



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
Tuesday, May 23, 2017, 8:00 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Minutes of the Regular Board Meeting: April 18, 2017  
Minutes of the Special Board Meeting: May 1, 2017
5. April 2017 Financial Reports
  - a. Warrants
  - b. Revenue and Expense Reports
  - c. Balance Sheets
6. Communications
  - a. Patron Suggestions
7. Director's Report
8. President's Report
9. Approve 2017-18 Strategic Plan Goals/Measures
10. New Business
  - a. Audit Contract and GFOA certification
  - b. Committees: (Report/Discussion/Action)
    - i. Facility Committee
      - Air Handler Study report
    - ii. RF Collaborative Committee report
      - Jascula Terman Resident Survey Proposal
    - iii. Finance Committee
    - iv. Policy Committee
      - By-laws of the River Forest Public Library
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: April 18, 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, Smedinghoff, and Zoebel
- **Also Present:** Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials & Business Services Manager)

**Visitors and Guests**

- Elan Long, RFPL Trustee Elect

**Trustee Emerita Resolution**

President Smedinghoff announced that the April 18 Regular Board meeting would be the last meeting attended by outgoing Library Trustee Claudette Zobel. President Smedinghoff and other Trustees thanked Trustee Zobel for her dedicated service to the RFPL Board. Trustee Smedinghoff read the following resolution:

**Emerita Resolution**  
Approving the Appointment of Ms. Claudette Zobel,  
Distinguished Emerita Trustee of the River Forest Public Library,  
River Forest, Illinois

**WHEREAS**, in special recognition of distinguished service to the River Forest Public Library, the Board of Trustees of the River Forest Public Library wishes to acknowledge Ms. Claudette Zobel by appointing her Trustee Emerita of the River Forest Public Library.

**WHEREAS**, after having been duly elected in April 2011, Ms. Zobel served the library and the Village of River Forest as a steadfast and committed library trustee and effective advocate for the River Forest Public Library for six years; and

**WHEREAS**, Ms. Zobel served as Board President for two years, and oversaw the successful implementation of the 2013-16 Strategic Plan for the River Forest Public Library; and

**WHEREAS**, Ms. Zobel led the successful effort to preserve and maintain adequate and accessible parking for patrons of the River Forest Public Library; and

**WHEREAS**, Ms. Zobel managed the critical task of Director Succession and led the initiative to hire a new Director for the River Forest Public Library;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of River Forest Public Library that it approve appointment of Ms. Zobel as Trustee Emerita of River Forest Public Library.

**BE IT FURTHER RESOLVED** that this Board herein extends its deepest appreciation to Ms. Zobel for her dedication and tireless service to the River Forest Public Library and to the people of this village, state, and nation.

**BE IT FURTHER RESOLVED** that this resolution be included in the permanent minutes of this Board and that copies be given to Ms. Zobel, her husband Herb, other members of her family, and to other appropriate Village of River Forest officials.

President Smedinghoff asked for a motion to approve the resolution appointing Trustee Zobel to Trustee Emerita status. Trustee Crowell moved to approve the motion, Trustee Hill seconded, and the motion passed unanimously.

### **Minutes**

Regular Board Meeting: March 21, 2017

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

### **March Treasurer's Report**

- March 2017 Warrant List: Trustee O'Connor moved to accept the March 2017 warrant list. Trustee Bevan seconded. There was discussion of three items:
  - Question regarding the expense for the donation to ILA in honor of Dee Brennan. Director Quinn explained that the ILA is seeking donations in honor of Dee Brennan, who was recently named an ILA luminary. Ms. Brennan is the current director of RAILS, a River Forest resident, and was the RFPL's Interim Director during the Director transition in 2007-08.
  - Question regarding costs for the Soiree in the Stacks event. Director Quinn explained that the RFPL Foundation donated \$2,500 to underwrite the RFPL Winter Reading programs, including the Soiree. The RFPL then paid for all Soiree related expenses directly from its operating account.
  - Question regarding the \$82.88 expense for new iPad mini devices. Ms. Bertucci explained that these were the costs of the cases for two iPad mini devices.
  - A roll call vote was taken.
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
- Revenue Report:
  - Question regarding the reflection of the \$2,500 RFPL Foundation on the monthly revenue report. Ms. Bertucci explained that the donation income was reflected in the February 2016 revenue report in the "Gifts, Donations" budget line.

- Question regarding the overall expenses coming in at 78% to budget as of 3/31/17. Director Quinn explained that expenses are under budget because the library has not and will not spend the \$50,000 budgeted in the Strategic Building Improvements budget line. Trustee Bevan further explained, previously capital expenditures were being paid out of the operating budget. Now that the capital improvement fund is well established, capital expenses are paid from that account and no longer appear in the operating budget. The unexpended \$50,000 will be transferred into the capital improvement fund, together with any additional excess funds, after the completion of the FY 16-17 audit.

- Expense Report: No questions.

- Balance Sheet:

- Question regarding the \$2825.20 in Accounts Receivable listed on the 3/31/17 balance sheet. Ms. Bertucci explained that this is for our final invoice for the RFPL Connections program, which was received in April 2017 and will be reflected on the April income report.

#### **Communications**

- There was one patron suggestion from March regarding the increase in the loan period for DVDs, BluRays, and video games from one week to two weeks.

#### **Director's Report**

#### **Organization Structure/Training and Staff Development**

- The Library will be closed on Friday 4/28 for an all staff In Service Day. The day will include sexual harassment training (provided at no cost from our insurance company Arthur J. Gallagher) and diversity training (presented by the IL Safe Schools Alliance). The In-Service Day will also acknowledge the following staff anniversaries:
  - Victoria Muraiti, 10 years
  - Lisa Engoren, 10 years
  - Dorothy Houlihan, 10 years
  - Barbara Croom, 5 years

Staff will receive monetary recognition in the amount of \$10 per anniversary year distributed through payroll.

- Director Quinn will attend a 3-day Director's University program in Springfield, IL.

#### **Facilities**

- Complete Cleaning agreed to the changes to our cleaning contract as suggested by Trustee Hill.
- Dan Ruzik of Chicago Project Management will be delivering the Air Handler Feasibility

Study report at the 5/3 Facilities Committee meeting. Preliminary reports show that the RFPL would be able to reclaim about 260 square feet of usable space in the Children's room, which would not create enough space to create a single use bathroom.

- There is a leak in the Northwest valley of the slate roof. Trinity roofing has prepared a proposal to install a new ice/watershed in the valley to stop the leak.

### **Marketing and Public Relations**

- The BookPlate is currently in resident homes.

### **Governance and Administration**

- The Trustee orientation packet is nearly complete.
- Director Quinn attended a LACONI program, *Lessons from the 2016 Campaign Trail for Libraries*, presented by John Chrastka. Mr. Chrastka emphasized that in order for libraries to make a case for funding staff and Trustees need to begin talking to and engaging with people about the library.

### **Finance**

- The Budget process is complete.
- The RFPL Per Capita Grant was approved by the IL State Library in the amount of \$8,674.39.

### **External Partnerships**

- Director Quinn met with OPPL Director, David Seleb, to discuss plans for a Fall 2017 joint Trustee event, to also include the Board of the Forest Park Public Library.

### **Strategic Planning Process Update**

- RFPL Materials and Business Services Manager presented an update strategic planning timeline.
- 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 23<sup>rd</sup> Board meeting for approval.
- The RFPL has learned that *Planning for Results* remains the gold standard for strategic planning. PLA hopes to deliver revised service responses in 2018.
- It is likely that PLA will offer its *Dynamic Planning Institute* at the annual PLA conference in March 2018. Ms. Bertucci will likely attend the 2018 conference.
- The RFPL will be able to start 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 will include any costs for the planning process.

- Trustees agreed to receive streamlined monthly board packets and a larger mid-year and annual report packet to include YTD data, trend analysis, and departmental narratives.

## **New Business**

- **Committee Reports**

- **Collaborative Committee:** Trustee Calabrese-Berry reported that the committee will meet on 4/20 to review a proposal from a website designer.
- **Finance Committee:** Trustee Bevan delivered a report from the 4/10 Finance Committee meeting.
  - Committee members discussed the definition of repairs as capital expenses.
    - Trustee Bevan shared concerns that repairs are being classified as capital expenditures when they should come from the maintenance line in the operations budget. Trustee Bevan feels that our financial statements should reflect the true nature of the library's capital and maintenance needs.
  - Committee members had a discussion regarding a process for investing reserve funds in time deposits to maximize the RFPL's return on investment.
    - It was determined that about \$300,000 (3 months operations reserve) could be moved into laddered CDs, which would result in good rate of return and give the RFPL flexibility and access to the funds, if needed.
    - Roughly \$700,000 (1-6 months operations) would need to remain liquid, likely in a Money Market account. Additionally, the \$218,000 in the capital reserve account would also need to remain liquid.
    - The additional \$279,000 (roughly) that is currently in the operations money market account could likely be transferred into a time deposit as well.
    - Director Quinn and Ms. Bertucci will draft a proposal to present to banks (starting with local banks) to determine who can provide the best rates and meet our needs. The committee agreed that moving our entire banking relationship (currently with Forest Park National Bank) should be considered.
- **Facility Committee:** Trustee Calabrese-Berry delivered a report from the 4/12 Facilities Committee Meeting.
  - The committee will review the Air Handler Study Proposal at the 5/3 meeting and will report to the Board in May
  - Committee members reviewed and discussed the space analysis document created by Ms. Bertucci. The document asks for staff to answer questions and provide feedback on the various zones within the library. The RFPL management team will meet in May review and complete the analysis. The completed analysis will be presented to the committee in June.

- **Policy Committee**
  - Trustee Bevan presented the revised Section III Patrons: II Circulation policy. Trustees reviewed the policy and made a minor language change. Trustee Bevan moved to approve the policy with changes from the committee. A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
  - Trustee Bevan presented the revised Section III Patrons: XII. Gifts and Donations policy. Trustees reviewed the policy. Trustee Bevan moved to approve the policy from the committee. A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
  - Trustee Bevan presented the revised Section II Operations: II. Reference Services policy. Trustees reviewed the policy and made a minor language change. Trustee Bevan moved to approve the policy from the committee. A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel
  - Trustee Bevan presented the revised Section II Operations: III. Programs policy. Trustee Bevan moved to approve the policy from the committee. A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Crowell, Hill, O'Connor, Smedinghoff, and Zobel

### **Executive Session**

- At 8:45 pm, Trustee Crowell moved to close the Regular meeting and move into Executive Session as per 5 ILCS 120 Sec. 2(c) to discuss personnel, specifically the Annual Library Director Review. Trustee Calabrese-Berry seconded and the motion passed unanimously.
- At 9:45 pm, Trustee Crowell moved to close the executive session and resume the Regular meeting. Trustee Smedinghoff seconded and the motion passed unanimously.

During executive session, Trustees completed the Director's evaluation.

### **Adjournment**

At 9:48 pm Trustee Crowell moved that the Regular Meeting be adjourned. Trustee Bevan seconded. All approved and the meeting was adjourned.

Respectfully Submitted,  
Deborah Hill  
Secretary

**Meeting Minutes: Special Board Meeting: May 1, 2017**

**Call to Order:** At 7:30 pm President Smedinghoff called the Special 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, Smedinghoff, and Zobel
- **Also Present:** None

**Visitors and Guests**

- None

**Executive Session**

- At 7:31 pm, Trustee Crowell moved to close the Special Meeting and move into Executive Session as per 5 ILCS 120 Sec. 2(c) to discuss personnel, specifically the Annual Library Director Review and her annual compensation. Trustee O'Connor seconded and the motion passed unanimously.

At 8:16 pm, Trustees reopened the Special Meeting. Trustee Calabrese-Berry moved, and Trustee Hill seconded, the Director's increase in compensation by 5% for the ensuing fiscal year (5/1/17-4/30/18). After a discussion regarding budget constraints, the Trustees voted.

