an emergency situation only, would require board approval and the Board would have to develop a plan to replenish the depleted reserves.
 - In order to continue to fund the capital improvement fund, Trustee Bevan moved, from the finance committee, that the Board transfer excess operating funds in the amount of \$93,414 from FY 15-16, to the capital improvement fund.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell

- Facility Committee: Trustee Calabrese-Berry reported that the Facilities Committee met on January 3.

- The committee met with Dan Ruzik of Chicago Project Management who toured the library mechanical rooms. Mr. Ruzik will prepare a proposal to conduct a feasibility study on the replacement and relocation of the air handler unit. This study will provide cost estimates for the air handler unit itself as well as costs associated with reclaiming the north mechanical room for the Children's department.
- The committee also discussed the tabled lobby re-design plans. Mr. Ruzik suggested that the RFP/L (staff and Trustees) work to get a better understanding of the goals of a redesign project before hiring an architect/designer.
- Trustee Calabrese-Berry brought forth from the committee a recommendation to approve payment of the \$1,000 deductible to replace the copper downspout. The total cost of the project is \$1,425. The insurance company will pay the remaining \$425.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell
- Director Quinn shared that she is gathering quotes from vendors for the installation of a library security camera system. Two quotes have been received (Alarm Detection Services and Illinois Alarm) and bids are coming in between \$15,000-\$20,000 for installation and roughly \$225 per month in maintenance fees. The cameras would be both interior and exterior, focusing on entry and exit points, as well as the lobby. The Director will share more information with the facility committee as it becomes available.

- Policy Committee

- Trustee Bevan presented the revised fiscal accountability policy. The policy was revised to include sections mandated by IL state law. The revised policy also includes a travel expenses policy (mandatory per IL Public Act 99-0604 effective 1/31/17) that

outlines guidelines for reimbursement of travel expenses for Library Trustees and staff.

- Trustee Bevan brought forth the recommendation from the policy committee to approve Section IIIA Operations: Fiscal Accountability.
 - A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Crowell

- **Periodic Review of Closed Session Minutes**

- Closed session minutes were not reviewed. Review will take place at the next regular board meeting on February 21st.

Adjournment

- At 9:35 pm Trustee Bevan moved that the Regular Meeting be adjourned. Trustee Calabrese-Berry seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

2:30 PM
02/08/17

River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14748	1/8/2017	Amy Groseman		For. Park Checking 1712849...	
	1/9/2017		Donuts for Dads Supplies	Programs - Juv	-128.17
TOTAL					-128.17
14754	1/14/2017	ANDERSON ELEVATOR COM...		For. Park Checking 1712849...	
198788	1/13/2017		January Elevator Maintenance	Maintenance - Service	-198.27
TOTAL					-198.27
14755	1/14/2017	AT&T - Electronic Gateway		For. Park Checking 1712849...	
S690410...	1/13/2017		Monthly Internet	Automation - Internet	-358.99
TOTAL					-358.99
14756	1/14/2017	BAKER & TAYLOR L 5076992		For. Park Checking 1712849...	
2032552...	1/13/2017		Adult Books	Books - Adult	-33.60
2032530...	1/13/2017		Adult books	Books - Adult	-75.79
TOTAL					-109.39
14756	1/25/2017	BAKER & TAYLOR L 5076992		For. Park Checking 1712849...	
2032575...	1/24/2017		Adult Books	Books - Adult	-87.20
TOTAL					-87.20
14757	1/14/2017	BAKER & TAYLOR C0280133		For. Park Checking 1712849...	
5014389...	1/13/2017		Adult books	Books - Adult	-338.70
TOTAL					-338.70
14758	1/14/2017	BAKER & TAYLOR L423727		For. Park Checking 1712849...	
2032574...	1/13/2017		Adult Books	Books - Adult	-70.83
2032598...	1/13/2017		Adult books	Books - Adult	-49.40
TOTAL					-120.23
14758	1/25/2017	BAKER & TAYLOR L423727		For. Park Checking 1712849...	
2032594...	1/24/2017		Adult books	Books - Adult	-45.88
TOTAL					-45.88

2:30 PM
02/06/17

**River Forest Public Library
WARRANT LIST DETAIL
January 2017**

Num	Date	Name	Memo	Account	Paid Amount
14759	1/14/2017	Beth Kirchenberg		For. Park Checking 1712849...	
	1/13/2017		Connections snacks reimburse	Connection - ASK Programs	-80.07
TOTAL					-80.07
14807	1/30/2017	Beth Kirchenberg		For. Park Checking 1712849...	
	1/30/2017		Pizza for Family Trivia Night 1/27/17	Programs-Teen	-89.75
	1/30/2017		Snacks for Teen Trivia Night 1/27/17	Special Programs	-100.00
TOTAL				Programs-Teen	-31.88
					-201.41
14752	1/10/2017	Card Services - MB Financial...	See last page of Warrant List for transaction breakout - December 2016 Credit Card Bill	For. Park Checking 1712849...	
			See last page of Warrant List for transaction breakout - December 2016 Credit Card Bill	MB Financial Credit Card	-1,305.26
TOTAL					-1,305.26
14760	1/14/2017	Comcast		For. Park Checking 1712849...	
8771201...	1/13/2017		Monthly Internet	Automation - Internet	-512.64
TOTAL					-512.64
14787	1/25/2017	Communication Revolving Fu...		For. Park Checking 1712849...	
T1718819	1/25/2017		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
14788	1/25/2017	Complete Cleaning Company		For. Park Checking 1712849...	
C00827	1/24/2017		Daily Cleaning Service - February 2017	Maintenance - Service	-2,110.00
TOTAL					-2,110.00
14781	1/14/2017	DEMCO, INC.	VOID:	For. Park Checking 1712849...	
TOTAL					0.00
14783	1/14/2017	DEMCO, INC.		For. Park Checking 1712849...	
6033905	1/14/2017		Book covers, book tape, AV cases	Supplies - Library	-123.65
TOTAL					-123.65
14789	1/28/2017	DEMCO, INC.		For. Park Checking 1712849...	
6046842	1/24/2017		Label locks, AV cases	Supplies - Library	-100.24
TOTAL					-100.24

2:30 PM
02/08/17

River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14762	1/14/2017	DRESSEL'S ACE HARDWARE		For. Park Checking 1712849...	
27028	1/13/2017		Ice melt	Maintenance - Supply	-14.99
TOTAL					-14.99
14763	1/14/2017	EnviaronWare, Inc		For. Park Checking 1712849...	
INV-US...	1/13/2017		Self Check Machine software - Annual fee	Automation - Administration	-340.00
TOTAL					-340.00
14764	1/14/2017	EZMail Services		For. Park Checking 1712849...	
8538	1/13/2017		Winter bookplate sorting	Postage	-90.00
TOTAL					-90.00
dm	1/3/2017	Forest Park National Bank		For. Park Checking 1712849...	
			Bank Deposit Correction	Misc. Expenses	-0.01
TOTAL					-0.01
14749	1/8/2017	GE Money Bank/Amazon		For. Park Checking 1712849...	
	1/8/2017		Teen video games	Non-print -Teen	-87.98
			Video game cases	Supplies - Library	-9.15
			Teen video games	Non-print -Teen	-47.99
			Video game cases	Supplies - Library	-14.98
			Laminator Refill	Office Supplies	-180.99
			Music CDs	Non-Print Adult	-18.98
			Video game cases	Supplies - Library	-20.19
			J Video Game	Non-Print Juvenile	-87.99
			J Video Game	Non-Print Juvenile	-55.99
			J DVD	Non-Print Juvenile	-18.99
			Laptop power cord	Equipment - Technology	-15.98
			Headphones for patron computers	Equipment - Technology	-89.87
			J Video Game	Non-Print Juvenile	-19.98
			J Video Game	Non-Print Juvenile	-39.55
TOTAL					-686.59
14808	1/30/2017	GE Money Bank/Amazon		For. Park Checking 1712849...	
6045781...	1/30/2017		Furniture sliders	Maintenance - Supply	-24.99
			Johnsons site floor cleaner	Maintenance - Supply	-48.54
			Adult book	Books - Adult	-22.83
			Teen video game	Non-print -Teen	-23.99
			Connections program supplies	Connection - ASK Programs	-10.99
			Connections program supplies	Connection - ASK Programs	-28.99
			Adult DVD	Non-Print Adult	-29.95
			Connections program supplies	Connection - ASK Programs	-18.95
			Connections program supplies	Connection - ASK Programs	-10.60

River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
			Connections program supplies	Connection - ASK Programs	-22.49
			Connections program supplies	Connection - ASK Programs	-2.19
			Connections program supplies	Connection - ASK Programs	-8.88
			Connections program supplies	Connection - ASK Programs	-12.10
			Connections program supplies	Connection - ASK Programs	-64.42
			Connections program supplies	Connection - ASK Programs	-183.29
			Delcer for Book drop	Maintenance - Supply	-8.55
			Adult book	Books - Adult	-6.73
			Connections program supplies	Connection - ASK Programs	-9.98
			Tablecloth	Supplies - Library	-9.99
			Foam for Book drop	Supplies - Library	-15.00
			outdoor American flag	Maintenance - Supply	-15.75
			ILL storage bins	Supplies - Library	-12.33
			Teen video games	Non-print-Teen	-47.60
			Tax software	Supplies - Library	-68.85
TOTAL					-703.78
14765	1/14/2017	ILA		For. Park Checking 1712849...	
125888	1/13/2017		RFPL Annual ILA Membership	Membership Dues - Library	-225.00
TOTAL					-225.00
14790	1/25/2017	ILA	VOID:	For. Park Checking 1712849...	
TOTAL					0.00
14806	1/30/2017	ILA		For. Park Checking 1712849...	
128814	1/24/2017		2017 Legislative Meet Up Event (Quinn, Bevan, Long, & Zobel)	Professional Development	-160.00
TOTAL					-160.00
14791	1/25/2017	ILLINOIS ALARM		For. Park Checking 1712849...	
77285	1/25/2017		Quarterly Building Alarm Monitoring 3/1-5/31	Maintenance - Service	-110.85
TOTAL					-110.85
dm	1/31/2017	IMRF		For. Park Checking 1712849...	
			EE IMRF Contribution	Employee Compensation	-1,561.75
			ER IMRF Contribution	IMRF	-3,866.27
TOTAL					-5,428.02

2:30 PM
02/06/17

River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14766	1/14/2017	Ingram Library Services		For. Park Checking 1712649...	
62385277	1/13/2017	Adult books	Adult books	Non-Print Adult	-15.09
62385278	1/13/2017	Adult books	Adult books	Books - Adult	-7.18
62385275	1/13/2017	Adult books	Adult books	Books - Adult	-43.53
62385274	1/13/2017	Adult books	Adult books	Books - Adult	-27.16
62384612	1/13/2017	Adult books	Adult books	Books - Adult	-31.56
62384611	1/13/2017	Adult books	Adult books	Books - Adult	-37.26
62384317	1/13/2017	Adult books	Adult books	Books - Adult	-17.47
66787356	1/13/2017	Adult books	Adult books	Books - Adult	-39.39
62384833	1/13/2017	Adult books	Adult books	Books - Adult	-15.77
62384834	1/13/2017	Adult books	Adult books	Books - Adult	-31.54
62384407	1/13/2017	Adult books	Adult books	Books - Adult	-47.26
62384408	1/13/2017	Adult books	Adult books	Books - Adult	-16.34
62385080	1/13/2017	Adult books	Adult books	Books - Adult	-15.75
62386059	1/13/2017	Adult books	Adult books	Books - Adult	-14.85
62385081	1/13/2017	Adult books	Adult books	Books - Adult	-31.55
62385058	1/13/2017	Adult books	Adult books	Books - Adult	-16.34
62385689	1/13/2017	Adult books	Adult books	Books - Adult	-16.34
62385570	1/13/2017	Adult books	Adult books	Books - Adult	-16.90
62385571	1/13/2017	Adult books	Adult books	Books - Adult	-16.88
66784362	1/13/2017	Adult CD audobook	Adult CD audobook	Non-Print Adult	-25.48
62383511	1/13/2017	Adult books	Adult books	Books - Adult	-18.04
62383512	1/13/2017	Adult books	Adult books	Books - Adult	-48.76
62383516	1/13/2017	Adult books	Adult books	Books - Adult	-15.78
62384057	1/13/2017	Adult books	Adult books	Books - Adult	-11.36
62383515	1/13/2017	Adult books	Adult books	Books - Adult	-15.78
62384056	1/13/2017	Adult books	Adult books	Books - Adult	-15.75
62384058	1/13/2017	Adult books	Adult books	Books - Adult	-32.70
66785554	1/13/2017	Adult books	Adult books	Books - Adult	-16.78
62384054	1/13/2017	Adult books	Adult books	Books - Adult	-18.32
62383513	1/13/2017	Adult books	Adult books	Books - Adult	-15.22
62383514	1/13/2017	Adult books	Adult books	Books - Adult	-15.78
62384055	1/13/2017	Adult books	Adult books	Books - Adult	-16.91
62382972	1/13/2017	Adult books	Adult books	Books - Adult	-15.56
62382903	1/13/2017	Adult books	Adult books	Books - Adult	-95.95
62382382	1/13/2017	Adult books	Adult books	Books - Adult	-15.77
62383427	1/13/2017	Adult books	Adult books	Books - Adult	-15.95
62382975	1/13/2017	Adult books	Adult books	Books - Adult	-14.89
62382907	1/13/2017	Adult books	Adult books	Books - Adult	-15.38
62382904	1/13/2017	Adult books	Adult books	Books - Adult	-16.90
62382425	1/13/2017	Adult books	Adult books	Books - Adult	-16.35
62383425	1/13/2017	Adult books	Adult books	Books - Adult	-16.35
62382974	1/13/2017	Adult books	Adult books	Books - Adult	-15.78
62382905	1/13/2017	Adult books	Adult books	Books - Adult	-25.96
62383424	1/13/2017	Adult books	Adult books	Books - Adult	-18.32
62382971	1/13/2017	Adult books	Adult books	Books - Adult	-15.77
62382970	1/13/2017	Adult books	Adult books	Books - Adult	-11.96
62383424	1/13/2017	Adult books	Adult books	Books - Adult	-16.32
62382901	1/13/2017	Adult books	Adult books	Books - Adult	-16.35
62382902	1/13/2017	Adult books	Adult books	Books - Adult	-16.36
62382900	1/13/2017	Adult books	Adult books	Books - Adult	-15.75
66783300	1/13/2017	J Books	J Books	Books - Juv	-134.08
62382908	1/13/2017	J Books	J Books	Books - Juv	-11.25
62383426	1/13/2017	J Books	J Books	Books - Juv	-32.59

