



River Forest Public Library River Forest, Illinois

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

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: February 21, 2017
5. February 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 - Joanna Bertucci - 2017 Strategic Plan update
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. RF Collaborative Committee report
 - ii. Finance Committee
 - Approval of service agreement with Complete Cleaning Company
 - RFPL Budget 2017-18
 - iii. Facility Committee
 - iv. Policy Committee
 - Patrons: IV. Equipment and Computer Use;
 - Staff: VIII. Computer Use
 - Resolution to comply with Government Travel Expense Control Act (50 ILSC 150)
10. May Meeting Date rescheduled
11. Executive Session
12. Adjournment

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

Meeting Minutes: Regular Board Meeting: February 21, 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: Crowell, Hill, O'Connor, Smedinghoff and Zobel.
- Trustees Bevan and Calabrese-Berry were excused.
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials & Business Services Manager), Dana Yovanic (Adult Services Librarian)

Visitors and Guests

- None

Minutes**Regular Board Meeting: January 17, 2017**

- Trustee Hill moved to accept the minutes of the January 17, 2017 Regular Board meeting. Trustee O'Connor seconded the motion and a vote was taken.
 - Ayes: Hill, O'Connor, Smedinghoff and Zobel
 - Abstain: Crowell
 - Excused: Bevan and Calabrese-Berry

January Treasurer's Report

- January 2017 Warrant List: Trustee Zobel moved to accept the January 2017 warrant list. Trustee Crowell seconded. There was discussion of two items:
 - Question regarding the material chosen for gutter replacement. Director Quinn explained that the library replaced the stolen copper gutter with a new copper gutter. As the RFPL is a historic building Director Quinn felt that the gutter replacement should be "like for like."
 - Question regarding the payment to Today's Business Solutions (TBS). Director Quinn explained that the RFPL pays \$600 annually for a wireless printing system that allows users to send a print job from outside the library and come in and retrieve from our copier's print release system. The RFPL also pays \$2,729 annually for the software that runs the public computer reservation system.
- A roll call vote was taken.
 - Ayes: Crowell, Hill, O'Connor, Smedinghoff and Zobel

- Excused: Bevan and Calabrese-Berry
- Revenue Report: Property tax bills are due March 1st, the RFPL is anticipating tax receipts in late February and March 2017.
- Expense Report: No questions.
- Balance Sheet: No questions.

Communications

- Director Quinn shared that there will be a reception for the new District 200 Superintendent, Dr. Joylynn Pruitt, on Thursday, February 23rd from 3:30-6 pm in the staff cafeteria at OPRF High School.
- Director Quinn shared a thank you note from long-time patron and former RFPL Board member, Loretta Froelich. Mrs. Froelich complimented the excellent service provided by Dorothy Houlihan, Adult Services Librarian, and the RFPL.
- Trustee O'Connor shared that the League of Women Voters is hosting a forum for the candidates running for the District 200 Board this April. The forum will be held at Concordia University's Kretzmann Center (Werner Auditorium) on Monday, March 13th from 6:30-8:45 pm.

Director's Report

Organizational Structure/Training and Staff Development

- Director Quinn reported that Managers have begun the employee review process.
- Director Quinn will be participating in a 360 review of her performance as library Director. Those who report directly to Ms. Quinn will complete an anonymous survey. Joanna Bertucci, Materials and Business Services Manager, will compile the data and share it with Director Quinn, who will then respond to any issues in her self-evaluation.
- Joanna Bertucci, Materials and Business Services Manager, reported that the Management Team met in December and January to brainstorm and develop a proposal for expending funds in the Strategic Initiatives budget line. The proposal 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. The cost for this proposal is \$5,400.

Facilities

- Director Quinn reached out to auditor/CPA, Laura Babula regarding the \$1,000 threshold for capital expenditures. Ms. Babula explained that the \$1,000 threshold is a guideline and that her practice during the annual audit is to capitalize any expense that extends the useful life of an asset.

Technology

- Our intermittent connectivity issues seem to be resolved.
- We have budgeted \$2,700 to upgrade the Sonic Wall hardware/software on our firewall in FY 2017-18.

Marketing and PR

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

External Partnerships

- Director Quinn, Trustee Zobel, Trustee Bevan, and Trustee candidate Elan Long attended ILA's Legislative Lunch on Monday, February 13th. The presenters spoke about net neutrality, intellectual freedom, the Patriot Act, as well as funding issues facing libraries.

Staff Visit and Report

- RFPL Adult Services Librarian, Dana Yovanic, presented on the RFPL's home delivery service, the Adult Services Department genre study, and adult programming.
- Ms. Yovanic shared details about the RFPL home delivery service. Since taking over this service in February 2016, 22 patrons have participated in the home delivery program. The RFPL program does not require patrons to have a physical disability that would prevent them from coming to the library. The service is available to anyone who requests items be delivered to their home.
- As part of her professional development, Ms. Yovanic led the Adult and Teen Services Department in a six month genre study of women's fiction. Ms. Yovanic explained that a genre study is a structured reading study that is useful for enhancing Reader's Advisory skills. It also encourages staff to read materials in a genre in which they do not usually read. Ms. Yovanic prepared reading lists and discussion materials for the Department's monthly meetings.

- Ms. Yovanic was pleased to announce that the RFPL goal for adult program attendance of 1700 participants was almost met as of January 2017, with 1605 total attendees to date! Our most popular programs included author visit featuring Jane Hamilton (85 attendees), Dooley Brothers Concert (85 attendees), Downsizing and Decluttering (83 attendees), Historical Buildings of River Forest (73 attendees), Gone with the Wind (60 attendees), and Famous First Ladies (55 attendees).
- The RFPL is continuing its successful programming partnership with the River Forest Township. Adult Services Manager, Mary Kay Akers-Stiff, is currently working on the grant for renewed sponsorship of our adult programs and computer learning labs in fiscal year 2017-18.
- Ms. Yovanic has completed our summer program lineup. Author Elizabeth Berg will be speaking to our patrons on May 21st in the Roosevelt Middle School auditorium.
- Our Winter Reading program concludes on March 12th. 51 patrons have signed up for the program and 41 have logged at least one title, earning them an invitation to our Soiree in the Stacks event on Friday, April 7th.

New Business

- **Committee Reports**
 - **Finance Committee:** Director Quinn presented the draft 2017-2018 operating and capital reserve budgets.
 - Director Quinn shared a few highlights regarding the draft budget.
 - The wages and salaries line has been increased to align staff compensation with the Library Salary Survey conducted by the Management Association of Illinois last summer. Staff whose pay grades were below the standard will be increased to the 25th percentile.
 - The materials expenditures will be maintained at a healthy 13.8%.
 - The budget includes an anticipated \$7,500 from the RFPL Foundation for staff professional development.
 - Director Quinn submitted the draft budgets to RF Village Finance Director, Joan Rock, for a preliminary review.
 - Trustees reviewed the budget and had questions regarding a few items:
 - A question regarding the \$8,600 budgeted for Per Capita Grant income. Director Quinn reported that we received \$8,612 in Per

Capita Grant distribution for this fiscal year and feels confident that we will receive our budgeted amount in the next fiscal year.

- A question regarding Hoopla and Media on Demand. Director Quinn explained that although Hoopla is gaining in popularity and usage, we have made an investment in Media on Demand through our content purchases and will continue to offer both services. Staff continually evaluates usage for all our eBook offerings in order to provide the best allocation of funds for content purchases.

- Facility Committee: Trustee O'Connor reported that the Facilities Committee met on February 15th.

- The committee reviewed the Air Handler Feasibility Study proposal from Chicago Project Management. Committee members believe this feasibility study is important to plan and guide decisions for the capital needs of the building going forward.
- Trustees discussed the pros and cons of hiring Chicago Project Management.
- Trustee O'Connor brought forth from the committee a recommendation to hire Chicago Project Management to conduct a feasibility study for the air handler project for \$4,000. Trustee Crowell seconded.
 - A roll call was taken and the motion carried.
 - Ayes: Crowell, O'Connor, Smedinghoff and Zobel
 - Nay: Hill
 - Excused: Bevan and Calabrese-Berry
- Director Quinn has met with three vendors for the security camera project. Because each vendor is making different recommendations, it is difficult to make comparisons at this point.
- Director Quinn feels that we need a policy that will help guide the scope and direction of the project. The goal of the security cameras is to be able to retrieve footage in the event of an emergency/situation and not for constant surveillance/monitoring.
- Director Quinn will also be visiting other libraries to get a sense of the locations and types of cameras in use.
- A staff committee will be formed to address needs and wants for improving the lobby and the Materials Services Department workspace.

- Policy Committee

- Trustee Hill presented the revised Oversight policy, including sections on Board responsibility, investment of public funds, indemnification and insurance, and compliance. Trustee Hill believes that the indemnification and insurance section had been previously drafted by an attorney and therefore, did not make substantive changes to this section.
- Trustee Hill brought forth the recommendation from the policy committee to approve Section I Oversight; III Investment of Public funds; IV. Indemnification and Insurance; Compliance with three corrections. Trustee O'Connor seconded.
 - A roll call was taken and the motion carried.
 - Ayes: Crowell, Hill, O'Connor, Smedinghoff and Zobel
 - Excused: Bevan and Calabrese-Berry

• Periodic Review of Closed Session Minutes

- At 9:25 pm, Trustee Hill moved to close the Regular meeting and move into Executive Session as per 5 ILCS 120 Sec. 2(c) to approve executive session minutes and their release.
- At 9:36 pm, Trustee Crowell moved to close the executive session and resume the Regular meeting.
- Trustee Hill reported that during executive session, Trustees reviewed executive session minutes from October 20, 2015, December 20, 2015, and September 20, 2016
- Trustee Hill moved to release the closed session minutes from September 20, 2016 and the minutes of October 20, 2015 and December 20, 2015 will remain confidential. Trustee O'Connor seconded and the motion passed unanimously.

