



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, April 18, 2017, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Trustee Emerita Resolution - Claudette Zobel
5. Minutes of the Regular Board Meeting: March 21, 2017
6. March 2017 Financial Reports
 - a. Warrants
 - b. Revenue and Expense Reports
 - c. Balance Sheets
7. Communications
 - a. Patron Suggestions
8. Director's Report
9. Strategic Planning Process Update - Joanna Bertucci, Materials and Business Services Manager
10. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. RF Collaborative Committee report
 - ii. Finance Committee
 - iii. Facility Committee
 - iv. Policy Committee
 - Section III Patrons: II Circulation; XII. Gifts and Donations
 - Section II Operations: II. Reference Services; III. Programs
11. Executive Session - Annual Director Review
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: March 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: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
- Trustee Zobel was excused.
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials & Business Services Manager)

Visitors and Guests

- None

Minutes**Regular Board Meeting: February 21, 2017**

- Trustee Hill moved to accept the minutes of the February 21, 2017 Regular Board meeting. Trustee O'Connor seconded the motion and a vote was taken.
 - Ayes: Crowell, Hill, O'Connor, and Smedinghoff
 - Abstain: Bevan and Calabrese-Berry
 - Excused: Zobel

February Treasurer's Report

- February 2017 Warrant List: Trustee Crowell moved to accept the February 2017 warrant list. Trustee O'Connor seconded. There was discussion of one item:
 - Question regarding the expense for fire extinguisher inspection. Ms. Bertucci explained that our fire extinguishers must be tested annually. Additionally, any malfunctioning extinguishers must be replaced. During the 2017 inspection, 4 extinguishers needed replacement.
 - A roll call vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel
- Revenue Report: Property tax bills were due March 1st. The RFPL is at 97.6% of anticipated tax receipts. Smaller payments will continue to be received in March and April.

- Expense Report: No questions.
- Balance Sheet: No questions.

Communications

- President Smedinghoff shared that Greg Smith of Klein, Thorpe and Jenkins will present at the June Board meeting about tax options for the library. If Trustees have other legal topics they'd like discussed, please contact President Smedinghoff.

Director's Report

Organization Structure/Training and Staff Development

- Director Quinn reported that Managers have completed their 2016 evaluations for all staff.
- Director Quinn and Amy Grossman (Children's Services Manager) attended a one day program at the Management Association of Illinois on "Becoming the Totally Responsible Person" (TRP). TRP workshops help individuals and organizations deal with personal and collective problems by adopting a mindset focused on finding solutions. Other RFPL Managers will attend this program as well.

Facilities

- Dan Ruzik of Chicago Project Management is working on our Air Handler replacement feasibility study. Initial estimates for replacement and relocation of the air handler unit have come in around \$105,000. Mr. Ruzik's proposal will be presented at the next Facilities Committee meeting.
- The Facilities committee has asked staff to evaluate the spaces of the entire library. Ms. Bertucci has created a space analysis document for Managers to review and complete in their departments. The feedback from this document will be shared with the Facilities committee in June.

Fundraising

- Director Quinn listened to a podcast hosted by RAILS executive Director, Dee Brennan and Ryan Lovegood, Executive Director of the Warren-Newport Public Library (WNPL) regarding fundraising activities undertaken by WNPL.

Finance

- The Finance committee will meet on April 10th to discuss a strategy for investing excess operating and capital improvement reserve funds in time deposits to earn a higher rate of interest.

External Partnerships

- Director Quinn attended the Community Foundation's "Big Idea Finalist Pitch Party" on February 25th and the Community Business Managers meeting on March 8th.

Staff Visit and Report

- RFPL Materials and Business Services Manager presented a strategic plan update.
- Trustees discussed current strategic plan model, made suggestions for improvement regarding survey dissemination, statistical reporting in the Board packet, and the digital formatting of the PDF packet.
- After discussion it was agreed that Trustees would approve a 2 year continuation of our current strategic plan. Director Quinn and Ms. Bertucci will start exploring planning models so that the next phase of strategic planning, which typically lasts 15-18 months, can begin in 2018. Trustees will be presented with revised strategic planning goal numbers in May.

New Business

- Committee Reports
 - Collaborative Committee: Trustee Calabrese-Berry shared information regarding the Village wide calendar project. The cost of participation would be relative to our budget. The RFPL would upload events/activities to the calendar which would display the events of other public bodies in the Village.
 - Finance Committee:
 - Director Quinn presented the Complete Cleaning contract for daily building cleaning services.
 - Trustees discussed the terms of the contract and asked Director Quinn to reach out to Complete Cleaning to edit the enforcement (#7) section as recommended by Trustee Hill and indicate that the contract is for two years.
 - Trustee Crowell moved to accept the Complete Cleaning Contract with the above provisions. Trustee Calabrese-Berry seconded the motion and a vote was taken.

- Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel
- **2017-2018 Budget**
 - Trustees reviewed the final 2017-2018 as prepared by Director Quinn. Trustee Calabrese-Berry moved to approve the 2017-2018 Operating Budget. Trustee O'Connor seconded and a vote was taken.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel
- **Facility Committee: No report.**
- **Policy Committee**
 - Trustee Bevan presented the revised Patrons IV. Equipment and Computer Use policy. The policy is scheduled to be reviewed annually and changes were primarily textual. Trustee Bevan moved the updated policy from committee and a vote was taken to approve Patrons IV. Equipment and Computer Use.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel
 - Trustee Bevan brought forth the recommendation from the policy committee to approve Staff VIII. Computer Use policy. A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel
 - Trustee Bevan explained that the previously passed Government Travel Expense Control Act policy also needs a formal resolution. A resolution dated March 21, 2017 was presented. A roll call was taken and the motion carried.
 - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, and Smedinghoff
 - Excused: Zobel

May Meeting Date

- The May meeting will be Tuesday, May 23rd at 7:30 pm.

Adjournment

- At 9:05 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

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

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-----------|-----------------------------------|--|-------------------------------|-------------|
| 14847 | 3/5/2017 | American Eagle Productions | | For: Park Checking 1712849... | |
| TOTAL | 3/5/2017 | | Charlotte's Web Presentation 3/12/17 | Special Programs | -450.00 |
| 14848 | 3/5/2017 | ANDERSON ELEVATOR COMPANY | | For: Park Checking 1712849... | -450.00 |
| 202338 | 3/5/2017 | | March Elevator Maintenance | Maintenance - Service | -198.27 |
| TOTAL | | | | | -198.27 |
| 14898 | 3/14/2017 | AT&T - Electronic Gateway | | For: Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | Monthly Internet | Automation - Internet | -357.85 |
| 14849 | 3/8/2017 | BAKER & TAYLOR L 5078992 | | For: Park Checking 1712849... | |
| 2032678... | 2/28/2017 | | Adult print | Books - Adult | -80.00 |
| TOTAL | | | | | -80.00 |
| 14867 | 3/14/2017 | BAKER & TAYLOR L 5078992 | | For: Park Checking 1712849... | |
| 2032692... | 3/14/2017 | | Adult books | Books - Adult | -71.98 |
| TOTAL | | | | | -71.98 |
| 14888 | 3/14/2017 | BayScan Technologies | | For: Park Checking 1712849... | |
| 51523 | 3/14/2017 | | Adhesive receipt paper | Supplies - Library | -172.00 |
| TOTAL | | | | | -172.00 |
| 14863 | 3/6/2017 | Beth Randall | | For: Park Checking 1712849... | |
| TOTAL | 3/6/2017 | | 3/9/17 Organizing for Small Spaces program | Programs - Adult | -275.00 |
| 14865 | 3/14/2017 | Card Services - MB Financial Bank | | For: Park Checking 1712849... | |
| TOTAL | | | See last page of Warrant List for transaction breakout | MB Financial Credit Card | -2,807.62 |
| 14894 | 3/15/2017 | Celebrating Seniors Coalition | | For: Park Checking 1712849... | |
| Cell. Sen... | 3/15/2017 | | Feb Credit Card - See last page of WL for expense breakout | Advertisement | -350.00 |
| TOTAL | | | | | -350.00 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|------------------------------|---|--|---|
| 14850 | 3/8/2017 | Comcast | | For. Park Checking 1712849... | |
| 8771201... | 2/28/2017 | | Telephone/Internet | Automation - Internet | -502.49 |
| TOTAL | | | | | -502.49 |
| 14851 | 3/5/2017 | Communication Revolving Fund | | For. Park Checking 1712849... | |
| T1722389 | 2/28/2017 | | Monthly telephone | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 14859 | 3/14/2017 | David G. Clark | | For. Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | 4/2/17 Program "The Road that Leads to Lincoln" | Programs - Adult | -225.00 |
| 14880 | 3/14/2017 | DEMCO, INC. | | For. Park Checking 1712849... | |
| 6083858 | 3/14/2017 | | Label locks, book tape, AV cases, NEW stickers | Supplies - Library | -221.78 |
| TOTAL | | | | | -221.78 |
| 14852 | 3/5/2017 | DRESSEL'S ACE HARDWARE | | For. Park Checking 1712849... | |
| Z7028 | 2/28/2017 | | Ice melt | Maintenance - Supply | -14.98 |
| TOTAL | | | | | -14.98 |
| 14881 | 3/14/2017 | Francisca Arnold | | For. Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | Soiree Invitation supplies | Misc. Expenses | -26.25 |
| 14853 | 3/5/2017 | GE Money Bank/Amazon | | For. Park Checking 1712849... | |
| 6045781... | 3/5/2017 | | Adult book Teen program supplies J video games J video games Adult book J video games Locking deposit bag SnapCircuit Sets SnapCircuit accessories Scratch remover Teen video games Truaise training book J video games | Books - Adult Programs-Teen Non-Print Juvenile Non-Print Juvenile Books - Adult Non-Print Juvenile Supplies - Library Strategic Initiatives Strategic Initiatives Maintenance - Supply Non-Print -Teen Professional Development Non-Print Juvenile | -14.41 -87.51 -39.42 -75.51 -16.79 -19.98 -19.07 -888.62 -329.85 -8.88 -48.35 -19.98 -37.97 |
| TOTAL | | | | | -1,584.24 |