**Ayes:** Trustees Calabrese-Berry, Hill, O'Connor and Smedinghoff

**Nays:** Trustees Bevan, Crowell and Zobel

- At 8:18 pm Trustee Calabrese-Berry moved that the Special 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  
April 2017**

2:25 PM  
05/02/17

Num	Date	Name	Memo	Account	Paid Amount
14970	4/27/2017	4IMPRINT	VOID:	For. Park Checking 17128...	
TOTAL					0.00
14971	4/27/2017	4IMPRINT, Inc.		For. Park Checking 17128...	
13787818	4/27/2017		RFPL T-shirts	Strategic Initiatives	-290.64
TOTAL					-290.64
14946	4/20/2017	A & J Sewer Service		For. Park Checking 17128...	
47413	4/10/2017		Drain rodding - north side of building/outside meeting room door	Maintenance - Service	-339.00
	4/19/2017		Pump Lift Station Maintenance	Maintenance - Service	-430.00
TOTAL					-769.00
14957	4/25/2017	Alarm Detection Services	177096	For. Park Checking 17128...	
SI-4620...	4/25/2017		Shut off signage for water valves	Maintenance - Service	-18.48
TOTAL					-18.48
14947	4/20/2017	Amy Grossman		For. Park Checking 17128...	
	4/18/2017		Parade candy	Special Programs	-73.75
TOTAL					-73.75
14907	4/6/2017	ANDERSON ELEVATOR CO...		For. Park Checking 17128...	
203924	4/6/2017		April Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
14885	4/1/2017	Andrea Olvera-Trejo		For. Park Checking 17128...	
	4/1/2017		Mileage to Glen Ellyn PL 3/18/17 STEAM Fair	Misc. Expenses	-17.39
TOTAL					-17.39
14931	4/15/2017	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	4/10/2017		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85

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2:25 PM  
05/02/17

Num	Date	Name	Memo	Account	Paid Amount
14886	4/1/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203273...	4/1/2017		Adult print	Books - Adult	-58.22
203274...	4/1/2017		Adult books	Books - Adult	-76.63
203272...	4/1/2017		Adult print	Books - Adult	-181.56
TOTAL					-316.41
14908	4/6/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203277...	4/6/2017		Adult Books	Books - Adult	-143.38
TOTAL					-117.09
14832	4/15/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203275...	4/15/2017		Adult books	Books - Adult	-143.38
TOTAL					-260.47
14948	4/20/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203278...	4/17/2017		Adult print	Books - Adult	-226.13
TOTAL					-226.13
14972	4/29/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203280...	4/27/2017		Adult Books	Books - Adult	-278.06
TOTAL					-278.06
14987	4/30/2017	BAKER & TAYLOR L 50769...		For. Park Checking 17128...	
203282...	4/28/2017		Adult Books	Books - Adult	-189.39
TOTAL					-189.39
14933	4/15/2017	BAKER & TAYLOR C0280133		For. Park Checking 17128...	
501450...	4/11/2017		Adult books	Books - Adult	-194.73
TOTAL					-194.73

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

2:26 PM  
 05/02/17

Num	Date	Name	Memo	Account	Paid Amount
14887	4/1/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203271...	3/21/2017		Summer Reading prize books	Programs - Juv	-799.94
203273...	4/1/2017		Prize books	Programs - Juv	-142.58
203275...	4/1/2017		J Prize books	Programs - Juv	-90.24
TOTAL					-1,032.76
14909	4/6/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203276...	4/6/2017		Teen prize books	Programs-Teen	-615.66
TOTAL					-615.66
14934	4/15/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203278...	4/15/2017		Teen prize books	Programs-Teen	-18.04
TOTAL					-12.65
14973	4/29/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203281...	4/27/2017		Teen prize books	Programs - Juv	-44.47
TOTAL					-14.51
14888	4/1/2017	Beth Kirchenberg		For. Park Checking 17128...	
203282...	3/21/2017		Mileage to Glen Eilyn PL STEAM Fair 3/18	Misc. Expenses	-17.33
TOTAL			ALA Annual Conference Registration	Professional Development	-195.00
14958	4/25/2017	Beth Kirchenberg		For. Park Checking 17128...	
203283...	4/25/2017		Board games for Connections	Connection - ASK Programs	-66.00
TOTAL					-66.00
14910	4/6/2017	Capstone Press, Inc.		For. Park Checking 17128...	
C11056...	4/6/2017		J Books	Books- Juv	-383.30
TOTAL			J non print	Non-Print Juvenile	-50.98
					-434.28

**River Forest Public Library  
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April 2017**

2:25 PM  
05/02/17

Num	Date	Name	Memo	Account	Paid Amount
14909	4/26/2017	Capstone Press, Inc.		For. Park Checking 17128...	
CJ1056...	4/25/2017		J Books	Books- Juv	-66.47
TOTAL					-66.47
14906	4/6/2017	Card Services - MB Finan...	See last page of Warrant List for transaction breakout - March 2016 Cr...	For. Park Checking 17128...	
TOTAL			See last page of Warrant List for transaction breakout - March 2016 Credit ...	MB Financial Credit Card	-2,729.31
14889	4/1/2017	CHILD'S WORLD		For. Park Checking 17128...	
NA1360...	4/1/2017		J Print	Books- Juv	-56.85
TOTAL					-56.85
14890	4/1/2017	Comcast		For. Park Checking 17128...	
877120...	4/1/2017		Monthly Internet	Automation - Internet	-502.49
TOTAL					-502.49
14974	4/29/2017	Comcast		For. Park Checking 17128...	
877120...	4/29/2017		Monthly Telephone & Internet	Automation - Internet	-503.04
TOTAL					-503.04
14891	4/1/2017	Communication Revolving ...		For. Park Checking 17128...	
T1725894	4/1/2017		Internet February 17	Automation - Internet	-240.00
TOTAL					-240.00
14975	4/29/2017	Communication Revolving ...		For. Park Checking 17128...	
T1729401	4/27/2017		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
14892	4/1/2017	Complets Cleaning Company		For. Park Checking 17128...	
C01383	4/1/2017		April Cleaning Service	Maintenance - Service	-2,110.00
TOTAL					-2,110.00

**River Forest Public Library  
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2:25 PM  
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Num	Date	Name	Memo	Account	Paid Amount
14976	4/28/2017	DEMCO, INC.		For. Park Checking 17128...	
6116564	4/27/2017		NEW labels, magazine covers, book jackets, AV cases	Supplies - Library	-506.95
TOTAL					-506.95
14911	4/6/2017	EBSCO Information Services		For. Park Checking 17128...	
100005...	4/6/2017		Consumer Reports database annual renewal	Automated - Subscription	-1,298.00
TOTAL					-1,298.00
14949	4/20/2017	Erin Stoner		For. Park Checking 17128...	
	4/18/2017		Supplies for Connections program	Connection - ASK Programs	-13.20
TOTAL					-13.20
14959	4/25/2017	EZMail Services		For. Park Checking 17128...	
6582	4/25/2017		BookPlate sorting	Postage	-80.00
TOTAL					-80.00
dim	4/28/2017	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit Correction 4/26/17	Misc. Expenses	-0.40
14956	4/20/2017	Frantzis, Chris		For. Park Checking 17128...	
263.80	4/20/2017		Garbage cans	Maintenance - Supply	-263.80
TOTAL					-263.80
14893	4/1/2017	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	4/1/2017		Adult print Chargers for Patron use Die cuts for J room Chargers for Patron use Adult Kindles and Covers Pencil/pen grips J Videogames T program supplies J Videogames	Books - Adult Strategic Initiatives Non-Print Juvenile Strategic Initiatives Strategic Initiatives Office Supplies Non-Print Juvenile Programs-Teen Non-Print Juvenile	-12.68 -31.49 -25.00 -31.06 -509.91 -8.00 -47.98 -72.51 -49.99

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

2:25 PM  
05/02/17

Num	Date	Name	Memo	Account	Paid Amount
TOTAL			T videogames Giftcard for staff winter reading winner Keyboard wipes VGA Adapter for Meeting room	Non-print -Teen Programs - Adult Office Supplies Strategic Initiatives	-47.59 -50.00 -4.24 -41.96 -932.41
14977	4/29/2017	GE Money Bank/Amazon		For. Park Checking 17128...	
April A...	4/29/2017		Teen video game Teen video game Adult book XBox One Gaming System and Accessories J program supply Adult book Adult book Kindle Accessories Adult book 3 Kindle Paperwhite devices Teen video game	Non-print -Teen Non-print -Teen Books - Adult Equipment - Technology Programs - Juv Books - Adult Books - Adult Strategic Initiatives Books - Adult Strategic Initiatives Non-print -Teen	-39.99 -68.38 -15.00 -457.66 -17.95 -16.48 -16.99 -149.94 -16.48 -359.97 -55.98 -1,214.82
TOTAL			Adult books	For. Park Checking 17128...	-432.50 -432.50
14912	4/8/2017	H.W. WILSON COMPANY		For. Park Checking 17128...	
343648	4/6/2017		Adult books	Books - Adult	-432.50
TOTAL			OPRF Historical Society Membership	For. Park Checking 17128...	-100.00 -100.00
14913	4/6/2017	Hoopla		For. Park Checking 17128...	
94913779	4/6/2017		Hoopla Checkouts March 2017	Hoopla	-1,212.25
TOTAL			April Hoopla Bill	For. Park Checking 17128...	-1,027.13 -1,027.13

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

2:25 PM  
05/02/17

Num	Date	Name	Memo	Account	Paid Amount
14984	4/30/2017	Hoopla	VOID:	For. Park Checking 17128...	
TOTAL					0.00
14985	4/30/2017	Hoopla	Hoopla PrePay	For. Park Checking 17128...	
PrePay ...	4/30/2017		Hoopla PrePay	Automated - Subscription	-1,618.63
			Hoopla PrePay	Other Online eContent	-39.04
				Hoopla	-506.25
TOTAL					-2,163.92
14978	4/29/2017	Hulen Landscaping Contra...		For. Park Checking 17128...	
14429	4/27/2017		April Garden Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00
14936	4/15/2017	Illinois Safe Schools Alliance		For. Park Checking 17128...	
152025	4/10/2017		Diversity Training 4/28 In Service	Staff Training	-300.00
TOTAL					-300.00
dim	4/25/2017	IMRF		For. Park Checking 17128...	
TOTAL			EE IMRF ER IMRF	Employee Compensation IMRF	-1,751.50 -4,335.91 -6,087.41
14894	4/1/2017	Ingram Library Services		For. Park Checking 17128...	
62398168	3/20/2017		J Books	Books- Juv	-17.72
62398054	3/20/2017		J Books	Books- Juv	-275.81
62397257	3/20/2017		J Books	Books- Juv	-441.89
66807963	3/20/2017		J Books	Books- Juv	-17.68
62398425	3/20/2017		J Books	Books- Juv	-95.25
66806929	3/20/2017		J Books	Books- Juv	-16.34
62397949	3/20/2017		MS Books	Books - Middle School	-10.16
62397950	3/20/2017		MS Books	Books - Middle School	-20.46
62397472	3/20/2017		Teen books	Books - Teen	-11.25
62396941	3/20/2017		Teen books	Books - Teen	-10.56
62398052	3/20/2017		J Books	Books- Juv	-13.18
62398053	3/20/2017		Adult Books	Books - Adult	-185.57 -35.90

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

2:25 PM  
 05/02/17

Num	Date	Name	Memo	Account	Paid Amount
62397258	3/20/2017	Adult books		Books - Adult	-12.18
62397254	3/20/2017	Adult books		Books - Adult	-69.04
62397253	3/20/2017	Adult books		Books - Adult	-16.90
62397808	3/20/2017	Adult books		Books - Adult	-16.15
62397256	3/20/2017	Adult books		Books - Adult	-49.60
62397255	3/20/2017	Adult books		Books - Adult	-65.36
62397809	3/20/2017	Adult books		Books - Adult	-15.58
66811720	3/21/2017	J Books		Books- Juv	-10.69
66811834	3/21/2017	J Books		Books- Juv	-47.08
62398798	3/21/2017	J Books		Books- Juv	-10.69
62398416	3/21/2017	J Books		Books- Juv	-8.65
66812465	3/21/2017	J Books		Books- Juv	-10.69
62398803	3/21/2017	MS Books		Books - Juv	-8.65
62398802	3/21/2017	MS Books		Books - Middle School	-19.67
62398466	3/21/2017	MS Books		Books - Middle School	-10.69
62398305	3/21/2017	Teen books		Books - Middle School	-72.60
66811478	3/21/2017	Teen books		Books - Teen	-22.61
62398804	3/21/2017	Teen books		Books - Teen	-8.99
62398801	3/21/2017	Teen books		Books - Teen	-10.56
62398467	3/21/2017	Teen books		Books - Teen	-138.02
62398799	3/21/2017	Adult books		Books - Teen	-12.58
62398800	3/21/2017	Adult books		Books - Adult	-15.77
62398796	3/21/2017	Adult books		Books - Adult	-33.81
62398797	3/21/2017	Adult books		Books - Adult	-18.03
66811835	3/21/2017	Adult books		Books - Adult	-15.77
66811833	3/21/2017	Adult books		Books - Adult	-12.99
62398415	3/21/2017	Adult books		Books - Adult	-15.21
62398414	3/21/2017	Adult books		Books - Adult	-62.77
66811719	3/21/2017	Adult books		Books - Adult	-85.63
62398413	3/21/2017	Adult books		Books - Adult	-17.68
62398496	3/21/2017	Adult books		Books - Adult	-16.88
62401089	4/1/2017	Adult books		Books - Adult	-20.87
62401363	4/1/2017	Adult books		Books - Adult	-67.47
62401699	4/1/2017	Adult books		Books - Adult	-26.80
62400826	4/1/2017	Adult books		Books - Adult	-48.64
62401361	4/1/2017	Adult books		Books - Adult	-30.30
62401087	4/1/2017	Adult books		Books - Adult	-532.88
62400824	4/1/2017	Adult books		Books - Adult	-16.32
62401698	4/1/2017	Adult books		Books - Adult	-20.87
62400823	4/1/2017	Adult books		Books - Adult	-17.47
62401695	4/1/2017	Adult books		Books - Adult	-12.39
62401694	4/1/2017	Adult books		Books - Adult	-18.04
62401085	4/1/2017	Adult books		Books - Adult	-27.71
62400821	4/1/2017	Adult books		Books - Adult	-11.39
62401696	4/1/2017	Adult books		Books - Adult	-16.34
62401697	4/1/2017	Adult books		Books - Adult	-16.32
62401360	4/1/2017	Adult books		Books - Adult	-15.78
62401084	4/1/2017	Adult books		Books - Adult	-8.43
				Books - Adult	-19.17
				Books - Adult	-18.04