Adjournment

- At 9:38 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee Zobel seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

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

10:39 AM
03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|---------------------------|--|-----------------------------|-------------|
| 14832 | 2/23/2017 | ADULT READING ROUND TABLE | | For. Park Checking 17128... | |
| TOTAL | 2/13/2017 | | Adult Reading Roundtable Akers-Stiff, Ohera-Trejo, Yovanic | Professional Development | -30.00 |
| 14809 | 2/8/2017 | ANDERSON ELEVATOR COMPANY | | For. Park Checking 17128... | |
| 200989 | 2/8/2017 | | Monthly Elevator Maintenance - February | Maintenance - Service | -196.27 |
| TOTAL | | | | | -196.27 |
| 14833 | 2/23/2017 | AT&T - Electronic Gateway | | For. Park Checking 17128... | |
| S66041... | 2/13/2017 | | Monthly Internet | Automation - Internet | -357.85 |
| TOTAL | | | | | -357.85 |
| 14810 | 2/8/2017 | BAKER & TAYLOR L 5076992 | | For. Park Checking 17128... | |
| 203262... | 2/8/2017 | | Adult Books | Books - Adult | -71.36 |
| 203262... | 2/8/2017 | | Adult Books | Books - Adult | -78.85 |
| 203259... | 2/8/2017 | | Adult Books | Books - Adult | -12.26 |
| TOTAL | | | | | -162.47 |
| 14834 | 2/23/2017 | BAKER & TAYLOR L 5076992 | | For. Park Checking 17128... | |
| 203264... | 2/18/2017 | | Adult books | Books - Adult | -16.80 |
| 203264... | 2/18/2017 | | Adult Books | Books - Adult | -143.25 |
| 203265... | 2/22/2017 | | Adult books | Books - Adult | -68.36 |
| TOTAL | | | | | -228.41 |
| 14835 | 2/23/2017 | BAKER & TAYLOR C0260133 | | For. Park Checking 17128... | |
| 501444... | 2/22/2017 | | Adult books | Books - Adult | -422.34 |
| TOTAL | | | | | -422.34 |
| 14811 | 2/8/2017 | BAKER & TAYLOR L423727 | | For. Park Checking 17128... | |
| 203260... | 2/8/2017 | | Adult Books | Books - Adult | -47.11 |
| TOTAL | | | | | -47.11 |

10:38 AM
03/01/17

River Forest Public Library
WARRANT LIST DETAIL
February 2017

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|---------------------------------------|--|-----------------------------|-------------|
| 14812 | 2/8/2017 | Brian Tallentico | | For. Park Checking 17128... | |
| TOTAL | 2/8/2017 | | Oscar Preditions Program 2/19/17 | Programs - Adult | -350.00 |
| 14831 | 2/15/2017 | Card Services - MB Financial Bank | See last page of Warrant List for transaction breakout - De... | For. Park Checking 17128... | |
| TOTAL | | | January Credit Card Payment - See last page of Warrant List for... | MB Financial Credit Card | -1,495.73 |
| 14836 | 2/23/2017 | Cintas Fire Protection | | For. Park Checking 17128... | |
| 0F9450... | 2/18/2017 | | Annual Fire Extinguisher Inspection | Maintenance - Service | -617.74 |
| TOTAL | | | | | -617.74 |
| 14813 | 2/8/2017 | Comcast | | For. Park Checking 17128... | |
| 877120... | 2/8/2017 | | Monthly Internet | Automation - Internet | -511.99 |
| TOTAL | | | | | -511.99 |
| 14845 | 2/23/2017 | Complete Cleaning Company | | For. Park Checking 17128... | |
| C01020 | 2/23/2017 | | Daily Cleaning - March 2017 | Maintenance - Service | -2,110.00 |
| TOTAL | | | | | -2,110.00 |
| 14814 | 2/8/2017 | DRESSSEL'S ACE HARDWARE | | For. Park Checking 17128... | |
| 27028 | 2/8/2017 | | Lightbulbs | Maintenance - Supply | -134.91 |
| TOTAL | | | | | -134.91 |
| DM | 2/14/2017 | Forest Park National Bank | Deposit Correction | For. Park Checking 17128... | |
| TOTAL | | | Deposit Correction | Misc. Expenses | -0.94 |
| 14815 | 2/8/2017 | Frank Lloyd Wright Preservation Trust | | For. Park Checking 17128... | |
| TOTAL | 2/8/2017 | | Designing with Glass Program 6/13/17 | Programs - Juv | -150.00 |

10:39 AM
03/01/17

River Forest Public Library
WARRANT LIST DETAIL
February 2017

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|-------------------------|----------------------------|-----------------------------|-------------|
| 14837 | 2/23/2017 | Hoopla | | For. Park Checking 17128... | |
| 200001... | 2/13/2017 | | Hoopla checkouts | Hoopla | -698.31 |
| TOTAL | | | | | -698.31 |
| dm | 2/23/2017 | IMRF | | For. Park Checking 17128... | |
| | | | Employee IMRF contribution | Employee Compensation | -1,564.28 |
| | | | RFPL IMRF contribution | IMRF | -3,872.46 |
| TOTAL | | | | | -5,436.74 |
| 14816 | 2/8/2017 | Ingram Library Services | | For. Park Checking 17128... | |
| 62389726 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.65 |
| 62389727 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -30.14 |
| 62389724 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -16.91 |
| 62389722 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -16.35 |
| 62389725 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -16.34 |
| 62390619 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -14.69 |
| 62389438 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -29.05 |
| 62389437 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -39.00 |
| 62388805 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -33.26 |
| 62388804 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -16.90 |
| 62388806 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -13.18 |
| 62388809 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -46.78 |
| 62388810 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.77 |
| 62388808 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -33.26 |
| 62389229 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -42.33 |
| 62388471 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -32.12 |
| 62388470 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -11.99 |
| 62387627 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -14.33 |
| 62387626 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -11.76 |
| 62386813 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.77 |
| 62387370 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.77 |
| 62387374 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.78 |
| 62387372 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.22 |
| 62387373 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -15.22 |
| 62387262 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -39.73 |
| 62387261 | 2/8/2017 | Adult Books | Adult Books | Books - Adult | -16.32 |
| 66792085 | 2/8/2017 | Middle school books | Middle school books | Books - Adult | -16.32 |
| 62390454 | 2/8/2017 | Middle school books | Middle school books | Books - Adult | -15.78 |
| 62388473 | 2/8/2017 | Middle school books | Middle school books | Books - Adult | -38.73 |
| 62389218 | 2/8/2017 | Middle school books | Middle school books | Books - Middle School | -10.69 |
| 62389153 | 2/8/2017 | Middle school books | Middle school books | Books - Middle School | -10.69 |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|----------|------|---------------------|-----------------------|------------------|
| 62388027 | 2/8/2017 | | Middle school books | Books - Middle School | -20.24 |
| 62387232 | 2/8/2017 | | Middle school books | Books - Middle School | -35.46 |
| 62387679 | 2/8/2017 | | Middle school books | Books - Middle School | -17.27 |
| 62390455 | 2/8/2017 | | Teen books | Books - Teen | -22.50 |
| 62390267 | 2/8/2017 | | Teen books | Books - Teen | -11.25 |
| 62389488 | 2/8/2017 | | Teen books | Books - Teen | -25.16 |
| 62389154 | 2/8/2017 | | Teen books | Books - Teen | -11.25 |
| 62389219 | 2/8/2017 | | Teen books | Books - Teen | -12.58 |
| 62388474 | 2/8/2017 | | Teen books | Books - Teen | -23.63 |
| 62388028 | 2/8/2017 | | Teen books | Books - Teen | -48.12 |
| 62388026 | 2/8/2017 | | Teen books | Books - Teen | -23.32 |
| 62387233 | 2/8/2017 | | Teen books | Books - Teen | -33.75 |
| 62390618 | 2/8/2017 | | J Books | Books- Juv | -12.13 |
| 62389723 | 2/8/2017 | | J Books | Books- Juv | -82.24 |
| 62388807 | 2/8/2017 | | J Books | Books- Juv | -10.89 |
| 62389472 | 2/8/2017 | | J Books | Books- Juv | -31.83 |
| 62387625 | 2/8/2017 | | J Books | Books- Juv | -296.54 |
| 62387754 | 2/8/2017 | | J Books | Books- Juv | -11.62 |
| 62387753 | 2/8/2017 | | J Books | Books- Juv | -10.69 |
| 669782... | 2/8/2017 | | J Books | Books- Juv | -15.49 |
| TOTAL | | | | | -1,437.75 |

For. Park Checking 17128...

| | | | | | |
|----------|-----------|-------------------------|-------------|---------------|--------|
| 14838 | 2/23/2017 | Ingram Library Services | | | |
| 62390838 | 2/13/2017 | J Books | J Books | Books- Juv | -10.29 |
| 66797696 | 2/13/2017 | J Books | J Books | Books- Juv | -31.67 |
| 62390038 | 2/13/2017 | J Books | J Books | Books- Juv | -21.14 |
| 62390837 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -14.65 |
| 62390337 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -30.01 |
| 62390033 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -16.34 |
| 62390034 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -47.32 |
| 62390036 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -21.54 |
| 62390035 | 2/13/2017 | Adult Books | Adult Books | Books - Adult | -65.90 |
| 62391107 | 2/18/2017 | Adult books | Adult books | Books - Adult | -31.30 |
| 62391106 | 2/18/2017 | Adult books | Adult books | Books - Adult | -15.65 |
| 62391849 | 2/18/2017 | Adult books | Adult books | Books - Adult | -34.99 |
| 62391848 | 2/18/2017 | Adult books | Adult books | Books - Adult | -16.88 |
| 62391851 | 2/18/2017 | Adult books | Adult books | Books - Adult | -48.36 |
| 62391847 | 2/18/2017 | Adult books | Adult books | Books - Adult | -16.35 |
| 62391103 | 2/18/2017 | Adult books | Adult books | Books - Adult | -32.11 |
| 62391104 | 2/18/2017 | Adult books | Adult books | Books - Adult | -15.77 |
| 62391850 | 2/18/2017 | Adult books | Adult books | Books - Adult | -14.38 |
| 62390977 | 2/18/2017 | Adult books | Adult books | Books - Adult | -56.42 |
| 62391657 | 2/18/2017 | Adult books | Adult books | Books - Adult | -16.34 |
| 62391007 | 2/18/2017 | Adult books | Adult books | Books - Adult | -11.96 |
| 62391006 | 2/18/2017 | Adult books | Adult books | Books - Adult | -16.32 |
| 62391655 | 2/18/2017 | Adult books | Adult books | Books - Adult | -7.18 |
| 62391780 | 2/18/2017 | Teen books | Teen books | Books - Teen | -11.25 |

