



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
Tuesday, June 20, 2017, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
  - a. Minutes of the Regular Board Meeting: May 23, 2017
  - b. May 2017 Warrants
  - c. May 2017 Revenue and Expense Reports
  - d. May 31, 2017 Balance Sheet
  - e. Approve Group 3 Computer Equipment purchase - Capital Improvement Reserve Fund
  - f. Approve minor edits to Staff Policies: I. Employment Policies
  - g. Approve 2017 Prevailing Wage Resolution
  - h. Approve 2017 Non-Resident Library Card Resolution
  - i. Approve November 21, 2017 RFPL Board Meeting date change to, November 14, 2017
5. Communications
  - a. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
  - a. Committees: (Report/Discussion/Action)
    - i. Facility Committee
      - Update on Space Study Analysis
    - ii. Finance Committee
      - Update on response to RFP sent out for Investment of Public Funds
    - iii. Policy Committee
    - iv. RF Collaborative Committee report
9. Executive Session
10. 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.*

## M E M O

**To:** River Forest Library Board Trustees

**From:** Tom Smedinghoff, President

**Date:** June 14, 2017

**Re:** Use of Consent Agenda for Board Meetings

Starting with the June 2017 Board meeting, I propose to include a Consent Agenda as part of our regular meeting process in order to streamline the meetings and allow us to focus our time on the more important issues of concern to the board.. The use of a Consent Agenda is expressly authorized by our Bylaws (see "Order of Business" at p. 3), and I would like to experiment with this approach to see if it might help us to be more effective and productive.

This memo will provide background information regarding the concept of a Consent Agenda, and outline the process to be followed. Please read this memo carefully, and feel free to get in touch with me if you have any questions or concerns.

### **What is a consent agenda?**

A consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in our agenda. These items are then presented to the Board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. In our case, we will use a roll call vote for the consent agenda. Other items, particularly those requiring strategic thought, decision making, or action, are handled as usual in the appropriate place on the agenda.

Note that the consent agenda is a single item that encompasses all the non-controversial items the Board would normally approve with little comment. All of those items combine to become one item for approval -- the consent agenda. As a single item on the agenda, the consent agenda is voted on with a single roll-call vote -- i.e., to approve the consent agenda.

The key to making it work, and to shortening the meeting with respect to these items, is for everyone to review the items on the consent agenda in advance, and to contact Sue or I with any questions prior to the meeting.

### **What is the advantage of using a consent agenda?**

Consent agendas help streamline meetings and allow the focus to be on substantive issues. By using a consent agenda, we can avoid spending time discussing perfunctory issues, and instead, focus our efforts on much more productive and forward-looking issues.

### **What does the consent agenda NOT do?**

- The use of the consent agenda is not intended, and does not make it easier, to ramrod through decisions. All items on the consent portion of the agenda are still open to discussion and debate, and any trustee can request that any item be moved off of the consent agenda.
- It is not always necessary to remove an item from the consent agenda if a trustee has a question or wishes to discuss the item further. Discussion is permitted after the motion for approval is made, but before the vote. However, everyone should remember that extensive conversation defeats the purpose of the consent agenda.

### **What will normally be put on the consent agenda?**

Routine, informational, procedural and self-explanatory non-controversial items will generally be placed on the consent portion of the agenda. These typically are such things as:

- Approval of Board minutes
- Warrant list
- Financial reports
- Updates or background reports provided for informational purposes only
- Appointments requiring Board confirmation
- Approval of contracts that fall within the Library's policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the Board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws or applicable law
- Dates of future meetings

For examples of the use of a consent agenda by the Village (which regularly uses a consent agenda at its meetings), I have attached copies of the Village Board agendas from April and May 2017.

### **How will the process for using a consent agenda work?**

- The regular meeting packet, including the full meeting agenda (showing the consent items), along with copies of applicable reports and back-up materials, will be provided to the trustees prior to the Board meeting, as before. This will allow trustees to review and understand the issues included on the consent agenda, and to do any necessary due diligence, so that trustees feel confident that their vote reflects attention to their duty of care.
- Trustees are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items. Both the Director and President are available to answer such questions.
- As the first item of business (following Visitors and Guests) I will ask if anyone wishes to remove an item from the consent portion of the agenda. No motion is necessary to remove an item from the consent agenda. A request by any trustee is sufficient. Note: any trustee may request that an item be removed for any reason, such as to discuss the item, to raise questions regarding the item, or to register a vote against the item. Items removed from the consent portion of the agenda will be moved to the full agenda

- If any items are removed from the consent portion of the agenda, I will determine where on the agenda those items will be discussed -- e.g., immediately after the consent agenda has been accepted or later on the agenda.
- I will then ask for a motion to accept the consent agenda (less any removed items).
- Once the motion has been made and seconded, I will open the floor for any questions or discussion on the items remaining on the consent agenda as a group. The understanding, though, is that the trustees will have previously reviewed the materials in the packet, and come prepared so that, other than a quick point or question, they will either be comfortable voting for the items on the consent agenda, or will ask to have them removed from the consent agenda.
- We will then take a roll call vote on the motion to approve the consent agenda, which vote will apply to all remaining items on the consent portion of the agenda.



# VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, April 24, 2017 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

## AGENDA

1. Call to Order/ Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments and Announcements
  - a. Presentation – One Earth Film Festival Award Winners
  - b. Police Officer Of the Year Award
5. Public Hearing – FY 2018 Annual Operating & Capital Budget
6. Consent Agenda
  - a. Regular Village Board Meeting Minutes – February 27, 2017
  - b. Executive Session Meeting Minutes – February 27, 2017
  - c. Regular Meeting Minutes – March 13, 2017
  - d. Committee of the Whole Meeting Minutes – April 3, 2017
  - e. Finance & Administration Meeting Minutes – February 27, 2017
  - f. Village Attorney Invoice – February 2017 - \$12,840.98
  - g. Award Bid & Contract for the 2017 Sewer Lining Project to Visu-Sewer of Illinois LLC for \$121,589.80
  - h. Award Bid & Contract for the 2017 Curb and Sidewalk Replacement Program to Norvilla, LLC for \$54,745.00
  - i. Award of Bid & Contract for the 2017 Street Patching Program to Schroeder Asphalt Services for \$44,970.65
  - j. Award of Bid & Contract for the 2017 Street Improvement Project to R.W. Dunteman, Co. for \$250,897.54
  - k. Approval of Motor Fuel Tax Resolution for 2017 Street Improvement Project
  - l. Waiver of Formal Bid Procedures and Award of Contract for Chicago Avenue Resurfacing Project Phase 1 & 2 Engineering to Bollinger, Lach & Associates, Inc. for \$78,470.01
  - m. Waiver of Formal Bid Procedures and Purchase of a 2018 Freightliner Dump Chassis from Truck County of Wisconsin for \$81,938.22 and the Dump Body, Plow and Hydraulics from Monroe Truck Equipment for \$52,384
  - n. Approval of FY 2018 Compensation Plan – Ordinance
  - o. Amend Title 5 of the Village Code – Adjustments to Water & Sewer Rates – Ordinance
  - p. Approval of Post-Employment Consulting Agreement with James Eggert
  - q. Monthly Department Reports
  - r. Monthly Performance Measurement Report
  - s. Approval of Accounts Payable – February 2017 - \$1,864,861.55
  - t. Approval of Accounts Payable – March 2017 - \$2,070,665.04
  - u. Village Administrator's Report