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WARRANT LIST DETAIL
March 2017**

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|--|--|-------------------------------|-------------|
| 14870 | 3/14/2017 | Hoopla | | For: Park Checking 1712849... | -829.44 |
| 94916967 | 3/14/2017 | | February Hoopla | Hoopla | -829.44 |
| TOTAL | | | | | |
| 14871 | 3/14/2017 | Houllihan, Dorothy | | For: Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | D. Houllihan LACONI - Weeding trends program | Professional Development | -10.00 |
| 14854 | 3/5/2017 | Illinois Library Association Endowment | | For: Park Checking 1712849... | |
| TOTAL | 2/28/2017 | | Dee Brennan Luminary | Misc. Expenses | -100.00 |
| dm | 3/21/2017 | IMRF | | | -100.00 |
| TOTAL | | | Donation to honor Dee Brennan | | |
| 14865 | 3/5/2017 | Ingram Library Services | | For: Park Checking 1712849... | |
| 62394206 | 2/28/2017 | | Adult books | Books - Adult | -15.22 |
| 62394201 | 2/28/2017 | | Adult print | Books - Adult | -20.87 |
| 62394205 | 2/28/2017 | | Adult print | Books - Adult | -15.22 |
| 62394203 | 2/28/2017 | | Adult print | Books - Adult | -15.75 |
| 62394204 | 2/28/2017 | | Adult print | Books - Adult | -11.38 |
| 62394200 | 2/28/2017 | | Adult print | Books - Adult | -15.77 |
| 62393454 | 2/28/2017 | | Adult print | Books - Adult | -15.78 |
| 62393536 | 2/28/2017 | | Teen books | Books - Teen | -22.61 |
| 62393535 | 2/28/2017 | | Middle school print | Books - Middle School | -10.94 |
| 62393587 | 2/28/2017 | | Middle school books | Books - Middle School | -8.55 |
| 62395574 | 3/5/2017 | | Adult Books | Books - Adult | -14.68 |
| 62395571 | 3/5/2017 | | Adult Books | Books - Adult | -15.82 |
| 62395576 | 3/5/2017 | | Adult Books | Books - Adult | -32.67 |
| 62394969 | 3/5/2017 | | Adult Books | Books - Adult | -11.58 |
| 62394871 | 3/5/2017 | | Adult Books | Books - Adult | -18.35 |
| 62394872 | 3/5/2017 | | Adult Books | Books - Adult | -15.22 |
| 62394873 | 3/5/2017 | | Adult Books | Books - Adult | -32.13 |
| 62394870 | 3/5/2017 | | Adult Books | Books - Adult | -18.35 |
| 62394855 | 3/5/2017 | | Adult Books | Books - Adult | -11.38 |
| 62394854 | 3/5/2017 | | Adult Books | Books - Adult | -18.91 |
| 62394853 | 3/5/2017 | | Adult Books | Books - Adult | -33.23 |
| 62393596 | 3/5/2017 | | Adult Books | Books - Adult | -15.75 |
| 62394874 | 3/5/2017 | | Adult Books | Books - Adult | -70.43 |
| 62395576 | 3/5/2017 | | Children's books | Books - Adult | -15.78 |
| 62395572 | 3/5/2017 | | Children's books | Books - Juv | -9.80 |
| 62395421 | 3/5/2017 | | Children's books | Books - Juv | -35.10 |
| | | | Children's books | Books - Juv | -260.20 |

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04/01/17

River Forest Public Library
WARRANT LIST DETAIL
March 2017

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|-----------------------------------|---|--------------------------------|-------------|
| 62395423 | 3/5/2017 | | Children's books | Books- Juv | -10.34 |
| 62393957 | 3/5/2017 | | Children's books | Books- Juv | -118.31 |
| 66803085 | 3/5/2017 | | Children's books | Books- Juv | -12.60 |
| 62394208 | 3/5/2017 | | Children's books | Books- Juv | -9.60 |
| 62394656 | 3/5/2017 | | Children's books | Books- Juv | -10.85 |
| 62394207 | 3/5/2017 | | Children's books | Books- Juv | -10.27 |
| 62395858 | 3/5/2017 | | Teen books | Books- Juv | -6.73 |
| 62395263 | 3/5/2017 | | Teen books | Books - Teen | -20.23 |
| 82394210 | 3/5/2017 | | Teen books | Books - Teen | -22.50 |
| 82394800 | 3/5/2017 | | Teen books | Books - Teen | -68.77 |
| 62395957 | 3/5/2017 | | Teen books | Books - Teen | -11.25 |
| 62394209 | 3/5/2017 | | Middle School books | Books - Teen | -11.25 |
| 82394798 | 3/5/2017 | | Middle school print | Books - Middle School | -10.69 |
| 82395422 | 3/5/2017 | | Middle school print | Books - Middle School | -21.38 |
| | | | Children's books | Books - Middle School | -10.69 |
| TOTAL | | | | Books- Juv | -108.56 |
| | | | | | -1,227.29 |
| 14872 | 3/14/2017 | Ingram Library Services | | For: Park Checking 1712849... | |
| 62398075 | 3/14/2017 | | Middle school books | Books - Middle School | -10.69 |
| 62398333 | 3/14/2017 | | Middle school books | Books - Middle School | -19.07 |
| 62398334 | 3/14/2017 | | Teen books | Books - Teen | -34.32 |
| 62398842 | 3/14/2017 | | Adult books | Books - Teen | -10.89 |
| 62395958 | 3/14/2017 | | Adult books | Books - Adult | -107.61 |
| 88807173 | 3/14/2017 | | Adult books | Books - Adult | -18.34 |
| 62398869 | 3/14/2017 | | Adult books | Books - Adult | -45.40 |
| 62398868 | 3/14/2017 | | Adult books | Books - Adult | -16.88 |
| 62398428 | 3/14/2017 | | Adult books | Books - Adult | -15.75 |
| 62398427 | 3/14/2017 | | Adult books | Books - Adult | -16.35 |
| 62398424 | 3/14/2017 | | Adult books | Books - Adult | -16.91 |
| 62398670 | 3/14/2017 | | Adult books | Books - Adult | -39.38 |
| TOTAL | | | | | -364.16 |
| 14882 | 3/14/2017 | Judith Levin Flecker | | For: Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | Adult Computer Lab Sessions: 2/1, 2/8, 2/15, 2/22 | Programs - Adult | -243.00 |
| 14873 | 3/14/2017 | Konica Minolta Business Solutions | | For: Park Checking 1712849... | |
| 9003286... | 3/14/2017 | | Copier Usage - February 2017 | Copy Machine (usage, maint.) | -175.85 |
| TOTAL | | | | | -175.85 |
| 14856 | 3/5/2017 | Konica Minolta Premier Finance | | For: Park Checking 1712849... | |
| 3253156... | 3/5/2017 | | Copier Lease - Monthly payment | Equipment - Copier Lease no... | -199.00 |
| TOTAL | | | | | -199.00 |

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

1:05 PM
04/01/17

| Num | Date | Name | Memo | Account | Paid Amount |
|-------------|-----------|----------------------|---|-------------------------------|-------------|
| 14867 | 3/5/2017 | Mary Kay Akers | | For. Park Checking 1712849... | |
| TOTAL | 3/5/2017 | | Laconi Middle Managers Meeting 3/24/17 | Professional Development | -30.00 |
| 14868 | 3/5/2017 | Mekasa Funtshin | | For. Park Checking 1712849... | |
| TOTAL | 3/5/2017 | | Mileage to Laconi "Diverse Books Need Us" Program 2/24/17 | Misc. Expenses | -30.17 |
| 14869 | 3/5/2017 | Mid-America Graphics | | For. Park Checking 1712849... | |
| 17-2270-... | 3/5/2017 | | Business Cards - A.Overa-Trejo | Printing | -56.00 |
| TOTAL | | | | | -56.00 |
| 14860 | 3/5/2017 | MIDWEST TAPE | | For. Park Checking 1712849... | |
| 94802113 | 2/28/2017 | | Adult DVDs | Non-Print Adult | -45.08 |
| 94799874 | 2/28/2017 | | Adult Blurays | Non-Print Adult | -70.63 |
| 94802114 | 2/28/2017 | | Music CDs | Non-Print Adult | -22.54 |
| 94802115 | 2/28/2017 | | Adult Bluray | Non-Print Adult | -37.09 |
| 94802116 | 2/28/2017 | | Adult DVD | Non-Print Adult | -79.62 |
| 94802212 | 2/28/2017 | | Adult Bluray | Non-Print Adult | -34.08 |
| 94799872 | 2/28/2017 | | J DVDs | Non-Print Juvenile | -54.08 |
| 94818224 | 3/5/2017 | | J DVDs | Non-Print Juvenile | -78.62 |
| 94818227 | 3/5/2017 | | Adult CD AudioBook | Non-Print Adult | -43.74 |
| 94818228 | 3/5/2017 | | Adult DVD | Non-Print Adult | -49.24 |
| 94818225 | 3/5/2017 | | Adult DVDs | Non-Print Adult | -27.54 |
| 94818220 | 3/5/2017 | | Adult Blurays | Non-Print Adult | -48.08 |
| TOTAL | | | | | -820.89 |
| 14874 | 3/14/2017 | MIDWEST TAPE | | For. Park Checking 1712849... | |
| 94834682 | 3/14/2017 | | Adult audiobooks | Non-Print Adult | -28.54 |
| 94834694 | 3/14/2017 | | Adult Audiobooks | Non-Print Adult | -178.96 |
| 94834697 | 3/14/2017 | | Adult audiobooks | Non-Print Adult | -37.08 |
| 94842428 | 3/14/2017 | | Adult Bluray | Non-Print Adult | -33.54 |
| 94842424 | 3/14/2017 | | Adult DVDs | Non-Print Adult | -81.28 |
| 94842423 | 3/14/2017 | | Adult DVD | Non-Print Adult | -28.54 |
| 94834698 | 3/14/2017 | | Adult Bluray | Non-Print Adult | -27.54 |
| 94834695 | 3/14/2017 | | Adult DVD | Non-Print Adult | -23.54 |
| TOTAL | | | | | -433.02 |
| 14875 | 3/14/2017 | OverDrive | | For. Park Checking 1712849... | |
| 1658000-... | 3/14/2017 | | Adult eBooks | eContent - Adult | -130.00 |
| TOTAL | | | | | -130.00 |