River Forest Public Library WARRANT LIST DETAIL February 2017

| Num | Date | Name | Memo | Account | Paid Amount |
|------------------|-----------------|--|---|------------------------------------|------------------|
| 62391179 | 2/18/2017 | | Teen books | Books - Teen | -34.32 |
| 62391660 | 2/18/2017 | | Teen books | Books - Teen | -22.50 |
| 62391178 | 2/18/2017 | | Teen books | Non-print - Middle School | -19.68 |
| 62391105 | 2/18/2017 | | J Books | Books - Juv | -118.09 |
| 62391656 | 2/18/2017 | | J Books | Books - Juv | -10.69 |
| 62392652 | 2/22/2017 | | J Books | Books - Juv | -16.67 |
| 62392423 | 2/22/2017 | | J Books | Books - Juv | -36.84 |
| 62392435 | 2/22/2017 | | J Books | Books - Juv | -228.79 |
| 62392337 | 2/23/2017 | | J Books | Books - Juv | -10.12 |
| 62392866 | 2/23/2017 | | Teen books | Books - Teen | -46.87 |
| 62393001 | 2/23/2017 | | Teen books | Books - Teen | -23.64 |
| 62392999 | 2/23/2017 | | Teen books | Books - Teen | -23.83 |
| 62392338 | 2/23/2017 | | Teen books | Books - Teen | -10.18 |
| 62392667 | 2/23/2017 | | Teen books | Books - Teen | -40.12 |
| 62393066 | 2/23/2017 | | Adult books | Books - Teen | -22.50 |
| 62393067 | 2/23/2017 | | Adult books | Books - Adult | -14.32 |
| 62392653 | 2/23/2017 | | Adult books | Books - Adult | -30.35 |
| 62392654 | 2/23/2017 | | Adult books | Books - Adult | -11.99 |
| 62392655 | 2/23/2017 | | Adult books | Books - Adult | -15.77 |
| 62392437 | 2/23/2017 | | Adult books | Books - Adult | -16.34 |
| 62392436 | 2/23/2017 | | Adult books | Books - Adult | -31.55 |
| 62392438 | 2/23/2017 | | Adult books | Books - Adult | -17.48 |
| 62392408 | 2/23/2017 | | Adult books | Books - Adult | -32.68 |
| 62392336 | 2/23/2017 | | Adult books | Books - Adult | -300.12 |
| 62392665 | 2/23/2017 | | Middle school books | Books - Middle School | -7.16 |
| 62393000 | 2/23/2017 | | Middle school books | Books - Middle School | -33.19 |
| 62393000 | 2/23/2017 | | Middle School books | Books - Middle School | -21.38 |
| TOTAL | | | | | -1,801.29 |
| 14817 | 2/8/2017 | Judith Levin Fischer | | For. Park Checking 17128... | |
| TOTAL | | | Computer Lab Instruction: 1/4, 1/11, 1/18, & 1/25 | Programs - Adult | -243.00 |
| 14818 | 2/8/2017 | Konica Minolta Business Solutions | | For. Park Checking 17128... | |
| 900321... | 2/8/2017 | | January 2017 Copier Usage | Copy Machine (usage, mai... | -173.47 |
| TOTAL | | | | | -173.47 |
| 14819 | 2/8/2017 | Konica Minolta Premier Finance | | For. Park Checking 17128... | |
| 323002... | 2/8/2017 | | Monthly Copier Lease | Equipment - Copier Lease ... | -199.00 |
| TOTAL | | | | | -199.00 |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|------------------------|--|-----------------------------|-------------|
| 14839 | 2/23/2017 | LEAGUE OF WOMEN VOTERS | | For. Park Checking 17128... | |
| TOTAL | 2/13/2017 | | Great Decisions Book | Programs - Adult | -25.00 |
| 14820 | 2/8/2017 | McIlroy, Jana | | For. Park Checking 17128... | -25.00 |
| TOTAL | 2/8/2017 | | Jan and Feb Book Discussion Facilitation | Programs - Adult | -100.00 |
| 14821 | 2/8/2017 | MIDWEST TAPE | | For. Park Checking 17128... | -100.00 |
| 94747263 | 2/8/2017 | Adult CD Audiobook | | Non-Print Adult | -34.24 |
| 94747262 | 2/8/2017 | Adult CD Audiobook | | Non-Print Adult | -44.24 |
| 94747261 | 2/8/2017 | Adult BluRay | | Non-Print Adult | -33.54 |
| 94747268 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -34.09 |
| 94747264 | 2/8/2017 | Adult BluRays | | Non-Print Adult | -67.63 |
| 94747267 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -26.54 |
| 94747266 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -53.08 |
| 94747229 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -61.62 |
| 94747265 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -73.62 |
| 94722084 | 2/8/2017 | Adult Music CDs | | Non-Print Adult | -195.98 |
| 94716173 | 2/8/2017 | Adult Music CDs | | Non-Print Adult | -20.54 |
| 94716174 | 2/8/2017 | Adult Music CDs | | Non-Print Adult | -19.54 |
| 94716175 | 2/8/2017 | Adult CD Audiobook | | Non-Print Adult | -44.24 |
| 94716177 | 2/8/2017 | Adult CD Audiobook | | Non-Print Adult | -170.20 |
| 94716172 | 2/8/2017 | Adult DVDs | | Non-Print Adult | -145.36 |
| TOTAL | | | | | -1,077.54 |
| 14840 | 2/23/2017 | MIDWEST TAPE | | For. Park Checking 17128... | |
| 94758594 | 2/13/2017 | Adult CD Audiobook | | Non-Print Adult | -34.24 |
| 94758592 | 2/13/2017 | Adult DVD | | Non-Print Adult | -84.62 |
| 94755321 | 2/13/2017 | Adult CD Audiobook | | Non-Print Adult | -98.48 |
| 94749147 | 2/13/2017 | Adult DVDs | | Non-Print Adult | -138.70 |
| 94749145 | 2/13/2017 | Adult DVDs | | Non-Print Adult | -24.54 |
| 94749144 | 2/13/2017 | Adult BluRays | | Non-Print Adult | -46.09 |
| 94749146 | 2/13/2017 | Adult BluRays | | Non-Print Adult | -67.63 |
| 94585515 | 2/13/2017 | Adult BluRays | | Non-Print Adult | -22.54 |
| 94585514 | 2/13/2017 | Adult DVDs | | Non-Print Adult | -21.54 |
| 94585513 | 2/13/2017 | Adult DVD | | Non-Print Adult | -21.54 |
| 94585512 | 2/13/2017 | Adult BluRays | | Non-Print Adult | -34.09 |
| 94585510 | 2/13/2017 | Adult Audiobooks | | Non-Print Adult | -132.72 |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-------------------|------------------|--|---|------------------------------------|------------------|
| 94761483 | 2/18/2017 | | Adult DVDs | Non-Print Adult | -520.38 |
| 94761486 | 2/18/2017 | | Adult BluRays | Non-Print Adult | -157.35 |
| 94761488 | 2/18/2017 | | Adult DVDs | Non-Print Adult | -53.08 |
| 94761489 | 2/18/2017 | | Adult DVDs | Non-Print Adult | -37.09 |
| 94761487 | 2/18/2017 | | Adult CD Audiobook | Non-Print Adult | -88.48 |
| 94761485 | 2/18/2017 | | Adult Music CD | Non-Print Adult | -35.08 |
| 94783589 | 2/22/2017 | | Adult CD audiobook | Non-Print Adult | -39.24 |
| 94783682 | 2/22/2017 | | Adult CD Audiobook | Non-Print Adult | -34.24 |
| 94783683 | 2/22/2017 | | Adult DVDs | Non-Print Adult | -26.54 |
| 94783680 | 2/22/2017 | | Adult DVDs | Non-Print Adult | -26.54 |
| 94778744 | 2/22/2017 | | J DVDs | Non-Print Juvenile | -47.08 |
| 94774719 | 2/22/2017 | | Adult Music CDs | Non-Print Adult | -16.54 |
| 94778741 | 2/22/2017 | | Adult DVDs | Non-Print Adult | -59.08 |
| 94778742 | 2/22/2017 | | Adult Audiobooks | Non-Print Adult | -39.24 |
| 94778743 | 2/22/2017 | | Adult Audiobooks | Non-Print Adult | -34.24 |
| 94778745 | 2/22/2017 | | Adult BluRay | Non-Print Adult | -46.09 |
| TOTAL | | | | | -1,987.02 |
| 14822 | 2/8/2017 | Muratti, Victoria | | For. Park Checking 17128... | |
| TOTAL | | | Mileage to SWAN Circ User Group Mtg. Tinley Park, IL | Misc. Expenses | -42.27 |
| 14846 | 2/23/2017 | NICOR GAS | | For. Park Checking 17128... | |
| 898234... | 2/23/2017 | | Heat | Heat | -1,008.35 |
| TOTAL | | | | | -1,008.35 |
| 111 | 2/8/2017 | Oak Brook Mechanical Services, Inc. | | For. Park Money Market C... | |
| 5011 | 2/8/2017 | | Remaning fan coil work, relay/themostat, air handler replaceme... | Capital Reserve Fund | -3,266.00 |
| TOTAL | | | | | -3,266.00 |
| 14823 | 2/8/2017 | OAK PARK TOWNSHIP YOUTH SERVI... | | For. Park Checking 17128... | |
| Oct-Dec... | 2/8/2017 | | Oct - Dec 2016 Youth Interventionist Payment | Membership Dues - Library | -868.95 |
| TOTAL | | | | | -868.95 |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|----------------------------------|--|-----------------------------|-------------|
| 14824 | 2/8/2017 | OverDrive | | For. Park Checking 17128... | |
| 165809... | 2/8/2017 | Adult eBooks | Adult eBooks | eContent - Adult | -127.98 |
| 165813... | 2/8/2017 | Adult eBooks and eAudiobooks | Adult eBooks and eAudiobooks | eContent - Adult | -738.89 |
| 165811... | 2/8/2017 | Teen eBooks | Teen eBooks | eContent - Teen | -381.88 |
| 165800... | 2/8/2017 | Adult eBooks | Adult eBooks | eContent - Adult | -65.00 |
| 165813... | 2/8/2017 | Adult eBooks & eAudiobooks | Adult eBooks & eAudiobooks | eContent - Adult | -898.23 |
| 165800... | 2/8/2017 | Adult eBook | Adult eBook | eContent - Adult | -60.00 |
| 165810... | 2/8/2017 | Teen eBook | Teen eBook | eContent - Teen | -9.99 |
| 165815... | 2/8/2017 | Adult eAudiobooks | Adult eAudiobooks | eContent - Adult | -119.98 |
| | | Teen eAudiobook & eBook | Teen eAudiobook & eBook | eContent - Teen | -166.88 |
| TOTAL | | | | | -2,568.83 |
| 14841 | 2/23/2017 | OverDrive | | For. Park Checking 17128... | |
| 165808... | 2/13/2017 | Adult eBooks & eAudiobook | Adult eBooks & eAudiobook | eContent - Adult | -134.98 |
| 165800... | 2/18/2017 | Teen eBook | Teen eBook | eContent - Teen | -18.99 |
| 165812... | 2/18/2017 | Childrens eBooks and eAudiobooks | Childrens eBooks and eAudiobooks | eContent - Juvenile | -104.96 |
| 165810... | 2/22/2017 | Adult eBooks | Adult eBooks | eContent - Adult | -73.99 |
| TOTAL | | | | | -332.92 |
| DM | 2/15/2017 | PAYLOCITY | | For. Park Payroll 171283900 | |
| | | | 2/15 Payroll Service | Payroll Service | -100.74 |
| TOTAL | | | 2016 W2 Processing | Payroll Service | -197.00 |
| | | | | | -297.74 |
| 707 | 2/15/2017 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | Employee Compensation | Employee Compensation | -17,536.28 |
| | | | Connections Employee Compensation | Connection - ASK Salaries | -145.70 |
| | | | | | -17,681.98 |
| dnn | 2/15/2017 | PAYLOCITY | | For. Park Payroll 171283900 | |
| TOTAL | | | Employee Tax Deduction | Employee Compensation | -4,275.25 |
| | | | Connections Employee Tax Deduction | Connection - ASK Salaries | -28.20 |
| | | | Library Medicare Portion - Employees | Medicare Exp | -327.57 |
| | | | Library Medicare Portion - Connections Employees | Connection - ASK Medicare | -2.53 |
| | | | Library FICA Portion - Employees | FICA | -1,400.70 |
| | | | Library FICA Portion - Connections Employees | Connection - ASK FICA | -10.78 |
| TOTAL | | | | | -6,045.03 |