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62400822	4/1/2017		Adult books	Books - Adult	-16.91
62400449	4/1/2017		Adult books	Books - Adult	-31.56
62400448	4/1/2017		Adult books	Books - Adult	-16.34
62400446	4/1/2017		Adult books	Books - Adult	-20.87
62400447	4/1/2017		Adult books	Books - Adult	-17.99
62399859	4/1/2017		Adult books	Books - Adult	-35.08
62399857	4/1/2017		Adult books	Books - Adult	-39.08
62399886	4/1/2017		Adult books	Books - Adult	-16.35
62400507	4/1/2017		Adult books	Books - Adult	-15.78
62399887	4/1/2017		Adult books	Books - Adult	-16.35
62399888	4/1/2017		Adult books	Books - Adult	-32.12
62399890	4/1/2017		Adult books	Books - Adult	-15.22
62401086	4/1/2017		J Books	Books - Adult	-15.45
62401088	4/1/2017		J Books	Books- Juv	-21.38
68815745	4/1/2017		J Books	Books- Juv	-21.38
62400825	4/1/2017		J Books	Books- Juv	-11.25
62399899	4/1/2017		J Books	Books- Juv	-27.77
62399856	4/1/2017		J Books	Books- Juv	-259.04
62399854	4/1/2017		J Books	Books- Juv	-35.84
62399861	4/1/2017		J Books	Books- Juv	-9.56
62399855	4/1/2017		J Books	Books- Juv	-21.94
62399860	4/1/2017		J Books	Books- Juv	-9.60
62400450	4/1/2017		J Books	Books- Juv	-11.25
62401459	4/1/2017		J Books	Books- Juv	-19.59
62401294	4/1/2017		Teen books	Books- Juv	-176.91
62400963	4/1/2017		Teen books	Books - Teen	-11.50
62400965	4/1/2017		Teen books	Books - Teen	-55.16
68815261	4/1/2017		Teen books	Books - Teen	-73.15
62400730	4/1/2017		Teen books	Books - Teen	-11.25
62400559	4/1/2017		Teen books	Books - Teen	-11.92
62399948	4/1/2017		Teen books	Books - Teen	-34.95
62399747	4/1/2017		Teen books	Books - Teen	-11.23
62401460	4/1/2017		MS Books	Books - Teen	-34.39
62400964	4/1/2017		MS Books	Books - Teen	-45.57
62399746	4/1/2017		MS Books	Books - Middle School	-32.12
62399946	4/1/2017		MS Books	Books - Middle School	-10.69
62399947	4/1/2017		MS Books	Books - Middle School	-21.38
62400731	4/1/2017		MS Books	Books - Middle School	-17.52
				Books - Middle School	-8.97
					-18.30
					-4,332.58

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14914	4/8/2017	Ingram Library Services		For. Park Checking 17128...	
97787984	4/6/2017		iPage/Online Book ordering interface	Automation - Administration	-300.00
62403139	4/6/2017		Adult books	Books - Adult	-18.01
62403140	4/6/2017		Adult books	Books - Adult	-30.18
624031...	4/6/2017		Adult books	Books - Adult	-144.09
62402283	4/6/2017		Adult books	Books - Adult	-16.91
62402228	4/6/2017		Adult books	Books - Adult	-20.36
62402639	4/6/2017		Adult books	Books - Adult	-12.56
62402284	4/6/2017		Adult books	Books - Adult	-38.36
62402285	4/6/2017		Adult books	Books - Adult	-32.11
62402990	4/6/2017		Adult books	Books - Adult	-36.79
62402641	4/6/2017		Adult books	Books - Adult	-64.22
62402229	4/6/2017		Adult books	Books - Adult	-64.24
62402989	4/6/2017		Adult books	Books - Adult	-15.22
62402640	4/6/2017		Adult books	Books - Adult	-16.91
62402282	4/6/2017		Adult books	Books - Adult	-32.68
62402281	4/6/2017		Adult books	Books - Adult	-31.54
62402227	4/6/2017		Adult books	Books - Adult	-15.78
62402638	4/6/2017		Adult books	Books - Adult	-16.35
62402934	4/6/2017		Teen books	Books - Adult	-15.78
62402652	4/6/2017		Teen books	Books - Teen	-16.35
62402039	4/6/2017		Teen books	Books - Teen	-45.00
62402040	4/6/2017		Middle School Books	Books - Teen	-34.32
62402935	4/6/2017		Middle School Books	Books - Teen	-11.25
62402653	4/6/2017		Middle School Books	Books - Middle School	-21.38
62402230	4/6/2017		J Books	Books - Middle School	-10.69
62402046	4/6/2017		J Books	Books - Middle School	-10.69
TOTAL				Books- Juv	-104.55
					-1,170.66
14928	4/8/2017	Ingram Library Services		For. Park Checking 17128...	
62398169	4/8/2017		J Books	Books- Juv	-133.67
TOTAL					-133.67
14936	4/15/2017	Ingram Library Services		For. Park Checking 17128...	
62403561	4/11/2017		Teen Books	Books - Teen	-13.18
62403239	4/11/2017		Teen books	Books - Teen	-22.63
62403766	4/11/2017		Teen books	Books - Teen	-47.46
62403241	4/11/2017		Teen books	Books - Teen	-11.82
62403976	4/11/2017		Middle school Books	Books - Teen	-36.86
62403562	4/11/2017		Middle school Books	Books - Middle School	-8.43
62403240	4/11/2017		Middle school Books	Books - Middle School	-10.69

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62403767	4/11/2017		Middle school Books	Books - Middle School	-9.54
62403977	4/11/2017		Middle school Books	Books - Middle School	-10.69
62403404	4/11/2017		J Books	Books - Juv	-10.69
62403983	4/11/2017		Adult books	Books - Adult	-32.11
62403982	4/11/2017		Adult books	Books - Adult	-14.65
62403985	4/11/2017		Adult books	Books - Adult	-15.22
62403984	4/11/2017		Adult books	Books - Adult	-45.25
62403405	4/11/2017		Adult books	Books - Adult	-11.38
62403403	4/11/2017		Adult books	Books - Adult	-15.22
62403406	4/11/2017		Adult books	Books - Adult	-14.06
62405001	4/15/2017		MS Books	Books - Adult	-38.39
62404619	4/15/2017		MS Books	Books - Middle School	-10.69
62404912	4/15/2017		Teen books	Books - Middle School	-22.50
62405000	4/15/2017		Teen books	Books - Teen	-25.16
62404618	4/15/2017		Teen books	Books - Teen	-23.83
62404385	4/15/2017		Adult books	Books - Teen	-45.00
62404384	4/15/2017		Adult books	Books - Adult	-44.64
62404383	4/15/2017		Adult books	Books - Adult	-17.45
62404995	4/15/2017		Adult books	Books - Adult	-15.77
62404996	4/15/2017		Adult books	Books - Adult	-18.04
<b>TOTAL</b>					<b>-634.90</b>

For. Park Checking 17128...

Num	Date	Name	Memo	Account	Paid Amount
14950	4/20/2017	Ingram Library Services			
66823310	4/20/2017		J Book	Books - Juv	-8.03
62406092	4/20/2017		Teen books	Books - Teen	-49.91
62405904	4/20/2017		Teen books	Books - Teen	-25.60
62406093	4/20/2017		Adult books	Books - Teen	-18.27
62405988	4/20/2017		Adult Books	Books - Teen	-17.48
62405782	4/20/2017		Adult Books	Books - Adult	-19.17
62405780	4/20/2017		Adult Books	Books - Adult	-20.87
62405173	4/20/2017		Adult Print	Books - Adult	-20.87
62404810	4/20/2017		Adult Books	Books - Adult	-194.29
62405783	4/20/2017		Adult Books	Books - Adult	-16.35
62405989	4/20/2017		Adult Books	Books - Adult	-11.96
62405784	4/20/2017		Adult Books	Books - Adult	-15.77
62405785	4/20/2017		Adult Books	Books - Adult	-33.25
62405175	4/20/2017		Adult Books	Books - Adult	-32.13
62405990	4/20/2017		Adult Books	Books - Adult	-16.34
62405786	4/20/2017		Adult Books	Books - Adult	-48.44
62405176	4/20/2017		Adult Books	Books - Adult	-59.03
62404809	4/20/2017		Adult Books	Books - Adult	-46.92
62404808	4/20/2017		Adult Books	Books - Adult	-180.70
					-12.56

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Num	Date	Name	Memo	Account	Paid Amount
62404811	4/20/2017		Adult Books	Books - Adult	-14.36
62405781	4/20/2017		Adult Books	Books - Adult	-14.36
<b>TOTAL</b>					<b>-876.66</b>
<b>14960</b>	<b>4/25/2017</b>	<b>Ingram Library Services</b>		<b>For. Park Checking 17128...</b>	
62406452	4/22/2017		Adult books	Books - Adult	-15.19
62406336	4/22/2017		Adult books	Books - Adult	-22.40
62406598	4/22/2017		Teen books	Books - Teen	-10.69
<b>TOTAL</b>					<b>-48.28</b>
<b>14979</b>	<b>4/29/2017</b>	<b>Ingram Library Services</b>		<b>For. Park Checking 17128...</b>	
66826476	4/27/2017		Adult Books	Books - Adult	-14.36
62408005	4/27/2017		Adult books	Books - Adult	-28.94
62408004	4/27/2017		Adult books	Books - Adult	-489.04
62407892	4/27/2017		Adult books	Books - Adult	-14.69
62407084	4/27/2017		Adult books	Books - Adult	-16.34
62407086	4/27/2017		Adult books	Books - Adult	-16.91
62407342	4/27/2017		Adult books	Books - Adult	-15.77
62407085	4/27/2017		Adult books	Books - Adult	-15.77
62407891	4/27/2017		J Books	Books - Juv	-6.73
62407051	4/27/2017		MS Books	Books - Middle School	-10.18
<b>TOTAL</b>					<b>-628.73</b>
<b>14988</b>	<b>4/30/2017</b>	<b>Ingram Library Services</b>		<b>For. Park Checking 17128...</b>	
66807172	3/3/2017		J Print	Books - Juv	-10.13
66826657	4/26/2017		Adult Books	Books - Adult	-38.56
	4/27/2017		Teen Print	Books - Teen	-14.38
62408221	4/27/2017		Adult Print	Books - Adult	-37.22
62408237	4/27/2017		Adult Books	Books - Adult	-51.62
62408691	4/28/2017		Adult Books	Books - Adult	-31.54
62408689	4/28/2017		Adult Books	Books - Adult	-16.91
66826658	4/29/2017		Adult books	Books - Adult	-15.78
<b>TOTAL</b>					<b>-252.53</b>
<b>14895</b>	<b>4/1/2017</b>	<b>J.C. Music, Inc.</b>		<b>For. Park Checking 17128...</b>	
<b>TOTAL</b>	<b>4/1/2017</b>		Soiree in the Stacks Entertainment 4/7/17	Special Programs	<b>-300.00</b>
					<b>-300.00</b>