River Forest Public Library
WARRANT LIST DETAIL
 January 2017

Num	Date	Name	Memo	Account	Paid Amount
66783497	1/13/2017		J Books	Books- Juv	-10.73
62362973	1/13/2017		J Books	Books- Juv	-12.11
62362969	1/13/2017		J Books	Books- Juv	-11.25
62363239	1/13/2017		J Books	Books- Juv	-36.43
66785555	1/13/2017		J Books	Books- Juv	-17.19
62363517	1/13/2017		J Books	Books- Juv	-10.49
66787090	1/13/2017		Middle school books	Books - Middle School	-11.25
62364827	1/13/2017		Middle school books	Books - Middle School	-9.24
62363011	1/13/2017		Middle school books	Books - Middle School	-10.89
62363012	1/13/2017		Middle school books	Books - Middle School	-10.89
62362791	1/13/2017		Middle school books	Books - Middle School	-10.94
62362553	1/13/2017		Middle school books	Books - Middle School	-19.03
62364829	1/13/2017		Teen book	Books - Teen	-22.38
62364828	1/13/2017		Teen books	Books - Teen	-14.08
62365374	1/13/2017		Teen books	Books - Teen	-36.98
62364318	1/13/2017		Teen books	Books - Teen	-12.58
62363539	1/13/2017		Teen books	Books - Teen	-89.82
62363244	1/13/2017		Teen books	Books - Teen	-11.25
62362554	1/13/2017		Teen books	Books - Teen	-34.32
62362792	1/13/2017		Teen books	Books - Teen	-20.77
TOTAL					-1,663.63
14792	1/25/2017	Ingram Library Services		For. Park Checking 1712849...	
62366815	1/24/2017		J Print	Books- Juv	-97.23
62366568	1/24/2017		J Print	Books- Juv	-115.98
62366816	1/24/2017		J Print	Books- Juv	-160.13
66791035	1/24/2017		J Print	Books- Juv	-11.04
62366579	1/24/2017		J Print	Books- Juv	-145.01
62366517	1/24/2017		J Print	Books- Juv	-10.29
62366016	1/24/2017		Teen Print	Books - Teen	-34.33
62366115	1/24/2017		Teen Print	Books - Teen	-12.58
62366556	1/24/2017		Teen Print	Books - Teen	-72.77
62366554	1/24/2017		Teen Print	Books - Teen	-25.33
66790882	1/24/2017		Middle School Print	Books - Middle School	-10.48
62366555	1/24/2017		Middle School Print	Books - Middle School	-38.20
62366553	1/24/2017		Middle School Print	Books - Middle School	-10.94
62366819	1/24/2017		Adult Print	Books - Adult	-44.83
62366820	1/24/2017		Adult Print	Books - Adult	-15.25
62366817	1/24/2017		Adult Print	Books - Adult	-45.19
62366812	1/24/2017		Adult Print	Books - Adult	-16.35
62366814	1/24/2017		Adult Print	Books - Adult	-16.32
62366818	1/24/2017		Adult Print	Books - Adult	-15.25
62366589	1/24/2017		Adult Print	Books - Adult	-15.82
62366516	1/24/2017		Adult Print	Books - Adult	-229.54
62365987	1/24/2017		Adult Print	Books - Adult	-64.77
62365986	1/24/2017		Adult Print	Books - Adult	-32.12
62365985	1/24/2017		Adult Print	Books - Adult	-35.80
62365988	1/24/2017		Adult Print	Books - Adult	-48.48
62365984	1/24/2017		Adult Print	Books - Adult	-32.89
62366514	1/24/2017		Adult Print	Books - Adult	-18.01
62366515	1/24/2017		Adult Print	Books - Adult	-16.63
TOTAL					-1,391.12

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River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14767	1/14/2017	Joanna Bertucci		For. Park Checking 1712849...	
	1/13/2017		Key wrench for water shut off Refreshments and supplies for Board event and meetings Mileage to Menards (Melrose Park, IL)	Maintenance - Supply Misc. Expenses Misc. Expenses	-8.28 -19.83 -9.23
TOTAL					-37.34
14768	1/14/2017	Judith Levin Fischer		For. Park Checking 1712849...	
	1/13/2017		Computer Learning Labs 11/16, 11/30, 12/7, 12/14	Programs - Adult	-243.00
TOTAL					-243.00
14793	1/28/2017	Kelly and Ignoffo Law Group		For. Park Checking 1712849...	
	1/24/2017		Refund for Meeting Room Reservation Cancellation	Meeting Room Fees	-60.00
TOTAL					-60.00
14769	1/14/2017	Konica Minolta Business Solu...		For. Park Checking 1712849...	
9003130...	1/13/2017		Copier Usage December 2016	Copy Machine (usage, maint.)	-199.20
TOTAL					-199.20
14770	1/14/2017	Konica Minolta Premier Finance		For. Park Checking 1712849...	
3208818...	1/13/2017		Copier Lease	Copier Lease nonpub	-218.90
TOTAL					-218.90
14771	1/14/2017	LEAGUE OF WOMEN VOTERS		For. Park Checking 1712849...	
	1/13/2017		Great Decisions program books	Programs - Adult	-60.00
TOTAL					-60.00
14772	1/14/2017	LIBRARY STORE, INC		For. Park Checking 1712849...	
241652	1/13/2017		Tech Services supplies	Supplies - Library	-112.14
TOTAL					-112.14
14794	1/25/2017	Mid-America Graphics		For. Park Checking 1712849...	
162250-JF	1/24/2017		Winter BookPlate	Printing	-1,589.00
TOTAL					-1,589.00

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River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14773	1/14/2017	MIDWEST TAPE		For. Park Checking 1712849...	
94665363	1/13/2017		Adult DVDs	Non-Print Adult	-33.54
94665362	1/13/2017		Adult DVD	Non-Print Adult	-26.54
94665361	1/13/2017		Adult CD Audiobook	Non-Print Adult	-39.24
94658185	1/13/2017		Adult DVDs	Non-Print Adult	-118.22
94658184	1/13/2017		Adult DVD	Non-Print Adult	-26.54
94658182	1/13/2017		Adult DVD	Non-Print Adult	-26.54
94638332	1/13/2017		Adult BluRay and DVd	Non-Print Adult	-34.08
94638331	1/13/2017		Adult DVDs	Non-Print Adult	-26.54
94632089	1/13/2017		Adult CD Audiobook	Non-Print Adult	-54.24
94632502	1/13/2017		Adult DVD	Non-Print Adult	-26.54
94632500	1/13/2017		J Audiobook	Non-Print Juvenile	-308.40
94632503	1/13/2017		J DVDs	Non-Print Juvenile	-26.54
94648239	1/13/2017		J CDs	Non-Print Juvenile	-37.08
94658181	1/13/2017		J CD audlobooks	Non-Print Juvenile	-34.24
94663423	1/13/2017		J DVDs	Non-Print Juvenile	-72.16
94665360	1/13/2017		J CD audiobooks	Non-Print Juvenile	-44.24
TOTAL					-932.89
14795	1/25/2017	MIDWEST TAPE		For. Park Checking 1712849...	
94697981	1/24/2017		Adult DVDs	Non-Print Adult	-26.54
94699863	1/24/2017		Adult DVDs	Non-Print Adult	-33.54
94699865	1/24/2017		Adult CD Books	Non-Print Adult	-310.44
94699887	1/24/2017		Adult DVD	Non-Print Adult	-229.52
94699884	1/24/2017		Adult BluRay	Non-Print Adult	-135.81
94685091	1/24/2017		Adult DVD	Non-Print Adult	-26.54
94686090	1/24/2017		Adult Music CD	Non-Print Adult	-15.54
94676735	1/24/2017		Adult DVD	Non-Print Adult	-26.54
TOTAL					-904.47
14774	1/14/2017	MPLC		For. Park Checking 1712849...	
5040835...	1/13/2017		Movie License	Programs - Adult	-64.12
				Periodicals - Teen	-64.12
				Programs - Juv	-64.12
TOTAL					-192.36
14796	1/25/2017	Muralid, Victoria		For. Park Checking 1712849...	
	1/24/2017		Mileage to SWAN (Burr Ridge) for Circ Advisory Mtg.	Misc. Expenses	-17.28
TOTAL					-17.28
14797	1/25/2017	NICOR GAS		For. Park Checking 1712849...	
8982340...	1/24/2017		Heat	Heat	-1,227.17
TOTAL					-1,227.17

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**River Forest Public Library
WARRANT LIST DETAIL
January 2017**

Num	Date	Name	Memo	Account	Paid Amount
14775	1/14/2017	OverDrive		For. Park Checking 1712849...	
1658102...	1/13/2017		J eBook	eContent - Juvenile	-17.99
			Adult eBook	eContent - Adult	-65.00
1658085...	1/13/2017		Adult eBooks and eAudiobook	eContent - Adult	-203.99
H-00393...	1/13/2017		Annual MOD consortium fee	Other Online eContent	-3,000.00
TOTAL					-3,286.98
14798	1/25/2017	OverDrive		For. Park Checking 1712849...	
1658113...	1/24/2017		Adult eBooks	eContent - Adult	-119.98
1658143...	1/24/2017		Childrens eBooks and eAudiobooks	eContent - Juvenile	-242.91
1658000...	1/24/2017		Teen eBook	eContent - Teen	-21.99
1658120...	1/24/2017		Teen eBooks and eAudiobooks	eContent - Teen	-481.63
1658104...	1/24/2017		Adult eBook	eContent - Adult	-27.99
TOTAL					-894.50
dm	1/13/2017	PAYLOCITY		For. Park Payroll 171283900	
			Employee Compensation	Employee Compensation	-16,109.12
			Connections EE Compensation	Connection - ASK Salaries	-28.86
TOTAL					-16,137.98
dm	1/13/2017	PAYLOCITY		For. Park Payroll 171283900	
			Employee Compensation	Employee Compensation	-3,938.95
			Connections EE Compensation	Connection - ASK Salaries	-4.27
			Medicare Exp	Medicare Exp	-302.00
			Connections EE Compensation	Connection - ASK Medicare	-0.48
			FICA	FICA	-1,291.30
			Connections EE Compensation	Connection - ASK FICA	-2.05
TOTAL					-5,539.05
DM	1/25/2017	PAYLOCITY		For. Park Payroll 171283900	
			Payroll processing 1/31/17	Payroll Service	-103.00
TOTAL					-103.00
DM	1/31/2017	PAYLOCITY		For. Park Payroll 171283900	
			Employee Compensation	Employee Compensation	-17,245.17
			Connections EE Compensation	Connection - ASK Salaries	-82.57
TOTAL					-17,327.74