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

10:39 AM
03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|---------|-----------|-------------------------------|--|---|---|
| d1m | 2/28/2017 | PAYLOCITY | Employee Compensation Connections EE Compensation | For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries | -17,602.09 -173.90 -17,775.99 |
| TOTAL | | | | | |
| d1m | 2/28/2017 | PAYLOCITY | EE Tax Deduction Connections EE Tax Deduction Library Medicare Portion - Employees Library Medicare Portion - Connections EEs Library FICA Portion - Employees Library FICA Portion - Connections EEs | For. Park Payroll 171283900 Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA | -4,286.91 -25.68 -329.12 -2.53 -1,407.32 -10.78 -6,062.34 |
| TOTAL | | | | | |
| d1m | 2/28/2017 | PAYLOCITY | 2/28/17 Payroll Processing Fee | For. Park Payroll 171283900 Payroll Service | -114.00 -114.00 |
| TOTAL | | | | | |
| 14825 | 2/8/2017 | S & D Prime Maintenance, Inc. | | For. Park Checking 17128... | |
| 72408 | 2/8/2017 | | Lightbulbs BI-monthly Service | Maintenance - Supply Maintenance - Service | -91.65 -275.00 -366.65 |
| TOTAL | | | | | |
| 14842 | 2/23/2017 | S & D Prime Maintenance, Inc. | | For. Park Checking 17128... | |
| 72606 | 2/13/2017 | | BI-monthly Maintenance Service | Maintenance - Service | -282.69 -282.69 |
| TOTAL | | | | | |
| 14826 | 2/8/2017 | Smithereen Pest Management | | For. Park Checking 17128... | |
| 1474751 | 2/8/2017 | | BI-monthly Pest Control | Maintenance - Service | -46.00 -46.00 |
| TOTAL | | | | | |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|-----------|-----------------------------------|--|-----------------------------|-------------|
| 14827 | 2/8/2017 | Staples | | For. Park Checking 17128... | |
| 332729... | 2/8/2017 | | Carpet cleaner, trash bags, toilet tissue | Maintenance - Supply | -70.96 |
| 332729... | 2/8/2017 | | Coffee and mouse pads | Office Supplies | -39.07 |
| | | | Lysol wipes | Maintenance - Supply | -16.56 |
| | | | Cups | Special Programs | -89.07 |
| 332793... | 2/8/2017 | | First Aid supplies, name badges, batteries | Office Supplies | -79.40 |
| | | | Napkins | Special Programs | -4.29 |
| | | | C-fold towels, toilet tissue | Maintenance - Supply | -78.98 |
| 332890... | 2/8/2017 | | Sharpies, Address labels, clear pockets | Office Supplies | -86.41 |
| | | | Hand soap | Maintenance - Supply | -1.65 |
| TOTAL | | | | | -466.39 |
| 14843 | 2/23/2017 | Staples | | For. Park Checking 17128... | |
| 332982... | 2/13/2017 | | Legal pads | Office Supplies | -7.99 |
| 333037... | 2/22/2017 | | Paper towels, Hand sanitizers, bath tissue | Maintenance - Supply | -78.84 |
| 333037... | 2/22/2017 | | Post Its, Address labels, Label tape | Office Supplies | -93.04 |
| | | | De odorizer | Maintenance - Supply | -8.00 |
| TOTAL | | | | | -187.87 |
| 14828 | 2/8/2017 | VERSATILE COMPUTER SERVICES, I... | | For. Park Checking 17128... | |
| 14929 | 2/8/2017 | | February 2017 IT Support | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |
| 14829 | 2/8/2017 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| 001116... | 2/8/2017 | | Nov-Jan Water Bill | Water | -256.75 |
| TOTAL | | | | | -256.75 |
| 14844 | 2/23/2017 | VILLAGE OF RIVER FOREST | | For. Park Checking 17128... | |
| Feb He... | 2/22/2017 | | Employee Health Insurance Contribution | Employee Compensation | -1,021.81 |
| | | | Health Insurance | Health Insurance | -2,633.80 |
| | | | Dental Insurance | Dental | -207.27 |
| | | | Life Insurance | Life | -44.28 |
| TOTAL | | | | | -3,907.16 |

River Forest Public Library
WARRANT LIST DETAIL
 February 2017

10:39 AM
 03/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-------|----------|---------------|-----------------------------------|-----------------------------|-------------|
| 14830 | 2/8/2017 | Yovanic, Dana | | For. Park Checking 17128... | |
| | 2/8/2017 | | Supplies for Coffee Monday 2/6/17 | Programs - Adult | -12.27 |
| TOTAL | | | | | -12.27 |

River Forest Public Library

3/1/2017 10:45 AM

Register: MB Financial Credit Card
 From 01/06/2017 through 02/02/2017
 Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|-------|----------------------------------|--|-----------------------------|--------|---|----------|----------|
| 01/06/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Donuts D4D Program | 40.00 | X | | 1,345.26 |
| 01/09/2017 | | Faber-Castell | Teen Expenses:Programs-Teen | Supplies for Paint and S... | 97.86 | X | | 1,443.12 |
| 01/10/2017 | 14752 | Card Services - MB Financial ... | For. Park Checking 171284900 | See last page of Warrant... | | X | 1,305.26 | 137.86 |
| 01/12/2017 | | USPS | Office Expenses:Postage | Postage replenishment | 50.00 | X | | 187.86 |
| 01/13/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | D4D Food | 3.49 | X | | 191.35 |
| 01/16/2017 | | PANERA BREAD | Misc. Expenses | Lunch for COG Meetin... | 240.97 | X | | 432.32 |
| 01/17/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Snack Attack food | 23.04 | X | | 455.36 |
| 01/18/2017 | | BenQ America Corp | Building Expenses:Maintenance - S... | Projector Lightbulb | 367.31 | X | | 822.67 |
| 01/23/2017 | | Faronics - Deep Freeze | Automation Expenses:Automation -... | Deep Freeze - 3 Yr. Ren... | 330.00 | X | | 1,152.67 |
| 01/23/2017 | | Stamps. com | Office Expenses:Postage | Stamps.com Monthly Fee | 15.99 | X | | 1,168.66 |
| 01/26/2017 | | Displays 2 Go | Supplies - Library | 11x17 Sign Holders | 50.02 | X | | 1,218.68 |
| 01/26/2017 | | IL_A | Juvenile Expenses:Programs - Juv | Summer Reading progra... | 10.00 | X | | 1,228.68 |
| 01/26/2017 | | 123rf.com | Office Expenses:Advertisement | Digital graphics | 21.00 | X | | 1,249.68 |
| 01/26/2017 | | Eventbrite.com | Professional Expenses:Professional ... | LACONI Program: Wee... | 10.00 | X | | 1,259.68 |
| 01/30/2017 | | Jewel Foods | Teen Expenses:Programs-Teen | Food for Family Trivia ... | 25.04 | X | | 1,284.72 |
| 01/30/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Donuts for D4D | 44.24 | X | | 1,328.96 |
| 02/01/2017 | | GraphicStock | Automation Expenses:Automation -... | Graphic Stock Annual S... | 99.00 | X | | 1,427.96 |
| 02/01/2017 | | Jewel Foods | -split- | Donuts for Dad Supplie... | 42.77 | X | | 1,470.73 |
| 02/02/2017 | | Eventbrite.com | Professional Expenses:Professional ... | ARRT On the Same Pag... | 25.00 | X | | 1,495.73 |



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

| <u>Account:</u> | <u>February-17</u> | <u>YTD</u> | <u>16-17 Budget</u> | <u>% of Budget</u> |
|--------------------------------------|--------------------|-------------------|---------------------|--------------------|
| Property Taxes | \$ 170,105 | \$ 750,301 | \$ 1,215,715 | 61.72% |
| Corp Property Replacement Taxes | \$ - | \$ 12,573 | \$ 15,079 | 83.38% |
| Interest Revenue | \$ 269 | \$ 4,551 | \$ 8,000 | 56.89% |
| Copy Machine Revenue | \$ 458 | \$ 3,989 | \$ 4,000 | 99.73% |
| Grants, Other | \$ - | \$ 3,554 | \$ 5,100 | 69.69% |
| Illinois Per Capita Grant | \$ - | \$ 8,612 | \$ 8,000 | 107.65% |
| Gifts, Donations | \$ 2,543 | \$ 2,674 | \$ 5,000 | 53.48% |
| Connections Program Grant | \$ - | \$ 3,085 | \$ 7,260 | 42.49% |
| Community Fund Endowment | \$ 3,554 | \$ 3,554 | \$ 3,500 | 101.54% |
| Fines, Service Charges | \$ 2,176 | \$ 16,575 | \$ 18,000 | 92.08% |
| Book Sales | \$ 91 | \$ 973 | \$ 1,200 | 81.08% |
| Lost Books Reimbursed | \$ 273 | \$ 2,940 | \$ 3,000 | 98.00% |
| Rentals, Library Space, Meeting Room | \$ 30 | \$ 210 | \$ 300 | 70.00% |
| Fax/Print | \$ 25 | \$ 83 | | |
| Misc | \$ 60 | \$ 365 | \$ 300 | 121.81% |
| Over/Short | \$ - | \$ - | | |
| Total: | \$ 179,584 | \$ 814,040 | \$ 1,294,454 | 62.89% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 179,584 | \$ 814,040 | \$ 1,294,454 | 62.89% |
| | | | | |
| Expense: | \$ 81,212 | \$ 937,538 | \$ 1,294,454 | 72.43% |



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

February 2017 Fiscal YTD Actual % Budget 16-17 Budget
 88% as of 02/28/17

Expenses
Personnel

| | | | | |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries | \$ 45,640 | \$ 479,482 | \$ 78.60% | \$ 610,000.00 |
| Medical Health Insurance Coverage | \$ 2,885 | \$ 35,061 | \$ 66.40% | \$ 52,800.00 |
| IMRF | \$ 3,872 | \$ 42,953 | \$ 78.10% | \$ 55,000.00 |
| Medicare/FICA | \$ 3,465 | \$ 35,800 | \$ 76.66% | \$ 46,700.00 |
| Payroll Service | \$ 412 | \$ 2,245 | \$ 72.43% | \$ 3,100.00 |
| Staff Training | - | \$ 1,347 | \$ 53.88% | \$ 2,500.00 |
| Membership Dues | \$ 369 | \$ 5,250 | \$ 69.03% | \$ 7,600.00 |
| Professional Development | \$ 85 | \$ 6,517 | \$ 88.07% | \$ 7,400.00 |
| Total Personnel | \$ 57,229 | \$ 608,656 | 77.53% | \$ 785,100.00 |

Support Services

Printing and Advertising

| | | | | |
|---------------------------------------|-----------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ 1,549 | \$ 4,717 | \$ 78.62% | \$ 6,000.00 |
| Advertising | - | \$ 1,474 | \$ 78.71% | \$ 2,000.00 |
| Total Printing and Advertising | \$ 1,549 | \$ 6,191 | 77.39% | \$ 8,000.00 |