1:05 PM
04/01/17

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

| Num | Date | Name | Memo | Account | Paid Amount |
|-------|-----------|-----------|--|--|-------------|
| dm | 3/15/2017 | PAYLOCITY | Payroll 3/15/17 | For. Park Payroll 171283900 | -103.00 |
| TOTAL | | | | Payroll Service | -103.00 |
| dm | 3/15/2017 | PAYLOCITY | Employee Compensation Connections Employee Compensation | For. Park Payroll 171283900 | -18,010.98 |
| TOTAL | | | | Employee Compensation Connection - ASK Salaries | -18,010.98 |
| dm | 3/15/2017 | PAYLOCITY | Employee Tax Deduction Connections Employee Tax Deduction Employer Medicare Portion Employer Medicare Portion - Connections EES Employer FICA Portion Employer FICA Portion - Connections EES | For. Park Payroll 171283900 | -4,379.88 |
| TOTAL | | | | Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA | -4,379.88 |
| dm | 3/28/2017 | PAYLOCITY | 10/28/17 Payroll Processing | For. Park Payroll 171283900 | -105.28 |
| TOTAL | | | | Payroll Service | -105.28 |
| dm | 3/28/2017 | PAYLOCITY | Employee Compensation Connections Employee Compensation | For. Park Payroll 171283900 | -17,806.77 |
| TOTAL | | | | Employee Compensation Connection - ASK Salaries | -17,806.77 |
| dm | 3/28/2017 | PAYLOCITY | Employee Tax Deduction Connections Employee Tax Deduction Library Medicare Portion - Employees Library Medicare Portion - Connections Employees Library FICA Portion - Employees Library FICA Portion - Connections Employees | For. Park Payroll 171283900 | -4,326.24 |
| TOTAL | | | | Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA | -4,326.24 |
| TOTAL | | | | | -4,112.21 |

River Forest Public Library
WARRANT LIST DETAIL
March 2017

| Num | Date | Name | Memo | Account | Paid Amount |
|-------------|-----------|-----------------------------------|--|-------------------------------|-------------|
| 14878 | 3/14/2017 | S & D Prime Maintenance, Inc. | | For: Park Checking 1712849... | |
| 72878 | 3/14/2017 | | Bi-weekly Maintenance Service 3/8/17 | Maintenance - Service | -275.00 |
| | | | Bi Weekly Maintenance Service 2/22/17 | Maintenance - Service | -275.00 |
| | | | Lightbulb stock replenishment | Maintenance - Supply | -393.85 |
| TOTAL | | | | | -943.85 |
| 14861 | 3/8/2017 | Staples | | For: Park Checking 1712849... | |
| 3331031... | 2/28/2017 | | Swiffers, Lysol wipes, c-fold towels | Maintenance - Supply | -55.50 |
| 3331031... | 2/28/2017 | | Garbage bags | Maintenance - Supply | -84.97 |
| 3331031... | 2/28/2017 | | Computer mice | Office Supplies | -73.98 |
| TOTAL | | | | | -194.45 |
| 14877 | 3/14/2017 | Staples | | For: Park Checking 1712849... | |
| 3331985... | 3/14/2017 | | Air freshener, soap, toilet tissue | Maintenance - Supply | -104.34 |
| 3332877... | 3/14/2017 | | Labels and pens | Office Supplies | -23.79 |
| 3332877... | 3/14/2017 | | Toilet tissue | Maintenance - Supply | -51.49 |
| 3339778... | 3/14/2017 | | Binder clip | Office Supplies | -5.38 |
| | | | Facial tissue | Maintenance - Supply | -52.49 |
| | | | Copy paper | Copyer supplies | -76.88 |
| | | | Cups | Special Programs | -4.89 |
| TOTAL | | | | | -319.37 |
| 14878 | 3/14/2017 | The Fun Ones | | For: Park Checking 1712849... | |
| TOTAL | 3/14/2017 | | Deposit for Summer Reading Inflatables | Programs-Teen | -225.00 |
| | | | Deposit for Summer Reading Inflatables | Programs - Juv | -225.00 |
| 14879 | 3/14/2017 | USPS | | For: Park Checking 1712849... | |
| Permit #... | 3/14/2017 | | Permit #119 | Postage | -500.00 |
| TOTAL | | | Mailing permit #119 Replenishment | | -500.00 |
| 14882 | 3/8/2017 | VERSATILE COMPUTER SERVICES, INC. | | For: Park Checking 1712849... | |
| 14858 | 2/28/2017 | | March 2017 IT Support | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |

1:05 PM
04/01/17

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

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|-----------|-------------------------|--|---|---|
| 14883 | 3/16/2017 | VILLAGE OF RIVER FOREST | | For: Park Checking 1712848... | |
| March H... | 3/15/2017 | | Employee Health Insurance deduction Employee Health Insurance Employer Dental Insurance Employer Life Insurance | Employee Compensation Health Insurance Dental Life | -1,021.81 -2,633.80 -207.27 -44.28 |
| TOTAL | | | | | -3,907.16 |
| 14884 | 3/8/2017 | Yovanik, Dana | | For: Park Checking 1712848... | |
| TOTAL | 3/8/2017 | | Coffee and cake for 3/8/17 Celebrating Seniors | Programs - Adult | -11.22 |
| | | | | | -11.22 |

River Forest Public Library

4/1/2017 1:16 PM

Register: MB Financial Credit Card

From 02/06/2017 through 03/02/2017

Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|-------|----------------------------------|---|-----------------------------|--------|---|----------|----------|
| 02/06/2017 | | Eventbrite.com | Professional Expenses:Professional ... | LACONI Diverse Books... | 30.00 | X | | 1,525.73 |
| 02/08/2017 | | River Forest Chocolates | Misc. Expenses | Gifts for Volunteers | 63.10 | X | | 1,588.83 |
| 02/10/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Donuts and Ice Cream f... | 30.41 | X | | 1,619.24 |
| 02/14/2017 | | Totally Promotional | Supplies - Library | Custom printed tablecloth | 137.30 | X | | 1,756.54 |
| 02/15/2017 | 14831 | Card Services - MB Financial ... | For. Park Checking 171284900 | January Credit Card Pay... | | X | 1,495.73 | 260.81 |
| 02/17/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | Food for Children's Pro... | 61.92 | X | | 322.73 |
| 02/17/2017 | | USPS | Office Expenses:Postage | Postage replenishment | 50.00 | X | | 372.73 |
| 02/21/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Rechargeable battery set... | 144.94 | X | | 517.67 |
| 02/21/2017 | | AMAZON.COM | Supplies - Library | Swivel bases for Circ de... | 23.98 | X | | 541.65 |
| 02/22/2017 | | AMAZON.COM | Adult Expenses:Non-Print Adult | Music CD | 11.99 | X | | 553.64 |
| 02/22/2017 | | STUMPS | Special Programs | Soice in the Stacks Sup... | 41.62 | X | | 595.26 |
| 02/23/2017 | | PROPAY, INC. | Automation Expenses:Automation - ... | Online catalog Fine/Fee... | 39.95 | X | | 635.21 |
| 02/24/2017 | | ORIENTAL TRADING | Juvenile Expenses:Programs - Juv | Children's program sup... | 60.46 | X | | 695.67 |
| 02/24/2017 | | Party City | Special Programs | Supplies for Soice in th... | 51.64 | X | | 747.31 |
| 02/24/2017 | | Stamps.com | Office Expenses:Postage | Stamps.com Monthly Fee | 15.99 | X | | 763.30 |
| 02/27/2017 | | Etsy.com | Juvenile Expenses:Non-Print Juvenile | Felt board story supplies | 38.86 | X | | 802.16 |