**River Forest Public Library
WARRANT LIST DETAIL
January 2017**

Num	Date	Name	Memo	Account	Paid Amount
DM	1/31/2017	PAYLOCITY		For. Park Payroll 171283900	
			EE Tax Deduction	Employee Compensation	-4,185.41
			Connections EE Tax Deduction	Connection - ASK Salaries	-17.60
			ER Medicare - Employees	Medicare Exp	-322.10
			ER Medicare - Connections Employees	Connection - ASK Medicare	-1.69
			ER FICA - Employees	FICA	-1,377.18
			ER FICA - Connections Employees	Connection - ASK FICA	-6.83
TOTAL					-5,910.71
DM	1/13/2017	PAYPAL		For. Park Payroll 171283900	
			Payroll Expense 1/13/17	Payroll Service	-103.00
TOTAL					-103.00
108	1/9/2017	Rieks Office Interiors		For. Park Money Market Cap...	
039185	1/9/2017		Final Balance on Carpet Installation	Capital Reserve Fund	-17,255.00
TOTAL					-17,255.00
14799	1/25/2017	River Forest Township		For. Park Checking 1712849...	
	1/24/2017		Lincoln Presenter at 2/6/17 Coffee Monday	Programs - Adult	-50.00
TOTAL					-50.00
14776	1/14/2017	Roy Strom Refuse Removal S...	VOID:	For. Park Checking 1712849...	
TOTAL					0.00
109	1/16/2017	Roy Strom Refuse Removal S...		For. Park Money Market Cap...	
6CX00088	1/13/2017		Dumpster rental and trash removal for Carpet project	Maintenance - Service	-888.13
TOTAL					-888.13
14777	1/14/2017	S & D Prime Maintenance, Inc.		For. Park Checking 1712849...	
72218	1/13/2017		Bi-monthly Maintenance	Maintenance - Service	-237.50
			Supplies for Maintenance	Supplies - Library	-65.02
TOTAL					-302.52
14800	1/25/2017	S & D Prime Maintenance, Inc.		For. Park Checking 1712849...	
72291	1/24/2017		Bi monthly Maintenance	Maintenance - Service	-290.38
TOTAL					-290.38

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River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14801	1/25/2017	Senior Citizens' Center ORPF		For. Park Checking 1712849...	
	1/24/2017		Health and Longevity Expo Exhibit Cost	Special Programs	-125.00
TOTAL					-125.00
14778	1/14/2017	Staples		For. Park Checking 1712849...	
3326109...	1/13/2017		Slasors	Office Supplies	-42.38
3324638...	1/13/2017		Receipt bok	Office Supplies	-8.29
			Paper towels	Maintenance - Supply	-22.95
3324638...	1/13/2017		File folders	Office Supplies	-7.79
			Dusting cloths	Maintenance - Supply	-55.17
			Copy paper	Copier supplies	-116.47
3325153...	1/13/2017		Masks	Maintenance - Supply	-5.28
			Napkins	Special Programs	-8.58
			Calculator	Office Supplies	-8.29
			Copy paper	Copier supplies	-38.49
TOTAL					-310.87
14802	1/25/2017	Staples		For. Park Checking 1712849...	
3326683...	1/24/2017		Envelopes, coffee, labels, markers	Office Supplies	-62.62
TOTAL					-62.62
14750	1/9/2017	Sue Quinn		For. Park Checking 1712849...	
	1/9/2017		Management Assoc of IL Conference	Professional Development	-330.00
TOTAL					-330.00
14779	1/14/2017	SWAN		For. Park Checking 1712849...	
5282	1/13/2017		SWAN Quarter 3 Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00
14803	1/25/2017	The Hartford		For. Park Checking 1712849...	
14804301	1/24/2017		Annual Workers Compensation Policy Renewal	Insurance	-1,980.00
TOTAL					-1,980.00
14780	1/14/2017	The Oriental Institute	Community Scholars Program	For. Park Checking 1712849...	
7/21/2016	1/13/2017		"Maglc and Medicine in Ancient Egypt" Program 1/29/17	Programs - Adult	-100.00
TOTAL					-100.00

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River Forest Public Library
WARRANT LIST DETAIL
January 2017

Num	Date	Name	Memo	Account	Paid Amount
14751	1/8/2017	Today's Business Solutions		For. Park Checking 1712849...	
4224	1/9/2017		Annual Wireless Printing Sytem	Automation - Administration	-800.00
4175	1/9/2017		Annual Public Computer Reservation System	Automation - Administration	-2,729.00
TOTAL					-3,329.00
110	1/19/2017	Trinity Roofing Service		For. Park Money Market Cap...	
45822	1/19/2017		Install cooper downspout outside exterior Mtg. Room door	Capital Reserve Fund	-1,425.00
TOTAL					-1,425.00
14781	1/14/2017	VERSATILE COMPUTER SER...		For. Park Checking 1712849...	
14918	1/13/2017		New network server and IT support	Technical Support	-3,000.00
14913	1/13/2017		Tech Support January 2017	Automation - Administration	-500.00
				Technical Support	-750.00
TOTAL					-4,250.00
14784	1/19/2017	VILLAGE OF RIVER FOREST		For. Park Checking 1712849...	
	1/19/2017		Liquor License for Soiree In the Stacks Event	Special Programs	-100.00
TOTAL					-100.00
14804	1/25/2017	VILLAGE OF RIVER FOREST		For. Park Checking 1712849...	
	1/25/2017		EE Health Deductions	Employee Compensation	-1,021.81
			ER Health Insurance	Health Insurance	-2,833.80
			ER Dental Insurance	Dental	-207.27
			ER Life Insurance	Life	-44.28
TOTAL					-3,907.16
14782	1/14/2017	Yovanic, Dana		For. Park Checking 1712849...	
	1/13/2017		Coffee and pastry for Coffee Monday 1/9/17	Programs - Adult	-12.27
TOTAL					-12.27

River Forest Public Library

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Register: MB Financial Credit Card
 From 12/02/2016 through 12/30/2016
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
12/02/2016		Chipotle	Professional Expenses:Staff Training	12/2 In Service Lunch	240.00	X		967.98
12/08/2016		Jewel Foods	Juvenile Expenses:Programs - Juv	Food Coloring for Stori...	6.00	X		973.98
12/15/2016		WSCR-AM	Adult Expenses:Non-Print Adult	CD Book Adult	26.63	X		1,000.61
12/15/2016		Management Association of Illin...	Professional Expenses:Professional ...	A.Grossman Working B...	330.00	X		1,330.61
12/15/2016	14730	Card Services - MB Financial ...	For. Park Checking 171284900	See Attached Credit car...		X	727.98	602.63
12/16/2016		Jewel Foods	Teen Expenses:Programs-Teen	Program Supplies for El...	97.20	X		699.83
12/19/2016		Walgreens	Misc. Expenses	Giftcard for Computer L...	29.95	X		729.78
12/19/2016		River Forest Chocolates	Adult Expenses:Programs - Adult	Chocolate pretzel wans ...	112.50	X		842.28
12/20/2016		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for Snack Attack ...	42.91	X		885.19
12/21/2016		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Donuts for Dads Supplies	37.65	X		922.84
12/23/2016		Stamps. com	Office Expenses:Postage	Monthly Postage Accou...	15.99	X		938.83
12/23/2016		TechSoup	Capital Expenditures:Equipment - ...	Software for Server	8.00	X		946.83
12/26/2016		4IMPRINT	Teen Expenses:Programs-Teen	Teen Winter Reading Pr...	289.91	X		1,236.74
12/28/2016		Menards	Building Expenses:Maintenance - S...	Drop cloths	52.03	X		1,288.77
12/29/2016		Menards	Building Expenses:Maintenance - S...	Drop cloths returned		X	33.51	1,255.26
12/30/2016		USPS	Office Expenses:Postage	Postage replinshment	50.00	X		1,305.26



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

January 2017 Fiscal YTD Actual % Budget 16-17 Budget
 75% as of 01/31/2017

Expenses
 Personnel

Wages & Salaries	\$ 43,416	\$ 433,842	71.12%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 2,885	\$ 32,175	60.94%	\$ 52,800.00
IMRF	\$ 3,866	\$ 39,081	71.06%	\$ 55,000.00
Medicare/FICA	\$ 3,293	\$ 32,336	69.24%	\$ 46,700.00
Payroll Service	\$ 206	\$ 1,834	59.15%	\$ 3,100.00
Staff Training	\$ -	\$ 1,347	53.88%	\$ 2,500.00
Membership Dues	\$ 225	\$ 4,381	57.65%	\$ 7,600.00
Professional Development	\$ 490	\$ 6,422	86.78%	\$ 7,400.00
Total Personnel	\$ 54,381	\$ 551,417	70.24%	\$ 785,100.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ 1,549	\$ 4,717	78.62%	\$ 6,000.00
Advertising	\$ -	\$ 1,474	73.71%	\$ 2,000.00
Total Printing and Advertisement	\$ 1,549	\$ 6,191	77.39%	\$ 8,000.00

Programming

Children's Programs	\$ 311	\$ 6,770	67.03%	\$ 10,100.00
Teen Programs	\$ 288	\$ 4,316	71.93%	\$ 6,000.00
Adult Programs	\$ 519	\$ 5,990	54.45%	\$ 11,000.00
Special Programs	\$ 334	\$ 1,183	27.51%	\$ 4,300.00
Connections Programs	\$ 585	\$ 4,433	61.05%	\$ 7,260.00
Total Support Services and Programs	\$ 3,586	\$ 28,882	61.90%	\$ 46,660.00

Other Support Services

ILL Services (SWAN Libraries)	\$ (283)	\$ 519	172.85%	\$ 300.00
RB Services (Non-SWAN Libraries)	\$ -	\$ 10	3.33%	\$ 300.00
Technical Support	\$ 3,750	\$ 9,750	81.25%	\$ 12,000.00
Automation Administration	\$ 9,701	\$ 24,381	78.65%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ 1,146	57.28%	\$ 2,000.00
Postage & Delivery	\$ 156	\$ 1,897	55.79%	\$ 3,400.00
Audit Fees	\$ -	\$ 8,260	97.18%	\$ 8,500.00
Telephone/Internet	\$ 1,112	\$ 10,224	68.16%	\$ 15,000.00
Copy Machine Leases	\$ 219	\$ 1,607	59.51%	\$ 2,700.00
Total Other Support Services	\$ 14,655	\$ 57,793	76.85%	\$ 75,200.00
Total Support Services	\$ 18,241	\$ 86,675	71.13%	\$ 121,860.00

Library Materials

Books	\$ 3,725	\$ 49,021	70.53%	\$ 69,500.00
Print Periodicals (Magazines)	\$ -	\$ 7,256	102.20%	\$ 7,100.00

Online Learning Tools & Data Base Subscriptions	\$ -	\$ 10,093	69.61%	\$ 14,500.00
Online E-Content - elect. books/magazines/movies/music	\$ 4,182	\$ 29,605	74.01%	\$ 40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 2,235	\$ 27,159	66.00%	\$ 41,150.00
Total Library Materials	\$ 10,141	\$ 123,134	71.49%	\$ 172,250.00

Library and Office Supplies	Office Supplies	\$ 308	\$ 2,870	67.61%	\$ 4,244.00
	Library Supplies	\$ 602	\$ 3,568	63.72%	\$ 5,600.00
	Copy And Printing Supplies	\$ 154	\$ 976	97.59%	\$ 1,000.00
	Misc Expenses (includes Patron Relations)	\$ 287	\$ 1,767	67.95%	\$ 2,600.00
	Total Library & Office Supplies	\$ 1,351	\$ 9,181	68.29%	\$ 13,444.00

Capital Expenditures	Equipment (Equipment & Furniture)	\$ -	\$ 2,307	76.91%	\$ 3,000.00
	Equipment - Technology	\$ 86	\$ 13,650	91.00%	\$ 15,000.00
	Strategic Building Improvement	\$ -	\$ -	0.00%	\$ 50,000.00
	Total Capital Expenditures	\$ 86	\$ 15,957	23.47%	\$ 68,000.00

Strategic Initiatives	Strategic Initiatives	\$ -	\$ 6,361	42.54%	\$ 15,000.00
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Facilities Management Facility Supplies	Building Materials & Supplies	\$ 570	\$ 3,078	54.00%	\$ 5,700.00
	Total Facility Supplies	\$ 570	\$ 3,078	54.00%	\$ 5,700.00

Facility Services	Insurance	\$ 1,960	\$ 10,912	88.72%	\$ 12,300.00
	Maintenance and Custodial Service	\$ 3,813	\$ 42,194	81.14%	\$ 52,000.00
	Water	\$ -	\$ 1,171	46.84%	\$ 2,500.00
	Natural Gas	\$ 1,227	\$ 5,571	69.64%	\$ 8,000.00
	Copier Maintenance and Usage	\$ 199	\$ 1,889	57.24%	\$ 3,300.00
	Roof Inspection	\$ -	\$ -		\$ -
	Total Facility Services	\$ 7,200	\$ 61,738	79.05%	\$ 78,100.00
	Total Facilities Management	\$ 7,770	\$ 64,816	77.35%	\$ 83,800.00