**7. Board, Committee and Commission Reports**

**a. Appointments – Sustainability Commission**

- i. Kathleen Brennan, Chairperson – 4 Year term (5/1/17-4/30/21)**
- ii. Julie Moller – 4 Year term (5/1/17-4/30/21)**
- iii. Eric Simon – 4 Year term (5/1/17-4/30/21)**
- iv. Mary Susan Chen – 4 Year term (5/1/17-4/30/21)**
- v. Sue Crothers Gee – 2 Year term (5/1/17-4/30/19)**
- vi. Mindy Credi – 2 Year term (5/1/17-4/30/19)**
- vii. Mary Masella – 2 Year term (5/1/17-4/30/19)**

**b. Appointments of Lake & Park Redevelopment Project Work Group**

- i. Susan Conti, Carmela Corsini, Timothy Brangle, Robert O’Connell, Eric Palm**

**8. Unfinished Business**

**9. New Business**

- a. Approval of the Annual Operating & Capital Budget for Fiscal Year 2018 – Ordinance**

**10. Executive Session**

**11. Items to Be Approved After Executive Session**

- a. Approval of the Collective Bargaining Agreement with the International Union of Operating Engineering, Local 150 (Public Works) for May 1, 2016 through April 30, 2019**

**12. Adjournment**



## VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, May 22, 2017 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

### AGENDA

1. Call to Order/ Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments and Announcements
5. Consent Agenda
  - a. Regular Village Board Meeting Minutes – May 8, 2017
  - b. Village Attorney Invoice – April 2017 - \$14,759.76
  - c. Waive Formal Bidding and Award Contract to Ferguson Industries, Inc. for \$49,990.24 for the Purchase and Installation of the Second Floor Windows at the Village's Water Pumping Station
  - d. Waive Formal Bidding and Ratify Contract Proposal After-the-Fact for Emergency Water Repairs to Suburban General Construction, Inc. for \$28,985
  - e. Approve Supplemental IDOT Resolution of \$100,000 for use of Motor Fuel Tax for the Design of the Chicago Avenue Resurfacing Project
  - f. Village Administrator's Report
6. Board, Committee and Commission Reports
  - a. Standing Village Board Committee Assignments
    - i. Finance & Administration Committee – Trustees Corsini, Chair, Conti, Vazquez
    - ii. Village Services & Development Committee– Trustees Gibbs, Chair, Cargie, Henek
    - iii. CERT Representative – Trustee Gibbs
    - iv. Sub Committee on Collaboration Committee – Trustee Cargie
    - v. Sustainability Commission Trustee designee – Trustee Cargie
7. Unfinished Business
  - a. Approving and Authorizing the Execution of a Right-of-Way License and Fiber Optic Cable Agreement between the Village of River Forest and WideOpenWest Illinois, LLC - Resolution
8. New Business
  - a. Amend Title 8 of the Village Code – Increase of one Class 4 Liquor Licenses (5 Total) for Fresh Thyme Farmers Market – Ordinance
  - b. Adoption of Village Board Policies for Communication and Village Attorney Contact
  - c. OPRF Community Foundation Leadership Lab
9. Executive Session
10. Adjournment

**Meeting Minutes: Regular Board Meeting: May 23, 2017**

**Call to Order:** At 7:50 pm President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Crowell, Hill, Long, O'Connor and Smedinghoff,
- Excused: Calabrese-Berry
- Also Present: Sue Quinn (RFPL Director)

**Visitors and Guests**

- None

**Minutes****Regular Board Meeting: April 18, 2017**

- Trustee Crowell moved to accept the minutes of the April 18, 2017 Regular Board meeting. Trustee O'Connor seconded the motion and a vote was taken.
  - Ayes: Bevan, Crowell, Hill, O'Connor and Smedinghoff
  - Excused: Calabrese-Berry
  - Abstain: Long

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

- Trustee O'Connor moved to accept the minutes of the May 1, 2017 Special Board meeting. Trustee Crowell seconded the motion and a vote was taken.
  - Ayes: Bevan, Crowell, Hill, O'Connor and Smedinghoff
  - Excused: Calabrese-Berry
  - Abstain: Long

**April Financial Reports**

- April 2017 Warrant List: Trustee Hill moved to accept the April 2017 warrant list. Trustee Bevan seconded. A roll call vote was taken.
  - Ayes: Bevan, Crowell, Hill, Long, O'Connor and Smedinghoff
  - Excused: Calabrese-Berry

**Revenue and Expense Reports:**

There was discussion of two items:

- Trustee O'Connor questioned whether we can afford Hoopla. Director Quinn answered yes. She explained that the reduction in the number of permitted monthly checkouts



(from 12 to 8) recently enacted will help curtail costs. In addition, the Library can manage and monitor options through the Hoopla system that can control costs.

- Trustee Hill asked whether the year-end statements indicate a roughly \$150,000 surplus. Director Quinn explained yes, but that number may be reduced to approximately \$125,000 after accounting year-end adjustments for part time payroll. Director Quinn further explained that some of the surplus relates to budgeting for the cost of health insurance for all full time employees even though not all take advantage of this benefit.

### **Communications**

- There were three patron suggestions, one of which prompted a discussion of the Culture Club presentation given by the Elmhurst Public Library. Director Quinn indicated that a similar concept may be incorporated into a Coffee Monday agenda.

### **Director's Report**

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

- On Friday 4/28 the staff had an In Service Day. The day included 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 staff learned the legal difference between being annoyed and sexually harassed (by patrons). The staff provided feedback that they would like to learn how to deflect comments from the homeless and mentally ill patrons. This topic may be addressed at the next In Service day.
- Director Quinn attended a training program on effective facilitating (encouraging dialogue, brainstorming and conflict resolution).

### **Facilities**

- The roof repair has been completed.
- However, now it appears that carpenter bees have burrowed in the soft wood and are laying eggs. Smithereen will address and roofers will be contacted to determine if wood need to be replaced as well.
- S& D is sandblasting and repainting the tops of the metal picnic tables in the garden that were scratched and vandalized (cost of approximately \$1,000).

### **Marketing and Public Relations**

- In honor of Celebrating Seniors, the Library has held two events, the Jazz Trio (Friday, 5/19) and author, Elizabeth Berg (Sunday, 5/21). Approximately 35-40 people attended each event and the feedback was that both events were very much enjoyed.

### **Finance**

- An RFP has been sent to three local banks (return date of 6/1) to request information

regarding obtaining a higher rate of return on Library funds.

- IMLS funding has been approved through September, 2017. It is not currently in the 2018 budget that commences as of October, 2017. If not funded, SWAN membership fees may increase. Library's current contract with SWAN is set through June, 2018.

### **External Partnerships**

- Director Quinn attended a conference organized by Arbor West Neighbors on April 18, 2017. There was a discussion regarding a need for step down housing for seniors in the community.
- Director Quinn attended the Tri-Board Forum on Equity on May 1, 2017. D90, D97 and D200 discussed plans for addressing the achievement gap in all three districts.
- Director Quinn attended the River Forest Administrator's meeting (May 9, 2017). The Village will pay for the required newspaper ad regarding the Prevailing Wage Resolution that is required by the Library and other public bodies.
- Trustee Crowell and Joanna Bertucci attended the Council of Governments meeting. Trustee Crowell reported on the Township, Community Center, Concordia and Dominican events.