River Forest Public Library

4/11/2017 1:16 PM

Register: MB Financial Credit Card
From 02/06/2017 through 03/02/2017

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Ref.</u> | <u>Payee</u> | <u>Account</u> | <u>Memo</u> | <u>Charge</u> | <u>C</u> | <u>Payment</u> | <u>Balance</u> |
|-------------|-------------|--------------|---|---------------------------|---------------|----------|----------------|----------------|
| 02/27/2017 | | Etsy.com | Juvenile Expenses:Non-Print Juvenile | Felt board story supplies | 17.00 | X | | 819.16 |
| 02/27/2017 | | Jewel Foods | Juvenile Expenses:Programs - Juv | J Program supplies | 43.45 | X | | 862.61 |
| 02/27/2017 | | DollarTree | Juvenile Expenses:Programs - Juv | Mugs for program | 10.00 | X | | 872.61 |
| 02/27/2017 | | Shuups.com | Office Expenses:Postage | Postage replenishment | 50.00 | X | | 922.61 |
| 02/28/2017 | | Etsy.com | Juvenile Expenses:Non-Print Juvenile | Felt board story supplies | 48.45 | X | | 971.06 |
| 02/28/2017 | | Etsy.com | Juvenile Expenses:Non-Print Juvenile | Felt board story supplies | 32.99 | X | | 1,004.05 |
| 02/28/2017 | | Etsy.com | Juvenile Expenses:Non-Print Juvenile | Felt board story supplies | 24.50 | X | | 1,028.55 |
| 02/28/2017 | | Apple | Capital Expenditures:Strategic Initi... | Smart cover for J iPad | 73.31 | X | | 1,101.86 |
| 02/28/2017 | | Apple | Capital Expenditures:Strategic Initi... | iPad for Children's room | 742.69 | X | | 1,844.55 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 15.99 | X | | 1,860.54 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 13.99 | X | | 1,874.53 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 9.99 | X | | 1,884.52 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 13.99 | X | | 1,898.51 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 12.99 | X | | 1,911.50 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 14.16 | X | | 1,925.66 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 12.99 | X | | 1,938.65 |

River Forest Public Library

4/1/2017 1:16 PM

Register: MBB Financial Credit Card

From 02/06/2017 through 03/02/2017

Sorted by: Date, Type, Number/Ref

| Date | Ref | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|-----|------------|---|----------------------------|--------|---|---------|----------|
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 13.99 | X | | 1,952.64 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 14.99 | X | | 1,967.63 |
| 02/28/2017 | | AMAZON.COM | Capital Expenditures:Strategic Initi... | Kindle book | 11.99 | X | | 1,979.62 |
| 02/28/2017 | | Apple | Capital Expenditures:Strategic Initi... | 2 iPad Minis - Adult/T... | 82.88 | X | | 2,062.50 |
| 03/02/2017 | | Apple | Capital Expenditures:Strategic Initi... | 2 iPad Minis - Adult/T... | 847.88 | X | | 2,910.38 |
| 03/02/2017 | | Apple | Capital Expenditures:Strategic Initi... | Sales Tax Refund - J iP... | | X | 4.31 | 2,906.07 |
| 03/02/2017 | | Apple | Capital Expenditures:Strategic Initi... | Sales Tax Refund - J iP... | | X | 43.69 | 2,862.38 |
| 03/02/2017 | | Apple | Capital Expenditures:Strategic Initi... | Sales Tax Refund - Adu... | | X | 4.88 | 2,857.50 |
| 03/02/2017 | | Apple | Capital Expenditures:Strategic Initi... | Sales Tax Refund - Adu... | | X | 49.88 | 2,807.62 |



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

| <u>Account:</u> | <u>March-17</u> | <u>YTD</u> | <u>16-17 Budget</u> | <u>% of Budget</u> |
|--------------------------------------|-------------------|---------------------|---------------------|--------------------|
| Property Taxes | \$ 451,149 | \$ 1,201,450 | \$ 1,215,715 | 98.83% |
| Corp Property Replacement Taxes | \$ 1,390 | \$ 13,963 | \$ 15,079 | 92.60% |
| Interest Revenue | \$ 530 | \$ 5,453 | \$ 8,000 | 68.17% |
| Copy Machine Revenue | \$ 462 | \$ 4,451 | \$ 4,000 | 111.28% |
| Grants, Other | \$ - | \$ 3,554 | \$ 5,100 | 69.69% |
| Illinois Per Capita Grant | \$ - | \$ 8,612 | \$ 8,000 | 107.65% |
| Gifts, Donations | \$ 1 | \$ 3,480 | \$ 5,000 | 69.59% |
| Connections Program Grant | \$ - | \$ 3,085 | \$ 7,260 | 42.49% |
| Community Fund Endowment | \$ - | \$ 3,554 | \$ 3,500 | 101.54% |
| Fines, Service Charges | \$ 940 | \$ 17,511 | \$ 18,000 | 97.29% |
| Book Sales | \$ 49 | \$ 1,022 | \$ 1,200 | 85.14% |
| Lost Books Reimbursed | \$ 259 | \$ 3,199 | \$ 3,000 | 106.64% |
| Rentals, Library Space, Meeting Room | \$ 180 | \$ 390 | \$ 300 | 130.00% |
| Fax/Print | \$ 10 | \$ 93 | | |
| Misc | \$ 10 | \$ 375 | \$ 300 | 125.00% |
| Over/Short | \$ 30 | \$ 30 | | |
| Total: | \$ 455,009 | \$ 1,270,223 | \$ 1,294,454 | 98.13% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 455,009 | \$ 1,270,223 | \$ 1,294,454 | 98.13% |
| | | | | |
| Expense: | \$ 73,105 | \$ 1,009,851 | \$ 1,294,454 | 78.01% |



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

March 2017 Fiscal YTD Actual % Budget 16-17 Budget
 92% as of 3/31/16

Expenses
Personnel

| | | | | |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries | \$ 48,775 | \$ 528,257 | 86.60% | \$ 610,000.00 |
| Medical Health Insurance Coverage | \$ 2,885 | \$ 37,946 | 71.87% | \$ 52,800.00 |
| IMRR | \$ 1,566 | \$ 44,519 | 80.94% | \$ 55,000.00 |
| Medicare/FTCA | \$ 3,527 | \$ 39,327 | 84.21% | \$ 46,700.00 |
| Payroll Service | \$ 208 | \$ 2,454 | 79.15% | \$ 3,100.00 |
| Staff Training | \$ - | \$ 1,347 | 53.88% | \$ 2,500.00 |
| Membership Dues | \$ 99 | \$ 5,349 | 70.38% | \$ 7,600.00 |
| Professional Development | \$ 270 | \$ 6,787 | 91.72% | \$ 7,400.00 |
| Total Personnel | \$ 57,830 | \$ 665,985 | 84.83% | \$ 785,100.00 |

Support Services
Printing and Advertising

| | | | | |
|---|---------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ 56 | \$ 4,773 | 79.55% | \$ 6,000.00 |
| Advertising | \$ 350 | \$ 1,845 | 92.26% | \$ 2,000.00 |
| Total Printing and Advertisement | \$ 406 | \$ 6,618 | 82.73% | \$ 8,000.00 |

Programming

| | | | | |
|--|-----------------|------------------|---------------|---------------------|
| Children's Programs | \$ 834 | \$ 7,923 | 78.45% | \$ 10,100.00 |
| Teen Programs | \$ 340 | \$ 4,704 | 78.40% | \$ 6,000.00 |
| Adult Programs | \$ 834 | \$ 7,923 | 72.03% | \$ 11,000.00 |
| Special Programs | \$ 512 | \$ 1,938 | 45.07% | \$ 4,300.00 |
| Connections Programs | \$ 400 | \$ 4,833 | 66.57% | \$ 7,260.00 |
| Total Support Services and Programs | \$ 3,326 | \$ 33,939 | 72.74% | \$ 46,660.00 |

Other Support Services

| | | | | |
|-------------------------------------|-----------------|------------------|---------------|----------------------|
| ITL Services (SWAN Libraries) | \$ - | \$ 519 | 172.85% | \$ 300.00 |
| RB Services (Non-SWAN Libraries) | \$ - | \$ 10 | 3.33% | \$ 300.00 |
| Technical Support | \$ 750 | \$ 11,250 | 93.75% | \$ 12,000.00 |
| Automation Administration | \$ - | \$ 24,520 | 79.10% | \$ 31,000.00 |
| Consultant Fees/Legal Fees | \$ - | \$ 1,146 | 57.28% | \$ 2,000.00 |
| Postage & Delivery | \$ 558 | \$ 2,566 | 75.47% | \$ 3,400.00 |
| Audit Fees | \$ - | \$ 8,260 | 97.18% | \$ 8,500.00 |
| Telephone/Internet | \$ 1,100 | \$ 12,195 | 81.30% | \$ 15,000.00 |
| Copy Machine Leases | \$ 199 | \$ 2,005 | 74.25% | \$ 2,700.00 |
| Total Other Support Services | \$ 2,602 | \$ 62,469 | 83.07% | \$ 75,200.00 |
| Total Support Services | \$ 5,928 | \$ 96,408 | 79.11% | \$ 121,860.00 |

Library Materials

| | | | | |
|-------------------------------|----------|-----------|---------|--------------|
| Books | \$ 1,775 | \$ 54,875 | 78.96% | \$ 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/novels/music | \$ 1,059 | \$ 34,264 | 85.66% | \$ 40,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ 1,274 | \$ 31,692 | 77.02% | \$ 41,150.00 |
| Total Library Materials | \$ 4,108 | \$ 138,181 | 80.22% | \$ 172,250.00 |