Capital Improvement Reserve Fund	\$ -	\$ -		\$ 35,000.00
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Total Expenses	\$ 91,970	\$ 857,561	66.25%	\$ 1,294,454.00
Total Income	\$ 5,147	\$ 635,575	49.10%	\$ 1,294,454.00



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

Beginning Balance		\$	147,607.14
Expenses			
	ROI - Final Carpet Payment	\$	17,255.00
	Roy Strom - Carpet Refuse Removal	\$	868.13
	Trinity Roofing - Copper gutter replacement	\$	1,425.00
Income			
	Transfer from Operations Reserve as Approved 1/17/17	\$	93,414.00
	Deposit - Insurance reimburse copper gutter	\$	425.00
	Interest	\$	45.99
Ending Balance		\$	221,944.00

**River Forest Public Library
Balance Sheet
As of January 31, 2017**

	<u>Jan 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	221,944.00
For: Park Money Market Capital	25,745.32
Comm Bank MM 600386215	787,488.08
For: Park Money Market171285900	19,262.33
For: Park Payroll 171283900	15,682.27
For: Park Checking 171284900	75.00
Petty Cash	75.00
Total Checking/Savings	<u>1,070,197.00</u>
Total Current Assets	<u>1,070,197.00</u>
TOTAL ASSETS	<u>1,070,197.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-2,733.02
Total Accounts Payable	<u>-2,733.02</u>
Credit Cards	
MB Financial Credit Card	1,297.98
Total Credit Cards	<u>1,297.98</u>
Total Current Liabilities	<u>-1,435.06</u>
Total Liabilities	<u>-1,435.06</u>
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	539,940.65
Net Income	-290,192.74
Total Equity	<u>1,071,632.06</u>
TOTAL LIABILITIES & EQUITY	<u>1,070,197.00</u>

2:52 PM
02/14/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 01/31/2017

Type	Date	Num	Clr	Amount	Balance
Beginning Balance					75.00
Cleared Transactions					
Checks and Payments - 1 item					
Check	1/31/2017	7	X	-5.00	-5.00
Total Checks and Payments				-5.00	-5.00
Total Cleared Transactions				-5.00	-5.00
Cleared Balance				-5.00	70.00
Register Balance as of 01/31/2017				-5.00	70.00
Ending Balance				-5.00	70.00

We did not receive any patron suggestions in January 2017.

Patron Suggestions

January 2017

Organizational Structure/Training and Staff Development

- The annual employee review process is underway and will be completed by the end of March.
- As part of the Director annual review process (which is completed by the Board of Trustees), this year the direct reports of Director will answer an anonymous survey designed to give the Director feedback on performance. The survey will solicit input in the areas of leadership and staff development, team-building, communication, problem-solving and efficiency. The Director's responses to the survey feedback will be shared with the Library Board and incorporated into the Director's development plan.

- Members of the RFPPL management team met in December and January to develop a proposal for using approximately \$8500 in funds from the Strategic Initiatives budget line. The management team presented their recommendations to me for updating in-house and circulating technology in early February. Their plan includes an Apple TV for the Meeting Room, new iPads for circulation in the Children's Room, new iPads for the Adult desk, 3 new Kindle Paperwhites for adult circulation, 10 Snap Circuit light sets to use for children's and teen programs, and multiple device chargers for in-library patron use.

Facilities

- At the request of the RFPPL Treasurer, I spoke with our auditor, Laura Babula, about how to expense the work completed on the HVAC system in December/January and any further replacements of operating system components. Over a series of visits, Oak Brook Mechanical replaced several malfunctioning thermostats and relays, the hot water control valve actuator on the 2nd floor fan coil and a part on the air handler. I asked whether it was appropriate to expense an item from the capital improvement fund if a single charge was under the \$1,000 threshold set forth in our finance policies. Laura said that she viewed the \$1,000 threshold as a guideline and her common practice is to always capitalize any expense that extended the useful life of the asset. Therefore, she said it was appropriate to pay for expenditures under \$1000 from the capital improvement fund.

- Dan Ruzik of Chicago Project Management was out on January 20th to inspect the air handler room and to speak with our HVAC technician from Oak Brook Mechanical. Chicago Project Management submitted a feasibility study proposal (with a high level project budget estimate) for relocating the air handler outside and reclaiming the space within the library envelope. Joanna Bertucci and I met with the Facilities Committee on February 15th to review the proposal and to work on a plan for getting started on addressing the lobby and circulation renovation project.

Technology

- We continued to experience some intermittent connectivity issues with the staff and public computers on the new network that are coming from the firewall. The firewall is maintained by SWAN, so Versatile staff was working with SWAN, who provided Versatile read-only access to the firewall. I met with Dan Graham of Versatile on January 17th, and again on February 14th. At our last meeting, Dan reported that he

Director's Report

thinks our connectivity issues have been completely resolved. If the last round of adjustments made by Versatile and SWAN are not successful, we will switch the firewall management over to Versatile. We have budgeted \$2,700 to upgrade the SonicWall hardware/software (installed prior to 2012) in fiscal year 2017-18.

Marketing and Public Relations

- We are excited to display the "Libraries Are For Everyone" message on our website and in our building to designate RFPPL as a place that is welcoming to all community members.

Policies

- Amy Grossman and I met with the Policy committee met on Feb 7th. The committee made final edits to the remaining Board Oversight policies which will be presented at the February Board meeting. The committee also finalized additional policies regarding Patrons: IV. Equipment and Computer Use; Staff: VIII. Computer Use - Patrons: II. Circulation (part D only); Operations: II. Reference Services, III. Programs; Patrons: XII. Gifts and Donations - Non Library Materials. These will be presented at subsequent meetings in March and April.

Finance

- The Finance Committee did not meet in January, but I have had multiple discussions with the both Treasurer and the President over the past several months as I created the draft budget. The draft budget will be presented to the Board of Trustees for review at the February 21st meeting and formally approved at the March 21st meeting.

External Partnerships

- I attended the annual IIA Legislative Luncheon in Oak Brook on February 13th with Claudette Zobel, Katie Bevan, and trustee candidate Eian Long. IIA Executive Director Robert Doyle presented an entreaty for continued general appropriations for grant programs, equalization grants, per capita grants and Live and Learn Funds for Illinois public libraries, school libraries and library systems. He also spoke in support of Senate Bill 851 and (a yet unnamed) bill to allow public libraries to place non-binding public advisory referendum questions on the ballot. IIA is in support of local control and therefore opposes the proposed property tax freeze legislation and any legislation that limits access to information or imposes unconstitutional burdens on intellectual freedom.

- I attended the River Forest Administrators meeting on Tuesday, February 14th at the OPRFHS Superintendent's office.

Respectfully Submitted,

Sue Quinn

2/16/17

February 2017

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](http://PioneerNews.com) (combined as one company and also feeding to [Metromix](http://Metromix.com)). 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:

Forest Leaves

1/19: Movers and Shakers was featured in the Family Friendly section

1/12: Winter Block Party was featured in the Family Friendly section

1/5: Kindermusik with Ms. Pat was featured in the Family Friendly section

Bookplate

- Brainstorming and planning for the next bookplate has begun. The Spring/Summer bookplate will be hitting homes in the last week of April.

E-Marketing:

- We have 1438 subscribers on our email list, which is up by 10 from last month. Our January eNewsletter went out on January 2nd and had a 35.5% open rate (506 people). 25 clicks were recorded.

Facebook

- We now have 702 followers (an increase of 5 from December).
- We posted 27 times during the month of January with a reach of 6,477.
- The post that received the highest engagement was a shared article titled "For Eight Glorious Years, Our President Was A Bookworm." It had 31 likes, as well as several comments and shares.

Library Snapshot

Administration:

- Joanna completed the ILLINET (Interlibrary Loan traffic survey) and the Annual IL Library certification.
- SWAN performed a purge of expired library card holders in January, bringing our number of active card holders to 7,885, down 10% from 8,770. After the purge 70% of RF residents have library cards, which is still a strong percentage of cardholders. Victoria sent a digital communication to purged cardholders encouraging them to come in and sign up for a new library card (if they still live in River Forest).
- Members of the Management Team met to discuss a proposal for use of strategic initiatives funds. The team will share their proposal with Director Quinn in February.

Professional Development:

- On January 5th Andrea held a planning meeting with Ethan Baehrendt, student and co-collaborator for our October Maker Fest, and his mother. Dana and Beth were also in attendance.
- Victoria attended a SWAN Circ Advisory Meeting at the SWAN offices in Burr Ridge on January 18th.
- Dorothy viewed a live stream of RAILS program at Gail Borden Library: "Librarians and Fake News on January 30th.
- Lisa attended a PreCat class at SWAN on January 30th.
- Mary Kay attended quarterly Media on Demand meeting at La Grange Public Library on January 31st.
- Joanna listened to a Management Association webinar, "Top Employment Law Issues for Libraries in 2017," provided to RAILS libraries at no cost.

Materials Added by Collection	
Preschool	15
Juvenile	81
Middle School	17
Teen Collection	37
Adult Fiction	98
Adult Non Fiction	164
Adult Media	40
Total Added:	452
Total Deleted:	431

January 2017

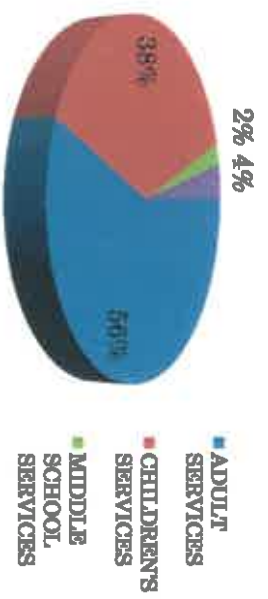
January 2017 Key Performance Indicators

Total Circulation	Jan-17	YTD	2016-2017 Goal	YTD % Goal
Total Circulation				
Preschool Collection	3,023	28,920	31,000	94.8%
Juvenile Collection	3,716	34,897	52,000	67.1%
Middle School Collection	367	4,459	6,000	74.3%
Teen Collection	613	6,153	8,000	76.9%
Adult Fiction	3,613	33,075	40,000	82.7%
Adult Non-Fiction	3,174	25,824	34,500	74.9%
Adult Media	3,073	27,838	45,000	61.9%
Adult Other	115	1,125		
Non SWAN ILL	28	246		
Webpac Renewals	1,898	15,404		
Total Circulation	19,618	175,941	216,500	81%
Digital Circulation (included above)				
Flipster	243	2,212		
Hoopla	508	3,468		
Media On Demand	1,341	11,925		
Tumblebooks	258	3,236		
Interlibrary Loan				
Sent	1,168	8,744		
Received	1,933	13,189		
Collection				
Total Materials Catalogued	452	5,216		
Total Materials Withdrawn	431	7,287		
Total Materials Added or Withdrawn	21	-2071		
Patron Technology Use				
Database Use	842	3,136		
Online Learning Tools	286	1,189		
Library Computer Use	961	8,735		
WiFi Use	4,750	33,469		
Circ at Self Check-Out	4,331	29,284		
As % of Total Circulation	22%	17%	15%	111%
Programs & Meeting Room Use				
Older Adults				
Programs	13	86		
Attendance	188	1,608	1,700	95%
Middle School				
Programs	11	96		
Attendance	158	2,304	2,700	85%
Children/Family Programs				
Programs	36	343		
Elementary School Age Attendance	239	5,371	5,700	94%
Preschool On Site Attendance	628	3,941	4,000	99%
Preschool Off Site Attendance	97	1,772	2,600	68%
Other Programs				
Programs	0	4		
Attendance	0	41		
Outside Groups				
Barbara Hall Meeting Room Use	11	90	135	67%
Virtual Presence				
Website Monthly Visitors	5,979	47,666		
Website Unique Visitors	3,353	26,059		
Facebook Followers	702			
Cardholders				
New Cardholders Added	48	410	850	49%
Total Number Cardholders	7,885			
Cardholders as % of Population*	71%			
Library Visits	7,957			

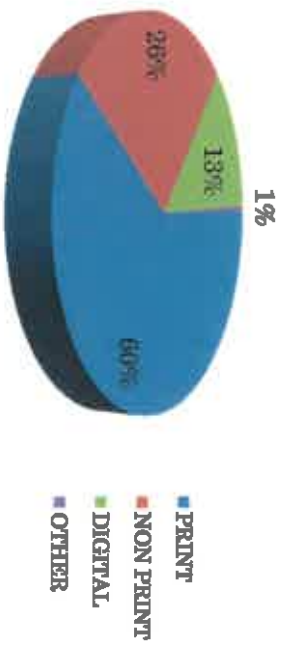
* RIF Population is 11,172 Per 2010 Census Data