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Num	Date	Name	Memo	Account	Paid Amount
14988	4/25/2017	Joanna Bertucci		For. Park Checking 17128...	
TOTAL		Joanna Bertucci		Accounts Payable	-36.06
14937	4/15/2017	Judith Levin Fischer		For. Park Checking 17128...	
TOTAL			Computer Learning Labs 3/15, 3/22, 3/29, 4/5	Programs - Adult	-243.00
14986	4/1/2017	KLEIN, THORPE & JENKIN...		For. Park Checking 17128...	
188192	4/1/2017		Legal Consult RE: disruptive patron	Consultant/Legal Fees	-123.00
TOTAL					-123.00
14929	4/8/2017	Konica Minolta Business S...		For. Park Checking 17128...	
900338...	4/8/2017		Copier Usage March 2017	Copy Machine (usage, mai...	-200.28
TOTAL					-200.28
14915	4/6/2017	Konica Minolta Premier Fin...		For. Park Checking 17128...	
327447...	4/6/2017		Monthly Copier Lease	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
14989	4/30/2017	Konica Minolta Premier Fin...		For. Park Checking 17128...	
329762...	4/27/2017		April 2017 Copier Lease	Equipment - Copier Lease ...	-199.99
TOTAL					-199.99
14990	4/30/2017	Library Furniture Internatio...		For. Park Checking 17128...	
2017-063	4/27/2017		MS Shelves	Equipment & Furniture	-598.00
TOTAL					-598.00
14951	4/20/2017	LIBRARY STORE, INC		For. Park Checking 17128...	
260023	4/20/2017		Shelf Talkers	Supplies - Library	-102.15
TOTAL					-102.15

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Num	Date	Name	Memo	Account	Paid Amount
14897	4/1/2017	Mango Languages		For. Park Checking 17128...	
INV000...	4/1/2017		Mango Language Learning Database	Automated - Subscription	-1,490.00
TOTAL					-1,490.00
14916	4/6/2017	Mary Kay Akers		For. Park Checking 17128...	
	4/6/2017		Forks for Soiree in the Stacks	Programs - Adult	-5.96
			Elan Gift Card for Soiree in the Stacks prize	Programs - Adult	-30.00
TOTAL					-35.96
14898	4/1/2017	MATTHEW BENDER & CO.L...		For. Park Checking 17128...	
604127...	3/21/2017		IL Employment Law Annual Update	Books - Adult	-129.42
TOTAL					-129.42
14952	4/20/2017	Maura Braun		For. Park Checking 17128...	
	4/18/2017		Architectural Interior Program 4/23/17	Programs - Adult	-200.00
TOTAL					-200.00
14917	4/6/2017	McIlroy, Jana		For. Park Checking 17128...	
	4/6/2017		March and April Book discussion	Programs - Adult	-100.00
TOTAL					-100.00
14899	4/1/2017	MIDWEST TAPE		For. Park Checking 17128...	
94860988	3/20/2017		Adult audiobooks	Non-Print Adult	-44.24
94858608	3/20/2017		Adult CDs	Non-Print Adult	-21.74
94858609	3/20/2017		Adult cd audiobooks	Non-Print Adult	-41.24
94858643	3/20/2017		Adult CD audiobook	Non-Print Adult	-34.24
94858606	3/20/2017		Adult DVDs	Non-Print Adult	-47.74
94858641	3/20/2017		Adult DVDs	Non-Print Adult	-53.08
94858640	3/20/2017		Adult DVDs	Non-Print Adult	-48.08
94858642	3/20/2017		Adult DVDs	Non-Print Adult	-20.54
94858644	3/20/2017		Adult BluRay	Non-Print Adult	-22.54
94858645	3/20/2017		Adult BluRay	Non-Print Adult	-34.09
94899399	4/1/2017		Adult DVDs	Non-Print Adult	-20.54
94899398	4/1/2017		Adult DVDs	Non-Print Adult	-53.08
94899396	4/1/2017		Adult DVDs	Non-Print Adult	-44.24
94881766	4/1/2017		Adult CD Audiobook	Non-Print Adult	-44.24

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Num	Date	Name	Memo	Account	Paid Amount
94880814	4/1/2017		Adult DVD	Non-Print Adult	-108.16
94880811	4/1/2017		Adult DVD	Non-Print Adult	-119.70
94880812	4/1/2017		Adult BluRay	Non-Print Adult	-112.71
62398169	3/20/2017		Adult Non Print	Non-Print Adult	-133.67
<b>TOTAL</b>					<b>-1,003.87</b>
<b>14918</b>	<b>4/6/2017</b>	<b>MIDWEST TAPE</b>		<b>For. Park Checking 17128...</b>	
94925905	4/6/2017		Adult CD Books	Non-Print Adult	-720.08
94925907	4/6/2017		Adult DVDs	Non-Print Adult	-577.00
94925908	4/6/2017		Adult BluRay	Non-Print Adult	-480.05
94925903	4/6/2017		Adult DVD	Non-Print Adult	-26.54
94925904	4/6/2017		J DVDs	Non-Print Juvenile	-53.08
94918303	4/6/2017		Adult DVDs	Non-Print Adult	-106.16
94918300	4/6/2017		Adult DVDs	Non-Print Adult	-53.08
94918301	4/6/2017		Adult BluRays	Non-Print Adult	-67.63
94903827	4/6/2017		Adult CD Audio replacement disc	Non-Print Adult	-9.99
94903577	4/6/2017		Adult DVD	Non-Print Adult	-26.54
94905001	4/6/2017		Adult DVD/BluRay	Non-Print Adult	-37.09
<b>TOTAL</b>					<b>-2,157.24</b>
<b>14938</b>	<b>4/15/2017</b>	<b>MIDWEST TAPE</b>		<b>For. Park Checking 17128...</b>	
94942897	4/15/2017		Adult CD Audiobooks	Non-Print Adult	-1,125.29
94942896	4/15/2017		Adult CD Audiobooks	Non-Print Adult	-39.24
94942892	4/15/2017		Adult DVDs	Non-Print Adult	-1,008.96
94942895	4/15/2017		Adult CDs	Non-Print Adult	-20.54
94942894	4/15/2017		Adult BluRay and DVD	Non-Print Adult	-413.42
94942898	4/15/2017		Adult DVDs	Non-Print Adult	-24.54
<b>TOTAL</b>					<b>-2,631.99</b>
<b>14963</b>	<b>4/20/2017</b>	<b>MIDWEST TAPE</b>		<b>For. Park Checking 17128...</b>	
94950142	4/18/2017		BluRay/DVD	Non-Print Adult	-74.18
94944688	4/18/2017		Adult Playway	Non-Print Adult	-55.99
94965743	4/20/2017		Adult Playways	Non-Print Adult	-263.96
94961208	4/20/2017		Adult DVDs	Non-Print Adult	-37.09
94961207	4/20/2017		Adult DVDs	Non-Print Adult	-37.09
94961205	4/20/2017		Adult BluRay/DVD	Non-Print Adult	-67.63
94961204	4/20/2017		Adult CD Audiobook	Non-Print Adult	-194.20
94961201	4/20/2017		Adult DVDs	Non-Print Adult	-560.96
94961206	4/20/2017		Adult DVDs	Non-Print Adult	-26.54
94961203	4/20/2017		Adult DVDs	Non-Print Adult	-106.16
<b>TOTAL</b>					<b>-1,423.80</b>

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Num	Date	Name	Memo	Account	Paid Amount
14961	4/25/2017	MIDWEST TAPE		For. Park Checking 17128...	
94966799	4/22/2017		Adult DVDs	Non-Print Adult	-74.62
94966797	4/22/2017		Adult CD Audiobooks	Non-Print Adult	-297.68
94967420	4/22/2017		Adult Music CD	Non-Print Adult	-17.54
94967421	4/22/2017		Adult CD audiobook	Non-Print Adult	-49.24
94975927	4/25/2017		Adult Music CDs	Non-Print Adult	-59.62
94976001	4/25/2017		Adult DVDs	Non-Print Adult	-28.54
94975928	4/25/2017		Adult CD Audiobooks	Non-Print Adult	-158.72
94976000	4/25/2017		Adult CD Audiobooks	Non-Print Adult	-54.24
94975929	4/25/2017		Adult CD Audiobooks	Non-Print Adult	-39.24
94975924	4/25/2017		Adult DVDs	Non-Print Adult	-215.64
94975926	4/25/2017		Adult DVDs	Non-Print Adult	-211.98
TOTAL					-1,205.06
14980	4/29/2017	MIDWEST TAPE		For. Park Checking 17128...	
95008162	4/27/2017		Adult CD Audiobooks	Non-Print Adult	-88.48
95008164	4/27/2017		Adult Music CDs	Non-Print Adult	-17.54
95008165	4/27/2017		Adult DVDs	Non-Print Adult	-26.54
TOTAL					-132.56
14991	4/30/2017	MIDWEST TAPE		For. Park Checking 17128...	
95017766	4/28/2017		Adult DVD	Non-Print Adult	-55.28
TOTAL					-55.28
14919	4/6/2017	Muraid, Victoria		For. Park Checking 17128...	
	4/6/2017		Mileage to RAILS 3/8/17 Blue Cloud Training	Misc. Expenses	-17.28
	4/6/2017		Mileage to RAILS 3/15/17 Circ Advisory Mtg.	Misc. Expenses	-17.28
	4/6/2017		Mileage 4/5/17 Circ User Group Mtg. Prairie Trails PL	Misc. Expenses	-15.09
	4/6/2017		Mileage 4/6/17 Searching WorkFlows & Enterprise RAILS Burr Ridge	Misc. Expenses	-17.28
TOTAL					-66.93
14900	4/1/2017	NICOR GAS		For. Park Checking 17128...	
898234...	4/1/2017		Heat	Heat	-969.85
TOTAL					-969.85



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

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Num	Date	Name	Memo	Account	Paid Amount
14962	4/25/2017	NICOR GAS		For. Park Checking 17128...	
898234...	4/25/2017		Heat	Heat	-753.13
TOTAL					-753.13
14901	4/1/2017	OPRF HIGH SCHOOL		For. Park Checking 17128...	
6131	4/1/2017		Business Managers Mtg. Breakfast 3/8/17	Misc. Expenses	-40.00
TOTAL					-40.00
14902	4/1/2017	OverDrive		For. Park Checking 17128...	
165809...	3/21/2017		Adult eBooks and eAudiobooks	eContent - Adult	-385.98
165811...	3/21/2017		eBooks and eAudiobooks	eContent - Teen	-335.89
	3/21/2017		eBook	eContent - Teen	-16.99
165809...	3/21/2017		eBook and eAudiobook	eContent - Adult	-77.98
165900...	3/21/2017		Adult eBook	eContent - Adult	-26.99
165817...	3/21/2017		Children's eBooks	eContent - Juvenile	-108.21
165818...	4/1/2017		Adult eBooks	eContent - Adult	-483.96
165812...	4/1/2017		Adult eBooks	eContent - Adult	-137.98
165812...	4/1/2017		Teen ebooks and eAudiobooks	eContent - Teen	-371.91
TOTAL					-1,945.89
14920	4/6/2017	OverDrive		For. Park Checking 17128...	
165811...	4/6/2017		Adult eBooks	eContent - Adult	-139.99
TOTAL					-139.99
14939	4/15/2017	OverDrive		For. Park Checking 17128...	
	4/15/2017		Adult eBooks and eAudiobooks	eContent - Adult	-136.95
165814...	4/15/2017		Teen eBook	eContent - Teen	-32.97
165800...	4/15/2017		J eBooks & eAudiobooks	eContent - Juvenile	-324.78
165809...	4/15/2017		Teen eBook	eContent - Teen	-0.69
TOTAL					-96.99
					-592.38
14963	4/25/2017	OverDrive		For. Park Checking 17128...	
165809...	4/22/2017		Adult eBooks	eContent - Adult	-101.99
TOTAL					-101.99

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

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Num	Date	Name	Memo	Account	Paid Amount
14961	4/29/2017	OverDrive		For. Park Checking 17128...	
TOTAL	4/27/2017		Adult eBooks	eContent - Adult	-171.00
dim	4/14/2017	PAYLOCITY		For. Park Payroll 171283900	-171.00
TOTAL			4/14/17 Payroll	Payroll Service	-105.26
dim	4/14/2017	PAYLOCITY		For. Park Payroll 171283900	-105.26
TOTAL			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-22,369.00
dim	4/14/2017	PAYLOCITY		For. Park Payroll 171283900	-142.10
TOTAL			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	Employee Compensation Connection - ASK Salaries	-22,511.10
dim	4/14/2017	PAYLOCITY		For. Park Payroll 171283900	-5,863.43
TOTAL			Payroll Processing 4/28/17	Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-31.80
dim	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	-423.25
TOTAL			Payroll Processing 4/28/17	Employee Compensation Connection - ASK Salaries	-2.52
dim	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	-1,809.75
TOTAL			Employee Compensation Connections Employee Compensation	Payroll Service	-10.78
dim	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	-8,141.53
TOTAL			Employee Compensation Connections Employee Compensation	Payroll Service	-103.00
dim	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	-103.00
TOTAL			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-17,943.28
dim	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	-122.90
TOTAL			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-18,066.18