Programming

| | | | | |
|--|-----------------|------------------|---------------|---------------------|
| Children's Programs | \$ 384 | \$ 7,089 | \$ 70.19% | \$ 10,100.00 |
| Teen Programs | \$ 15 | \$ 4,364 | \$ 72.73% | \$ 6,000.00 |
| Adult Programs | \$ 782 | \$ 6,804 | \$ 61.85% | \$ 11,000.00 |
| Special Programs | \$ 93 | \$ 1,276 | \$ 29.68% | \$ 4,300.00 |
| Connections Programs | \$ 400 | \$ 4,833 | \$ 66.57% | \$ 7,260.00 |
| Total Support Services and Programs | \$ 3,223 | \$ 30,556 | 65.49% | \$ 46,660.00 |

Other Support Services

| | | | | |
|-------------------------------------|-----------------|------------------|---------------|----------------------|
| ILL Services (SWAN Libraries) | \$ - | \$ 619 | \$ 172.85% | \$ 300.00 |
| RB Services (Non-SWAN Libraries) | \$ - | \$ 10 | \$ 3.33% | \$ 300.00 |
| Technical Support | \$ 750 | \$ 10,500 | \$ 87.50% | \$ 12,000.00 |
| Automation Administration | \$ 139 | \$ 24,520 | \$ 79.10% | \$ 31,000.00 |
| Consultant Fees/Legal Fees | \$ - | \$ 1,146 | \$ 57.28% | \$ 2,000.00 |
| Postage & Delivery | \$ 116 | \$ 2,013 | \$ 59.20% | \$ 3,400.00 |
| Audit Fees | \$ - | \$ 8,260 | \$ 97.18% | \$ 8,500.00 |
| Telephone/Internet | \$ 870 | \$ 11,094 | \$ 73.96% | \$ 15,000.00 |
| Copy Machine Leases | \$ 199 | \$ 1,806 | \$ 66.88% | \$ 2,700.00 |
| Total Other Support Services | \$ 2,074 | \$ 59,867 | 79.61% | \$ 75,200.00 |
| Total Support Services | \$ 5,297 | \$ 90,423 | 74.20% | \$ 121,860.00 |

Library Materials

| | | | | |
|-------------------------------|----------|-----------|------------|--------------|
| Books | \$ 4,080 | \$ 53,101 | \$ 76.40% | \$ 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 | \$ | 3,300 | \$ | 33,205 | 83.01% | \$ | 40,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ | 3,258 | \$ | 30,417 | 73.92% | \$ | 41,150.00 |
| Total Library Materials | \$ | 10,688 | \$ | 134,072 | 77.84% | \$ | 172,250.00 |

Library and Office Supplies

| | | | | | | | |
|--|----|------------|----|--------------|---------------|----|------------------|
| Office Supplies | \$ | 306 | \$ | 3,175 | 74.82% | \$ | 4,244.00 |
| Library Supplies | \$ | 161 | \$ | 3,730 | 66.60% | \$ | 5,600.00 |
| Copy And Printing Supplies | \$ | - | \$ | 976 | 97.59% | \$ | 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ | 106 | \$ | 1,878 | 72.23% | \$ | 2,600.00 |
| Total Library & Office Supplies | \$ | 573 | \$ | 9,759 | 72.59% | \$ | 13,444.00 |

Capital Expenditures

| | | | | | | | |
|-----------------------------------|----|--------------|----|---------------|---------------|----|------------------|
| Equipment (Equipment & Furniture) | \$ | - | \$ | 2,307 | 76.91% | \$ | 3,000.00 |
| Equipment - Technology | \$ | - | \$ | 13,650 | 91.00% | \$ | 15,000.00 |
| Strategic Building Improvement | \$ | - | \$ | - | 0.00% | \$ | 50,000.00 |
| Total Capital Expenditures | \$ | - | \$ | 15,957 | 23.47% | \$ | 68,000.00 |
| Strategic Initiatives | \$ | 2,027 | \$ | 8,408 | 56.05% | \$ | 15,000.00 |

**Facilities Management
Facility Supplies**

| | | | | | | | |
|--------------------------------|----|------------|----|--------------|---------------|----|-----------------|
| Building Materials & Supplies | \$ | 482 | \$ | 3,559 | 62.44% | \$ | 5,700.00 |
| Total Facility Supplies | \$ | 482 | \$ | 3,559 | 62.44% | \$ | 5,700.00 |

Facility Services

| | | | | | | | |
|------------------------------------|----|--------------|----|---------------|---------------|----|------------------|
| Insurance | \$ | - | \$ | 10,912 | 88.72% | \$ | 12,300.00 |
| Maintenance and Custodial Service | \$ | 3,528 | \$ | 45,722 | 87.93% | \$ | 52,000.00 |
| Water | \$ | 257 | \$ | 1,428 | 57.10% | \$ | 2,500.00 |
| Natural Gas | \$ | 1,008 | \$ | 6,580 | 82.24% | \$ | 8,000.00 |
| Copier Maintenance and Usage | \$ | 173 | \$ | 2,062 | 62.49% | \$ | 3,300.00 |
| Roof Inspection | \$ | - | \$ | - | - | \$ | - |
| Total Facility Services | \$ | 4,966 | \$ | 66,704 | 85.41% | \$ | 78,100.00 |
| Total Facilities Management | \$ | 5,448 | \$ | 70,263 | 83.85% | \$ | 83,800.00 |

Capital Improvement Reserve Fund

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

Total Expenses

| | | | | | | | |
|--|----|---------------|----|----------------|---------------|----|---------------------|
| | \$ | 61,212 | \$ | 937,538 | 72.43% | \$ | 1,294,454.00 |
|--|----|---------------|----|----------------|---------------|----|---------------------|

Total Income

| | | | | | | | |
|--|----|----------------|----|----------------|---------------|----|---------------------|
| | \$ | 179,584 | \$ | 814,845 | 62.95% | \$ | 1,294,454.00 |
|--|----|----------------|----|----------------|---------------|----|---------------------|



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

| | | |
|--------------------------|---|----------------------|
| Beginning Balance | | \$ 221,944.00 |
| Expenses | Oak Brook Mechanical - Remaining coil work, relay/thermostat air handler replacement parts | \$ 3,266.00 |
| Income | Interest | \$ 50.68 |
| Ending Balance | | \$ 218,728.68 |

River Forest Public Library
Balance Sheet
 As of February 28, 2017

| | <u>Feb 28, 17</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| For. Park Money Market Capital | 218,728.68 |
| Comm Bank MM 800398215 | 25,747.29 |
| For. Park Money Market171285900 | 882,860.03 |
| For. Park Payroll 171283900 | 26,285.25 |
| For. Park Checking 171284900 | 14,446.21 |
| Petty Cash | 70.00 |
| Total Checking/Savings | <u>1,168,137.46</u> |
| Total Current Assets | <u>1,168,137.46</u> |
| TOTAL ASSETS | <u><u>1,168,137.46</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -257.26 |
| Total Accounts Payable | <u>-257.26</u> |
| Credit Cards | |
| MB Financial Credit Card | 2,868.75 |
| Total Credit Cards | <u>2,868.75</u> |
| Total Current Liabilities | <u>2,611.49</u> |
| Total Liabilities | <u>2,611.49</u> |
| Equity | |
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 539,940.85 |
| Net Income | -196,298.83 |
| Total Equity | <u>1,165,525.97</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,168,137.46</u></u> |

2:57 PM
03/06/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 02/28/2017

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Amount</u> | <u>Balance</u> |
|--|-------------|------------|---------------|----------------|
| Beginning Balance | | | | 70.00 |
| Cleared Balance | | | | 70.00 |
| Register Balance as of 02/28/2017 | | | | 70.00 |
| Ending Balance | | | | 70.00 |

There were not any patron suggestions in February.

Organizational Structure/Training and Staff Development

- Annual performance evaluations and 2017 goal setting will be completed by the end of March.
- Amy Grossman and I attended a full-day workshop sponsored by the Management Association of Illinois on March 3rd on "Becoming the Totally Responsible Person" (TRP). TRP workshops are designed to help individuals and organizations deal with personal and collective problems by adopting a mindset focused on finding solutions. Other managers will be attending the same workshop this summer so that we can help each other to maintain an optimistic perspective, hold ourselves and other accountable, and remain focused on our goals.

Facilities

- Dan Ruzik of Chicago Project Management has met with our HVAC engineers from Oak Brook Mechanical to gather cost information for replacing our indoor air handler unit with a new unit that could be placed outdoors. He will be meeting with an architect this week to gather cost data on bringing the air handler room up to grade. The Facilities Committee will review the final report from Chicago Project Management at their April 5th meeting.
- Joanna has created a "space analysis" template to help the management team consider how well all library spaces are meeting their functional purposes and to compile a list of necessary improvements. Department managers will meet with their staff next month to complete the template. The management team will discuss and prioritize capital improvements identified in the space analysis in May and present their recommendations to the Facilities Committee in June.

Marketing and Public Relations

- Work has begun on the May 2017 Bookplate.
- Beth Kirchenberg has created "Libraries are For Everyone" buttons for staff to spread our message that our library is an inclusive organization which serves all community members.
- Beth also created a fun "Librarian Shelfie" display for our lobby boards with pictures of several of our staff members and their personal bookshelves.

Fundraising

- I listened to a Podcast on the RAILS website about library fundraising activities. RAILS Executive Director Dee Brennan talked with Ryan Livergood, Executive Director of Warren-Newport Public Library (Gurnee, IL), about how libraries can get started with fundraising. They discussed different strategies and events libraries can try, identifying donors and building relationships, and the importance of establishing policies to support your fundraising activities. Warren-Newport has had good success with their annual appeal and with a few small after-hours events.

Finance

- Through mid-March, we have received the bulk of our first installment of tax revenues-- bringing us to \$1,170,000 in tax collections. We estimate that actual tax receipts will come in at \$1,197,000 as in past years we continue to receive small disbursements of tax revenues through the spring. Our total revenues will be less than budgeted, but we are under budget (or on track) in all of our expense categories. We are projecting an excess of revenues over expenditures of at least \$75,000 for FY 16-17.
- The Finance Committee did not meet this month. We will meet on April 10th to discuss a strategy for investing excess operating and capital improvement reserve funds in time deposits with staggered maturities in order to earn a higher rate of interest.

External Partnerships

- I attended the OPRFHS "listening tour" session held at Roosevelt Middle School on the evening of February 6th. Roughly 60 community members met with Superintendent Joylynn Pruitt Adams to share their thoughts with her on what was going well at the high school and what could be improved.
- I attended the OPRF Community Foundation's "Big Idea Finalist Pitch Party" on Tuesday, Feb 25th. Local groups/businesses presented their "big" ideas to positively impact the Oak Park and River Forest community in hopes of securing \$50,00.00 in seed funding for their project.
- I hosted the Community Business Managers meeting (at OPRFHS) on Wednesday, March 8th, and gave a brief presentation of the library's budget.
- I attended the River Forest Administrator's meeting on March 14th.