January 2017 Key Performance Indicators

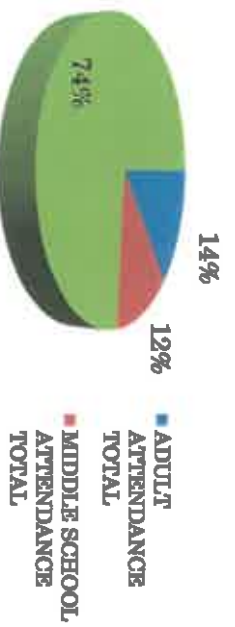
Checkouts by Department



Checkouts by Format



Program Attendance by Department



Third Quarter 2016-2017 Statistics

Third Quarter FYTD Statistical Comparison			
	YTD 2016- 2017	YTD 2015-2016	YTD %Change
Total Circulation	175,941	175,718	0%
Virtual Services			
Media On Demand	11,925	11,483	4%
Hoopla	3,468	1,852	87%
Flipster	2,212	2,507	-12%
Tumblebooks	3,236	9,405	-66%
Database Use	3,136	2,004	56%
Online Learning Tools	1,189	1,161	2%
Patron Technology Use			
Library Computer Use	8,735	9,401	-7%
Patron WiFi Use	33,469	23,750	41%
Patron Activities			
Total Programs	529	538	-2%
Program Attendance	15,037	14,478	4%
Cardholders			
Total Number Cardholders	7,885	9,013	-13%
Card holders as % of Population*	71%	81%	-13%

Date: February 16, 2017

To: Library Board of Trustees

From: Sue Quinn

RE: 2017-18 Draft Budget notes

Revenues:

Property taxes comprise 94% of our revenues. We had budgeted for 1,216,000 in tax receipts for 2016-17, but actual receipts will be come in just over 1,200,000. CPI in 2015 was only .8% so our 2016 levy did not increase very much. Therefore, we are projecting \$1,212,000 in tax revenues for 2017-18—an increase in tax revenues of about \$12,000.00 or less than 1%. Due to a relatively small increase to the CPI (2.1%) in 2016, flat tax revenues will continue through 2018-19. New construction projects in the Village will help our revenue stream but we may not see that increase until 2019-20 or later.

Gifts are projected to increase to \$11,000 as we expect a \$10,000 contribution from the RFPL Foundation to support programs and professional development.

All other revenue sources will remain at or about the same level as 2016-17.

Expenses:

We are recommending an increase in the wages line to bring our compensation up to align with wages paid by other libraries in the Chicagoland area. Even with an increase, our salaries will be just at or above the 25th percentile of wages reported in the June 2016 Management Association of Illinois Library Salary Survey.

Materials Expenditures will be maintained at a healthy 13.8% of expenses.

Building Expenses continue to increase as our cleaning contract will increase \$1000.00 for 2017-18.

Security camera installation may result in a new monthly maintenance contract.

Capital Improvement Fund Reserve:

The Board has set a policy that RFPL will continue to budget for and transfer a 2.5% of tax revenues annually to a reserve fund for Capital Improvements. In the past, this addition to the Capital Improvement fund came from excess of revenues over expenditures. While we project that we have approximately \$75,000 to transfer for FY 2016-17, we will not be able to budget to meet this transfer (of approximately \$31,000 based on projected tax revenues) in 2017-18 from the operating budget. If every

budget line item is fully expended, we will have only \$11,000 in surplus operating funds. The balance of \$20,000 would have to come from our Operating Reserve fund. We are planning on being able to meet this budget transfer of 2.5% of tax revenues from our 2018-19 budget and our Operating Reserves are healthy enough to absorb this small transfer.

Capital Expenses:

The Board just set a policy that a separate capital budget will be established annually and approved by the Board at the same time as the Operating Budget. It will include a line item listing for known capital expenditures identified as critical and necessary or desirable by the Facilities Committee, plus \$10,000.00 for unexpected contingencies. The 2017-18 capital expenses identified in our Engberg Anderson Capital Study (which RFP staff updated in 2016) are projected at \$207,000.00

As per our policy, any capital expenditures over \$5,000.00 will require prior approval by the Facilities committee and be voted on by the Board of Trustees at a meeting (unless in the case of an emergency repair that must be completed prior to a meeting.)

Capital Fund Projections:

A 5 year projection of capital expenses and fund balances is included as part of this budget. We are projecting a large transfer of funds from the Operations Reserve fund to the Capital Improvements fund in 2019-20 if we plan to replace the air handler that year. Current projections for this project do not include reclaiming the existing air handler space if the air handler was relocated outside of the building envelope.

Operating Fund Projections:

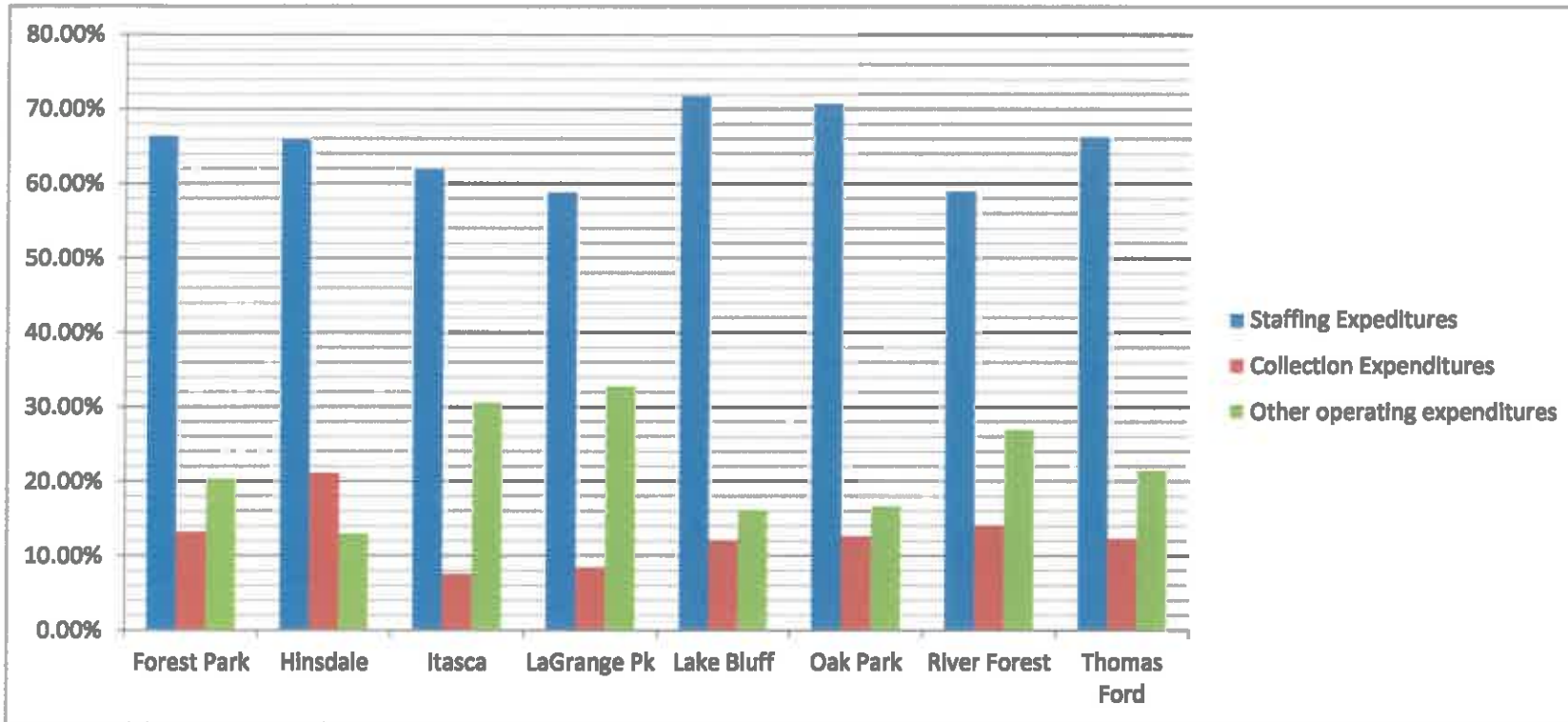
The Finance Committee determined the minimum amount of operating reserves in our Operating Money Market fund to meet operating obligations is 25% of our annual operating budget—approximately 3 months. Our current Operating Reserve money market fund is about 12 months of expenditures. We have projected monthly operating expenditures to increase by about 5% per annum. Even with increased expenditures and a significant transfer of funds in FY 2020-21 from our Operating Reserve to our Capital Reserve, Operating Reserves are projected to be at a healthy 8 months (about 40% of our annual operating budget)—well above the 25% threshold we have set.

River Forest Public Library Draft Budget 2017-18

General Fund for Operation		Budget 2016-17	Budget 2017-18
Revenues			
Property Taxes, for operating	\$ 1,215,715.00	\$ 1,212,000.00	
Connections Program	\$ 7,260.00	\$ 7,600.00	
Corp. Property Replacement Tax	\$ 15,079.00	\$ 15,400.00	
Fines and Service Charges	\$ 18,000.00	\$ 18,000.00	
Lost Books Reimbursed	\$ 3,000.00	\$ 3,000.00	
Book Sale	\$ 1,200.00	\$ 1,000.00	
Copy Machine Revenue	\$ 4,000.00	\$ 4,000.00	
Rentals-Library Space	\$ 300.00	\$ 300.00	
Interest	\$ 8,000.00	\$ 6,500.00	
Gifts	\$ 5,000.00	\$ 8,500.00	
Illinois Per Capita Grant	\$ 8,000.00	\$ 8,600.00	
Grants, Other	\$ 5,100.00	\$ 4,200.00	
Community Fund Endowment distribution	\$ 3,500.00	\$ 3,400.00	
Miscellaneous Income	\$ 300.00	\$ 500.00	
Total Revenues	\$ 1,294,454.00	\$ 1,293,000.00	
Expenses			
Personnel			
Wages & Salaries	\$ 610,000.00	\$ 670,000.00	
Medical Health Insurance Coverage	\$ 52,800.00	\$ 54,000.00	
IMRF	\$ 55,000.00	\$ 55,000.00	
FICA, Medicare	\$ 46,700.00	\$ 52,000.00	
Staff Training and Recognitions	\$ 2,500.00	\$ 3,700.00	
Membership Dues	\$ 3,316.00	\$ 5,000.00	
Professional Development	\$ 7,400.00	\$ 10,000.00	
Total Personnel	\$ 777,716.00	\$ 849,700.00	
	60.1%	65.7%	
Support Services			
Printing and Advertising			
Printing (Bookplate)	\$ 6,000.00	\$ 6,200.00	
Advertisement	\$ 2,000.00	\$ 3,000.00	
Total Printing and Advertising	\$ 8,000.00	\$ 9,200.00	
Programming			
Children's Programs	\$ 10,100.00	\$ 12,000.00	
Teen Programs	\$ 6,000.00	\$ 7,000.00	
Adult Programs	\$ 11,000.00	\$ 10,000.00	
Special Programs	\$ 4,300.00	\$ 2,500.00	
Connections Programs	\$ 7,260.00	\$ 7,600.00	
Total Programs	\$ 38,660.00	\$ 39,100.00	
Total Support Services-Programming	\$ 46,660.00	\$ 48,300.00	
	3.6%	3.7%	
Other Support Services			
ILL and RB Services	\$ 600.00	\$ 700.00	
Technical Support (IT)	\$ 12,000.00	\$ 12,000.00	
Automation - SWAN / RAILS and Website	\$ 31,000.00	\$ 31,000.00	
Consultant / Legal	\$ 2,000.00	\$ 4,000.00	
Postage & Delivery	\$ 3,400.00	\$ 4,000.00	
Audit	\$ 8,500.00	\$ 8,500.00	
Payroll and employment services	\$ 3,100.00	\$ 3,500.00	
Youth Interventionist Contract	\$ 4,284.00	\$ 4,400.00	
Telephone/Internet	\$ 15,000.00	\$ 14,500.00	
Trustee Training and memberships	\$ -	\$ 1,000.00	
Copy Machine Leases (pub and nonpub)	\$ 2,700.00	\$ 2,400.00	
Total Other Support Servies	\$ 82,584.00	\$ 86,000.00	
	6.4%	6.7%	
Library Materials			