Library and Office Supplies

| | | | | |
|--|---------------|------------------|---------------|---------------------|
| Office Supplies | \$ 103 | \$ 3,343 | 78.76% | \$ 4,244.00 |
| Library Supplies | \$ 413 | \$ 4,143 | 73.97% | \$ 5,600.00 |
| Copy And Printing Supplies | \$ 77 | \$ 989 | 98.88% | \$ 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ 156 | \$ 2,035 | 78.25% | \$ 2,600.00 |
| Total Library & Office Supplies | \$ 750 | \$ 10,509 | 78.17% | \$ 13,444.00 |

Capital Expenditures

| | | | | |
|-----------------------------------|-----------------|------------------|---------------|---------------------|
| Equipment (Equipment & Furniture) | \$ 410 | \$ 2,717 | 90.57% | \$ 3,000.00 |
| Equipment - Technology | \$ - | \$ 13,650 | 91.00% | \$ 15,000.00 |
| Strategic Building Improvement | \$ - | \$ - | 0.00% | \$ 50,000.00 |
| Total Capital Expenditures | \$ 410 | \$ 16,367 | 24.07% | \$ 68,000.00 |
| Strategic Initiatives | \$ 2,910 | \$ 10,470 | 69.80% | \$ 15,000.00 |

Facilities Management

| | | | | |
|--------------------------------|---------------|-----------------|---------------|--------------------|
| Building Materials & Supplies | \$ 746 | \$ 4,305 | 75.53% | \$ 5,700.00 |
| Total Facility Supplies | \$ 746 | \$ 4,305 | 75.53% | \$ 5,700.00 |

Facilities Management

| | | | | |
|------------------------------------|-----------------|------------------|---------------|---------------------|
| Insurance | \$ - | \$ 10,912 | 88.72% | \$ 12,300.00 |
| Maintenance and Custodial Services | \$ 746 | \$ 46,468 | 89.36% | \$ 52,000.00 |
| Water | \$ - | \$ 1,428 | 57.10% | \$ 2,500.00 |
| Natural Gas | \$ - | \$ 6,580 | 82.24% | \$ 8,000.00 |
| Copier Maintenance and Usage | \$ 176 | \$ 2,238 | 67.82% | \$ 3,300.00 |
| Roof Inspection | \$ - | \$ - | | \$ - |
| Total Facility Services | \$ 922 | \$ 67,636 | 86.59% | \$ 78,100.00 |
| Total Facilities Management | \$ 1,669 | \$ 71,931 | 85.84% | \$ 83,800.00 |

Facility Services

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

| | | | | |
|-----------------------|-------------------|---------------------|---------------|------------------------|
| Total Expenses | \$ 73,105 | \$ 1,009,851 | 78.01% | \$ 1,294,454.00 |
| Total Income | \$ 455,009 | \$ 1,270,223 | 98.18% | \$ 1,294,454.00 |



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

| | | |
|--------------------------|-----------------|----------------------|
| Beginning Balance | | \$ 218,728.68 |
| Expenses | | \$ - |
| Income | Interest | \$ 55.73 |
| Ending Balance | | \$ 218,784.41 |

River Forest Public Library
Balance Sheet
As of March 31, 2017

| | <u>Mar 31, 17</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| For. Park Money Market Capital | 218,784.41 |
| Comm Bank MM 600398215 | 25,749.62 |
| For. Park Money Market171285900 | 1,279,481.17 |
| For. Park Payroll 171283900 | 12,810.43 |
| For. Park Checking 171284900 | 13,781.15 |
| Petty Cash | 70.00 |
| Total Checking/Savings | <u>1,550,676.78</u> |
| Accounts Receivable | |
| Accounts Receivable | 2,825.20 |
| Total Accounts Receivable | <u>2,825.20</u> |
| Total Current Assets | <u>1,553,501.98</u> |
| TOTAL ASSETS | <u><u>1,553,501.98</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 2,214.73 |
| Total Accounts Payable | <u>2,214.73</u> |
| Credit Cards | |
| MB Financial Credit Card | 2,943.19 |
| Total Credit Cards | <u>2,943.19</u> |
| Total Current Liabilities | <u>5,157.92</u> |
| Total Liabilities | 5,157.92 |
| Equity | |
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 539,940.65 |
| Net Income | 186,519.26 |
| Total Equity | <u>1,548,344.06</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,553,501.98</u></u> |

3:27 PM
04/11/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 03/31/2017

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Clr</u> | <u>Amount</u> | <u>Balance</u> |
|--|-------------|------------|-------------|------------|---------------|----------------|
| Beginning Balance | | | | | | 70.00 |
| Cleared Balance | | | | | | 70.00 |
| Register Balance as of 03/31/2017 | | | | | | 70.00 |
| Ending Balance | | | | | | 70.00 |

Please don't make new DVDs 2-week checkouts. This is unfair for the many people who like to watch new movies. It could take weeks longer to than expected to check-out new DVDs if they are also included in the new policy. Please make your position on this subject clear for all. Thank you.

Thank you for your comment. Library staff members did discuss excluding new DVD's from our two-week loan rule, but decided that this would be confusing to our patrons. The goal is to simplify loan rules: all books, CD's and audiobooks circulate for 3 weeks; all DVD's and games circulate for 2 weeks. Please know that we have committed to buying additional copies of new movies in order to minimize patron wait times for popular new items.

Organizational Structure/Training and Staff Development

- RFPL will be closed for an in-service training day on Friday, April 28th. All staff will take part in a sexual harassment training session in the morning lead by a representative from A.J. Gallagher (provided gratis as part of our liability insurance coverage). In addition, we will have a representative from the Illinois Safe School Alliance present a diversity training session in the afternoon.
- I have applied to attend the Illinois State Library's Director's University June 5-8th in Springfield. The 3 day training will offer formal sessions for new public library directors on legal and administrative matters, and informal opportunities for networking and discussion.

Facilities

- Complete Cleaning Company, Inc. agreed to the contract changes recommended by the Board of Trustees. We have executed a 24 month contract as of May 1, 2017 at a cost of \$2,195/month for cleaning services.
- The Facilities Committee met on April 12th to discuss the process for staff to complete a space analysis of the library.
- The slate roof is leaking on the northeast side of the building. Trinity Roofing was out to look at the roof on April 12th and will provide a quote for repairing the flashing in the valley and for replacing any missing tiles.

Marketing and Public Relations

- The Bookplate will be arriving in homes by April 17th.

Governance and Administration

- One of formal goals for this year was to create a Trustee Orientation Packet for new Trustees in order to facilitate a smooth onboarding of new Trustees. An outline of this packet is attached to this report. Elan Long, our Trustee-elect has received her orientation binder.
- I attended the RAILS Members update webinar on March 31st. In addition to updates on the Museum Pass program, online eBooks and continuing education opportunities, the implications of the proposed (Federal) cuts to the IMLS budget were discussed.

Governance and Administration (continued)

- On March 23rd, I attended a LACONI Program *Lessons from the 2016 Campaign Trail for Libraries* with Johan Chrastka of Every Library. Mr Chrastka spoke of the current anti-tax climate throughout the country and the vital importance of library administrators and Board members to actively engage their constituencies in order to build voter support and communicate the value proposition of libraries. He stressed that these conversations should be going on well in advance of any requests for increased tax funding.
- Joanna and I completed the mandatory Illinois Department of Labor's online reporting to provide information for construction contractors performing services for RFPL in 2016.

Finance

- The 2017-18 Board approved budget was submitted to the Village of River Forest on March 22, 2017. In addition, our audited 2016-17 budget numbers were provided to the Village for inclusion in their Fiscal Year 2018 Budget. The Library budget is included in the Village budget document because the Library is in the Village's tax levy ordinance that is submitted to Cook County.
- We received a letter of formal notification from the Illinois Secretary of State that our FY 2017 per capita grant in the amount of \$8,674.39 has been approved. The letter also indicated that payment of the grant may be significantly delayed due to the lack of a state budget. We will have until June 2018 to expend those funds.
- The Finance Committee met 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. Sue and Joanna will contact our 3 current financial institutions we use to request each submit a proposal for investing our funds in interest bearing deposit accounts.

External Partnerships

- I met with David Seleb of OPPL to discuss a joint trustee event in September 2017. We agreed to extend an invitation to the Forest Park Public Library Board to join our gathering.
- I attended the River Forest Administrator's meeting on April 11th.