### **President's Report**

- **By-Laws:** Our By-Laws permit items to be placed on a consent agenda. This might help streamline our meetings. If an item is on a consent agenda but a trustee would prefer to have a discussion, any trustee may request that it be removed.
- **FOIA Lawsuit** filed by the Chicago Tribune against the College of DuPage Foundation. The COD Foundation took the position that since it is not a public body, it was not required to respond to the FOIA requests served by the Tribune. The court disagreed, noting, among other things, that the Foundation is an entity performing all the fundraising tasks on behalf of a public body, the COD, and therefore was obligated to respond. This raised the question as to whether the RFPL Foundation would be subject to FOIA, and also, the Open Meetings Act. While there are many differences between the way the RFPL Foundation and the COD Foundation operate, and the district courts that would rule, it would be prudent to assume that any FOIA requests served on the RFPL Foundation would need to be honored. It is unclear whether the OMA applies to the Foundation. We will revisit this question with the Library's attorney at next month's meeting.
- **Attorney Greg Smith:** At our June meeting, attorney Greg Smith will address questions regarding tax levy options for generating additional revenue, OMA and Executive Session issues.
- We will most likely have another Fall Retreat.
- There is a June 23 all day, free session for Trustees that will be held downtown. Director Quinn sent an email to all Trustees regarding this event.
- **Boards have oversight responsibility for cyber security for the library.** This includes exploring questions of what data the Library collects that could be at risk and what are

those risks. President Smedinghoff will draft a list of those issues and discuss what safeguards the Library has in place for dealing with those issues.

- The Foundation membership call is June 14 at 1:00 p.m.
- Trustee Crowell will send an email with options for musicians for the Fall Foundation event scheduled for the evening of September 23, 2017.

### **Strategic Plan Goals/Measures**

- Trustee Hill moved to approve the 2017-2018 Strategic Plan Goals/Measures. Trustee Crowell seconded.
- There was a discussion of certain goals that remained static. Director Quinn explained that not all goals would increase; in some areas remaining at the same level is an appropriate goal.
- The motion passed unanimously.

### **New Business**

- **Audit Contract and GFOA Certification**  
Director Quinn presented information regarding the economic costs and the benefits of this certification. The Trustees discussed whether there is any benefit to keeping the certification (for example, if the Library went to referendum) and concluded that it would not be likely to have an impact. Trustees agreed with staff recommendation that this certification is not necessary to pursue this year.  
Director Quinn agreed to discuss with other libraries audit costs and satisfaction with other auditors before the June meeting and present to the Board for consideration of the audit contract.

### **Committee Reports**

- **Facility Committee:**
  - Trustee O'Connor reported on the findings regarding moving the air handler outside and reclaiming the indoor space for use. The cost of a new air handler that could be maintained outdoors, fencing that would allow for accessibility for servicing, together with bringing the inside floor up to grade and carpeting would amount to approximately \$200,000. The Library would gain approximately 260 feet of space with some space taken by duct work. The Park District's consent to the use of the outdoor space would need to be obtained. The committee will continue to work on this issue.
- **RF Collaborative Committee Report**
  - The Jascula Terman Resident Survey Proposal will attempt to determine whether residents are satisfied with the communication received from village bodies. The Village is paying for the survey.

- **Policy Committee**

- Trustee Hill presented the revised By-Laws section removing the term limits sentence (Article II) and fixing spacing in Article IX and moved to approve the By-Laws from the committee.

- A roll call vote was taken:

- Ayes: Bevan, Crowell, Hill, Long, O'Connor and Smedinghoff
- Excused: Calabrese-Berry

### **Adjournment**

- At 9:40 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee Crowell seconded. All approved and the meeting was adjourned.

Respectfully Submitted,  
Deborah Hill  
Secretary

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
14899	5/13/2017	ANDERSON ELEVATOR COMPANY		For. Park Checking 171284900	
205447	5/12/2017		Monthly Elevator Maintenance - May 2017	Maintenance - Service	-196.27
TOTAL					-196.27
16022	5/24/2017	ANDERSON ELEVATOR COMPANY		For. Park Checking 171284900	
206272	5/20/2017		Annual Elevator Teasing	Maintenance - Service	-600.00
TOTAL					-600.00
16046	6/30/2017	Art Excursions, Inc.		For. Park Checking 171284900	
TOTAL	5/27/2017		FLW at 150 Program 83717	Programs - Adult	-315.00
16000	6/13/2017	AT&T - Electronic Gateway		For. Park Checking 171284900	
S88041...	5/12/2017		Telephone	Automation - Internet	-357.85
TOTAL					-357.85
15001	6/13/2017	ATLAS		For. Park Checking 171284900	
TOTAL	5/12/2017		Trustee Training K Crowell	Trustee Training & Memberships	-20.00
16002	5/13/2017	BAKER & TAYLOR L 6076992		For. Park Checking 171284900	
203284...	5/12/2017		Adult books	Books - Adult	-142.25
TOTAL					-142.25
16023	5/24/2017	BAKER & TAYLOR L 6076992		For. Park Checking 171284900	
203286...	5/20/2017		Adult Print	Books - Adult	-93.86
203287...	5/24/2017		Adult Books	Books - Adult	-162.25
TOTAL					-255.91
16003	5/13/2017	BAKER & TAYLOR CR260133		For. Park Checking 171284900	
501453...	5/12/2017		Adult Books	Books - Adult	-205.94
TOTAL					-205.94
16004	6/13/2017	Barron's		For. Park Checking 171284900	
010160...	5/12/2017		Adult Newspaper - Annual Subscription	Periodicals - Adult	-223.00
TOTAL					-223.00

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
14998	5/6/2017	Card Services - MIB Financial Bank	See last page of Warrant List for transaction breakout April 2017 Credit ...	For. Park Checking 171284900	-4,124.87
TOTAL			See last page of Warrant List for transaction breakout April 2017 Credit Card ...	MIB Financial Credit Card	-4,124.87
15024	5/24/2017	Chicago Project Management	VOID:	For. Park Checking 171284900	0.00
TOTAL					0.00
112	6/24/2017	Chicago Project Management		For. Park Money Market Capital	-1,210.00
Air Han...	5/20/2017	Air Handler Feasibility Study		Capital Reserve Fund	-1,210.00
TOTAL					-2,420.00
15025	5/24/2017	Communication Revolving Fund		For. Park Checking 171284900	-240.00
T17330...	5/20/2017	Monthly Internet		Automation - Internet	-240.00
TOTAL					-480.00
15005	6/13/2017	Complete Cleaning Company		For. Park Checking 171284900	-2,195.00
C01738	5/12/2017	Monthly Cleaning May 2017		Maintenance - Service	-2,195.00
TOTAL					-4,390.00
15026	5/24/2017	Complete Cleaning Company		For. Park Checking 171284900	-2,195.00
C02099	5/24/2017	Monthly Cleaning Service		Maintenance - Service	-2,195.00
TOTAL					-4,390.00
15046	5/30/2017	Dave Herzogs Marionettes		For. Park Checking 171284900	-300.00
TOTAL	5/27/2017	Marionette Show 7/17/17		Programs - Juv	-300.00
15027	5/24/2017	DEMCO SOFTWARE, INC.		For. Park Checking 171284900	-756.00
6137455	5/24/2017	Annual Evanced Summer Reader Contract		Automated - Subscription	-756.00
TOTAL					-1,512.00
15006	6/13/2017	Elizabeth Berg		For. Park Checking 171284900	-750.00
TOTAL	5/12/2017	Author Visit 5/21/17		Programs - Adult	-750.00