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

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Num	Date	Name	Memo	Account	Paid Amount
dsm	4/28/2017	PAYLOCITY		For. Park Payroll 171283900	
			Employee Tax Deduction	Employee Compensation	-4,293.70
			Connections Employee Tax deduction	Connection - ASK Salaries	-146.74
			Library FICA Portion - Employees	FICA	-1,435.57
			Library FICA Portion - Connections Employees	Connection - ASK FICA	-9.10
			Library Medicare Portion - Employees	Medicare Exp	-335.74
			Library Medicare Portion - Connections Employees	Connection - ASK Medicare	-2.13
TOTAL					-6,222.98
14964	4/20/2017	River Forest Public Library		For. Park Checking 17128...	
TOTAL	4/18/2017		Deposit to avoid Account Dormancy Community Bank OPRF	Misc. Expenses	-25.00
TOTAL					-25.00
14982	4/29/2017	RIVER FOREST PARK DIST...		For. Park Checking 17128...	
170425...	4/27/2017		AD in RFPD Summer Guide 2017	Advertisement	-150.00
TOTAL					-150.00
14921	4/6/2017	River Forest Parks Foundat...		For. Park Checking 17128...	
TOTAL	4/6/2017		Memorial Day 2017 Parade registration	Special Programs	-50.00
TOTAL					-50.00
14964	4/25/2017	River Forest Township		For. Park Checking 17128...	
TOTAL	4/22/2017		Overpayment Refund	Connection - ASK Income/...	-3,084.56
TOTAL					-3,084.56
14940	4/15/2017	Rosen Publishing		For. Park Checking 17128...	
RSL100...	4/10/2017		J Books	Books-Juv	-494.70
TOTAL					-494.70
14922	4/6/2017	S & D Prime Maintenance, I...		For. Park Checking 17128...	
73028	4/6/2017		Bimonthly Maintenance Service Supplies for Maintenance	Maintenance - Service Supplies - Library	-275.00 -211.77
TOTAL					-486.77

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

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Num	Date	Name	Memo	Account	Paid Amount
14941	4/15/2017	S & D Prime Maintenance, I...		For. Park Checking 17128...	
73235	4/10/2017		Bi-monthly Maintenance 4/5/17 Maintenance Supplies	Maintenance - Service Maintenance - Supply	-275.00 -15.38
TOTAL					-290.38
14965	4/25/2017	S & D Prime Maintenance, I...		For. Park Checking 17128...	
	4/22/2017		Deposit for Table repairs	Maintenance - Service	-564.00
TOTAL					-564.00
14983	4/29/2017	S & D Prime Maintenance, I...		For. Park Checking 17128...	
	4/21/2017		Bi-monthly Building Maintenance	Maintenance - Service	-275.00
TOTAL					-275.00
14923	4/6/2017	SCHOLASTIC INC		For. Park Checking 17128...	
14853584	4/6/2017		J Prize books J prize books	Special Programs Programs - Juv	-500.00 -1,000.84
TOTAL					-1,500.84
14930	4/8/2017	SCHOLASTIC INC		For. Park Checking 17128...	
14858988	4/8/2017		Teen prize books Teen prize books	Special Programs Programs-Teen	-500.00 -549.53
TOTAL					-1,049.53
14942	4/15/2017	SCHOLASTIC INC		For. Park Checking 17128...	
14882071	4/15/2017		Teen prize books	Programs-Teen	-7.96
TOTAL					-7.96
14903	4/1/2017	Smithereen Pest Managem...		For. Park Checking 17128...	
1510799	4/1/2017		Bi-monthly Pest Control	Maintenance - Service	-46.00
TOTAL					-46.00

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

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Num	Date	Name	Memo	Account	Paid Amount
14904	4/1/2017	Staples		For. Park Checking 17128...	
333343...	3/21/2017		Liquid spill cleanup	Maintenance - Supply	-16.99
333343...	3/21/2017		Labels and coffee	Office Supplies	-43.68
334039...	4/1/2017		Plates, napkins, cups	Special Programs	-30.76
			Stapler, tape, and batteries	Office Supplies	-43.86
			Lysol wipes	Maintenance - Supply	-33.12
			Label tape	Office Supplies	-36.99
<b>TOTAL</b>					<b>-205.40</b>
14943	4/15/2017	Staples		For. Park Checking 17128...	
333595...	4/10/2017		Labels	Office Supplies	-31.84
			Trash bags	Maintenance - Supply	-20.99
			Cups and Napkins	Special Programs	-12.58
<b>TOTAL</b>					<b>-65.41</b>
14955	4/20/2017	Staples		For. Park Checking 17128...	
333653...	4/17/2017		Summer reading folders	Office Supplies	-138.24
333653...	4/17/2017		Summer reading folders	Office Supplies	-15.58
333653...	4/17/2017		Summer reading folders	Office Supplies	-216.64
333653...	4/17/2017		Hand towels and soap	Maintenance - Supply	-39.28
			Copy paper, labels, post-its	Office Supplies	-188.65
<b>TOTAL</b>					<b>-578.39</b>
14966	4/25/2017	Staples		For. Park Checking 17128...	
333711...	4/25/2017		Toilet Paper	Maintenance - Supply	-22.50
333711...	4/25/2017		Folders and Post Its	Office Supplies	-14.24
333711...	4/25/2017		Paper, Frames, Calculator	Office Supplies	-58.08
<b>TOTAL</b>					<b>-94.82</b>
14992	4/30/2017	Staples		For. Park Checking 17128...	
333769...	5/1/2017		Tape, white out, boxes	Office Supplies	-51.57
<b>TOTAL</b>					<b>-51.57</b>

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

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Num	Date	Name	Memo	Account	Paid Amount
14984	4/29/2017	Superior Service Solutions...		For. Park Checking 17128...	
1910	4/27/2017		Annual Window Cleaning	Maintenance - Service	-640.00
TOTAL					-640.00
14924	4/6/2017	SWAN		For. Park Checking 17128...	
5388	4/6/2017		4th Quarter SWAN Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00
14944	4/15/2017	SWAN		For. Park Checking 17128...	
5459	4/10/2017		ILL Loss	ILL Lost Materials Expenses	-454.94
TOTAL					-454.94
14945	4/16/2017	TechSoup		For. Park Checking 17128...	
TOTAL	4/15/2017		1 License of Windows 10 - Public laptop	Equipment - Technology	-15.00
14985	4/29/2017	Trinity Roofing Service		For. Park Checking 17128...	
45863	4/27/2017		Slateroof Repairs, replacement of ice/water shield in NE Valley	Maintenance - Service	-3,430.00
TOTAL					-3,430.00
14986	4/29/2017	USPS		For. Park Checking 17128...	
TOTAL	4/27/2017		Replish BookPlate Postage account	Postage	-650.00
14925	4/6/2017	VERSATILE COMPUTER S...		For. Park Checking 17128...	
TOTAL	4/6/2017		April Tech Support	Technical Support	-750.00
					-750.00

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

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Num	Date	Name	Memo	Account	Paid Amount
14905	4/1/2017	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
001116-...	4/1/2017		Water Bill Jan and Feb	Water	-267.02
0001499	4/1/2017		Elevator Inspection Fee Annual	Maintenance - Service	-50.00
TOTAL					-317.02
14967	4/25/2017	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
April He...	4/25/2017		EE Health Insurance	Employee Compensation	-1,021.81
			ER Health Insurance portion	Health Insurance	-2,633.80
			ER Dental Insurance portion	Dental	-207.27
			ER Life Insurance portion	Life	-44.28
TOTAL					-3,907.16
14926	4/6/2017	Yovanik, Dana		For. Park Checking 17128...	
	4/6/2017		Coffee and Cake for 4/3/17 Coffee Monday program	Programs - Adult	-12.25
TOTAL					-12.25

# River Forest Public Library

5/1/2017 6:25 PM

Register: MB Financial Credit Card  
 From 03/03/2017 through 03/29/2017  
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
03/03/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for J Programs	25.99	X		2,833.61
03/03/2017		Apple	Capital Expenditures:Strategic Initi...	J iPad	742.69	X		3,576.30
03/03/2017		Apple	Capital Expenditures:Strategic Initi...	J iPad cover	73.31	X		3,649.61
03/09/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for J Programs	32.14	X		3,681.75
03/09/2017		Badge-A-Mint	Teen Expenses:Programs-Teen	Button maker supplies	25.52	X		3,707.27
03/13/2017		Discount School Supply	Capital Expenditures:Equipment & ...	Tiny chairs for the Chil...	204.95	X		3,912.22
03/14/2017		AMAZON.COM	Professional Expenses:Membership ...	Amazon Prime Annual ...	99.00	X		4,011.22
03/14/2017	14865	Card Services - MB Financial ...	For. Park Checking 171284900	Feb Credit Card - See la...		X	2,807.62	1,203.60
03/15/2017		4IMPRINT	Adult Expenses:Programs - Adult	Mugs for Soiree in the S...	426.58	X		1,630.18
03/15/2017		Apple	Capital Expenditures:Strategic Initi...	Children's iTunes conte...	200.00	X		1,830.18
03/15/2017		Stamps. com	Office Expenses:Postage	Postage supplies	52.95	X		1,883.13
03/15/2017		AMERICAN LIBRARY ASSOC...	Adult Expenses:Programs - Adult	Bookmarks for Soiree in...	26.87	X		1,910.00
03/15/2017		AMAZON.COM	Adult Expenses:Books - Adult	Adult Book and CD	40.53	X		1,950.53
03/15/2017		Apple	Capital Expenditures:Strategic Initi...	Sales tax refund - J iPad		X	48.00	1,902.53
03/18/2017		Management Association of Illin...	Professional Expenses:Professional ...	Leadership Skills works...	195.00	X		2,097.53
03/21/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for Snack Attack (...)	33.34	X		2,130.87



# River Forest Public Library

5/1/2017 6:25 PM

Register: MB Financial Credit Card  
 From 03/03/2017 through 03/29/2017  
 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>
03/23/2017		Stamps. com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99	X		2,146.86
03/23/2017		Stamps. com	Office Expenses:Postage	Postage replenishment	50.00	X		2,196.86
03/26/2017		Discount School Supply	Juvenile Expenses:Programs - Juv	Craft Supplies for Child...	242.67	X		2,439.53
03/29/2017		LACONI	Professional Expenses:Professional ...	Lessons from 2016 Cam...	15.00	X		2,454.53
03/29/2017		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Craft supplies for J prog...	274.78	X		2,729.31



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

<b>Account:</b>	<b>April-17</b>	<b>YTD</b>	<b>16-17 Budget</b>	<b>% of Budget</b>
Property Taxes	\$ 12,485	\$ 1,213,885	\$ 1,215,715	99.85%
Corp Property Replacement Taxes	\$ 3,541	\$ 17,505	\$ 15,079	116.09%
Interest Revenue	\$ 470	\$ 5,923	\$ 8,000	74.04%
Copy Machine Revenue	\$ 546	\$ 4,996	\$ 4,000	124.90%
Grants, Other	\$ -	\$ 3,554	\$ 5,100	69.69%
Illinois Per Capita Grant	\$ -	\$ 8,612	\$ 8,000	107.65%
Gifts, Donations	\$ 10	\$ 3,489	\$ 5,000	69.79%
Connections Program Grant	\$ 2,825	\$ 5,910	\$ 7,260	81.40%
Community Fund Endowment	\$ -	\$ 3,554	\$ 3,500	101.54%
Fines, Service Charges	\$ 1,778	\$ 19,289	\$ 18,000	107.16%
Book Sales	\$ 52	\$ 1,074	\$ 1,200	89.50%
Lost Books Reimbursed	\$ 121	\$ 3,220	\$ 3,000	107.34%
Rentals, Library Space, Meeting Room	\$ 60	\$ 450	\$ 300	150.00%
Fax/Print	\$ 3	\$ 96		
Misc	\$ 2	\$ 377	\$ 300	125.67%
Over/Short	\$ -	\$ 30		
<b>Total:</b>	<b>\$ 21,842</b>	<b>\$ 1,291,965</b>	<b>\$ 1,294,454</b>	<b>99.81%</b>
<b>Income:</b>	<b>\$ 21,842</b>	<b>\$ 1,291,965</b>	<b>\$ 1,294,454</b>	<b>99.81%</b>
<b>Expense:</b>	<b>\$ 180,087</b>	<b>\$ 1,189,750</b>	<b>\$ 1,294,454</b>	<b>88.05%</b>



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

April 2017      Fiscal YTD      Actual % Budget      16-17 Budget  
 100% as of 4/30/17

**Expenses**  
**Personnel**

Wages & Salaries	\$ 52,596	\$ 580,853	95.22%	\$ 610,000.00
Medical Health Insurance Coverage	\$ 2,885	\$ 40,829	77.33%	\$ 52,800.00
IMRF	\$ 4,336	\$ 48,855	88.83%	\$ 55,000.00
Medicare/FTCA	\$ 4,004	\$ 43,331	92.79%	\$ 46,700.00
Payroll Service	\$ 208	\$ 2,662	85.87%	\$ 3,100.00
Staff Training	\$ 582	\$ 1,929	77.16%	\$ 2,500.00
Membership Dues	\$ 100	\$ 5,449	71.70%	\$ 7,600.00
Professional Development	\$ 540	\$ 7,327	99.01%	\$ 7,400.00
<b>Total Personnel</b>	<b>\$ 65,252</b>	<b>\$ 731,235</b>	<b>93.14%</b>	<b>\$ 785,100.00</b>