Respectfully submitted,

Sue Quinn
4/13/17



River Forest Public Library Trustee Orientation Packet

- Section 1:** RFPL Trustee Roster
Calendar of Meetings
- Section 2:** Illinois Open Meetings Act FAQ (http://foia.ilattorneygeneral.net/pdf/faq_oma_government.pdf)
- Section 3:** RFPL Trustee by-laws
- Section 4:** RFPL Board of Trustees Board Packets (6 months prior)
- Section 5:** RFPL Policy Manual
- Section 6:** Budget(s) for current year and previous year
- Section 7:** 5 year Capital Improvement projections
- Section 8:** Financial Reporting Cycle
- Section 9:** RFPL Strategic Plan
- Section 10:** RFPL New Patron Packet
- Section 11:** RFPL Organization Chart
- Section 12:** RFPL Staff Listing
- Section 13:** RFPL Foundation by-laws
- Section 14:** RFPL Foundation minutes
- Section 15:** ALA's Library Bill of Rights and Freedom to Read Statement
- Handouts:** *Trustee Facts File 4th Edition* (Illinois Library Association 2012)
Library Advocates Handbook (American Library Association)

MEMO

To: RFPL Board of Trustees

From: Joanna Bertucci, Materials and Business Services Manager

CC: Sue Quinn, Library Director

Date: April 21, 2017

RE: Strategic Planning Process update and proposed Board Packet changes

Strategic Planning Update:

- At the March 21st Board meeting the Board agreed to extend our current strategic plan for two years.
- In April and May, RFPL managers will meet to review, discuss and draft strategic plan measures through April 2018. The Board will be presented with revised measures at the May 23rd Board meeting for approval. We will repeat the same process for the 2018-2019 measures.
- Sue reached out to PLA (Public Library Association) regarding some questions Trustees had raised regarding the *Planning for Results* process. We learned that *Planning for Results* remains the gold standard for strategic planning and is “enthusiastically” recommended by PLA. PLA also hopes to deliver revised service responses in 2018, as the issue of relevance of the current 18 service goals was mentioned by Trustees.
- We also learned that it is likely that PLA will offer its *Dynamic Planning Institute* at the annual PLA conference in March 2018.
 - o “PLA’s Dynamic Planning Institute delivers best practices in strategic planning for libraries with a unique focus on simple, low-cost planning. Participants will learn how to create a dynamic strategic plan, in a timely manner, which will serve as a living document and create actionable pathways for decision making, community involvement, and funding priorities.” <http://www.ala.org/pla/education/dynamicplanning>
- After staff participation in the *Dynamic Planning Institute* we’d be able to begin the formal planning process during the summer and fall of 2018, with the goal of implementing a new strategic plan on May 1, 2019. The 2018-2019 strategic initiatives budget line would include any costs for the planning process.

Proposed Changes to the Board Packet

After feedback gathered from Trustees at the March 21st Board meeting, I would like to propose the following changes to the contents of the Board packets.

Trustees would be given streamlined data (financial and statistical) packets monthly. Twice a year, in November and May, Trustees would be given a comprehensive packet that would include statistical data with YTD comparisons and Manager's departmental reports.

| Monthly Packet | Mid Year and Annual Report (November and May) |
|--|--|
| <ul style="list-style-type: none"> - Agenda - Minutes for approval - Financial reports - Patron suggestions - Director's report - Streamlined key performance indicators <ul style="list-style-type: none"> o Monthly Circulation o Monthly programs o Monthly cardholders - Any documents for Board review | <ul style="list-style-type: none"> - Agenda - Minutes for approval - Financial reports - Patron suggestions - Director's report - Library snapshot - Key performance indicators to include YTD data - Any documents for Board review - Staff packet to include quarterly update on notable programs, projects, and initiatives. |

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:

Forest Leaves

- **3/23:** Fire Station story time was featured in the Family Friendly section
- **3/30:** "Library foundation plans Soiree in the Stack" article was printed
- **3/30:** Celebrate National Poetry month event was featured in the Family Friendly section

Bookplate

- The bookplate was completed and will hit homes in mid-April.

E-Marketing:

- We have 1477 subscribers on our email list, which is up by 13 from last month. Our March eNewsletter went out on February 26th and had a 36% open rate (525 people). 12 clicks were recorded.

Facebook:

- We now have 709 followers.
- We posted 17 times during the month of February with a reach of 6,763. We had a total of 80 likes. Of note this month was a post about the best libraries for kids in the Western suburbs, an article from mykidlist.com. It had our highest reach ever (2,400) and received 90 likes.

Administration: The RFPL has changed its loan rules for DVDs, Blu-Rays, and video games. These items will now have a 2 week check out period. The RFPL Management team feels that this extended checkout time for these materials will allow patrons more time to enjoy these materials and could possibly ease the burden of paying large overdue fines, as these items have fines of .50 per day.

Professional Development:

3/1: Beth attended Booklist Spring 2017 YA Announcements

3/1: Amy attended a MAI presentation on The Totally Responsible Organization

3/8: Victoria attended a BlueCloud Analytics training class.

3/15: Victoria attended a SWAN Circ Advisory meeting

3/16: Andrea, Dorothy and Mary Kay attended Laconi RASS & RASSL Trends in Weeding and Collection Development at RAILS

3/15: Victoria viewed a webinar on Patron Privacy

3/16: Beth attended Butler Lecture with Holly Black

3/18: Andrea and Beth attended Glen Ellyn PL STEAM Fair in preparation for our October 2017 Maker Fest

3/19: Beth attended OPPL Camp Fair

3/23: Dana and Dorothy attended ARRT program On the Same Page: How to Create a Successful Community Reading Program for your Library

3/24: Mary Kay attended Laconi Middle Managers Legal Issues in Supervision (presented by the MAI)

3/28: Victoria viewed a webinar on Whole Person Librarianship

3/30: Dorothy viewed a webinar on collection development in the 21st century, presented by RAILS

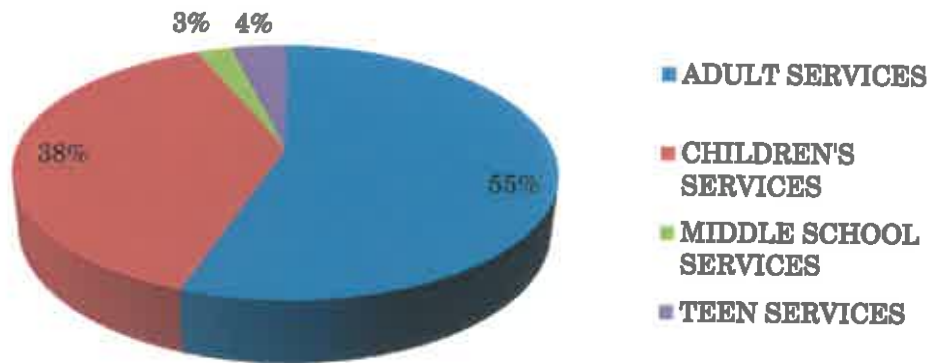
| Materials Added by Collection | |
|-------------------------------|------------|
| Preschool | 65 |
| Juvenile | 219 |
| Middle School | 25 |
| Teen Collection | 40 |
| Adult Fiction | 105 |
| Adult Non Fiction | 158 |
| Adult Media | 46 |
| Total Added: | 658 |
| Total Deleted: | 799 |

March 2017 Key Performance Indicators

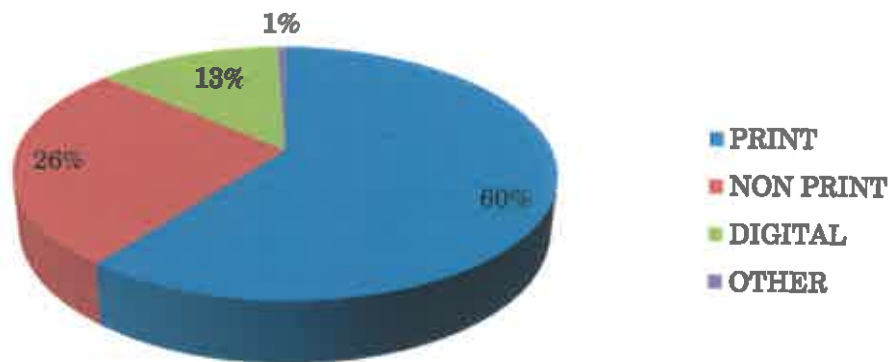
| Total Circulation | Mar-17 | YTD | 2016-2017 | YTD % Goal |
|---|---------------|----------------|----------------|------------|
| Preschool Collection | 3,133 | 33,011 | 31,000 | 106.5% |
| Juvenile Collection | 3,960 | 42,293 | 52,000 | 81.3% |
| Middle School Collection | 458 | 5,259 | 6,000 | 87.7% |
| Teen Collection | 743 | 7,420 | 8,000 | 92.8% |
| Adult Fiction | 3,800 | 40,359 | 40,000 | 100.9% |
| Adult Non-Fiction | 3,148 | 31,814 | 34,500 | 92.2% |
| Adult Media | 3,146 | 33,703 | 45,000 | 74.9% |
| Adult Other | 123 | 1,367 | | |
| Non SWAN ILL | 40 | 324 | | |
| Webpac Renewals | 174 | 17,481 | | |
| Total Circulation | 18,725 | 213,031 | 216,500 | 98% |
| Digital Circulation (included above) | | | | |
| Flipster | 171 | 2,598 | | |
| Hoopla | 595 | 4,519 | | |
| Media On Demand | 1,628 | 14,904 | | |
| Tumblebooks | 33 | 3,333 | | |
| Interlibrary Loan | | | | |
| Sent | 1,006 | 10,664 | | |
| Received | 1,786 | 16,583 | | |
| Collection | | | | |
| Total Materials Catalogued | 658 | 6,311 | | |
| Total Materials Withdrawn | 799 | 6,491 | | |
| Total Materials Added or Withdrawn | -141 | -2180 | | |
| Patron Technology Use | | | | |
| Database Use | 230 | 3,708 | | |
| Online Learning Tools | 442 | 3,393 | | |
| Library Computer Use | 889 | 10,470 | | |
| WiFi Use | 4,683 | 42,753 | | |
| Circ at Self Check-Out | 3,433 | 38,462 | | |
| As % of Total Circulation | 18% | 18% | 15% | 122% |
| Programs & Meeting Room Use | | | | |
| Older Adults | | | | |
| Programs | 10 | 108 | | |
| Attendance | 110 | 1,840 | 1,700 | 108% |
| Middle School | | | | |
| Programs | 10 | 117 | | |
| Attendance | 197 | 2,616 | 2,700 | 97% |
| Children/Family Programs | | | | |
| Programs | 46 | 425 | | |
| Elementary School Age Attendance | 367 | 5,963 | 5,700 | 105% |
| Preschool On Site Attendance | 722 | 5,305 | 4,000 | 133% |
| Preschool Off Site Attendance | 129 | 2,011 | 2,600 | 77% |
| Other Programs | | | | |
| Programs | 0 | 5 | | |
| Attendance | 0 | 83 | | |
| Outside Groups | | | | |
| Barbara Hall Meeting Room Use | 15 | 118 | 135 | 87% |
| Virtual Presence | | | | |
| Website Monthly Visitors | 5,638 | 58,650 | | |
| Website Unique Visitors | 3,264 | 32,377 | | |
| Facebook Followers | 709 | | | |
| Cardholders | | | | |
| New Cardholders Added | 41 | 495 | 850 | 58% |
| Total Number Cardholders | 7,927 | | | |
| Cardholders as % of Population* | 71% | | | |
| Library Visits | 8,328 | | | |