6:57 PM  
06/01/17

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
15028	6/24/2017	Erin Stoner		For. Park Checking 171284900	
TOTAL	6/20/2017		Connections program supplies	Connection - ASK Programs	-30.45
16007	6/13/2017	FINANCIAL TIMES		For. Park Checking 171284900	
114757...	5/12/2017		Financial Times Annual Subscription	Periodicals - Adult	-812.00
TOTAL					-812.00
dm	6/23/2017	Forest Park National Bank		For. Park Checking 171284900	
TOTAL			Deposit correction	Misc. Expenses	-0.50
15047	6/30/2017	Frantzle, Chrs		For. Park Checking 171284900	
TOTAL	5/27/2017		Copy Paper	Copier supplies	-13.18
15048	6/30/2017	GE Money Bank/Amazon		For. Park Checking 171284900	
604578...	5/30/2017		Board games Summer reading decorations Teen Summer reading prizes Teen summer reading prizes Summer reading decorations Teen summer reading prizes Summer reading decorations Teen video game Die cut pattern Teen video game	Programs - Juv Programs - Juv Programs-Teen Programs-Teen Programs - Juv Programs - Juv Programs - Juv Non-print -Teen Programs - Juv Non-print -Teen	-78.55 -8.81 -78.78 -259.36 -24.57 -28.58 -102.91 -23.59 -18.75 -47.28
TOTAL					-685.17
16006	6/13/2017	Holland Hardware		For. Park Checking 171284900	
TOTAL	5/12/2017		Repair 2nd Floor Brass lamps	Maintenance - Service	-187.54
15021	6/22/2017	Holland Hardware		For. Park Checking 171284900	
TOTAL	5/22/2017		Refinish 1 Brass Lamp	Maintenance - Service	-89.31

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
15046	6/20/2017	Hulen Landscaping Contractors		For. Park Checking 171284900	
14471	5/30/2017			Maintenance - Service	-350.00
TOTAL					-350.00
15008	5/13/2017	ILLINOIS ALARM		For. Park Checking 171284900	
78154	5/12/2017			Maintenance - Service	-110.85
TOTAL					-110.85
DM	5/31/2017	IMRF		For. Park Checking 171284900	
				Employee Compensation	-1,788.13
				Employer IMRF Contribution	-4,428.61
TOTAL					-6,214.74
15010	6/13/2017	Ingram Library Services		For. Park Checking 171284900	
668313...	5/6/2017		J Books	Books- Juv	-19.68
624112...	5/12/2017		Adult books	Books - Adult	-191.73
624108...	5/12/2017		Adult books	Books - Adult	-30.25
624108...	5/12/2017		Adult books	Books - Adult	-16.35
624108...	5/12/2017		Adult books	Books - Adult	-30.17
624108...	5/12/2017		Adult books	Books - Adult	-15.58
624108...	5/12/2017		Adult books	Books - Adult	-40.11
624106...	5/12/2017		Adult books	Books - Adult	-47.34
624106...	5/12/2017		Adult books	Books - Adult	-16.91
624102...	5/12/2017		Adult books	Books - Adult	-42.34
624098...	5/12/2017		Adult books	Books - Adult	-32.84
624099...	5/12/2017		Adult books	Books - Adult	-81.48
624098...	5/12/2017		Adult books	Books - Adult	-145.37
624097...	5/12/2017		Adult books	Books - Adult	-16.32
624097...	5/12/2017		Adult books	Books - Adult	-16.63
624091...	5/12/2017		Adult books	Books - Adult	-16.34
624091...	5/12/2017		Adult books	Books - Adult	-15.77
624091...	5/12/2017		Adult books	Books - Adult	-14.08
624098...	5/12/2017		Adult books	Books - Adult	-30.14
624098...	5/12/2017		Adult books	Books - Adult	-15.75
624091...	5/12/2017		Adult books	Books - Adult	-15.78
624091...	5/12/2017		Adult books	Books - Adult	-48.46
624091...	5/12/2017		Adult books	Books - Adult	-88.26
624091...	5/12/2017		Adult books	Books - Adult	-15.78
668278...	5/12/2017		Adult books	Books - Adult	-22.16
668278...	5/12/2017		Adult books	Books - Adult	-15.21
668313...	5/13/2017		J Books	Books- Juv	-7.52
624112...	5/13/2017		J Books	Books- Juv	-15.48
624108...	5/13/2017		J Books	Books- Juv	-59.06
624114...	5/13/2017		J Books	Books- Juv	-430.55
624108...	5/13/2017		MIS Books	Books - Middle School	-10.69
624108...	5/13/2017		MIS Books	Books - Middle School	-10.69
624101...	5/13/2017		MIS Books	Non-print - Middle School	-80.18
668292...	5/13/2017		MIS Books	Books - Middle School	-14.38



6:57 PM  
06/01/17

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
624108...	5/13/2017	Teen books		Books - Teen	-58.75
624101...	5/13/2017	Teen books		Books - Teen	-223.48
TOTAL					-1,911.39
<b>15029 6/24/2017 Ingram Library Services</b>					
624120...	5/20/2017	Adult books		Books - Adult	-28.84
624120...	5/20/2017	Adult books		Books - Adult	-15.78
624120...	5/20/2017	Adult books		Books - Adult	-15.77
624118...	5/20/2017	Adult books		Books - Adult	-18.78
624118...	5/20/2017	Adult books		Books - Adult	-85.77
624118...	5/20/2017	Adult books		Books - Adult	-149.31
624116...	5/20/2017	Adult books		Books - Adult	-31.55
624116...	5/20/2017	Adult books		Books - Adult	-37.22
624114...	5/20/2017	Adult books		Books - Adult	-16.35
624120...	5/20/2017	Teen books		Books - Teen	-131.29
624118...	5/20/2017	J Books		Books - Teen	-11.25
624118...	5/20/2017	J Books		Books - Juv	-8.43
624118...	5/20/2017	J Books		Books - Juv	-808.58
624118...	5/20/2017	J Books		Books - Juv	-10.69
624118...	5/20/2017	J Books		Books - Juv	-128.46
624129...	5/24/2017	J Books		Books - Juv	-32.22
624119...	5/24/2017	J Books		Books - Juv	-445.09
624120...	5/24/2017	Middle School		Books - Middle School	-17.36
624120...	5/24/2017	Middle School		Books - Middle School	-11.25
624132...	5/24/2017	Middle School		Books - Middle School	-39.81
624136...	5/24/2017	Middle School		Books - Middle School	-9.54
624132...	5/24/2017	Teen books		Books - Teen	-20.39
624136...	5/24/2017	Teen books		Books - Teen	-11.25
624134...	5/24/2017	Teen books		Books - Teen	-11.25
624120...	5/24/2017	Teen books		Books - Teen	-23.07
624129...	5/24/2017	Teen books		Books - Teen	-47.83
624129...	5/24/2017	Adult books		Books - Adult	-11.99
624129...	5/24/2017	Adult books		Books - Adult	-42.09
624128...	5/24/2017	Adult books		Books - Adult	-15.82
624127...	5/24/2017	Adult books		Books - Adult	-14.10
624119...	5/24/2017	Adult books		Books - Adult	-504.28
624127...	5/24/2017	Adult books		Books - Adult	-15.22
624127...	5/24/2017	Adult books		Books - Adult	-15.02
624127...	5/24/2017	Adult books		Books - Adult	-50.70
TOTAL					-2,988.53
<b>15050 6/30/2017 Ingram Library Services</b>					
624148...	5/27/2017	Adult books		Books - Adult	-11.89
624143...	5/27/2017	Adult books		Books - Adult	-16.91
624146...	5/27/2017	Adult books		Books - Adult	-16.91
624143...	5/27/2017	Adult books		Books - Adult	-27.73
624143...	5/27/2017	Adult books		Books - Adult	-15.09
624143...	5/27/2017	Adult books		Books - Adult	-113.29
624139...	5/27/2017	Adult books		Books - Adult	-28.08
624139...	5/27/2017	Adult books		Books - Adult	-16.34
624139...	5/27/2017	Adult books		Books - Adult	-16.34
For. Park Checking 171284900					