	Books	\$	69,500.00	\$	70,500.00
	Print Periodicals	\$	7,100.00	\$	7,400.00
	Automated Subscriptions (Online learning, research d	\$	14,500.00	\$	14,500.00
	Online E-content (ebooks, Flipster, hoopla)	\$	40,000.00	\$	47,500.00
	In-House Audio Visual (DVD's, CD's, audiobooks, cons	\$	41,150.00	\$	38,750.00
	Total Library Materials	\$	172,250.00	\$	178,650.00
			13.3%		13.8%
	Materials and Supplies				
	Office Supplies	\$	4,244.00	\$	4,500.00
	Library Supplies	\$	5,600.00	\$	5,500.00
	Copy And Printing Supplies	\$	1,000.00	\$	1,600.00
	Misc Expenses	\$	2,600.00	\$	3,000.00
	Total Library and Office Supplies	\$	13,444.00	\$	14,600.00
	Total Library Materials and Supplies	\$	185,694.00	\$	193,250.00
			14.3%		14.9%
	Strategic Initiatives	\$	15,000.00	\$	7,500.00
	Facilities Management				
	Facility Supplies				
	Building Materials & Supplies	\$	5,700.00	\$	5,000.00
	Total Facility Supplies	\$	5,700.00	\$	5,000.00
	Facility Services				
	Insurance	\$	12,300.00	\$	13,000.00
	Maintenance and Custodial Services	\$	52,000.00	\$	58,000.00
	Water	\$	2,500.00	\$	3,000.00
	Natural Gas	\$	8,000.00	\$	8,500.00
	Copier Maintenance and Usage	\$	3,300.00	\$	3,200.00
	Total Facilities Services	\$	78,100.00	\$	85,700.00
	Equipment & Furniture*				
	Equipment/Furniture & Bldg. improvements	\$	53,000.00	\$	5,000.00
	Technology misc.	\$	15,000.00	\$	1,500.00
	Total Equipment and Furniture	\$	68,000.00	\$	6,500.00
	Total Facilities Management	\$	151,800.00	\$	97,200.00
			11.7%		7.5%
	Total Operating Expenses	\$	1,259,454.00	\$	1,281,950.00
			97.3%		99.1%
	Capital improvement Fund Reserve	\$	35,000	\$	11,050
			2.7%		0.9%
	Total	\$	1,294,454.00	\$	1,293,000.00
	Capital Expenses				Budget 2017-18
	Building Improvements	\$		\$	117,000.00
	Furnishings-Public and Staff	\$		\$	61,000.00
	I.T.	\$		\$	19,000.00
	Contingency for emergency repairs	\$		\$	10,000.00
	Total Capital Expenditures	\$		\$	207,000.00

Public Library Spending Comparisons (FY 2015-16)



Public Library	Population (2010 U.S. Census)	Operations spending per capita	Total Operating Expenses	Total Staff Expenditures	% of operating for staff	Total Collection Expenditures	% of operating for collections	Other Expenditures	% of operating for other expenditures
Forest Park	14,167.00	\$ 115.29	\$ 1,633,329.00	\$ 1,084,901.00	66%	\$ 215,738.00	13%	\$ 332,690.00	20%
Hinsdale	16,816.00	\$ 128.61	\$ 2,162,713.00	\$ 1,426,183.00	66%	\$ 456,338.00	21%	\$ 280,192.00	13%
Itasca	8,649.00	\$ 171.34	\$ 1,481,885.00	\$ 917,268.00	62%	\$ 111,900.00	8%	\$ 452,717.00	31%
LaGrange Pk	13,579.00	\$ 121.80	\$ 1,653,918.00	\$ 972,633.00	59%	\$ 139,687.00	8%	\$ 541,598.00	33%
Lake Bluff	5,722.00	\$ 153.65	\$ 879,176.00	\$ 630,671.00	72%	\$ 106,412.00	12%	\$ 142,093.00	16%
Oak Park	51,878.00	\$ 142.92	\$ 7,414,585.00	\$ 5,244,346.00	71%	\$ 935,510.00	13%	\$ 1,234,729.00	17%
River Forest	11,172.00	\$ 106.68	\$ 1,191,830.00	\$ 703,098.00	59%	\$ 167,977.00	14%	\$ 320,755.00	27%
Thomas Ford	12,975.00	\$ 93.57	\$ 1,214,020.00	\$ 804,520.00	66%	\$ 149,055.00	12%	\$ 260,445.00	21%

5 Year Capital Budget Projections		Projected 2016-17	Projected 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22
Fund for Capital reserves							
	Capital Reserves Fund Balance beginning	\$ 128,530.00	\$ 208,444.00	\$ 76,444.00	\$ 62,644.00	\$ 35,322.00	\$ 21,022.00
Transfer greater of previous year's excess of revenues over expenditures or 2.5% of actual tax receipts.	Mid-year transfer of Operating surplus from previous year's budget	\$ 93,414.00	\$ 75,000.00	\$ 11,050.00	\$ 32,000.00	\$ 35,500.00	\$ 36,500.00
	Additional transfers from Operations Reserve			\$ 20,000.00	\$ 225,000.00	\$ -	\$ 0.00
	Total Fund balance	\$ 221,944.00	\$ 283,444.00	\$ 107,494.00	\$ 319,644.00	\$ 70,822.00	\$ 57,522.00
Capital Expenses per spreadsheet							
	Critical Improvements by System						
	I.T.		\$ 19,000.00	\$ 16,500.00	\$ 20,000.00	\$ 17,600.00	\$ 26,500.00
	Site		\$ 20,000.00		\$ 20,000.00		
	Security Camera System		\$ 1,000.00		\$ 16,772.00		
	Masonry		\$ 2,500.00	\$ 15,850.00			\$ 1,125.00
	Openings--Windows/doors		\$ 10,500.00		\$ 60,613.00		
	HVAC		\$ 29,000.00		\$ 29,344.00		
	Electrical /Lighting				\$ 9,000.00		
	Plumbing		\$ 57,000.00	\$ 2,500.00	\$ 6,400.00	10900	
	Furnishings				\$ -		
	Elevator					9800	
	Floor		\$ 139,000	\$ 34,850.00	\$ 162,129.00	\$ 38,300.00	\$ 27,625.00
	Total Critical						
	Other recommended improvements	\$ 3,500.00	\$ 58,000	\$ -	\$ 112,193.00	\$ 1,500.00	
	contingency for emergency repairs	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	Total capital expenditures from Reserves	\$ 13,500.00	\$ 207,000.00	\$ 44,850.00	\$ 284,322.00	\$ 49,800.00	\$ 37,625.00
	Capital Reserves Fund Balance Apr. 30	\$ 208,444.00	\$ 76,444.00	\$ 62,644.00	\$ 35,322.00	\$ 21,022.00	\$ 19,897.00
Fund for Operating Reserves							
	Projected Operations Reserves Fund Balance May 1	\$ 1,209,485.00	\$ 1,209,485.00	\$ 1,209,485.00	\$ 1,189,485.00	\$ 964,485.00	\$ 964,485.00
	Additional transfer to Capital Reserve	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 225,000.00	\$ 0.00	\$ 0.00
	Projected Operations fund balance April 30	\$ 1,209,485.00	\$ 1,209,485.00	\$ 1,189,485.00	\$ 964,485.00	\$ 964,485.00	\$ 964,485.00
Minimum operating reserves level is 25% (3 months) of annual budget	# months operations reserve remaining	12.7	12.1	11.3	8.7	8.3	7.9



1312 Chestnut Street
Western Springs, IL 60559

January 26th, 2017

River Forest Public Library

Sue Quinn
735 Lathrop Ave,
River Forest, IL 60305

Subject: Air Handler Relocation Feasibility Study Proposal

Dear Sue;

I appreciated the opportunity to discuss your need for an approach to increase the available space in the Children's Section at the River Forest Public Library by relocating the HVAC Air Handler to a new space outside of the current building. I think that Chicago Project Management will be a good fit for the project and that we can provide valuable project management assistance. Our engineering background and previous experience with both public libraries and modifications to historic buildings will allow us to prepare a fair and accurate assessment of the feasibility to relocate this obtrusive and noisy equipment and provide needed space within the library envelope.

We would act as your consultant in determining the best possible options and identifying complications involved in completing this modification. Specific tasks that I feel are appropriate as we currently envision the project are:

1. Make use of your existing HVAC maintenance firm (Oak Brook Mechanical) to help refine the scope of work involved in modifying the existing system controls, pumps, piping and ductwork require to complete the relocation. The cost of the work by Oak Brook Mechanical will be billed directly to the library and will not exceed \$400.
2. Make use of a local architectural firm to help refine the scope of work required to add to and/or refinish the space for library use and meet local codes. The architect's costs will be paid by Chicago Project Management as part of this project proposal.
3. Work with yourself in communicating the anticipated results of the task above to the River Forest Park Board for their consideration in utilizing a portion of their park land.
4. Prepare a high level project budget estimate and conceptual plans to indicate the new space to be gained.
5. Present the results to you and your staff, refine the presentation, and then present (if desired) the results to the Library Board



1312 Chestnut Street
Western Springs, IL 60558

All time spent on your project will be billed at the hourly rates indicated below. Invoicing will be on a monthly basis and will include a detailed accounting of all hours worked.

Individual	Position	Hourly Rate
Dan Ruzic	Project Manager	\$110 / hr

We estimate that the scope of work as currently defined can be completed for a total cost of \$3,500.

At no time are you obligated to continue further with our services and all construction contracts that could result will be executed between yourself and the individual general contractors or subcontractors.

Sincerely,

A handwritten signature in black ink, appearing to read "DRuzic", is written over the typed name.

Dan Ruzic
Project Manager

General Library Policy

SECTION I

OVERSIGHT

I. Board Responsibilities

The River Forest Public Library is established and operated in compliance with the Illinois Compiled Statutes. The ("RFPPL") River Forest Public Library is in compliance with all other federal and state laws that affect library operations including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug-Free Workplace Act.

The River Forest Public Library is governed by a Board of Trustees created and maintained in compliance with Chapter 75 of ILCS 6/4-7.

Additionally, the Illinois Compiled Statutes Board maintains the following oversight practices. The Board of Trustees has:

- Has written bylaws, reviewed bi-annually, that outline its purpose, operational procedures, and address conflict-of-interest issues. The Board of Trustees reviews these bylaws in May of odd-numbered years. The Board of Trustees meets at least 10 times per year.
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act. Written:
- Keeps written or recorded minutes and keeps of each meeting and when passed are, makes approved minutes available for public inspection, and retains relating minutes in compliance with the State Records Act. The Board of Trustees has executive control of all:
- Has authority to establish an annual operating budget and a capital improvements budget according to state law.
- Maintains adequate insurance coverage for RFPPL, including property owned by the Library and of all equipment of money collected, donated, or appropriated for the Library and casual, general liability, cyber liability, government crime, and workmen's compensation policies.
- The Board of Trustees has a Board Monitors the revenue collection, expenditures, investments and fund balances to ensure that short-term and long-term financial needs of RFPPL will be met.

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• ~~Has a Board-approved mission statement, a long-range and strategic plan, a disaster prevention and recovery plan, and policies. The Library is a member of an Illinois multi-type library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The Library provides access to ILL/DVP Online. The Library participates in the Standards for the Services of Illinois Multi-type Systems by fulfilling member library responsibilities. At least every two years, the Board of Trustees determines,~~

• ~~Adopts policies to govern RFP, operations and reviews policies at intervals not greater than 3 years.~~

• ~~Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a study/review to determine if the Library/RFP, is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board of Trustees takes the steps to correct any problems. The Board of Trustees reviews policies at intervals not greater than three years address.~~

• ~~Members/Conducts an annual review of the Board Director.~~

~~RFP is a member of Trustees participates in Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing. The Board participates in relevant local, state, regional and national decision making to effect change that will benefit libraries. Each Board member participates in Trustees are encouraged to participate in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters and reports to the full Board every year.~~

~~The Board of Trustees along with the Library Director develops and conducts a meaningful and comprehensive trustee orientation program for each new Board member.~~

~~The Board of Trustees conducts an annual review of the Library Director~~

~~I. Investment of Public Funds Policy~~

~~The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the River Forest Public Library.~~

~~A. Responsibilities~~

~~All investment policies and procedures of the River Forest Public Library/RFP, will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in Illinois Public Funds Investment Act, (30 ILCS 235/1) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.~~

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The standard of care applicable to investment of RFPPL funds is the "prudent person" standard of care. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for an investment credit risk or market price or value changes, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

B. Objectives and Guidelines

It is the Board's policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of the RFPPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

1. **Safety**
2. **Maintenance of sufficient liquidity to meet current obligations**
3. **Return on investment**
4. **Simplicity of management**

Guidelines

The following guidelines should be used to meet the general investment objectives:

1.1. Safety

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC or FSIG insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by either FDIC or FSIG coverage, unless such deposits they are insured by the bank or savings or loan institution and such deposits have Board approval adequately collateralized.

Authorized investments include and will primarily consist of interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participants in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State statute law that satisfy the investment objectives of the RFPPL.

2.2. Maintenance of sufficient liquidity to meet current obligations

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In general, The type and lengths of investments should be managed to ensure that RPL is able to meet liquidity needs, the cash flow requirements for the current month plus one month based on forecasted needs, ongoing operations and capital expenditures.