March 2017 Key Performance Indicators

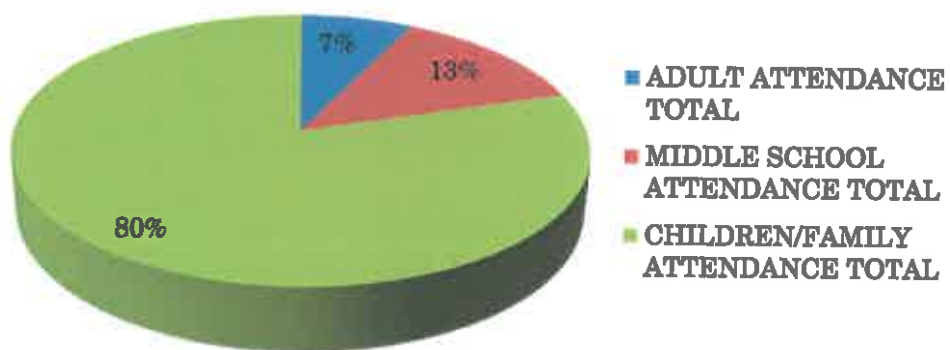
Checkouts by Department



Checkouts by Format



Program Attendance by Department



II. Circulation

A. Loans and Reserves

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type that include the length of loan, number of loans allowed, and number of renewals allowed. Patrons may reserve materials that are not immediately available for patron use.

B. Interlibrary Loans

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system. Materials obtained through interlibrary loan are the responsibility of the cardholder who borrows them, and are subject to the loan rules and fines of the library at which the materials are checked out.

C. Lost, Damaged, and Overdue Materials

Materials borrowed via any mechanism are the responsibility of the cardholder. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established schedules of fines and penalties for overdue, lost, or damaged materials.

D. Operations

Management has established, and will update from time to time, procedures for length of material loans including interlibrary loan, reserves, fees, and fines.

RFPL maintains consistent, posted hours of service during which all services of RFPL are available to patrons. Those hours are:

Monday-Thursday: 9:00AM – 9:00PM

Friday-Saturday 9:00AM – 5:00PM

Sunday: 1:00PM – 5:00PM (Closed Memorial Day-Labor Day)

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RFPL maintains consistent, posted hours of service during which all services of ~~the River Forest Public Library~~ RFPL are available to patrons. Those hours are:

Monday-Thursday: 9:00AM – 9:00PM

Tuesday 9:00AM – 9:00PM

Wednesday 9:00AM – 9:00PM

Thursday 9:00AM – 9:00PM

Friday-Saturday 9:00AM – 5:00PM

Saturday 9:00AM – 5:00PM

Sunday 1:00PM – 5:00PM

(Closed Memorial Day-Labor Day)

XII. Gifts and Donations—Non Library Materials

A. Donations

RFPL welcomes donations in the form of cash, real and personal property, stocks, and bonds. All donations are subject to the approval of the Director and/or Board.

B. Use of Gifts

All gifts may be used, sold, or disposed of in the best interest of RFPL. All donations are accepted only if, as determined in the discretion of the Director and/or the Board, such donations are in the best interests of RFPL.

C. Tax Issues

RFPL does not appraise the value of a donation. RFPL will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. Whether a gift to RFPL qualifies as tax deductible is for the donor to determine.

Gifts and Donations Policy

General

~~The River Forest Public Non Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials that could not have been purchased otherwise. The Library staff can supply, upon request, a list of needed materials for consideration by the donor.~~

XII. Denation of Books and Audio Visual Materials

~~Donations In accepting a gift of materials the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any Library material, though of value in itself, may be; (1) a duplicate of an item of which the Library already has a sufficient number; (2) outdated—interesting but not of sufficient present reference or circulating value to the Library; and/or (3) in poor condition—which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The River Forest Public Library accepts gift books with the understanding that books that are useful to the Library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to Library standards for the best public service.~~

Gift Book Program

A. The Library

~~RFPL welcomes monetary contributions specifically for book purchases in memorial to or honor of named individuals. In order that the Library can properly honor the generosity a special donations in the form to record the information is used and should be completed.~~

Donation of Art Objects and Other Types of Materials

~~Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.~~

of Donations—Others e.g. Monetary

~~The Library welcomes cash donations gifts of, real and personal property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the~~

II. Reference Services

RFPL provides reference services to RFPL patrons through the use of print and online resources by professional librarians and other trained staff members. Reference services and materials are available to everyone regardless of age, race, gender, social, or economic status, and RFPL adheres to the American Library Association's Code of Ethics. Questions and transactions that occur between RFPL patrons and staff are treated confidentially and with respect, and are not discussed outside a professional context.

Reference services:

- Provide assistance with the use of RFPL resources,
- Provide information in response to a patron's question,
- Provide assistance with locating library materials, and
- Provide reading, listening, and viewing suggestions to patrons.

Reference services and materials are available during RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons at RFPL, over the phone, or online. Requests will generally be handled in the order in which they were received. More complex questions may require follow up at a later time. Follow up responses to more complex questions may be conveyed in the manner of the patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

Staff may limit the amount of time and level of response when providing reference services. Reference services do not include, and staff will not provide, services such as: typing or translation services; appraisals of books; career-counseling advice; entering of personal or credit card information in online forms; or providing medical, legal, copyright, financial, or tax advice. IT support on personal devices and hardware is not available.

1. Reference Services Policy

~~The River Forest Public Library~~RFPL provides reference services to ~~library~~RFPL patrons through the use of print and online resources.

~~Reference services are defined as~~

- ~~1. providing assistance with the use of library resources~~
- ~~2. the provision of information in response to a patron's question~~
- ~~3. providing assistance with locating library materials.~~
- ~~4. providing reading suggestions through reader's advisory service~~

~~Reference services are provided to River Forest residents and non-residents~~ by professional librarians and other trained staff members.

Reference services and materials are available to everyone regardless of age, race, gender, social, or economic status, and ~~the River Forest Public Library~~RFPL adheres to the American Library Association's Code of Ethics. Questions and transactions that occur between ~~library~~RFPL patrons and ~~reference services~~ staff are treated confidentially and with respect, and are not discussed outside a professional context.

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- Provide assistance with the use of RFPL resources,
- Provide information in response to a patron's question,
- Provide assistance with locating library materials, and
- Provide reading, listening, and viewing suggestions to patrons.

Reference services and materials are available during ~~library~~RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons ~~in the library at RFPL,~~ over the phone, or ~~via the internet.~~online. Requests will generally be handled in the order in which they were received ~~and library staff uses good judgment when responding to more than one question at a time.~~ More complex questions may require follow up at a later time. Follow up responses to more complex questions may be conveyed ~~ever~~in the manner of the phone, via email or fax, patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

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III. Programs

RFPL offers targeted programs to meet community needs and interests as identified in the Strategic Plan. RFPL provides a free source of learning, entertainment, and cultural enrichment to patrons beyond the collection resources.

Some programs invite newcomers to RFPL through collections and services. Other programs build library visibility in the community or strengthen relationships among community members by creating memorable experiences. Overall, programs aspire to the goal of community engagement.

All programs should:

- meet at least one service goal (as outlined in our Strategic Plan);
- be of good quality;
- have strong community appeal with the goal of community engagement.

In executing its sponsored programs, RFPL aspires to meet the standards set forth in the Library Bill of Rights. Given that resources available for the sponsorship of programs are limited, the selection, planning, and implementation of RFPL sponsored programs ultimately rests in the discretion of RFPL staff.

RFPL reserves the right to restrict program attendance. Programs may be cancelled at the discretion of RFPL staff.

II. Library-Sponsored Programs Policy

~~The River Forest Public Library provides free and physically accessible programs to community members of all ages for the purpose of highlighting library materials and services, providing information and recreation and fostering new interests. Programs for younger children help to develop life-long reading habits. Programs for young adults are aimed at identifying resources for research and recreation, and varied programming for adults is aimed at inciting renewed interest in the Library and the desire for life-long learning. At no time will fees be collected for any library program.~~

Program Policy

~~The River Forest Public Library~~RFPL offers targeted programs to meet community needs and interests as identified in ~~our~~the Strategic Plan. ~~The library~~RFPL provides a free source of learning, entertainment, and cultural enrichment to ~~our~~ patrons beyond ~~our own~~the collection resources.

Some programs invite newcomers ~~to our library by introducing them to our~~to RFPL through collections and services. ~~Other programs build library visibility in the community or strengthen relationships among community members by creating memorable experiences. Overall, our programs aspire to the overall goal of community engagement.~~

All programs should:

- ~~meet at least one service goal (as outlined in our Strategic Plan)~~;
- ~~be of good quality~~;
- ~~have strong community appeal~~ with the goal of community engagement.