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
824139...	5/27/2017		Adult books	Books - Adult	-78.16
824139...	5/27/2017		Adult books	Books - Adult	-15.09
824139...	5/27/2017		Adult books	Books - Adult	-12.58
824139...	5/27/2017		Adult books	Books - Adult	-32.13
824139...	5/27/2017		Adult books	Books - Adult	-16.35
824143...	5/27/2017		Teen books	Books - Teen	-15.77
824143...	5/27/2017		Teen books	Books - Teen	-12.38
824140...	5/27/2017		MS Books	Books - Teen	-23.07
824139...	5/27/2017		J Books	Books - Middle School	-11.25
824139...	5/27/2017		J Books	Books - Juv	-21.94
824139...	5/27/2017		J Books	Books- Juv	-10.00
TOTAL					-522.09
15030	5/24/2017	Judith LeVn Facher		For. Park Checking 171284900	
TOTAL	5/20/2017		Adult Computer Learning Lab Facilitation 4/12-5/3	Programs - Adult	-243.00
15031	5/24/2017	KLEIN, THORPE & JENKINS, LTD		For. Park Checking 171284900	
150124	5/24/2017		Open Meetings Act Consultation	Consultant/Legal Fees	-82.00
TOTAL					-82.00
15014	5/13/2017	Konica Minolta Business Solutions		For. Park Checking 171284900	
900347...	5/12/2017		Copier Usage - Monthly April 17	Copy Machine (usage, maint.)	-150.39
TOTAL					-150.39
14996	5/3/2017	Leslie Goddard		For. Park Checking 171284900	
TOTAL	5/3/2017		Hamilton's Women Program 5/7/17	Programs - Adult	-275.00
15032	5/24/2017	LinkedIn Corporation		For. Park Checking 171284900	
101101...	5/20/2017		Lynda.com	Staff Training Automated - Subscription	-1,000.00 -3,500.00
TOTAL					-4,500.00
15051	5/30/2017	Magic of Gary Kantor		For. Park Checking 171284900	
TOTAL	5/27/2017		7/11/17 Magic Show	Programs - Juv	-500.00 -500.00

8:57 PM  
06/01/17

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
18012	5/13/2017	Management Association of Illinois		For. Park Checking 171284900	
FY18-5...	5/12/2017	Annual MAI Membership		Membership Dues - Library	-980.00
TOTAL					-980.00
18033	5/24/2017	Management Association of Illinois		For. Park Checking 171284900	
5171	5/24/2017	2017 Library Salary Survey		Consultant/Legal Fees	-100.00
TOTAL					-100.00
18020	5/16/2017	Marlo T. Sullivan		For. Park Checking 171284900	
TOTAL	5/16/2017	Terry Sullivan Jazz Concert 5/19/17		Programs - Adult	-400.00
18013	5/13/2017	Mid-America Graphics		For. Park Checking 171284900	
17-228...	5/12/2017	Spring/Summer BookPlate		Printing	-1,544.00
TOTAL					-1,544.00
18014	5/13/2017	MIDWEST TAPE		For. Park Checking 171284900	
950472...	5/12/2017	Adult CD Audiobook		Non-Print Adult	-49.24
950472...	5/12/2017	J DVD		Non-Print Juvenile	-18.54
950424...	5/12/2017	Adult CD Audiobook		Non-Print Adult	-83.48
950424...	5/12/2017	Adult DVD		Non-Print Adult	-28.54
950424...	5/12/2017	Adult DVDs		Non-Print Adult	-26.54
950424...	5/12/2017	Adult DVDs		Non-Print Adult	-26.54
950276...	5/12/2017	Adult Playway		Non-Print Adult	-63.99
950276...	5/12/2017	Adult Music CD		Non-Print Adult	-17.54
950276...	5/12/2017	Adult Music CDs		Non-Print Adult	-23.54
950276...	5/12/2017	Adult CD Audiobook		Non-Print Adult	-34.24
950276...	5/12/2017	Adult CD Audiobooks		Non-Print Adult	-117.72
TOTAL					-485.91
15034	5/24/2017	MIDWEST TAPE		For. Park Checking 171284900	
9200893...	5/20/2017	Adult DVDs		Non-Print Adult	-38.74
9500893...	5/20/2017	Teen CD Audiobooks		Non-Print - Teen	-59.24
9500893...	5/20/2017	Adult CD Audiobook		Non-Print Adult	-127.72
9500806...	5/20/2017	Adult Music CDs		Non-Print Adult	-19.54
9500806...	5/20/2017	Adult CD Audiobook		Non-Print Adult	-181.96
9500806...	5/20/2017	Adult DVD and BluRay		Non-Print Adult	-101.72
9500806...	5/20/2017	Adult DVDs		Non-Print Adult	-81.62
9500806...	5/20/2017	Adult DVDs		Non-Print Adult	-150.10
9500806...	5/20/2017	J DVDs		Non-Print Juvenile	-158.32
9500838...	5/24/2017	Adult BluRay & DVD		Non-Print Adult	-37.09
9500838...	5/24/2017	Adult DVD		Non-Print Adult	-28.54
9500837...	5/24/2017	Adult DVDs		Non-Print Adult	-190.98
9500837...	5/24/2017	Adult CD Audiobook		Non-Print Adult	-151.96

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
950837...	5/24/2017		Adult CD Audiobooks	Non-Print Adult	-97.72
950733...	5/24/2017		J Non Print	Non-Print Juvenile	-20.54
950733...	5/24/2017		Adult DVD	Non-Print Adult	-216.98
950733...	5/24/2017		Adult Blu Ray	Non-Print Adult	-47.74
TOTAL					-1,998.51
15062	5/30/2017	MIDWEST TAPE		For. Park Checking 171294900	
950891...	5/27/2017		J DVD	Non-Print Juvenile	-12.54
950891...	5/27/2017		Adult DVDs	Non-Print Adult	-194.04
950891...	5/27/2017		Adult CD Audiobooks	Non-Print Adult	-44.24
950891...	5/27/2017		Adult DVDs	Non-Print Adult	-48.08
950891...	5/27/2017		Adult DVDs	Non-Print Adult	-34.08
TOTAL					-333.59
16063	5/30/2017	Muratti, Victoria		For. Park Checking 171294900	
TOTAL	5/27/2017		Mileage RAILS Burr Ridge, IL, Circ Advisory Mtg. 5/17/17 Mileage RAILS Burr Ridge, IL, Serials User Grp Mtg. 5/25/17	Misc. Expenses Misc. Expenses	-17.28 -17.28
15035	5/24/2017	Nevin Hedlund Architects, Inc.	VOID:	For. Park Checking 171294900	
TOTAL					0.00
113	5/24/2017	Nevin Hedlund Architects, Inc.		For. Park Money Market Capital	
Master ...	5/20/2017		Design for Air Handler Room reclamation	Capital Reserve Fund	-1,800.00
TOTAL					-1,800.00
16036	5/24/2017	NICOR GAS		For. Park Checking 171294900	
898243...	5/24/2017		Heat	Heat	-638.76
TOTAL					-638.76
15037	5/24/2017	OAK PARK TOWNSHIP YOUTH SERVICES		For. Park Checking 171294900	
TOTAL	5/20/2017		Youth Interventionist January - March 2017	Youth Interventionist Contract	-1,008.31
16016	6/13/2017	OverDrive		For. Park Checking 171294900	
165800...	5/12/2017		Teen eaudiobook	eContent - Teen	-75.00
165812...	5/12/2017		Children's ebooks and eaudiobooks	eContent - Juvenile	-252.37
165811...	5/12/2017		Teen ebooks and eaudiobooks	eContent - Teen	-281.12
165809...	5/12/2017		ebooks and eaudiobooks	eContent - Adult	-308.48
TOTAL					-956.97