3.3. Return on investment

Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or ~~kept~~ in interest bearing deposit accounts at all times.

4.4. Simplicity of management

The time required by Library Treasurer, Director and other designated administrative staff must be able to manage RPL investments should be kept to a minimum.

Banking

The Library Director of the River Forest Public Library is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, etc. and tax receipts.

The Library Director of the River Forest Public Library is authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills that have been approved by the Board of Trustees.

The Library Director of the River Forest Public Library is not authorized to sign checks, or receive cash from Library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash.

Freedom of Information Act Policy

River Forest Public Library Freedom of Information Officers

She Quina, Head of Strategic Planning

River Forest Public Library

efficiently within time constraints imposed by other responsibilities. All Library

River Forest, Illinois

she.quina@riverforestlibrary.org

708.386.5205 ext. 310

The Freedom of Information Act is used to ensure that all persons are entitled to full and complete information regarding the affairs of government, the limitations imposed by their respective levels of financial expertise.

Under information shall which an employer shall be required to disclose under FOIA (5 II CS 140.02)

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~~Considered a public body, the River Perot Public Library must generally comply with a request within 5 working days after receipt of the request, or 21 day if the request is for a commercial purpose.~~

~~The request must be in writing (See link to request form below).~~

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

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

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

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

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

~~Cost of electronic recording, e.g., digitizing, discoloring tapes, etc., will be charged at the actual cost of the recording medium.~~

C. Collateralization and Safekeeping

~~Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the RFP, makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for the RFP, is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.~~

D. Authorized Financial Institutions

~~Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. The Treasurer will maintain a list of institutions authorized to provide investment services to RFP, Any financial institution selected by RFP, shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. RFP, will not keep funds in any financial institution that is not a member of the FDIC.~~

E. Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any interest, or receive any compensation from, any investments of RFPPL, or the sellers, sponsors or managers of those investments.

F. Financial and Investment Service Providers

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.

~~Confidential copies - \$1,000~~

Fees may be waived or reduced if waiver is within the public interest.

Approved by River Forest Public Library Board of Trustees, 5/2010

Reversing Wage Act Policy

In accordance with the State Statute and the Illinois Department of Labor Regulations, River Forest Public Library annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of our ordinance are sent to the Secretary of State and Illinois Department of Labor. Newspaper publication notifying area residents is also made.

III. Indemnification and Insurance Policy

Section 1. The River Forest Public Library RFPPL shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, (collectively, hereinafter "Action"), whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Library RFPPL) by reason of the fact that he or she is or was a trustee, officer, employee, or agent of the Library RFPPL, or who is or was serving at the request of the Library RFPPL, as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, (collectively, hereinafter "RFPPL Representative"), against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person RFPPL Representative acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library RFPPL, and, with respect to any

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criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any ~~action, suit or proceeding by judgment, order, settlement, cessation, Action, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person, RFP, Representative did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Library, RFP, or, with respect to any criminal action or proceeding, that the person, RFP, Representative had reasonable cause to believe that his or her conduct was unlawful.~~

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~~Section 2. The Library, RFP, shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit, Action by or in the right of the Library, RFP, to procure a judgment in its favor by reason of the fact that such a person is or was a trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library, as a director, officer, employee or agent of the Library, or is or was serving at the request of the Library, joint venturer, trust or other enterprise or agent of another corporation, partnership, joint venture, trust or other enterprise and reasonably incurred by such person in connection with the defense or settlement of such action or suit, Action, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, RFP, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Library, RFP, unless, and only to the extent that the court in which such action or suit, Action, was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.~~

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~~Section 3. To the extent that a trustee, officer, employee or agent of the Library, RFP, Representative has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding, Action referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expense (including attorneys' attorney's fees) actually and reasonably incurred by such person in connection therewith.~~

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~~Section 4. Any indemnification under Section (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library, RFP, only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent, RFP, Representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Board of Library Trustees by a majority vote of a quorum consisting of trustees/Trustees who were not parties to such action, suit or proceeding, Action, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees/Trustees so directs, by independent legal counsel in a written opinion.~~

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~~Section 5. Expenses incurred in defending a civil or criminal action, suit or proceeding, Action may be paid by the Library, RFP, in advance of the final disposition of such action, suit or proceeding, Action, as authorized by the Board of Library Trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, Trustee.~~

officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by ~~the Library/RFP~~ as authorized in this Policy.

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~~Section 6.~~ The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested ~~trustees/Trustees~~, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a ~~trustee/Trustee~~, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators or such a person.

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~~Section 7.~~ ~~The Library/RFP~~ may purchase and maintain insurance on behalf of any person who is or was a ~~trustee/Trustee~~, officer, employee, or agent of ~~the Library/RFP~~, or who is or was serving at the request of ~~the Library/RFP~~, as a ~~director/Director~~, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not ~~the Library/RFP~~ would have the power to indemnify such person against such liability under the provisions of this Policy.

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~~Section 8.~~ For the purposes of this Policy, references to "~~the Library/RFP~~" shall include, in addition to the surviving ~~Library/RFP~~, any merging ~~Library/library~~ (including any ~~Library/library~~ having merged with a merging ~~Library/library~~) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustees, officers, employees, or agents, so that any person who was a trustee, officer, employee, or agent of such merging ~~Library/library~~, or was serving at the request of such merging ~~Library/library~~ as a director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving ~~Library/RFP~~, as such person would have with respect to such merging ~~Library/library~~ if its separate existence had continued.

7. Compliance

A. Freedom of Information Act

River Forest Public Library Freedom of Information Officer:

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

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The purpose of the Freedom of Information Act is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 IIACS 140/8). Considered a public body.

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

The request must be in writing. An extension of 5 days may be permitted under certain circumstances. Fees and costs for supplying records may occur according to the following schedule: The first 50 pages of black and white, letter, or legal paper are free of charge. After the first 50 pages, RFP will charge \$0.10 per page. Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, dikes, tapes, etc., will be charged at the actual cost of the recording medium. Certified copies are \$1.00. Section 7 Revised by the RFP Board of Trustees July 17th 2012

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

B. Record Retention Policy

The River Forest Public Library/RFP, retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62766. (217.782.7075)

C. Copyright Policy

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend lease, or rent copies of computer programs and videotapes to patrons for non-profit purposes. Audiovisual materials. Any person who makes an unauthorized copy or adaptation of a computer program or videotape/audiovisual materials, or redistributes the loaned copy, or publicly performs or displays the computer program or videotape/audiovisual materials, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

The Library/RFP reserves the right to fulfill a loan request if, in its judgment, fulfillment of the request would likely possibly lead to violation of copyright law.

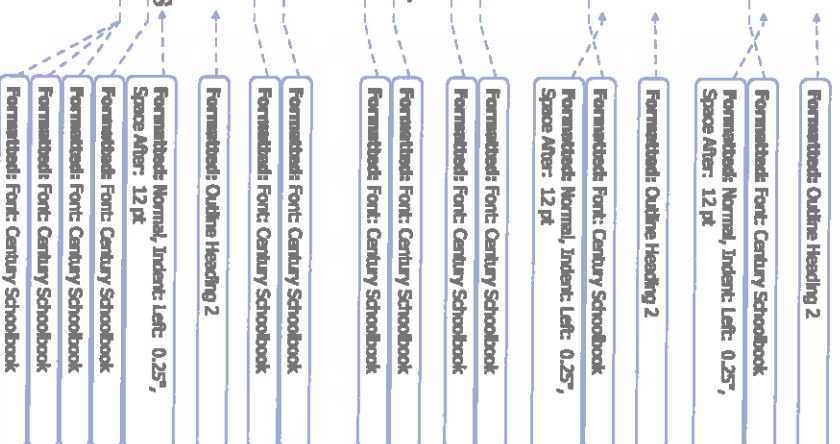
D. Disposal of Surplus Property Policy/Funds

The River Forest Public Library Board of Trustees has the authority, pursuant to 76 ILCS 16/30-65.32, the Board has the authority to declare personal property "surplus" and provide for its disposal. The property may be sold or disposed as follows:

DEFINITION:

1. Defined

Surplus property is any personal property with a monetary value, owned by the Library/RFP, that is no longer needed for the provision of library/RFP services.



DECLARING PROPERTY SURPLUS

Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without receiving declared as surplus.

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2. Property of Any Value

The Board may vote to donate surplus property of any value to a tax supported library or library system.

3. Value of Less than \$1,000

The Director is authorized to declare as surplus, library materials whose value is estimated to be less than \$1,000.

The Board of Trustees is authorized to declare as surplus, library materials with an estimated unit value of less than \$1,000 or more.

DISPOSAL AND SALE OF SURPLUS PROPERTY

Surplus library materials whose unit value is less than \$1,000 shall be sold by the method that will most efficiently and effectively provide the library with the greatest net monetary return. The Director will report results to the Board.

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4. Surplus Library Value of \$1,000 or Greater

The Board is authorized to declare as surplus, library materials with an estimated unit value of \$1,000 or more. Surplus library materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide the library with the greatest net monetary return. The Facility Committee will report results to the Board.

Prevalent Wage Resolutions

Property of any value may be donated to a tax supported library or library system.

Approved by River Forest Public Library Board of Trustees, 07/26/2019

Friends of the Library Policy

The Board of Library Trustees of the River Forest Public Library looks upon the establishment of the Friends of the River Forest Public Library as a worthwhile community endeavor that will benefit the library.

Complete advance information regarding all Friends of the Library projects shall be provided to the Library Director and the Board of Library Trustees of the River Forest Public Library. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not to support or participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the River Forest Public Library and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the River Forest Public Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or hold or authorize any act on behalf of the River Forest Public Library.

Because Friends of the River Forest Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity for Friends activities.

Operating expenses of the River Forest Public Library are provided through allocation of tax monies that are audited by an independent auditor. Friends funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon, said gifts shall become solely the funds of the Library, but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the River Forest Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the River Forest Public Library public relations programs on behalf of the River Forest Public Library shall be provided to the Library Director and the Board of Library Trustees of the River Forest Public Library. The Board acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the River Forest Public Library.

R.

In accordance with the State Statute and the Illinois Department of Labor Regulations, RFP, annually adopts and files a Resolution which establishes the prevailing rates of wages. Certified copies of our compliance are transmitted to the Illinois Department of Labor. A local newspaper publication notifying area residents is also made.

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SECTION I
OVERSIGHT

I. Board Responsibilities

The River Forest Public Library ("RFPL") is governed by a Board created and maintained in compliance with Chapter 75 ILCS 5/4-7.

Additionally, the Board maintains the following oversight practices. The Board:

- Has written bylaws, reviewed bi-annually, that outline its purpose, operational procedures, and address conflict-of-interest issues;
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act;
- Keeps written or recorded minutes of each meeting, makes approved minutes available for public inspection, and retains minutes in compliance with the State Records Act;
- Has authority to establish an annual operating budget and a capital improvements budget according to state law;
- Maintains adequate insurance coverage for RFPL, including property/casual, general liability, cyber liability, government crime, and workmen's compensation policies;
- Monitors the revenue collection, expenditures, investments and fund balances to ensure that short-term and long-term financial needs of RFPL will be met;
- Has a Board-approved mission statement and strategic plan;
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address;
- Conducts an annual review of the Director.

RFPL is a member of an Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing. The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.

II. Investment of Public Funds

A. Responsibilities

All investment policies and procedures of RFPPL will be in accordance with Illinois Law. The authority of the Board to control and invest public funds is defined in Illinois Public Funds Investment Act (30 ILCS 235/) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Board.

The standard of care applicable to investment of RFPPL funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for an investment credit risk or market price or value changes, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

B. Objectives and Guidelines

It is the Board’s policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of the RFPPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

1. Safety

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured under FDIC coverage, unless they are adequately collateralized.

Authorized investments include and will primarily consist of: interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under state law that satisfy the investment objectives of RFPPL.

2. Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that RFPPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

3. Return on investment

Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

4. Simplicity of management

The Treasurer, Director and other designated administrative staff must be able to manage RFPPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

C. Collateralization and Safekeeping

Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the RFPPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for the RFPPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

D. Authorized Financial Institutions

Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. The Treasurer will maintain a list of institutions authorized to provide investment services to RFPPL. Any financial institution selected by RFPPL shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. RFPPL will not keep funds in any financial institution that is not a member of the FDIC.

E. Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any

interest, or receive any compensation from, any investments of RFPPL, or the sellers, sponsors of managers of those investments.

F. Financial and Investment Service Providers

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.