**Support Services**

**Printing and Advertising**

Printing/Bookplate	\$ -	\$ 4,773	79.55%	\$ 6,000.00
Advertising	\$ 166	\$ 2,011	100.55%	\$ 2,000.00
<b>Total Printing and Advertising</b>	<b>\$ 166</b>	<b>\$ 6,784</b>	<b>84.80%</b>	<b>\$ 8,000.00</b>

**Programming**

Children's Programs	\$ 2,146	\$ 10,069	99.69%	\$ 10,100.00
Teen Programs	\$ 1,341	\$ 6,043	100.72%	\$ 6,000.00
Adult Programs	\$ 776	\$ 8,736	79.41%	\$ 11,000.00
Special Programs	\$ 1,803	\$ 3,627	84.35%	\$ 4,300.00
Connections Programs	\$ 566	\$ 5,615	77.34%	\$ 7,260.00
<b>Total Support Services and Programs</b>	<b>\$ 6,798</b>	<b>\$ 40,874</b>	<b>87.60%</b>	<b>\$ 46,660.00</b>

**Other Support Services**

ILL Services (SWAN Libraries)	\$ 455	\$ 974	324.50%	\$ 300.00
RB Services (Non-SWAN Libraries)	\$ -	\$ 10	3.33%	\$ 300.00
Technical Support	\$ 750	\$ 12,000	100.00%	\$ 12,000.00
Automation Administration	\$ 6,102	\$ 30,622	98.78%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ 123	\$ 1,269	63.45%	\$ 2,000.00
Postage & Delivery	\$ 756	\$ 3,388	99.64%	\$ 3,400.00
Audit Fees	\$ -	\$ 8,260	97.18%	\$ 8,500.00
Telephone/Internet	\$ 1,843	\$ 14,038	93.69%	\$ 15,000.00
Copy Machine Leases	\$ 399	\$ 2,404	89.03%	\$ 2,700.00
<b>Total Other Support Services</b>	<b>\$ 10,428</b>	<b>\$ 72,964</b>	<b>97.03%</b>	<b>\$ 75,200.00</b>
<b>Total Support Services</b>	<b>\$ 17,227</b>	<b>\$ 113,838</b>	<b>93.42%</b>	<b>\$ 121,860.00</b>

**Library Materials**

Books	\$ 11,046	\$ 66,035	95.01%	\$ 69,500.00
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Print Periodicals (Magazines)	\$	-	\$	7,256	102.20%	\$	7,100.00
Online Learning Tools & Data Base Subscriptions	\$	4,407	\$	14,500	100.00%	\$	14,500.00
Online E-Content - elect. books/magazines/movies/music	\$	5,736	\$	40,000	100.00%	\$	40,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	8,996	\$	40,615	98.70%	\$	41,150.00
<b>Total Library Materials</b>	\$	<b>30,185</b>	\$	<b>168,406</b>	<b>97.77%</b>	\$	<b>172,250.00</b>

#### Library and Office Supplies

Office Supplies	\$	743	\$	4,085	96.26%	\$	4,244.00
Library Supplies	\$	821	\$	4,963	88.63%	\$	5,600.00
Copy And Printing Supplies	\$	-	\$	989	98.88%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	307	\$	2,341	90.04%	\$	2,600.00
<b>Total Library &amp; Office Supplies</b>	\$	<b>1,870</b>	\$	<b>12,378</b>	<b>92.07%</b>	\$	<b>13,444.00</b>

#### Capital Expenditures

Equipment (Equipment & Furniture)	\$	598	\$	3,110	103.68%	\$	3,000.00
Equipment - Technology	\$	512	\$	14,255	95.04%	\$	15,000.00
Strategic Building Improvement	\$	-	\$	-	0.00%	\$	50,000.00
<b>Total Capital Expenditures</b>	\$	<b>1,110</b>	\$	<b>17,366</b>	<b>25.54%</b>	\$	<b>68,000.00</b>
<b>Strategic Initiatives</b>	\$	<b>2,945</b>	\$	<b>13,415</b>	<b>89.43%</b>	\$	<b>15,000.00</b>

#### Strategic Initiatives

#### Facilities Management Facility Supplies

Building Materials & Supplies	\$	450	\$	4,755	83.42%	\$	5,700.00
<b>Total Facility Supplies</b>	\$	<b>450</b>	\$	<b>4,755</b>	<b>83.42%</b>	\$	<b>5,700.00</b>

#### Facility Services

Insurance	\$	-	\$	10,912	88.72%	\$	12,300.00
Maintenance and Custodial Service	\$	8,809	\$	55,277	106.30%	\$	52,000.00
Water	\$	267	\$	1,428	57.10%	\$	2,500.00
Natural Gas	\$	1,723	\$	8,303	103.78%	\$	8,000.00
Copier Maintenance and Usage	\$	200	\$	2,438	73.89%	\$	3,300.00
Roof Inspection	\$	-	\$	-	-	\$	-
<b>Total Facility Services</b>	\$	<b>10,999</b>	\$	<b>78,357</b>	<b>100.33%</b>	\$	<b>78,100.00</b>
<b>Total Facilities Management</b>	\$	<b>11,449</b>	\$	<b>83,112</b>	<b>99.18%</b>	\$	<b>83,800.00</b>
<b>Capital Improvement Reserve Fund</b>	\$	<b>-</b>	\$	<b>-</b>	<b>-</b>	\$	<b>35,000.00</b>

#### Total Expenses

	\$	130,037	\$	1,139,750	88.05%	\$	1,294,454.00
<b>Total Income</b>	\$	<b>21,842</b>	\$	<b>1,291,965</b>	<b>99.81%</b>	\$	<b>1,294,454.00</b>



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

<b>Beginning Balance</b>	<b>\$ 218,784.41</b>
<b>Expenses</b>	<b>\$ -</b>
<b>Income</b>	<b>\$ 50.35</b>
<b>Ending Balance</b>	<b>\$ 218,834.76</b>

River Forest Public Library  
**Balance Sheet**  
As of April 30, 2017

	<u>Apr 30, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
For. Park Money Market Capital	218,834.76
Comm Bank MM 600398215	25,776.59
For. Park Money Market171285900	1,162,333.94
For. Park Payroll 171283900	17,680.38
For. Park Checking 171284900	23,227.65
Petty Cash	70.00
<b>Total Checking/Savings</b>	<u>1,447,903.32</u>
<b>Total Current Assets</b>	<u>1,447,903.32</u>
<b>TOTAL ASSETS</b>	<u><u>1,447,903.32</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-1,464.03
<b>Total Accounts Payable</b>	<u>-1,464.03</u>
<b>Credit Cards</b>	
MB Financial Credit Card	3,826.61
<b>Total Credit Cards</b>	<u>3,826.61</u>
<b>Total Current Liabilities</b>	<u>2,162.58</u>
<b>Total Liabilities</b>	<u>2,162.58</u>
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	539,940.65
Net Income	83,915.94
<b>Total Equity</b>	<u>1,445,740.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,447,903.32</u></u>

11:53 AM  
05/13/17

**River Forest Public Library**  
**Reconciliation Detail**  
Petty Cash, Period Ending 04/30/2017

Type	Date	N...	Memo	Amount	Balance
<b>Beginning Balance</b>					70.00
<b>Cleared Transactions</b>					
<b>Checks and Payments - 1 Item</b>					
Check	4/28/2017	8	Cash for Tip/Lunch Delivery	-10.00	-10.00
<b>Total Checks and Payments</b>				-10.00	-10.00
<b>Total Cleared Transactions</b>				-10.00	-10.00
<b>Cleared Balance</b>				-10.00	60.00
<b>Register Balance as of 04/30/2017</b>				-10.00	60.00
<b>Ending Balance</b>				-10.00	60.00

*You guys should update or re-model your library because it's really basic and boring!!*

Thank you for your input. The Library Board and staff have just begun a process for examining our entire facility, looking at how our patrons and staff use our building and how we can best utilize our existing, limited space. Over the next 2-3 years, we plan to deliver improvements (within the limits of our financial capabilities) to areas that have been identified as high priority.

*You guys should have more snacks for your River Forest people.*

Many of our weekly, monthly and special programs for kids, teens, and adults do offer snacks. We encourage you to attend the program for your age group and enjoy our varied snack offerings.

*Elmhurst Library offers a program that is worth considering for the River Forest Public Library. The title is "Culture Club"....*

Thank you for your program suggestion. We are always looking to offer exciting new programs that will draw a large audience of River Forest residents. Your program suggestion has been given to our Adult Services staff for consideration.



### **Organizational Structure/Training and Staff Development**

- RFPL was closed for an in-service training day on Friday, April 28th. All staff participated in a harassment training session provided by a representative from A.J. Gallagher. After the session, staff received a copy of RFPL procedures for reporting harassment. Staff members expressed great satisfaction with the LGTB+ training delivered by a representative from Illinois Safe School Alliance and are eager to take tangible steps to identify RFPL as a safe and welcoming place for all people.
- I attended a full day Facilitation Skills Training session presented by RAILS on May 11th which covered the competencies of effective facilitators, and practice in several different facilitation techniques to guide discussions, generate ideas, respond to challenging situations and lead group decision making.

### **Facilities**

- Trinity Roofing installed a new waterproof liner and copper sheeting in the valley on the northwest side of the slate roof. We will need to make some repairs to the plaster near the 2nd floor emergency exit.
- The valley on the southwest side of the building has now begun leaking and we will need to have it replaced this month.
- We took care of some year end maintenance items in April. ADS completed the inspection of our smoke alarms, pull stations and sprinkler system. We had a plumber out to clean the pump lift station and to rod the drain on the north side of the building.
- S&D Prime Maintenance is going to sandblast and repaint the tops of the metal picnic tables in the library garden. The tabletops are at their location since the work must be done in an enclosed space.
- On May 10th, Dan Ruzic of Chicago Project Management delivered a report to the Facilities Committee for relocating and replacing the air handler, installing new ductwork, and finishing out the space it currently occupies.

### **Marketing and Public Relations**

- We have been doing a good deal of marketing for our Celebrating Seniors programs, including a press release for the Elizabeth Berg author visit and a ½ page ad in the print Guide.
- RFPL Staff (and Trustees) will be marching in the River Forest Memorial Day Parade on May 29th. Fran has designed new t-shirts for us to wear for this event and for other library programs.

### **Administration and Governance**

- Joanna and I watched a webinar on April 19th "*Re-evaluating existing Library Spaces and Furnishings on a Budget*". Joanna has created a space analysis document that staff will use to record their observations on how patrons and staff use of the various areas of the library. The Facilities Committee will review their findings in June.

- I will be serving in the role of Treasurer for the LACONI Administrator's forum for the next 3 years. LACONI Administrator's group meets quarterly and offers useful continuing education programs on topics such as capital projects, fundraising, and other areas of library administration.

#### Finance

- Our fiscal year ended April 30th. 2016-17 tax receipts came in at 99.5% of budget. We came in well under budget for our expenses (primarily personnel costs) and project an operating surplus of \$125,000.
- A Request for Proposal for investment of RFPL funds was sent out to Forest Park National Bank, Community Bank, and MB Financial requesting that each bank submit a written proposal for investing our funds in interest bearing deposit accounts. The Finance Committee will review the proposals in early June to determine which institution has the best plan for maximizing our investment returns.
- On Monday, May 1, Congress reached an agreement on a bill to fund the U.S. government through September 2017 including \$231 million for IMLS (an increase of \$1 million over their FY2016 allotment). However, the 2018 federal fiscal year starts October 2017 and currently, the federal FY 2018 budget proposal eliminates funding for IMLS. As stated previously, an elimination of IMLS funding would mean less funding for the RAILS library system (which handles all of our deliveries), and would likely result in an increase to our SWAN membership fees.

#### External Partnerships

- I attended the morning session of a conference organized by Arbor West Neighbors *Resilient Living-Resilient Aging: Cultivating a Community that is good for all Ages* on April 18th. Arbor West Neighbors is a grassroots organization with a goal of supporting and connecting older adults in the Oak Park and River Forest community. Members of the Arbor West Neighbors leadership group used our meeting room on April 21st to recap their conference and to begin work on their strategic plan.
- I attended the May 1, 2017 Tri-Board Forum on Equity. Members of River Forest D90, Oak Park D97, and OPRF D200 discussed the current plans of action for aligning their resources to effectively impact the achievement gap that pervades all three districts.
- I attended the River Forest Administrator's meeting on May 9th.
- Joanna attended the Council of Governments meeting (with Trustee Kevin Crowell) on May 12th.