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
165908	6/24/2017	OverDrive		For. Park Checking 171283900	
165909...	5/20/2017	Adult ebooks and eaudiobooks		eContent - Adult	-436.89
165912...	5/24/2017	Adult ebooks		eContent - Adult	-170.00
TOTAL					-606.89
dm	5/16/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			5/15/17 Payroll	Payroll Service	-103.00
					-103.00
dm	5/13/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax deduction Connections Employee tax deduction Library Medicare Portion - EES Library Medicare Portion - Connections EES Library FICA Portion - EES Library FICA Portion - Connections EES	Employee Compensation Connection - ASK Salaries Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-5,297.88 -15,011.57 -389.27 -2.28 -1,684.44 -9.77 -7,378.45
dm	5/13/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation Connections EE Compensation	Employee Compensation Connection - ASK Salaries	-20,579.38 -215.57 -20,794.95
DM	6/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			5/31 Payroll Service	Payroll Service	-103.00
					-103.00
dm	5/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation Connections EE Compensation	Employee Compensation Connection - ASK Salaries	-20,014.14 -184.07 -20,178.21
dm	6/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax Deduction Connections EE 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 Medicare Exp Connection - ASK Medicare FICA Connection - ASK FICA	-5,088.17 -30.93 -378.89 -2.83 -1,611.54 -12.09 -7,120.45

6:57 PM  
06/01/17

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
16039	6/24/2017	PENWORTHY COMPANY	F-1130896-1	For. Park Checking 171284900	-277.80
062898...	6/20/2017	J Books		Books- Juv	-277.80
TOTAL					
16054	6/30/2017	Ralph Covert Performance, LLC	Concert 6/15/17	For. Park Checking 171284900	-750.00
TOTAL	6/27/2017			Programs - Juv	-750.00
16016	6/13/2017	S & D Prime Maintenance, Inc.		For. Park Checking 171284900	-275.00
73625	6/12/2017			Maintenance - Service	-50.54
TOTAL				Maintenance - Supply	-325.54
16040	6/24/2017	S & D Prime Maintenance, Inc.		For. Park Checking 171284900	-275.00
73615	6/24/2017			Maintenance - Service	-35.46
TOTAL				Maintenance - Supply	-310.46
16041	6/24/2017	SCHOLASTIC INC		For. Park Checking 171284900	-1,013.09
160627...	6/20/2017			Programs - Juv	-1,013.09
TOTAL					
16055	6/30/2017	Smarty Pants World, LLC		For. Park Checking 171284900	-499.00
TOTAL	6/27/2017			Programs - Juv	-499.00
16042	6/24/2017	Staples		For. Park Checking 171284900	-28.75
339477...	6/20/2017			Office Supplies	-28.17
334004...	6/24/2017			Maintenance - Supply	-5.99
334004...	6/24/2017			Special Programs	-36.99
334004...	6/24/2017			Office Supplies	-21.95
TOTAL				Maintenance - Supply	-13.29
				Special Programs	-45.98
				Office Supplies	-181.80
16043	6/24/2017	Sue Quilm		For. Park Checking 171284900	-34.24
TOTAL	6/24/2017			Misc. Expenses	-34.24
				Round Trip to Ela Public Library RE: Laconi Treasurer duties	

6:57 PM  
06/01/17

River Forest Public Library  
WARRANT LIST DETAIL  
May 2017

Num	Date	Name	Memo	Account	Paid Amount
16017	6/13/2017	The Week - magazine subscription		For: Park Checking 171284900	
357067...	5/12/2017	Adult Periodical		Periodicals - Adult	-69.50
TOTAL					-69.50
14897	6/3/2017	VALUE LINE PUBLISHING, INC		For: Park Checking 171284900	
165934	5/3/2017	Value Line - Investment Survey - Annual		Periodicals - Adult	-1,000.00
165934	5/3/2017	Value Line Small and MidCap Edition - Annual		Periodicals - Adult	-447.00
TOTAL					-1,447.00
16018	6/13/2017	VERSATILE COMPUTER SERVICES, INC.		For: Park Checking 171284900	
15026	5/12/2017	Monthly IT Support May 17		Technical Support	-750.00
TOTAL					-750.00
16044	6/24/2017	VILLAGE OF RIVER FOREST		For: Park Checking 171284900	
May He...	5/24/2017	Employee Health Insurance Deduction		Employee Compensation	-1,021.81
		Employer Health Insurance Portion		Health Insurance	-2,633.80
		Employer Dental Insurance Portion		Dental	-207.27
		Employer Life Insurance Portion		Life	-48.97
TOTAL					-3,911.85
16066	6/30/2017	VILLAGE OF RIVER FOREST		For: Park Checking 171284900	
	5/27/2017	Employee Benefits May 2017		Life	-23.63
TOTAL					-23.63
16058	6/30/2017	VILLAGE OF RIVER FOREST		For: Park Checking 171284900	
001116...	6/27/2017	Water Bill		Water	-301.00
TOTAL					-301.00
16019	6/13/2017	Yoranic, Dana		For: Park Checking 171284900	
	5/12/2017	Cookies and Lemonade for 6/7/17 Focus Group		Programs - Adult	-9.16
	5/12/2017	Coffee and Cake for Coffee Monday Program 6/1/17		Programs - Adult	-12.27
TOTAL					-21.46