III. Indemnification and Insurance

RFPPL shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding (collectively, hereinafter "Action"), whether civil, criminal, administrative, or investigative (other than an Action by or in the right of the RFPPL) by reason of the fact that he or she is or was a trustee, officer, employee, or agent of RFPPL, or who is or was serving at the request of RFPPL as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise (collectively, hereinafter "RFPPL Representative"), against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such Action, suit or proceeding, if such RFPPL Representative acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPPL, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any Action, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the RFPPL Representative did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of RFPPL, or, with respect to any criminal action or proceeding, that the RFPPL Representative had reasonable cause to believe that his or her conduct was unlawful.

RFPPL shall indemnify any person who was or is a party, or is threatened to be made a party to any Action by or in the right of RFPPL to procure a judgment in its favor by reason of the fact that such a person is or was a RFPPL Representative, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such Action, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPPL, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to RFPPL, unless, and only to the extent that the court in which such Action was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

To the extent that an RFPPL Representative has been successful, on the merits or otherwise, in the defense of any Action referred to in this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expense (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Any indemnification under this Policy or (unless ordered by a court) shall be made by RFPPL only as authorized in the specific case, upon a determination that indemnification of the RFPPL Representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in this Policy. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such Action, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Expenses incurred in defending a civil or criminal Action may be paid by RFPPL in advance of the final disposition of such Action, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the Trustee, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by RFPPL as authorized in this Policy.

The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators or such a person.

RFPPL may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee, or agent of RFPPL, or who is or was serving at the request of RFPPL as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not RFPPL would have the power to indemnify such person against such liability under the provisions of this Policy.

For the purposes of this Policy, references to "RFPPL" shall include, in addition to the surviving RFPPL, any merging library (including any library having merged with a merging library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee, or agents, so that any person who was a trustee, officer, employee, or agent of such merging library, or was serving at the request of such merging library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving RFPPL as such person would have with respect to such merging library if its separate existence had continued.

V. Compliance

A. Freedom of Information Act

River Forest Public Library Freedom of Information Officer:

Sue Quinn, Director

River Forest Public Library

735 N. Lathrop
River Forest, Illinois
sue.quinn@riverforestlibrary.org
708.366.5205 ext 319

The purpose of the Freedom of Information Act is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3). Considered a public body, RFPPL must generally comply with a request within 5 working days after receipt of the request, or 21 days if the request is for a commercial purpose.

The request must be in writing. An extension of 5 days may be permitted under certain circumstances. Fees and costs for supplying records may occur according to the following schedule: The first 50 pages of black and white, letter, or legal paper are free of charge. After the first 50 pages, RFPPL will charge \$0.10 per page. Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium. Certified copies are \$1.00. Fees may be waived or reduced at the Director's discretion.

B. Record Retention

RFPPL retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

C. Copyright

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend audiovisual materials. Any person who makes an unauthorized copy or adaptation of audiovisual materials, or redistributes the loaned copy, or publicly performs or displays the audiovisual materials, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

RFPPL reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would possibly lead to violation of copyright law.

D. Disposal of Surplus Funds

Pursuant to 75 ILCS 16/30-55.32, the Board has the authority to declare personal property "surplus" and provide for its disposal.

1. Defined

Surplus property is any personal property with a monetary value, owned by RFPPL that is no longer needed for the provision of RFPPL services. Only property having a

monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without being declared as surplus.

2. Property of Any Value

The Board may vote to donate surplus property of any value to a tax supported library or library system.

3. Value of Less than \$1,000

The Director is authorized to declare as surplus, RFPPL materials with an estimated unit value of less than \$1,000 per unit. Surplus RFPPL materials with an estimated unit value of less than \$1,000 shall be sold by the method that will most efficiently and effectively provide RFPPL with the greatest net monetary return. The Director will report results to the Board.

4. Value of \$1,000 or Greater

The Board is authorized to declare as surplus, RFPPL materials with an estimated unit value of \$1,000 or more. Surplus RFPPL materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide RFPPL with the greatest net monetary return.

E. Prevailing Wage

In accordance with the State Statute and the Illinois Department of Labor Regulations, RFPPL annually adopts and files a Resolution which establishes the prevailing rates of wages. Certified copies of our compliance are transmitted to the Illinois Department of Labor. A local newspaper publication notifying area residents is also made.

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 January.
- Amy presented Family Story Time 3 times in January. Family Story Time is now being hosted at the RfPL.
- Donuts for Dads was off to a great start with fun story times, snacks, and crafts for all.
- Melissa led Free Play Friday with a DIY grocery store, sensory stations, and more.

Outreach & Partnerships:

- Erin presented 6 story times at River Forest Community Center in January.
- Miss Pat from Kindermusik presented an interactive musical experience for young children and their caregivers.
- Miss Debbie from My Gym came and presented Movers and Shakers to a record breaking crowd of over 70 attendees.

Collections:

- Picture Book Classics were analyzed and reorganized.

Spaces:

- Displays featured “Stand Together” and “Cold Weather Animals” themes.
- Erin created a fun Donuts Everywhere window display to promote Donuts for Dads.

On the Horizon...

- We look forward to the Stuffed Animal Sleepover Party in April.

Create Young Readers

January 2017

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:

- “I resolve to...” - books on dieting, money management, parenting, etc.
- “Health/Body/Mind” books
- “Waiting for Masterpiece’s Victoria?: Read These!” - books on Victorian England and the Crown
- River Forest local authors
- Great documentaries
- Adult Winter Reading display providing program details.
- Staff picks - fiction and nonfiction titles.

Programming

Total attendees for January adult programs was 188.

Lifelong learning programs included:

- Wednesday morning Computer Learning labs (1.4, 1.11, 1.18, & 1.25) - 18 attendees
- “Famous First Ladies” lecture/performance w/ Jenny Riddle (1/22) - 55 attendees
- “Magic and Medicine in Ancient Egypt” history lecture from Dr. Foy Scalf of University of Chicago (1/29) - 45 attendees
- We piloted a new tech-related program. Andrea hosted three “Digital Library Drop-In” sessions on the following nights:
 - Tuesday, 1/10, 12 to 2 PM - 5 people served
 - Sunday, 1/15, 2:30 to 4:30 PM- 3 people served
 - Tuesday, 1/24 5:30 to 7:30 PM- 2 people served

Outreach & Partnerships

- On January 5, Andrea, Beth and Dana met with Ethan Baehrendt and his mother to continue planning our Maker Fest, to be held Saturday, October 7. They discussed Ethan’s Eagle Scout goals and hopes for the project, our application for vendors, floor plan for the day, and possible community partnerships.
- On January 26, Mary Kay attended a Success for All Youth (SAY) Steering Committee meeting where we discussed a new 2-year partnership with Roosevelt University’s Policy Research Collaborative, funded by SAY’s McCormick grant. The Collaborative is going to help SAY manage data gathered from standardized tests, washing it and granulating it when possible. Also discussed a Neighbors Knowing Neighbors initiative in spring/summer to help kids feel connected in their immediate environment, and to foster the sense of Caring Adults in neighborhoods. Focus will be on densely populated areas (ie, apartment buildings) in Oak Park and River Forest.
- On January 19, Mary Kay attended a Celebrating Seniors (CS) Breakfast Summit with Cathleen Roach of the Township and other CS committee members. The breakfast was hosted and sponsored by the Forest Park Community Center.

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

On the Horizon

- Mary Kay is working on the 2017 Grant Proposal to the RF Township for our co-sponsored Computer Labs program.
- We are looking forward to a fantastic February lineup of educational and enriching programming for adults (Let's Celebrate Seniors All Year Long), including "A Journey Through 13 Presidential Libraries" with Ed White on 2/13, and "Oscar Predictions" with Brian Tallero on 2/19.

- February 14 is the kick-off of our bi-weekly winter/spring current events program, "Great Decisions," conceived by the League of Women Voters. Ed White, our facilitator of previous years, has retired. This year, Adult services staff member Meghan will facilitate the program under Mary Kay's guidance. Great Decisions runs through May.

- This year we are partnering with the RF Township Senior Services to table at the Health and Longevity Expo on Thursday, March 2 at the Nineteenth Century Club in Oak Park from 10-4. This event will give us an opportunity to advocate all the fun and enriching programs we offer, targeted to older adults. Mary Kay will cover the morning shift and Dorothy will cover the afternoon shift. We will share the table with Cathaleen Roach and Carla Sloan from the Township. Fran is ordering a tablecloth and banner with our logo.

Collection

- Learning Databases are performing very well.
 - In the past two months, we've seen three times the usage of our Gale (research) Databases suite (from 194 logins in November, to 602 and 678 logins in December and January, respectively).
 - Use of Ancestry.com, available only within the library, has increased as well and is currently our most cost-effective database at \$1.54 per use.
 - Mango, our new language learning database replacing Rosetta Stone, is currently the third most cost effective at \$2.89 per use.
 - Lynda.com has quadrupled in use in the last two months from the prior two months, and is now at \$5.49 per use.

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 in January with a theme of "Mazes."
- Melissa facilitated Bagel Snowmen making at Snack Attack in January.
- The monthly DIY featured Paper Airplanes.
- During Winter Break, kids came to make snowflakes and also to do a live action Pokémon Scavenger Hunt.
- Older kids enjoyed the fun new games and treats at Donuts for Dads.
- Amy led Kid Fit, which included interactive parachute games, a jump rope contest, and exercising.

Spaces:

- Our display featured an "Adventures Await on Every Page" theme.
- Amy, Erin, and Beth cleaned and reorganized the craft closet.

Collections:

- The children's fiction collection was labeled for "green dot" books for emerging chapter book readers.
- Many new replacement copies of well-loved graphic novels were purchased to refresh the collection.

On the Horizon...

- We look forward to the Journey through Space program in April.

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 (8 attendees), Quick Quilling (5 attendees) and Family Trivia (46 attendees). Tween Yoga with the Parks district was cancelled due to no registration.
- Beth facilitated the Kaplan SAT Practice Test which was attended by 25 high school students.
- Erin led 4 Maker sessions - pinecones, African masks, raffia baskets, and tapestries- which were attended by 35 kids.
- Victoria S. each led 3 after-school gaming/movie which were attended by 39 kids.

Spaces

- Displays featured "I Survived" and "Blast into the New Year"

Outreach

- Scheduled class visits with St Vincent Ferrar's middle school classes for science project help.

On the Horizon...

- Paint N Sip (2/5), Beginner Bots (3/6), and Reading Olympics (3/14).

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

Programs:

Total attendees for January adult programs was 188. Programs that stimulated imagination included:

- Evening Book Discussion of *Orhan's Inheritance* (1/4) - 9 attendees
- Coffee Monday, featuring book talks from Mary Kay: "Books to Love in the New Year"(1/9) - 12 attendees. All attendees received a booklet to take home with them, and information about our Soiree in the Stacks and Winter Reading.
- Afternoon Book Discussion of *All the Light We Cannot See* (1/11) - 11 attendees
- Foreign Film Forum *Bicycle Thief* (1/14) - 8 attendees
- We kicked off our Adult Winter Reading program on December 19. By the end of January 40 patrons had registered! Currently 39 of these patrons have participated, logging at least one book and making them eligible to attend our April 7 *Soiree in the Stacks* with a guest!

Spaces:

Fiction and Imagination-Stimulating Displays in January included:

- "Waiting for *Born a Crime?* Try these while you wait!" (The Daily Show's Trevor Noah's new high demand memoir)
- "Frosty Fiction" books with winter themes and titles
- River Forest Local Authors (fiction and nonfiction)
- "Waiting for Masterpieces's Victoria?: Read These!" books on Victorian England and the Crown
- Adult Winter Reading
- Staff Picks

Outreach & Partnerships

Home Delivery

- Total # deliveries: 6
- Total # patrons served: 6
- Total # books picked up: 17
- Total # books dropped off: 7
- Total # books booktalked but not taken: 0

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

On the Horizon:

- We are continuing to plan for our April 7 Soiree in the Stacks after-hours party as a reward for Adult Winter Reading participants, and as a kickoff for National Library Week 2017 (April 10-16).
- Fran and Mary Kay have met to discuss branding the Soiree, and have come up with an attractive and sophisticated logo to be used on Soiree and Winter Reading materials. Fran is also working on a press release for this special event, hopefully to be published in local outlets (*Wednesday Journal*, *Forest Leaves*) before the end of Adult Winter Reading on March 12.
- The Adult and Teen Department is working on elevator speeches and soundbites which we plan to share with the Board/Foundation members who will attend the Soiree. These soundbites will be organized by audiences and situations, and will provide our Board Members specific language for generating awareness, excitement and support for RFPPL's many services and resources.

Collections:

- Hoopla checkouts have been in the 500s for the past two months. Usage has been steadily increasing since May.

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

- The meeting room was in high demand in January with several outside groups using the meeting room. Victoria has been turning requestors away!
- Sue purchased sliders for the bottoms of our “comfy” chairs by the fireplaces, and affixed them to the feet. We hope these will help protect our new carpet.

Visit a Comfortable Place

January 2017