Respectfully submitted  
Sue Quinn

## PR and Marketing

**Calendar Listings:** All of our events were printed in the calendar section of *The Forest Leaves*, *the Forest Park Post*, and *Neighbors Magazine*. They were also listed on the online calendars of [triblocal.com](http://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 about Elizabeth Berg was distributed. So far, the Forest Leaves has picked up the story (appeared the first week of May).

### Forest Leaves

- 4/27 - Adopt a Shelter Pet event was featured in the Family Friendly section

### Advertising

- We placed a half-page ad in the Celebrating Seniors Resource Guide.

### Bookplate

- The bookplate hit homes in mid-April.

### E-Marketing:

- We have 1485 subscribers on our email list. Our April eNewsletter went out on March 23rd and had a 34% open rate (502 people). 13 clicks were recorded.

### Facebook:

- We now have 724 followers.
- We posted 22 times during the month of April with a reach of 6,080. 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](http://mykidlist.com). It had our highest reach ever (2,400) and received 90 likes. Our most popular posts this month were about the National Adopt a Pet Shelter event, which had a reach of almost 2,000 and had engagement numbers over 800.
- Fran also made a library highlight video during National Library Week that was also very well received. For this, she used a program called Animoto. We did a one month trial.

### Professional Development

- Fran attended a LACONI conference with Charlie Myerson titled *The Art of the Headline*. Mr. Myerson discussed a lot of email marketing strategies in addition to strategies for writing the best headlines. Fran is implementing several of the suggestions in our email marketing campaigns.

**Professional Development:**

4/5 - Victoria attended the SWAN Circ Users Group Meeting

4/6 - Victoria attended the Quaking the Code SWAN session on searching in WorkFlows and Enterprise.

4/21 - Beth and Andrea at C2E2 (Comic Expo) at McCormick Place (7.5 hours each)

4/28 - All Staff attended In-Service Day featuring a presentation from Gallagher Bassett insurance on harassment in the workplace. We also received Diversity Training from the Illinois Safe Schools Alliance, with follow-up from a staff committee consisting of Victoria M., Andrea, and Melissa.

<b>Materials Added by Collection</b>	
Preschool	3
Juvenile	68
Middle School	24
Teen Collection	55
Adult Fiction	143
Adult Non Fiction	244
Adult Media	136
<b>Total Added:</b>	<b>673</b>
<b>Total Deleted:</b>	<b>644</b>

**April 2017 Key Performance Indicators**

Total Circulation	Apr-17	YTD	2016-17 Goal	YTD % Goal
Preschool Collection	2,837	35,848	31,000	115.6%
Juvenile Collection	3,604	45,897	52,000	88.3%
Middle School Collection	361	5,620	6,000	93.7%
Teen Collection	679	8,099	8,000	101.2%
Adult Fiction	3,539	43,898	40,000	109.7%
Adult Non-Fiction	2,961	34,775	34,500	100.8%
Adult Media	2,702	36,405	45,000	80.9%
Adult Other	108	1,475		
Non SWAN ILL	27	351		
Webpac Renewals	1,940	20,988		
<b>Total Circulation</b>	<b>18,758</b>	<b>238,356</b>	<b>216,500</b>	<b>109%</b>
<b>Digital Circulation (included above)</b>				
Flipster	165	2,763		
Hoopla	497	5,016		
Media On Demand	1,369	16,273		
Tumblebooks	150	3,483		
<b>Interlibrary Loan</b>				
Sent	906	11,570		
Received	1,698	18,281		
<b>Collection</b>				
Total Materials Catalogued	673	6,984		
Total Materials Withdrawn	844	9,135		
<b>Total Materials Added or Withdrawn</b>	<b>29</b>	<b>-2151</b>		
<b>Patron Technology Use</b>				
Database Use	155	3,863		
Online Learning Tools	182	3,957		
Library Computer Use	846	11,316		
WiFi Use	4,982	47,735		
Circ at Self Check-Out	3,064	41,526		
As % of Total Circulation	16%	16%	15%	109%
<b>Programs &amp; Meeting Room Use</b>				
<b>Older Adults</b>				
Programs	14	122		
Attendance	158	1,998	1,700	118%
<b>Middle School</b>				
Programs	10	127		
Attendance	268	2,884	2,700	107%
<b>Children/Family Programs</b>				
Programs	28	453		
Elementary School Age Attendance	145	6,108	5,700	107%
Preschool On Site Attendance	477	5,782	4,000	145%
Preschool Off Site Attendance	120	2,131	2,800	82%
<b>Other Programs</b>				
Programs	1	6		
Attendance	147	230		
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	14	132	135	98%
<b>Virtual Presence</b>				
Website Monthly Visitors	5,505	64,155		
Website Unique Visitors	3,158	35,535		
Facebook Followers	724			
<b>Cardholders</b>				
New Cardholders Added	30	525	850	62%
Total Number Cardholders	7,958			
Cardholders as % of Population*	71%			

\* RF Population is 11,173 Per 2010 Census Data

**River Forest Public Library**  
**Strategic Plan Goals and Objectives**  
May 1, 2017 – April 30, 2018

**RFPL strives to enhance the quality of life in River Forest by maintaining a welcoming environment where all patrons will experience a high level of service and satisfaction from a responsive and knowledgeable staff, who help them find the information they need and the services, resources, and programs they want.**

**Goal: To improve the quality of life of River Forest residents.**

**ANNUAL GOALS & MEASURES**

**Create Young Readers**

Families with children under the age of five will instill a love of books and reading in their children.

- a. The circulation of preschool materials which includes picture books, kits, and eBooks will be 37,000 annually.**
- b. Total attendance at programs designed for preschool children and their parents will be 8,000.\***
- c. 90% of parents and caregivers will say the library plays an important role in instilling a love of books and reading in their children annually.**

**Lifelong Learning**

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

- a. The number of older adults who attend library sponsored or co-sponsored programs will be 1,800 attendees annually.\***
- b. 90% of those who attend library programs for older adults annually will report that they learned something new.**
- c. Each year, at least 90% of the seniors who ask a staff member for help will say that the assistance they received was “very good” or “excellent.”**

\* Does not imply unique attendees.

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

- a. **Circulation of adult non-fiction materials will be 34,500 annually.**
- b. **At least 90% of adults who come to the library to satisfy their curiosity will say they were able to find or order materials that met their needs.**

### **Stimulate Imagination**

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.

- a. **Circulation of juvenile materials will be 47,000 annually.**
- b. **The number of elementary school age children who attend library sponsored or co-sponsored programs for this age group will be 6,000 annually.**
- c. **The number of elementary school age children who participate in the Summer Reading Program will be 380 annually.**

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.

- a. **Middle school materials circulation will exceed 6,000 annually.**
- b. **Total attendance at programs designed for middle school age children will be 2,900.\***
- c. **At least 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.**
- d. **The number of middle school students who participate in the Summer Reading Program will be at least 200 annually.**

\* Does not imply unique attendees.

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

- a. **The circulation of adult media (including digital music and movies) will be 36,000 annually.**
- b. **The circulation of adult fiction materials will be 42,000 annually.**
- c. **Circulation of teen materials will be at least 8,000 annually.**
- d. **At least 90% of adults who come to the library annually looking for something good to read, listen to, or view will say they located items that met their needs.**

### **Visit a Comfortable Place**

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

- a. **At least 80% of middle school students will say that they like visiting the library's teen spaces annually.**
- b. **Annually, 90% of adults will say the library is a welcoming and comfortable place that meets their needs.**
- c. **We will sign up 850 new users annually.**
- d. **90% of Adults will say our website is easy to use.**
- e. **135 outside group meetings will be held in the Barbara Hall Meeting Room annually.**

\* Does not imply unique attendees.



## **MEMO**

**To:** RFPL Board of Trustees

**From:** Sue Quinn, Library Director  
Joanna Bertucci, Materials and Business Services Manager

**Date:** May 17, 2017

**RE:** GFOA Certificate of Achievement for Excellence in Financial Reporting

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In 2014, River Forest Public Library Trustees decided that it was desirable for RFPL to participate in the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) established by the Government Finance Officer Association (GFOA).

According to the GFOA, the CAFR program was designed to “encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.”

RFPL’s CAFR process involves submitting our independently prepared audit (prepared by Knutte & Associates), a Letter of Transmittal (prepared by the Director), and a 50 page audit checklist. (completed by the Director and Materials and Business Services Manager). Our 2014 application was rejected for incompleteness, but the fiscal year 2015 and 2016 applications were both successful.

We pay \$190 annually for GFOA membership and the cost for participating in the CAFR program is \$370. While we attended a GFOA webinar on budgeting, and have used the GFOA Risk Analysis for determining our level of capital reserves, that information (and more) can be accessed at no cost on their website.

Our 3 year audit contract with Knutte & Associates is up for renewal. Fees for the preparation of the audit and Annual Financial Reports (AFR’s) for 2017, 2018 and 2019 were quoted at \$7,750, \$8,000 and \$8,250 respectively. Laura Babula, our accountant, has stated that if we choose not to pursue the CAFR, our audit costs would be lowered by \$1000 annually as the CAFR process requires the preparation of additional financial statements and additional demographic and economic information.

In addition to a cost savings in audit fees, foregoing the additional audit work required for the GFOA Certification would eliminate the 15-20 hours of staff time required for the Director and Material and Business Services manager to complete the Letter of Transmittal and audit checklist.

At this time, the RFPL is the only library in Illinois that has received this certification and

there only are a few more libraries that have the certificate. The two libraries in Ohio that have the certification are large county systems, each serving over 500,000 people in multiple locations. The public bodies that participate in the CAFR program collect revenues and have expenditures (including long term debt such as bonds) in a number of different funds. The Village of River Forest and River Forest Park District have participated in the program for 6 and 3 years respectively.

It is our recommendation that the RFPL cease participation in in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program as we have not been able to identify the value that this certification brings to our organization.



**JASCULCA TERMAN**  
STRATEGIC COMMUNICATIONS

*PROPOSAL/April 14, 2017*

**TO:** Fred Arkin, *Oak Park and River Forest High School District 200*; Tom Cargie, *Village of River Forest*; Helene Connolly, *River Forest Township*; Alice Calabrese-Berry, *River Forest Public Library*; Beth Dunne, *River Forest Park District*; Molly Hague, *River Forest Park District*; Barbara Hickey, *River Forest School District 90*; Carla Sloan, *River Forest Township*

**FR:** James Chase and Dan Regan  
*Jasculca Terman Strategic Communications*

**RE:** Resident Survey to Inform Collaborative Communications

Thank you for including Jasculca Terman Strategic Communications (JT) in your March discussion on collaborative communications to River Forest residents. Per your request, this memorandum outlines a scope of work that includes the design, distribution and analysis of a resident survey to inform this effort. This memo also includes strategic recommendations for methods that River Forest taxing districts should consider for collective communications to a broader audience in the community.

### **STRATEGIC CONSIDERATIONS**

The goal of this project is to allow each taxing district to communicate relevant information beyond its core audience. For example, District 90 and District 200 routinely provide information relevant to parents, but the Districts may also wish to communicate information that would be of interest to the broader population in River Forest. Other taxing districts have similar needs. By using the combined reach and resources of all River Forest taxing districts on the Collaborative Committee, each district will be much more likely to succeed in this effort.

#### *Using Existing Communications Channels*

Much of our discussion in March presumed that the taxing districts would collaborate on a newly created communications vehicle (or multiple new vehicles) to reach this wider audience. For example, we discussed creating a new e-newsletter, web portal and/or printed mailer. However, after further consideration, we recommend that taxing districts instead make more effective use of existing communications channels.

Our rationale for this recommendation:

- To establish a new communications vehicle, taxing districts would have to commit the necessary time and resources to develop it, and *then* inform your combined audience about the vehicle's existence. A new website would need to be promoted, a new e-newsletter would require an enrollment effort, etc. Existing communications channels already have a built-in audience and

level of awareness. If you create a new communications vehicle, you will start from the ground up.

- The audiences of existing channels already access those channels voluntarily to receive information. Your e-newsletters are (presumably) consistently read by subscribers. Your website visitors are coming to you because you are a trusted source of information. We believe that it is less effective to create one more email filling up someone's inbox, or one more website that someone needs to bookmark and visit regularly.
- A concern we often hear when discussing electronic communications is that older audiences won't be reached. In our experience, this is a stereotype. In general, we find that older audiences are well versed in using email and websites—and, increasingly, Facebook. There will always be a small number of people who can only be reached effectively through traditional printed mailers, but this is likely such a small population that it is not worth the time and expense of designing, printing and mailing hard copy communications on a routine basis.