Respectfully submitted,

Sue Quinn

3/14/17

PR and Marketing

Calendar Listings: All of our events were printed in the calendar section of *The Forest Leaves*, the *Forest Park Post*, and *Neighbors Magazine*. They were also listed on the online calendars of triblocal.com and Pioneer News (combined as one company and also feeding to Metromix). Special programs for children were also posted on Hulafrog. 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 consideration for the "Big Week" section.

Press:

A press release was sent to the *Forest Leaves* and the *Wednesday Journal* about the Soiree in the Stacks/Adult Winter Reading Program. Initial interest was positive, but it is not certain that an article will be published. The *Forest Leaves* also expressed interest in attending the Soiree to take photos. Fran will follow up with the press in March.

Forest Leaves

2/23: Dr. Suess's Birthday Party was highlighted in the Family Friendly section
2/16: Princess Karaoke was highlighted in the Family Friendly section.

Bookplate

Brainstorming and planning for the next bookplate has begun. The Spring/Summer bookplate will go to the printer at the end of March.

E-Marketing:

We have 1464 subscribers on our email list, which is up by 24 from last month. Our February eNewsletter went out on January 29th and had a 36% open rate (518 people). 18 clicks were recorded.

Facebook:

We now have 709 followers (an increase of 7 from January).

We posted 26 times during the month of February with a reach of 4,376. We had a total of 80 likes. Of note this month is the high engagement we received, which was 423 (these are clicks or shares of our posts). Most of the engagement came from the Donuts for Dads photos which we posted. We had 309 viewings of the album! These incredible photos were taken by our very own Angelica Diaz. Angelica will also be providing social media support to Fran. Initially, her role will be to update and clean up the Pinterest site and provide ideas and links for post content.



Our 10th Year of Donuts for Dads has been another huge success so far. Look at these wonderful photos taken by our very own Angelica Diaz Photography. The program runs every Saturday morning through March 11th.



Administration:

- Joanna submitted the filer list for the Statement of Economic Interest with the Cook County Clerk's office. Filers will be notified via email by the end of March and filings are due May 1st.

Professional Development:

2/2 - Dana attended West Suburban Adult Programmers meeting

2/10 - Dana and Mary Kay viewed Serving Patrons with Dementia live webinar

2/14 - Andrea conducted a phone meeting with Ethan and Diana Baehrend regarding Maker Fest plans

2/15 - Victoria S. attended a YA/Teen Book Talking Workshop

2/16 - Andrea viewed a Maker Fest Webinar

2/24 - Melissa attended a Diverse Books Need Us LACONI workshop

2/28 - Victoria, Joanna, Melissa, and Andrea met to plan and discuss the diversity training session planned for our April 28th In Service. The group also had a conference call with AJ Jennings of the Illinois Safe School Alliance who will be facilitating our diversity training.

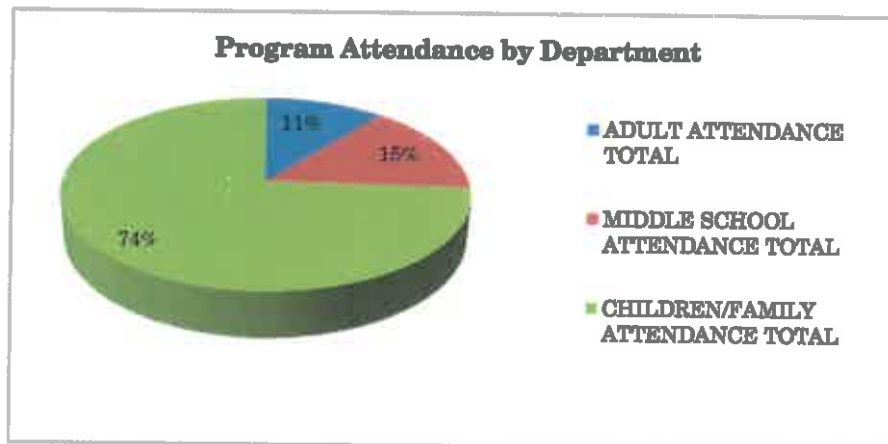
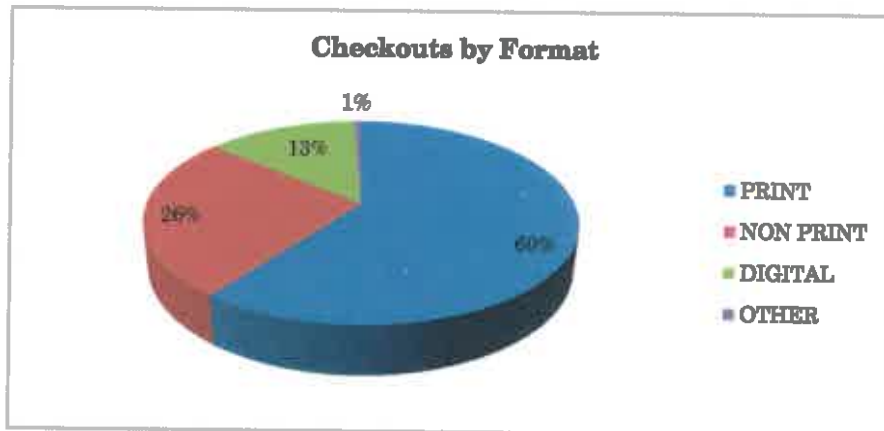
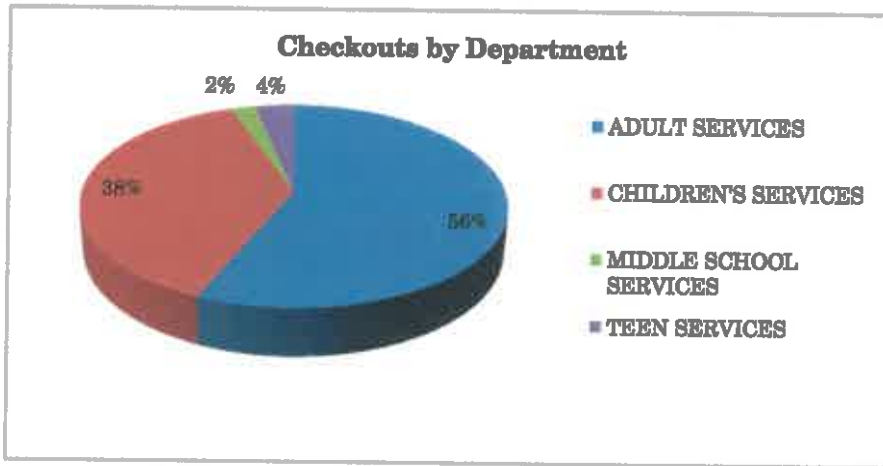
| Materials Added by Collection | |
|--------------------------------------|------------|
| Preschool | 7 |
| Juvenile | 65 |
| Middle School | 17 |
| Teen Collection | 39 |
| Adult Fiction | 100 |
| Adult Non Fiction | 160 |
| Adult Media | 49 |
| Total Added: | 437 |
| Total Deleted: | 405 |

February 2017 Key Performance Indicators

| Total Circulation | Feb-17 | YTD | 2016-2017 | YTD % Goal |
|---|---------------|----------------|----------------|------------|
| Preschool Collection | 2,958 | 29,878 | 31,000 | 96.4% |
| Juvenile Collection | 3,436 | 38,333 | 52,000 | 73.7% |
| Middle School Collection | 342 | 4,801 | 6,000 | 80.0% |
| Teen Collection | 524 | 6,677 | 8,000 | 83.5% |
| Adult Fiction | 3,484 | 36,559 | 40,000 | 91.4% |
| Adult Non-Fiction | 2,842 | 28,666 | 34,500 | 83.1% |
| Adult Media | 2,719 | 30,557 | 45,000 | 67.9% |
| Adult Other | 119 | 1,244 | | |
| Non SWAN ILL | 38 | 284 | | |
| Webpac Renewals | 1,908 | 17,307 | | |
| Total Circulation | 18,365 | 194,306 | 216,500 | 90% |
| Digital Circulation (included above) | | | | |
| Flipster | 215 | 2,427 | | |
| Hoopla | 456 | 3,924 | | |
| Media On Demand | 1,353 | 13,278 | | |
| Tumblebooks | 64 | 3,300 | | |
| Interlibrary Loans | | | | |
| Sent | 914 | 9,658 | | |
| Received | 1,606 | 14,797 | | |
| Collection | | | | |
| Total Materials Catalogued | 437 | 5,653 | | |
| Total Materials Withdrawn | 405 | 7,692 | | |
| Total Materials Added or Withdrawn | 32 | -2039 | | |
| Patron Technological Use | | | | |
| Database Use | 842 | 3,478 | | |
| Online Learning Tools | 1,762 | 2,951 | | |
| Library Computer Use | 846 | 9,581 | | |
| WiFi Use | 4,601 | 38,070 | | |
| Circ at Self Check-Out | 5,745 | 35,029 | | |
| As % of Total Circulation | 31% | 31% | 15% | 209% |
| Programs & Meeting Room Use | | | | |
| Older Adults | | | | |
| Programs | 12 | 98 | | |
| Attendance | 122 | 1,730 | 1,700 | 102% |
| Middle School | | | | |
| Programs | 11 | 107 | | |
| Attendance | 115 | 2,419 | 2,700 | 90% |
| Children/Family Programs | | | | |
| Programs | 36 | 379 | | |
| Elementary School Age Attendance | 225 | 5,596 | 5,700 | 98% |
| Preschool On Site Attendance | 642 | 4,583 | 4,000 | 115% |
| Preschool Off Site Attendance | 110 | 1,882 | 2,600 | 72% |
| Other Programs | | | | |
| Programs | 0 | 4 | | |
| Attendance | 0 | 41 | | |
| Outside Groups | | | | |
| Barbara Hall Meeting Room Use | 13 | 103 | 135 | 76% |
| Virtual Presence | | | | |
| Website Monthly Visitors | 5,346 | 53,012 | | |
| Website Unique Visitors | 3,954 | 29,113 | | |
| Facebook Followers | 709 | | | |
| Cardholders | | | | |
| New Cardholders Added | 36 | 454 | 850 | 53% |
| Total Number Cardholders | 7,897 | | | |
| Cardholders as % of Population* | 71% | | | |
| Library Visits | 7,461 | | | |

* RP Population is 11,173 Per 2010 Census Data

February 2017 Key Performance Indicators



MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Materials and Business Services Manager
CC: Sue Quinn, Library Director
Date: March 16, 2017
RE: February 2017 Survey Results and Strategic Plan Update

1) Survey Results

The RFPL collected surveys from 102 River Forest residents between February 6th and 19th. For this survey period, the only goal we did not meet was regarding the website. 86% of adults reported that the website is easy to use, which is just 4% shy of our 90% goal. The website is still new and we are hoping that this 4% are patrons still getting used to the new look, feel, and functionality of our website.