# River Forest Public Library

6/1/2017 7:09 PM

Register: MIB Financial Credit Card  
From 04/05/2017 through 05/03/2017

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
04/06/2017		AMAZON.COM	Adult Expenses:Books - Adult	Adult Print	18.67	X		2,747.98
04/06/2017		Dunkin Donuts	Teen Expenses:Programs-Teen	Donuts for Program	19.98	X		2,767.96
04/06/2017		LLA	Professional Expenses:Professional ...	Adult Staff D. Yovanic ...	150.00	X		2,917.96
04/06/2017		Trader Joe's	Adult Expenses:Programs - Adult	Sparkling Water Soirce	3.48	X		2,921.44
04/06/2017		Jewel Foods	Adult Expenses:Programs - Adult	\$30 Jewel Gift Card and...	31.08	X		2,952.52
04/06/2017		Blue Max Coffee Catering	Adult Expenses:Programs - Adult	\$30 BlueMax Giftcard ...	30.00	X		2,982.52
04/06/2017		Eventbrite.com	Professional Expenses:Professional ...		30.00	X		3,012.52
04/06/2017	14906	Card Services - MIB Financial ...	For. Park Checking 171284900			X	2,729.31	283.21
04/07/2017		Carbonite Online Back Up	Automation Expenses:Automation -...	Cloud back up - Annual...	599.99	X		883.20
04/07/2017		Jewel Foods	Connection - ASK:Connection - AS...	Candy for Connections ...	9.46	X		892.66
04/08/2017		Robotshop.com	Capital Expenditures:Strategic Initi...	Cubelcets - Robot const...	1,530.00	X		2,422.66
04/10/2017		Binny's	Special Programs	Wine for Soirce in the S...	178.15	X		2,600.81
04/10/2017		WHOLEFOODS	Special Programs	Food for Soirce in the St...	229.97	X		2,830.78
04/10/2017		LLA	Professional Expenses:Professional ...	Reaching Forward Conf...	150.00	X		2,980.78
04/10/2017		Binny's	Special Programs			X	72.44	2,908.34
04/11/2017		Hallmark	Misc. Expenses	Refund on returned wine	88.71	X		2,997.05
04/12/2017		Eventbrite.com	Professional Expenses:Professional ...		10.00	X		3,007.05
04/15/2017		Animoto	Office Expenses:Advertisement		16.00	X		3,023.05
04/18/2017		Tulipia	Misc. Expenses		76.00	X		3,099.05
04/18/2017		Jewel Foods	Teen Expenses:Programs-Teen		13.28	X		3,112.33
04/18/2017		Walgreens	Juvenile Expenses:Programs - Juv		3.58	X		3,115.91
04/18/2017		Jewel Foods	Juvenile Expenses:Programs - Juv		63.56	X		3,179.47
04/20/2017		AMAZON.COM	Adult Expenses:Programs - Adult		11.99	X		3,191.46
04/20/2017		USPS	Office Expenses:Postage		100.00	X		3,291.46
04/25/2017		Eventbrite.com	Professional Expenses:Staff Training		20.00	X		3,311.46
04/25/2017		BenQ America Corp	Capital Expenditures:Equipment - ...		39.00	X		3,350.46
04/26/2017		Eventbrite.com	Professional Expenses:Professional ...		5.00	X		3,355.46
04/27/2017		Stamps.com	Office Expenses:Postage		15.99	X		3,371.45
04/27/2017		Jewel Foods	Adult Expenses:Programs - Adult		58.24	X		3,429.69
04/27/2017		Party City	Professional Expenses:Staff Training		11.14	X		3,440.83
04/28/2017		Bruegger's Bagels Catering	Professional Expenses:Staff Training		239.56	X		3,680.39
05/01/2017		LLA	Professional Expenses:Professional ...		165.00	X		3,845.39



# River Forest Public Library

6/1/2017 7:09 PM

Register: MB Financial Credit Card

From 04/05/2017 through 05/03/2017

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>
05/01/2017		Spizzico/Senior Jefe	Misc. Expenses		61.79	X		3,907.18
05/01/2017		PIONEER PRESS	Adult Expenses:Periodicals - Adult		64.48	X		3,971.66
05/02/2017		AMAZON.COM	Adult Expenses:Programs - Adult		22.42	X		3,994.08
05/02/2017		ILA	Juvenile Expenses:Programs - Juv		90.80	X		4,084.88
05/03/2017		Essex Software	Capital Expenditures:Equipment - ...		39.99	X		4,124.87



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

<b>Account:</b>	<b>May-17</b>	<b>YTD</b>	<b>2017-2018</b>	<b>% of Budget</b>
Property Taxes	\$ 5,214	\$ 5,214	1,212,000.00	0.43%
Connections Program Grant	\$ -	\$ -	7,600.00	0.00%
Corp Property Replacement Taxes	\$ 2,281	\$ 2,281	15,400.00	14.81%
Fines, Service Charges	\$ 1,127	\$ 1,127	18,000.00	6.26%
Lost Books Reimbursed	\$ 238	\$ 238	3,000.00	7.93%
Book Sales	\$ 69	\$ 69	1,000.00	6.90%
Copy Machine Revenue	\$ 211	\$ 211	4,000.00	5.28%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 461	\$ 461	6,500.00	7.09%
Gifts	\$ -	\$ -	8,500.00	0.00%
IL Per Capita Grant	\$ -	\$ -	8,600.00	0.00%
Grants, other	\$ 200	\$ 200	4,200.00	4.76%
Community Foundation Endowment	\$ -	\$ -	3,400.00	0.00%
Misc Income	\$ 16	\$ 16	500.00	3.20%
<b>Total:</b>	<b>\$ 9,817</b>	<b>\$ 9,817</b>	<b>1,293,000.00</b>	<b>0.76%</b>
<b>Income:</b>	<b>\$ 9,817</b>	<b>\$ 9,817</b>	<b>1,293,000.00</b>	<b>0.76%</b>
<b>Expense:</b>	<b>\$ 104,347</b>	<b>\$ 104,347</b>	<b>1,293,000.00</b>	<b>8.07%</b>



River Forest Public Library - Expense Report -May 2017  
 Fiscal Year: May 1, 2017 - April 30, 2018

May 2017 Fiscal YTD Actual % Budget 17-18 Budget  
 8% as of 5/31/17

Expenses  
 Personnel

Wages & Salaries	\$ 53,141	\$ 53,141	7.93%	\$ 670,000.00
Medical Health Insurance Coverage	\$ 2,914	\$ 2,914	5.40%	\$ 54,000.00
IMRF	\$ 4,427	\$ 4,427	8.05%	\$ 55,000.00
Medicare/FTCA	\$ 4,042	\$ 4,042	7.77%	\$ 52,000.00
Staff Training	\$ 1,000	\$ 1,000	33.33%	\$ 3,000.00
Membership Dues	\$ 1,080	\$ 1,080	24.55%	\$ 4,400.00
Professional Development	\$ 873	\$ 873	8.73%	\$ 10,000.00
<b>Total Personnel</b>	<b>\$ 67,476</b>	<b>\$ 67,477</b>	<b>7.95%</b>	<b>\$ 848,400.00</b>

Support Services  
 Printing and Advertising

Printing/Bookplate	\$ 1,544	\$ 1,544	24.90%	\$ 6,200.00
Advertising	\$ -	\$ -	0.00%	\$ 3,000.00
<b>Total Printing and Advertisement</b>	<b>\$ 1,544</b>	<b>\$ 1,544</b>	<b>16.78%</b>	<b>\$ 9,200.00</b>

Programming

Children's Programs	\$ 4,566	\$ 4,566	38.05%	\$ 12,000.00
Teen Programs	\$ 649	\$ 649	9.27%	\$ 7,000.00
Adult Programs	\$ 2,169	\$ 2,169	21.69%	\$ 10,000.00
Special Programs	\$ 19	\$ 19	0.76%	\$ 2,500.00
Connections Programs	\$ 483	\$ 483	6.36%	\$ 7,600.00
<b>Total Programs</b>	<b>\$ 7,886</b>	<b>\$ 7,886</b>		<b>\$ 39,100.00</b>
<b>Total Support Services and Programs</b>	<b>\$ 9,430</b>	<b>\$ 9,430</b>	<b>19.52%</b>	<b>\$ 48,300.00</b>

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	0.00%	\$ 700.00
Technical Support	\$ 750	\$ 750	6.25%	\$ 12,000.00
Automation Administration	\$ 756	\$ 756	2.44%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ 182	\$ 182	4.55%	\$ 4,000.00
Postage & Delivery	\$ 16	\$ 16	0.46%	\$ 3,500.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Payroll and Employment Services	\$ 206	\$ 206	5.89%	\$ 3,500.00
Youth Interventionist Contract	\$ 1,006	\$ 1,006	22.86%	\$ 4,400.00
Telephone/Internet	\$ 598	\$ 598	4.12%	\$ 14,500.00
Trustee Training and Memberships	\$ 20	\$ 20	2.00%	\$ 1,000.00
Copy Machine Leases	\$ -	\$ -	0.00%	\$ 2,400.00
<b>Total Other Support Services</b>	<b>\$ 3,534</b>	<b>\$ 3,534</b>	<b>4.13%</b>	<b>\$ 85,500.00</b>