### *Using the Village of River Forest as the Messenger*

If our goal is to communicate information from all taxing districts to a Village-wide audience, then it's important to recognize that we already have a communications vehicle that accomplishes that very goal: The Village of River Forest E-News. Each month, taxing districts submit information to the Village to include in the "Spotlights" section. There's a good reason for this. No matter if someone is interested in the Library, or the Park District or they have children in a School District, that person is a resident of the Village of River Forest. The E-News is produced to be relevant for *all* Village residents.

We therefore recommend that the Village be the source for collaborative communications. The E-News already serves this purpose, and residents report that one of their favorite things about it is the "one stop shop" for information from all area taxing districts. Additionally, the Village's website redesign (to be completed this summer) will make E-News content much more accessible and readable via the web.

Based on this recommendation, the primary value in conducting a survey would be to help guide the *content* that each district communicates beyond its core audience. In the specific case of the Spotlight section of the E-News, each taxing district would likely benefit by taking a more purposeful, strategic approach to the content it contributes each month.

## **STRATEGIC APPROACH**

Our scope of work on this project will include the following:

- Development of survey content
- Providing guidance for the distribution of the survey
- Analysis of survey results and presentation to the Collaborative Committee

### *Survey Content*

In developing the survey content, it is important that we don't solely seek answers to the question, "What information do *residents* want to receive from my *taxing district*?" Rather, we should take a step back and

consider, “What information does my *taxing district* want *residents* to know? What are the goals for communicating beyond our core audience?”

For example, the Park District may want to increase awareness and enrollment in programs and activities. School Districts may want to secure residents’ support on funding referendums. Each individual taxing district is in the best position to know what objectives are served by reaching a broader audience.

We will work with the Committee to develop survey questions that will provide each taxing district with the data it needs to meet these objectives. Considering that we are accommodating the needs of six different taxing districts in a single survey, we will have to design the survey questions efficiently so that the overall length remains manageable for participants.

#### *Distribution*

We recommend using the online survey tool “Survey Monkey” for this project. This is JT’s preferred tool for survey projects, and the Village already maintains a Survey Monkey account, which eliminates the cost of a new survey tool subscription.

We will discuss the specifics of survey distribution with the Committee in depth, but our general recommendation is for every taxing district to share a link to the survey through its channels. For example, we would recommend that the Village share a link in the E-News, on its website and on its Facebook page.

Phone calls, postcards and door-to-door canvassing were mentioned in our March meeting. We believe that we can achieve sufficient reach and response rate via less time- and resource-intensive distribution methods.

#### *Analysis*

After the close of the survey, JT will conduct an analysis of the survey results, develop recommendations for each taxing district based on those results, and present them to the Committee.

### **PROJECT TEAM**

The team of JT professionals that will work with the Collaborative Committee on this project will be Senior Vice President Dan Regan, Accounts Director James Chase and Account Executive Jordan Troy.

### **PROFESSIONAL FEES AND EXPENSES**

To perform the scope of work described herein, we will charge a firm fixed price of \$5,000.

Authorized expenses are in addition to our professional fees, and are billed monthly. These include expenditures for outside vendor services and out-of-pocket costs. Outside vendor services include such items as website coding and design, large print jobs, photography, equipment rental, catering, etc. Major outside vendor expenses will be billed directly to the client.

Additional out-of-pocket expenses include meals, mileage, parking, travel, etc. A list of basic out-of-pocket expense items is available upon request.

**We do not anticipate incurring any significant expenses on this project.**

~~~~~

**We look forward to speaking with you soon and hopefully to working with you. In the meantime, please do not hesitate to contact James Chase at 312-573-5476 or james\_chase@jtpr.com with any questions.**

###

# BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

## ARTICLE ONE

### Bylaws

These Bylaws shall constitute the Bylaws of the Board of Trustees of the River Forest Public Library and shall nullify and take the place of all other Bylaws of said Board of Trustees. Wherever these Bylaws shall be inconsistent with the latest Illinois Compiled Statutes, said Statutes and not these Bylaws shall govern.

## ARTICLE TWO

### Board of Trustees

The Board of Trustees shall consist of seven members elected on a staggered basis every two years, serving for a term of six years. No Trustee shall serve more than two (2) consecutive full six year terms. Any vacancies occurring in the membership of the Board other than by expiration of the term for which the Trustee has been elected shall be filled by the remaining Trustees who shall elect by vote a successor, per the Illinois Local Library Act 75ILCS 5/4-4.

### Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create Policy.

## ARTICLE THREE

### Fiscal Year

The fiscal year of the library shall be the same as the fiscal year of the Village of River Forest, Illinois. ( May 1<sup>st</sup> through April 30<sup>th</sup>).

## ARTICLE FOUR

### Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board of the Library Trustees will meet at least ten times a year.

The regular meetings of the Board of Library Trustees shall be held in the library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion.

### Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in at least two conspicuous places in the library.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in at least two conspicuous places in the library and notifying the media. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at original meeting and there has been no change in the agenda for such meeting.

An annual letter shall be sent to the local media informing them of the schedule of monthly meetings.

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of one year. Standing committees if any, will be named and appointed by the President.

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## **BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY**

Page 3 of 7

**President and the Vice-President.** In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

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The order of business at all regular meeting of the Board of Library Trustees shall be as follows:

- 1. Call to Order**
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- 8. New Business**
- 9. Executive Session**
- 10. Adjournment**

### **Quorum**

Four Trustees shall constitute a quorum at all meetings of the Board.

### **Participation by Electronic Means**

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of those physically present vote to allow a Trustee to attend by electronic means ; (b) the Trustee is unable to physically attend the meeting due to: i) illness or disability; ii) employment purposes or Library business; or iii) a family or other emergency; (c) the Trustee has notified the Secretary before the meeting unless notice is impractical; and (d) the Trustee has participated by electronic means two (2) or fewer times during the past twelve (12) months.

### **Procedure**

Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees except when such rules are in conflict with any of the

rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of a majority of the members present at any meeting.

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- a) appear and defend against the claim or action: and
- b) Pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
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**The By-laws shall be reviewed bi-annually.**

**BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY**  
**Page 7 of 7**

**Approved January 10, 1996**  
**Reviewed January 12, 2005**  
**Revised February 21, 2006**  
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**Revised January 19, 2016**

**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 April.
- Amy and Kim presented Family Story Time 3 times in April.

**Outreach & Partnerships:**

- Melissa presented 6 consecutive story times at RFCC to celebrate the Week of the Young Child.
- The Stuffed Animals of River Forest had a lot of fun at the annual Stuffed Animal Sleepover Party.

**Spaces:**

- Our display featured a “Weather” theme.

**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:

- “One World, Many Books” in lobby
- “Celebrate Earth Day” near elevator upstairs
- Books set in Chicago - floating table downstairs
- Rescued pets / pet adoptions to promote Pet Adoption Day event - floating table downstairs
- “Get Ready for Gardening” - floating table upstairs
- “Staff Picks” on pillar by computers.

### **Programming**

Total attendees for April adult programs was 158.

Lifelong learning programs included:

- 4 Wednesday morning Computer Learning Labs 14 attendees
- “The Roads That Lead to Lincoln” with Dave Clark (4/2) 18 attendees
- 2 Great Decisions discussion meetings (4/11, 4/25) 10 attendees. Meghan O’Keefe, our Adult Services Associate, is leading the discussions this year.
- “Architectural Interior Design Workshop” with Maura Braun (4/23) 6 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 Eagle Scout candidate Ethan Baehrend and his mother, Diana Baehrend, to coordinate RFPL's October Maker Fest. Efforts in the month of March included a phone call meeting with Diana, Ethan, Mary Kay and Andrea on 4/14 to discuss how to solicit vendors, and also to go over Ethan's Coffee Monday (June) presentation. Andrea has contacted a number of vendors already, including DePaul University, Dominican University: Department of Apparel Merchandising and Design, Barnard's Schwinn, TLD Design Center & Gallery, School of Rock, Oak Park Art League, Oak Park EDU. Andrea also made a presentation on our Maker Fest to all RFPL staff during in-service on 4/28.
- On 4/12, Andrea worked with a group of 12 students from Keystone Montessori School to conduct research using library databases.
- On 4/19, Mary Kay attended a Success for All Youth Steering Committee meeting on Out of School Time. Roosevelt University PAC representative Julie Hilvers led a brainstorm on timeline for a community survey, parent survey, and youth focus groups. Mary Kay spoke with the group about what kind of information RFPL gathers through Middle School surveys, emphasizing that feedback on caring adults is inherent to a couple of the questions. Mary Kay again 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**

- Celebrating Seniors Week is May 18-May 25. Event guides for programs held across the community are now available at RFPL (we received about 70 copies from Township staff). 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" booktalks 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. The Book Table of Oak Park will sell books from Ms. Berg's backlist.

**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 Earth Day. She also held a Mario Kart Wii tournament for kids during a day off from school.
- Melissa facilitated making graham cracker rainbows and oceans at Snack Attack. She also led a fun Journey Through Space event at the library.
- The monthly DIY featured Clothes Pins Animal making.

**Spaces:**

- Our display featured a "Poetry" theme.

**Outreach & Partnerships:**

- Melissa visited Willard School for National Poetry Month.

**On the Horizon...**

- We look forward to warm weather and the start of summer reading in June, especially the Kick Off Party on June 8.



**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(11), Go Nuts for Donuts(16), Pancakes for Poetry (14), and National Adopt a Shelter Pet Day(147).
- Erin led 4 Maker sessions, including string art, art deco mirrors- which were attended by 33 kids.
- Victoria S. each led 2 after-school gaming/movie which were attended by 34 kids.

**Outreach & Partnerships:**

- Keystone Montessori came to the Library for career research instruction.

**Spaces:**

- Additional shelves for the existing Middle School units have been ordered.

**On the Horizon...**

- We look forward to Tiny Tasty Pendants part Deux, Stop Motion Animation, and school Summer Reading visits

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

**Spaces:**

**Fiction and Imagination-Stimulating Displays in April included:**

- "Celebrate National Poetry Month" to promote Barbara Henry event
- International Crime (Mysteries and Thrillers)
- Till Death Do Us Part - thrillers / suspense featuring married couples
- "Celebrate National Humor Month"
- "One World, Many Books"
- "Celebrate Earth Day"
- Books set in Chicago
- Rescued pets / pet adoptions to promote Pet Adoption Day event
- "Get Ready for Gardening"
- Staff Picks

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

**Programs:**

Total attendees for March adult programs was 158. Programs that stimulated imagination included

- Coffee Monday, featuring a visit from Judy of Arbor West: (4/3, 9 attendees)
- Evening Book Discussion (4/5, 10 attendees), *For the Glory*
- Foreign Film Forum (4/8, 15 attendees), *Mostly Martha*
- Afternoon Book Discussion (4/12, 15 attendees), *The Wright Brothers*
- Barbara Henry's Poetry Workshop (4/27, 5 attendees)
- Our Soiree in the Stacks after-hours event was a smashing success. A total of 56 community members joined us to celebrate an evening of wine from Binny's, appetizers from Whole Foods, and jazz from James Callen.
- All trustees were also in attendance and mingled with guests. Board President Tom Smedinghoff spoke about National Library Week and the importance of libraries in the digital age, and Trustee Alice Berry and Director Sue Quinn spoke about how Illinois libraries could be affected by recent proposals for federal funding cuts. Mary Kay spoke about the success of the Winter Reading Program and thanked all participants.
- We raffled off 3 door prizes, \$30 gift certificates to Elan Spa, Jewel, and Blue Max. The grand prize, a \$100 gift certificate to Exit Strategy Brewing Co in Forest Park, went to Winter Reader Katrina Beck, who was not in attendance, but picked her prize up afterward.

## Stimulate Imagination

### Outreach & Partnerships:

#### Home Delivery Numbers:

- Total # deliveries: 9
- Total # patrons served: 5
- Total # books picked up: 24
- Total # books dropped off: 18
- Total # books booktalked but not taken: 0

### Collections:

- Beginning in May, we are decreasing the number of Hoopla checkouts available to our patrons to 8 (down from 12). As the popularity of this resource has increased, so have the costs, as we are charged per checkout (this price structure is what makes the "always available" model possible). We hope to retain or grow the number of checkouts, however, by promoting Hoopla more broadly to increase our unique user base.

## Visit a Comfortable Place

- Sue and Mary Kay are researching price quotes for window treatments for possible 2018 installation. Mary Kay has reached out to Ed12 and is waiting on a quote forthcoming. We will also reach out to the Oak Park Park District, whose window treatments were recently updated, to try to obtain another recommendation.
- Beth has placed an order for 5 new shelves for the existing Middle School shelving units (east wall) from LFI, for a total cost of \$598. Increased shelving will allow us to retain more titles in this popular collection.
- Average number of middle school students visiting upstairs in the month of April was **22 per day**.