~~In planning and carrying out~~executing its sponsored programs, ~~the library~~RFPL aspires to meet the standards set forth in the Library Bill of Rights. ~~The Library also recognizes~~Given that ~~the~~ resources available for the sponsorship of programs are limited ~~and~~, the selection, planning, and implementation of ~~library~~RFPL sponsored programs ultimately rests in the discretion of ~~the library's professional~~RFPL staff.

~~The library~~RFPL reserves the right to restrict program attendance. ~~Programs may be cancelled, in advance or the day of, if minimum attendance is not met or due to unforeseeable circumstances, at the discretion of RFPL staff.~~

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 March; they also collaborated to throw Dr. Seuss's Birthday Party.
- Amy presented Family Story Time 3 times and Free Play Friday once in March.
- The final 2 Donuts for Dads of the season occurred in March. The program was very successful this winter.
- We had fun searching for our favorite book characters during the annual Morning PJ Party and Book Character Scavenger Hunt.

Outreach & Partnerships:

- Erin presented 4 story times at River Forest Community Center in March.
- Amy presented a story time to the local Easter Seals group of young children and their caregivers at RFPL.
- Melissa went to the River Forest Fire Station to present an interactive story time—complete with watching firefighters in action as they got ready to go out on a call!
- Amy attended a committee meeting for the Collaboration's Parent Resource Program to brainstorm ways to reach OPRF families of young children via digital resources.

Spaces:

- Displays featured an "Emoji" theme.
- Erin created a Dr. Seuss window display for Dr. Seuss's Birthday; and later in the month Kim created a Spring window display for the changing of the seasons.
- New tiny chairs were purchased for the back ledge of the play area.
- An anonymous patron donated 2 large bags of new toys to refresh our toy area and to provide toys for programs.

On the Horizon...

- We look forward to the start of summer reading featuring a Ralph's World concert for young children in early June.

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

Spaces

Displays to foster lifelong learning included:

- “Celebrate Women’s History Month”
- “Armchair Travel” - books on scenic destinations in US and around the world
- “Mini Books on the Go” - obscure titles in small packages that we have in our collection!
- “Taking a Trip? Try an Audiobook!” fiction and nonfiction books on CD
- “Irish Heritage / St. Patrick’s Day” books celebrating Irish culture
- “Get Organized” spring cleaning and organizing books
- Adult Winter Reading display
- Staff Picks

Programming

Total attendees for March adult programs was 110.

Lifelong learning programs included:

- 3 Wednesday morning Computer Learning Labs (3/15, 3/22, 3/29) - 15 attendees
- “Organizing Small Spaces for Seniors” with Beth Randall (3/9) - 20 attendees
- 2 Great Decisions discussion meetings lead by Adult Services Associate Meghan O’Keefe (3/14, 3/28) - 9 attendees.

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

Outreach & Partnerships

- Andrea and Mary Kay continue to work with Ethan Baehrend and his mother, Diana Baehrend, to coordinate RFPL's October Maker Fest. Efforts in the month of March included assisting Ethan with his Eagle Scout Service Project Proposal form for the Fest, and finalizing vendor applications. This collaboration was done by email as the Baehrend family was out of the country this month.
- On March 2, RFPL staff Mary Kay and Dorothy took turns staffing a table at the Health and Longevity Expo. We shared our table with the River Forest Township, with whom we partner to provide special programs. We used our brand-new tablecloth, and distributed flyers and bookmarks on library resources and programming for seniors including Coffee Monday and Computer Learning Labs. We spoke to about 75 individuals.
- On March 21, the River Forest Township notified us that we have been awarded a 2017-2018 Grant for continued support of our Computer Labs technology program.
- On March 23, Mary Kay attended a Success for All Youth Steering Committee meeting. Topics of discussion included the Roosevelt University's partnership with SAY in data scrubbing and market research (youth focus groups) efforts. Mary Kay shared with the group the library's role in working with youth and providing Out of School Time activities, a key SAY initiative. Mary Kay offered the use of RFPL's space for youth focus groups to meet, and offered to suggest some Middle Schoolers we see every day who may be interested in taking part in a youth focus group.

On the Horizon

- May and Celebrating Seniors Week are just around the corner! CSW is May 18-25. Event guides for programs held across the community will be available at RFPL in May. Programs held at RFPL which are officially part of the CSW lineup include a special jazz performance inside the building from the Terry Sullivan Trio (5/19), "River Forest Historic Homes Part 2" lecture w/ Al Popowits (5/22), "Books and Bagels" book talks w/ Mary Kay and Meghan (5/23).
- The highlight of our Celebrating Seniors Week activities at RFPL is a visit from local Elizabeth Berg on Sunday, May 21! Ms. Berg is the critically acclaimed author of *The Art of Mending*, *Tapestry of Fortunes*, *The Year of Pleasures*, and many more. RFPL is partnering with Roosevelt Middle School to hold this large-scale event in their auditorium, which seats up to 250 people. After Ms. Berg's talk, she will sign books on RFPL's second floor. The Book Table of Oak Park will sell books from Ms. Berg's backlist.

Collection

- Learning Databases continue to perform efficiently. This month, Lynda.com tutorial use picked up, from 12 hours total last month to 17 hours total use. Mango is now our second-best performing database, at \$1.55 per use.

Elementary School age children (ages 5-9) will discover materials and programs that stimulate their imaginations, satisfy their curiosity, and foster a love of reading.

Programming:

- Victoria welcomed kids to Lego Club in March with a theme of Bridges.
- Melissa facilitated making fruit and vegetable bugs and critters at Snack Attack in March.
- The monthly DIY featured magnifying glass exploration.
- Erin led Kid Fit, which included a yoga class and line games.
- Our live action play of *Charlotte's Web* was a very big hit—the audience of children and grownups loved the production and the great songs that were performed.
- Spring Break drop in programs were fun—especially the all-day Build a Fort event and the Puppet Party.

Spaces:

- Our display featured a “You Read to Me and I’ll Read to You” theme.

Collections:

- Many new Nonfiction titles were purchased to refresh the health/human body, biographies, sports, and science sections.

Outreach & Partnerships:

- Victoria and Melissa acted as judges at the Willard School science fair.
- Beth attended the OPRF Camp Fair held at Oak Park Public Library to speak about our summer reading programs for children and teens.
- We’ve received donations from Lou Malnati’s, Legoland, and Chicago Fire thus far for summer reading, and will continue to partner with other organizations in the coming months for programs and prizes.

On the Horizon...

- We look forward to warm weather and the start of summer reading in June.

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 Beginner Bots (10 attendees), hosted Reading Olympics (92 attendees), and Video Game program.
- Beth organized 2 passive programs: Collaborative String Art (18 attendees) and Shelfie Selfie(42 participants)
- Beth wrapped up Teen Winter Reading Bingo with 25 registrants and 10 participants.
- Erin led 3 Maker sessions, including birds nest necklaces, paper bag journals- which were attended by 33 kids.
- Victoria S. each led 3 after-school gaming/movie which were attended by 34 kids.

Outreach & Partnerships:

- Lou Malnati's will donate 600 free personal pan coupons for Summer Reading prizes.
- Classic Cinemas will donate 30 free movie passes for Summer Reading prizes.
- Secured the use of Centennial Field with the Parks District for summer programming.

On the Horizon...

- We look forward to Story Studio, Go Nuts for Donuts, Poetry for Pancakes & National Adopt a Shelter Pet Day.

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

Programs: Total attendees for March adult programs was 110.

Programs that stimulated imagination included

- Evening Book Discussion (3/1/17, 9 attendees), *Signing Their Lives Away* by Denise Kiernan
- Coffee Monday, featuring a visit from a Village employee on volunteering opportunities for seniors: (3/6, 11 attendees)
- Afternoon Book Discussion (3/8 - 16 attendees), *Euphoria* by Lily King
- Foreign Film Forum (3/11 - 30 attendees), *When Brendan Met Trudy*

Our Adult Winter Reading program ran from December 19 to March 12. Total registrations for this program came up to 57, and total participants (those who read and logged at least one book) was 49. Total books read for Adults was 393.

In addition, we also held a Staff Winter Reading contest this year, running from December 19 to March 12. Nineteen staff participated and logged a total of 308 books. We made this contest extra challenging by including a Bingo sheet. The idea was to expand the type of books staff read, and get staff talking about books with each other and with patrons, to ultimately strengthen our reading community at RFPL. Staff were motivated to participate by a prize of a \$50 Amazon gift certificate, awarded by raffle. The winner of the raffle was Andrea!

Spaces:

Fiction and Imagination-Stimulating Displays in March included:

- "Waiting for *Lincoln in the Bardo*?" Readalikes display for this high demand title
- "Start Your Own Book Club" display near elevator featuring books that are good for discussion, and a handout including tips to get started with a new book discussion group
- "Dorothy's Choice" - picks that are favorites of librarian Dorothy Houlihan

Outreach & Partnerships:**Home Delivery Numbers:**

total # deliveries: 5

total # patrons served: 5

total # books picked up: 10

total # books dropped off: 16

total # books booktalked but not taken: 0

- 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).

Collections:

- This month, Hoopla hit its all-time high of checkouts with 595 titles. Most popular in Hoopla are the audiobooks (total year to date 1468 checkouts) followed by the movies (total year to date - 1062 checkouts).