| Patron Survey Results | | Survey Results | Patron Survey Goal |
|--|--|--------------------------------------|--------------------|
| Create Young Readers | | | |
| 90% of parents and caregivers will say the library plays an important role in instilling a love of books and reading in their children. | | 100% | 90% |
| Lifelong Learning | | | |
| 90% of those who attend library programs for older adults annually will report that they learned something new. | | 98% | 90% |
| 90% of the older adults who ask a staff member for help will say that the assistance they received was "very good" or "excellent." | | 92% | 90% |
| 90% of adults who come to the library to satisfy their curiosity will say they located items that met their needs. | | 98% | 90% |
| Stimulate Imagination | | | |
| 85% of the middle school age children, who come to the library looking for something they want to read, listen to, or view will say they found something that met their needs. | | Survey to be completed in April 2017 | 85% |

| | | |
|--|--------------------------------------|-------------------------------------|
| 90% of adults who come to the library looking for something good to read, listen to, or view will say they located items that met their needs. | 99% | 90% |
| Visit a Comfortable Place | | |
| 80% of middle school students will say that they like visiting the library's teen spaces. | Survey to be completed in April 2017 | 80% |
| 90% of adults will say the library is a welcoming and comfortable place that meets their needs. | 96% | 90% |
| 90% of adults will say that the library website is easy to use. | 86% | 90% |
| Adults who report that use of the library adds value to their lives | 99% | Did not set a goal for this measure |

2) Survey Comments:

Comments were overwhelmingly positive and complimentary of our library collections, programs, and staff. Complaints were minimal and patrons offered some suggestions regarding programs and collections.

| | |
|---|-----------|
| Adult Patron Comments | 51 |
| Complimentary | 75% |
| Complaints or suggestions for improvement | 25% |



3) Strategic Plan Model: Strategic Planning for Results

Last fall the Board approved a one year continuation of our 2013-2016 Strategic Plan with amended measures. As our FY draws to a close we'd like to discuss the Board's level of satisfaction with the Planning for Results model. To recap our strategic planning process, during fall of 2012, the RFPL identified community members who met to analyze the needs of the River Forest community and assign the RFPL service responses. Below are the 18 possible service responses from which to choose. RFPL staff is pleased with this model, as it has helped us to narrow our focus and properly allocate resources to offer collections and services that best meet the desires of our community.

The planning for results process operates under the following assumptions:

- 1) Excellent must be defined locally. It results when library services match community needs, interests, and priorities.
- 2) Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
- 3) Excellence is a moving target. Even when achieved, excellence must be continually maintained.¹

| Service Responses <i>Current RFPL responses are in italics</i> | Description |
|---|---|
| Be an Informed Citizen: Local, National, and World Affairs | Residents will have the information they need to support and promote democracy, to fulfill their civic responsibilities at the local, state, and national levels, and to fully participate in community decision making. |
| Build Successful Enterprises: Business and Nonprofit Support | Business owners and nonprofit organization directors and their managers will have the resources they need to develop and maintain strong, viable organizations. |
| Cultural Diversity: Cultural Awareness | Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community. |
| Connect to the Online World: Public Internet Access | Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of their ever-growing resources and services available through the Internet. |
| *Create Young Readers: Early Literacy | <i>Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.</i> |

¹ Nelson, Sandra. *Strategic Planning for Results*, 2008.

| | |
|---|--|
| Discover Your Roots: Genealogy and Local History | Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community. |
| Express Creativity: Create and Share Content | Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment. |
| Get Facts Fast: Ready Reference | Residents will have someone to answer their questions on a wide array of topics of personal interest. |
| Know Your Community: Community Resources and Services | Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations. |
| Learn to Read and Write: Adult, Teen, and Family Literacy | Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers. |
| Make Career Choices: Job and Career Development | Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests. |
| Make Informed Decisions: Health, Wealth, and Other Life Choices | Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives. |
| *Satisfy Curiosity: Lifelong Learning | <i>Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.</i> |
| *Stimulate Imagination: Reading, Viewing, and Listening for Pleasure | <i>Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.</i> |
| Succeed in School: Homework Help | Students will have the resources they need in school. |
| Understand How to Find, Evaluate, and Use Information: Information Fluency | Residents will know when they need information to resolve and issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs. |
| *Visit a Comfortable Place: Physical and Virtual Spaces | <i>Residents will have safe and welcoming physical places to meet and interact with others or sit quietly and read and will have open and accessible virtual spaces that support networking.</i> |
| Welcome to the United States: Services for New Immigrants | New immigrants will have information on citizenship, English Language Learning (ELL), employment, public schooling, health and safety, available social services, and any other topics they need to participate successfully in American life. |

SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "Complete," and River Forest Public Library, hereinafter known as "Client" on May 1, 2017.

Whereas CLIENT wishes to use the services of COMPLETE and COMPLETE wishes to provide service for CLIENT, the parties mutually agree as follows:

- 1. SERVICE:** COMPLETE will furnish all the necessary personnel, supervision, equipment and supplies in sufficient quantity to clean and maintain CLIENT'S facility located at 735 Lathrop Avenue, River Forest, IL in accordance with the specification sheet which is attached hereto, and made a part hereof, as listed under "Proposal".
- 2. INSURANCE:** COMPLETE will supply evidence of workers compensation and public liability insurance upon request by CLIENT.
- 3. PAYMENT:** CLIENT shall pay COMPLETE the sum of Two Thousand One Hundred Ninety Five and 00/100 Dollars (\$2195) per month for a period of twelve months.
 - a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences, which increase work load, may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by CLIENT and COMPLETE.
 - b. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After 15 days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If CLIENT is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable by COMPLETE.
 - c. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
 - d. COMPLETE accepts payment of invoices and other amounts due in the form of check, cash, wire and ACH (Automated Clearing House). Payment by accepted credit card will result in an additional fee of 3.00% of the amount charged and will be made at the time of charge.
- 4. COMPLETE WARRANTY:** COMPLETE warrants and represents to CLIENT as follows:

**River Forest Public Library
Service Agreement
May 1, 2017
Page Two**

- a. **COMPLETE shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of CLIENT, covering any damage for which COMPLETE is responsible.**
- b. **COMPLETE shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state or federal agencies.**
- c. **COMPLETE will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed in the Proposal.**

5. EMPLOYMENT RESTRICTION: CLIENT agrees that during the term of this agreement or for as long as COMPLETE is providing services for CLIENT, whichever is longer, and for period of eighteen (18) months after the termination of this agreement or the last date that COMPLETE provides services to CLIENT, whichever is later, CLIENT will not hire, employ or contract for services, directly or indirectly, any person or entity employed by or contracted by COMPLETE or any entity related to COMPLETE, without the written consent of COMPLETE. Directly or indirectly means acting as an owner, partner, agent, employee, consultant, director or contractor.

6. TERMINATION: This agreement shall continue from year to year unless otherwise terminated by either party giving thirty (30) days notice of cancellation by certified mail.

7. ENFORCEMENT: CLIENT will pay reasonable costs, attorneys fees and expenses incurred by COMPLETE in the enforcement of this agreement.

8. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

9. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to COMPLETE and CLIENT at the addresses detailed below:

**River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305-1883**

**Complete Cleaning Company
615 Wheat Lane
Wood Dale, IL 60191**

**River Forest Public Library
Service Agreement
May 1, 2017
Page Three**

In witness whereof, the parties hereto have set their hands and seals on the first date written above.

RIVER FOREST PUBLIC LIBRARY

BY _____

TITLE _____

DATE _____

COMPLETE CLEANING COMPANY

BY Mark M Jamroz
Mark Jamroz

TITLE Account Executive

DATE 02/06/17

River Forest Public Library 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 | \$ 3,000.00 |
| Membership Dues | | \$ 3,316.00 | \$ 4,400.00 |
| Professional Development | | \$ 7,400.00 | \$ 10,000.00 |
| Total Personnel | | \$ 777,716.00 | \$ 848,400.00 |
| | | 60.1% | 65.6% |
| 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 | \$ 3,500.00 |
| 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 Services | | \$ 82,584.00 | \$ 85,500.00 |
| | | 6.4% | 6.6% |

| Library Materials | | |
|---|------------------------|------------------------|
| Books | \$ 69,500.00 | \$ 71,000.00 |
| Print Periodicals | \$ 7,100.00 | \$ 7,500.00 |
| Automated Subscriptions (Online learning, res | \$ 14,500.00 | \$ 15,000.00 |
| Online E-content (eBooks, Flipster, hoopla) | \$ 40,000.00 | \$ 48,000.00 |
| In-House Audio Visual (DVD's, CD's, audiobook | \$ 41,150.00 | \$ 39,000.00 |
| Total Library Materials | \$ 172,250.00 | \$ 180,500.00 |
| | 13.3% | 14.0% |
| 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 | \$ 1,400.00 |
| Misc Expenses | \$ 2,600.00 | \$ 2,800.00 |
| Total Library and Office Supplies | \$ 13,444.00 | \$ 14,200.00 |
| Total Library Materials and Supplies | \$ 185,694.00 | \$ 194,700.00 |
| | 14.3% | 15.1% |
| 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 | \$ 2,500.00 |
| Natural Gas | \$ 8,000.00 | \$ 8,500.00 |
| Copier Maintenance and Usage | \$ 3,300.00 | \$ 3,200.00 |
| Total Facilities Services | \$ 78,100.00 | \$ 85,200.00 |
| Equipment & Furniture* | | |
| Equipment/Furniture & Bldg. Improvments | \$ 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 | \$ 96,700.00 |
| | 11.7% | 7.5% |
| Total Operating Expenses | \$ 1,259,454.00 | \$ 1,281,100.00 |
| | 97.3% | 99.1% |
| Capital Improvement Fund Reserve | \$ 35,000 | \$ 11,900 |
| | 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 |

IV. Equipment and Computer Use

A. Computer Hardware/Software/Printing

RFPL owns computer ~~g-terminals~~ that are available for patron use. ~~Public-These~~ computers require a login with a current RFPL card in good standing. A limited number of guest passes may be issued at any one time to non-residents. Some computers may be designated for use by specific patron age groups. Patrons may not use another River Forest resident's card to circumvent any computer use policies, or to gain extra time on RFPL computers. RFPL reserves the right to limit, refuse, and/or ban any patron from using RFPL equipment and computers.

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers or non-storage devices (cameras, printers, etc.) to be connected to RFPL network, with the exception of wireless connections. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computer ~~g-terminals~~ include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test taking may be downloaded by RFPL staff, on a case by case basis, at the discretion of the Manager of Adult Services.

Public computers are configured such that hard drives are wiped and restored at the end of each session. ~~Library-RFPL~~ patrons are encouraged to save important documents on a portable USB drive to limit the possibility of data loss.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff ~~shall~~ be held liable for any loss arising from the failure of hardware, software, or from human error.

There is a charge for printing from RFPL computers. At the discretion of RFPL staff, RFPL patrons may use personal paper to print specialized documents such as resumes. RFPL printers may not be compatible with all types of paper.

RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are unable to provide definitive analysis of online sources due to the extremely large variety and volume of information available via the Internet.

RFPL makes reasonable accommodations to ensure the safety and security of our networks for our patrons. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, ~~are~~ shall be held

liable for the safety or security of information transmitted ~~across the Internet~~ via the internet using RFPL computers or networks.

It is not technically feasible to prevent users from accessing systems, networks, and services which may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find offensive.

Use of RFPL's computers must be for legal, acceptable purposes. Unacceptable uses include, but are not limited to:

- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances;
- Overuse of equipment that results in denying access to others;
- Deliberately accessing obscene materials.

Persons who use RFPL's computers for unacceptable uses may lose the privilege of using all RFPL facilities, including but not limited to access to its computers ~~and systems~~.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

Approved by the RFPL Board on March 15, 2016

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Approved by the RFPL Board on March 21, 2017

VIII. Computer Use

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RFPL staff members are responsible for notifying RFPL Managers of any known failure or security issue with RFPL hardware or software. Staff should inform RFPL Managers if there are needed updates on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a shared drive or a portable storage format. Documents, pictures, etc. should not be saved to the My Documents folder. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff (with the exception of pages) are assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

It is not technically feasible to prevent users from accessing systems, networks, and services which may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the internet that they find offensive.

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- Harassment of others, including but not limited to sexual harassment;
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- Destruction, damage, or unauthorized modification to equipment, software, or data;

- **Disruption or unauthorized monitoring of electronic communications;**
- **Activities in violation of local, state or federal laws, or ordinances;**
- **Engaging in Internet use that interferes with the employee's work or with the work of others;**
- **Engaging in printing large personal files on staff printers;**
- **Deliberately accessing obscene materials.**

Approved by the RFPL Board on March 21, 2017

VII. Computer Use

A. Computer Hardware/Software

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Approved by the RFPL Board on March 15, 2016

A RESOLUTION TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(50 ILCS 150)

WHEREAS, the Illinois legislature recently enacted the *Local Government Travel and Expense Control Act* (the "Act") as a response to local governmental officials passing on inappropriate travel and entertainment expenses to taxpayers to be effective January 1, 2017; and

WHEREAS, the River Forest Public Library is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers;

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the River Forest Public Library as follows:

Section 1. Adoption: A reimbursement policy for Travel Expenses shall be adopted and added to the Library Policy Manual and shall include the following parameters as set forth in the Act:

"GENERAL POLICY: It is the policy of the River Forest Public Library to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

1. DEFINITIONS:

"Entertainment expense" includes, but is not limited to, expenses incurred in connection with shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel expense" means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for a specific Library purpose.

2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED: The Library will only approve travel expenses for employees or Board members if the travel is necessary to complete official Library business, for the education of employees or Board members, or necessary to obtain information for the betterment of the Library in some capacity.

3. TYPES of EXPENSES ALLOWED and PROHIBITED:

1. The actual cost of transportation is allowed (for example, airline tickets, taxi fare, and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
3. The costs of meals while traveling are allowed.
4. The costs of conference fees, supplies and books for educational purposes are allowed.
5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

4. MAXIMUM ALLOWABLE REIMBURSEMENT without BOARD ACTION: Library employees may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated in the policy for Travel Expenses and the Procedure for Reimbursement below is followed.

1. The Board will post post the maximum allowable reimbursement rates for food, lodging,

and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principles to determine the maximums:

- a. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel.
- b. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
- c. Cost of lodging should be reasonable and customary for the area where the traveler is staying.

2. The total maximum for any travel for Library purposes allowed is \$2,000.00.

3. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$2,000.00 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

5. PROCEDURE FOR REIMBURSEMENT: No expenses shall be reimbursed without a reimbursement request form that is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is prepaid, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.

6. EXPENSES INCURRED BY LIBRARY BOARD MEMBERS: Expenses may only be approved for reimbursement by the Board as a whole at a normally scheduled Library Board Meeting subject to a roll call vote.

Section 2: Should any portion of this Resolution be declared invalid, the remaining, severable portions, shall, nonetheless, remain in full force and effect.

Section 3: This Resolution shall be in full force and effect from and after 10 days following its passage, approval, and publication as required by law.

PASSED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY, OF COOK COUNTY, STATE OF ILLINOIS, THIS 21ST DAY OF MARCH, 2017.

President, Board of Library Trustees

(ATTEST)

Secretary,

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 February.
- Amy presented Family Story Time 3 times in February.
- Donuts for Dads has continued with 4 more successful events in February.
- Kim led Free Play Friday with playdoh, sensory stations, and more.

Outreach & Partnerships:

- Erin presented 6 story times at River Forest Community Center in February.
- Amy and Melissa met with the Parent Resource Coordinator from the Collaboration to discuss programs and services for young children.
- Melissa created a book list for the Collaboration For Early Childhood annual Symposium. The theme for this year was "Here and Now: Respecting Childhood."

Spaces:

- Displays featured a "Kindness" theme.
- Erin created a fun Valentine's Hearts window display for Valentine's Day, and a Dr. Seuss window display for Dr. Seuss's Birthday.

Collections:

- The story time collection of books, board book sets, and felt board stories was analyzed. Unused items were weeded or repurposed, and new items were ordered in each category.

On the Horizon...

- We look forward to Parachute Play in May.

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:

- “Books to Movies” Oscar display
- “Waiting for Hillbilly Elegy? Check these out!” Readalikes in fiction and nonfiction for this popular title.
- Black History Month display, in partnership with Roosevelt Middle School, featured artistic student reports on significant black Americans, paired with titles from our collection.
- Local Authors display
- “Coffee Table Books” display of artistic titles, including oversized books
- Adult Winter Reading display - includes bibliographies of staff favorites published in 2016, ballot box to participate in Winter Reading, a guide sheet for the prize structure of the program, and information on our Soiree in the Stacks event.
- Staff Picks

Programming: total attendees for February adult programs was 122.

Lifelong learning programs included:

- Wednesday morning Computer Learning labs - 2/1, 2/8, 2/15, & 2/22 - 21 attendees
- “A Journey Through 13 Presidential Libraries” with Ed White - 2/13 - 18 attendees
- “Oscar Predictions w/ Brian Tallerico” of the Chicago Critics Film Festival, and RogerEbert.com web Editor - 2/19 - 16 attendees
- Great Decisions discussion began their bi-monthly 2017 meetings in February. The group met on 2/14 and 2/28 and had a combined total of 12 participants. Meghan O’Keefe, our Adult Services Associate, is leading the discussions this year.

Outreach & Partnerships

- On February 14, Andrea spoke with Ethan Baehrend and his mother by phone 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 event, and Ethan’s roles and responsibilities.
- Mary Kay has completed our 2017-2018 Grant Proposal to the RF Township, requesting continued support of our Computer Labs technology program.

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

On the Horizon

- We are looking forward to a fantastic spring lineup of educational and enriching programming for adults as part of our Let's Celebrate Seniors All Year Long initiative. Our programs include: Organizing Small Spaces for Seniors (3/9), the Roads that Lead to Lincoln (4/2) and Architectural Interior Design Work Shop (4/23)
- Mary Kay, Beth, and Andrea plan to attend the Glen Ellyn Public Library's annual STEAM Fair on Saturday, March 18. This event is similar to the Maker Fest we are planning, though on a larger scale. We will use this opportunity to learn about the activities and displays vendors use to engage the crowds, get a sense of the variety of vendors, and their popularity with participants. RFPL's Maker Fest will take place on Saturday, October 7.

Collection

- Learning Databases continue to perform efficiently. This month, Ancestry skyrocketed in use; with prior numbers in the 100s, February saw 1724 sessions. This month, patrons spent about 12 hours each in Mango and Lynda.com learning tools.

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 February with a theme of “Build a Castle.”
- Melissa facilitated making Pretzel Log Cabins and Abe Lincoln Cookie Hats at Snack Attack in February.
- The monthly DIY featured stamping activities.
- Older kids enjoyed the fun new games and treats at 4 more Donuts for Dads.
- Amy led Kid Fit, which included kick-boxing, interactive balloon games, a hula hoop contest, and exercising.

Spaces:

- Our display featured a “President’s Day” theme.
- Amy, Erin, and Beth cleaned and reorganized the craft closet.

Collections:

- The children’s fiction collection “green dot” books were labeled for emerging chapter book readers.
- Many new replacement copies of well-loved graphic novels and fiction titles 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 (7 participants) and Paint N Sip (5 participants). The interactive *Princess Bride* movie program was cancelled due to low registration, but was being asked about the week after the event was to take place.
- Beth wrapped up Teen Winter Reading Bingo with 25 registrants and 10 participants.
- Erin led 3 Maker sessions, programs included: robot hands, valentine hangings, and water bottle zippers. These programs were attended by 16 kids.
- Victoria S. each led 4 after-school gaming/movie which were attended by 68 kids.

Outreach & Partnerships:

- 10 middle school students from St. Vincent Ferrar's sciences classes visited the library for science project/research help
- Andrea coordinated the Black History Month display with the Roosevelt 8th grade literature classes.

On the Horizon...

- We look forward to Story Studio, Reading Olympics, Beginner Bots and NES/ Video Game Adventures

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

Programs: total attendees for February adult programs was 122.

Programs that stimulated imagination included:

- Evening Book Discussion of *Echoes Down the Corridors* - 2/1 - 9 attendees
- Coffee Monday, featuring a visit from an Abe Lincoln impersonator! - 2/6 - 17 attendees
- Afternoon Book Discussion of *The Swans of Fifth Avenue* - 2/8 - 14 attendees
- Foreign Film Forum *Monsoon Wedding* - 2/11 - 16 attendees

- We kicked off our Adult Winter Reading program on 12/19, and by the end of February, 52 patrons had registered. Currently 43 of these patrons have participated, logging at least one book and making them eligible to attend our Soiree in the Stacks event with a guest! Total books read thus far for Adults is 307.

Spaces:

Fiction and Imagination-Stimulating Displays in February included:

- "Series of Unfortunate Events" - Netflix show release movie and novel tie-in.
- "Read 'em and Weep" - sad fiction that you will make you cry
- "Something About the Girl" - books / movies with "girl" in the title

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

Outreach & Partnerships

Home Delivery Numbers:

- Total # deliveries: 7
- Total # patrons served: 4
- Total # books picked up: 18
- Total # books dropped off: 15
- Total # books booktalked but not taken: 0

On the Horizon:

- On March 12, Winter Reading ends. We continue to plan for our Soiree in the Stacks event. The Adult and Teen Department continues to work on elevator speeches and soundbites which Mary Kay will share with Foundation members at the March 21 meeting. These soundbites will be organized by audiences and situations, and will provide our Board Members specific language for generating awareness, excitement and support for RFPL's many services and resources, both at the Soiree and in their daily interactions in the community.
- In April, we will welcome back local poet Barbara Henry, to celebrate National Poetry Month in a special program on April 24.
- In May, we have a very special author visit from local legend Elizabeth Berg! (Sunday, May 21). This event will take place at Roosevelt Middle School's auditorium, which seats up to 250 participants. We anticipate a big crowd. Berg's visit is part of our slate of programming for Celebrating Seniors Week (May 18-25).

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

- The RFPL welcomed 13 outside organizations to use the Meeting Room in February. Groups included: D90/Roosevelt Middle School teachers, KIWANIS, the Boy Scouts of America.
- Victoria is currently booking use of the meeting room for April, May, and June.

Visit a Comfortable Place

February 2017