Library Materials

Books	\$ 5,902	\$ 5,902	8.31%	\$ 71,000.00
Print Periodicals (Magazines)	\$ 2,416	\$ 2,416	32.21%	\$ 7,500.00

Online Learning Tools & Data Base Subscriptions	\$ 3,500	\$ 3,500	23.33%	\$ 15,000.00
Online E-Content - elect. books/magazines/movies/music	\$ 1,563	\$ 1,563	3.26%	\$ 48,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$ 2,648	\$ 2,648	6.79%	\$ 39,000.00
<b>Total Library Materials</b>	<b>\$ 16,029</b>	<b>\$ 16,029</b>	<b>8.88%</b>	<b>\$ 180,500.00</b>

**Library and Office Supplies**

Office Supplies	\$ 111	\$ 111	2.47%	\$ 4,500.00
Library Supplies	\$ -	\$ -	0.00%	\$ 5,500.00
Copy And Printing Supplies	\$ 13	\$ 13	0.93%	\$ 1,400.00
Misc Expenses (includes Patron Relations)	\$ 150	\$ 150	5.36%	\$ 2,800.00
Total Office Supplies	\$ 274	\$ 274	1.93%	\$ 14,200.00
<b>Total Library Materials &amp; Supplies</b>	<b>\$ 16,303</b>	<b>\$ 16,303</b>	<b>8.37%</b>	<b>\$ 194,700.00</b>

**Strategic Initiatives**

Strategic Initiatives	\$ -	\$ -	0.00%	\$ 7,500.00
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**Facilities Management**

**Facility Supplies**

Building Materials & Supplies	\$ 137	\$ 137	2.74%	\$ 5,000.00
<b>Total Facility Supplies</b>	<b>\$ 137</b>	<b>\$ 137</b>	<b>2.74%</b>	<b>\$ 5,000.00</b>

**Facility Services**

Insurance	\$ -	\$ -	0.00%	\$ 13,000.00
Maintenance and Custodial Service	\$ 6,474	\$ 6,474	11.16%	\$ 58,000.00
Water	\$ 301	\$ 301	12.04%	\$ 2,500.00
Natural Gas	\$ 639	\$ 639	7.52%	\$ 8,500.00
Copier Maintenance and Usage	\$ 150	\$ 150	4.69%	\$ 3,200.00
<b>Total Facility Services</b>	<b>\$ 7,564</b>	<b>\$ 7,564</b>	<b>8.88%</b>	<b>\$ 85,200.00</b>

**Equipment & Furniture**

Equipment (Equipment & Furniture)	\$ 40	\$ 40	0.80%	\$ 5,000.00
Technology Misc.	\$ -	\$ -	0.00%	\$ 1,500.00
<b>Total Equipment and Furniture</b>	<b>\$ 40</b>	<b>\$ 40</b>	<b>0.62%</b>	<b>\$ 6,500.00</b>

<b>Total Facilities Management</b>	<b>\$ 7,604</b>	<b>\$ 7,604</b>	<b>7.86%</b>	<b>\$ 96,700.00</b>
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<b>Total Operating Expenses</b>	<b>\$ 104,346.70</b>	<b>\$ 104,348.00</b>	<b>8.15%</b>	<b>\$ 1,281,100.00</b>
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 11,900.00
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<b>Total Expenses</b>	<b>\$ 104,346.70</b>	<b>\$ 104,348.00</b>	<b>8.07%</b>	<b>\$ 1,293,000.00</b>
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<b>Total Income</b>	<b>\$ 9,817</b>	<b>\$ 9,817</b>	<b>0.76%</b>	<b>\$ 1,293,000.00</b>
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**River Forest Public Library - Capital Reserve Fund - April 2017**  
**Fiscal Year: May 1, 2016 - April 30, 2017**

<b>Beginning Balance</b>		<b>\$ 218,894.76</b>
<b>Expenses</b>	<b>Chicago Project Management - Air Handler Study</b>	<b>\$ 1,210.00</b>
	<b>Nevin Hedlund Architects</b>	<b>\$ 1,900.00</b>
<b>Income</b>	<b>Interest</b>	<b>\$ 59.24</b>
<b>Ending Balance</b>		<b>\$ 215,884.00</b>

7:00 PM  
06/01/17  
Accrual Basis

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

	<u>May 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
For. Park Money Market Capital	215,884.00
Comm Bank MM 600398215	25,778.78
For. Park Money Market171285900	1,088,006.67
For. Park Payroll 171283900	11,982.32
For. Park Checking 171284900	2,788.07
Petty Cash	60.00
<b>Total Checking/Savings</b>	<u>1,344,499.84</u>
<b>Total Current Assets</b>	<u>1,344,499.84</u>
<b>TOTAL ASSETS</b>	<u><u>1,344,499.84</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-2,749.09
<b>Total Accounts Payable</b>	<u>-2,749.09</u>
<b>Credit Cards</b>	
MB Financial Credit Card	2,442.76
<b>Total Credit Cards</b>	<u>2,442.76</u>
<b>Total Current Liabilities</b>	<u>-306.33</u>
<b>Total Liabilities</b>	-306.33
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	620,540.06
Net Income	-97,618.04
<b>Total Equity</b>	<u>1,344,806.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,344,499.84</u></u>

4:02 PM  
06/01/17

**River Forest Public Library**  
**Reconciliation Detail**  
**Petty Cash, Period Ending 05/31/2017**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>				60.00
<b>Cleared Balance</b>				60.00
<b>Register Balance as of 05/31/2017</b>				60.00
<b>Ending Balance</b>				<b>60.00</b>

**MEMO**

**To:** RFPL Board of Trustees

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

**Date:** June 13, 2017

**RE:** Group 3 Computer Equipment upgrade

---

In fiscal year 2016-17, the RFPL Capital Improvement Plan was updated to include costs for future technology upgrades. It was determined that major technology purchases would be paid from the Capital Improvement Reserve fund. Library computers were categorized into four groups (of approximately 10-12 computers) to be replaced over a rolling 4-year cycle in order to spread out replacement costs over time and to ensure that our technology remained up-to-date and in good working order.

Group 1 (staff computers) were replaced in May of FY 2015-16.

Group 2 (remaining staff and adult patron computers) were replaced in Dec FY 2016-17.

Group 3 (children's and teen patron computers) are due to be replaced summer FY 2017-18.

Group 4 (patron and staff laptops and patron self-check computers) are scheduled to be replaced in FY 2018-19.

We recommend approval of the attached quote from our IT consultants, Versatile Computer Services in the amount of \$10,884.54 to replace the Group 3 (10 total) computers to be paid from the Capital Improvement fund.



Versatile Computer Services Inc

146 Indiana Street  
IL 60466

# Invoice

Date	Invoice #
5/1/2017	15063

<b>Bill To</b>
RIVER FOREST LIBRARY ATTN:Sue Quinn 735 LATHROP AVE. RIVER FOREST, IL 60305

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
Hardware	ProOne 600 G2 All in One Desktop PC  Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) • Core i5-6500 Quad Core 3.20 GHz • ENERGY STAR® qualified • 21.5-inch IPS FHD LED Anti-Glare • 4 GB (1x4 GB) DDR4 2133 MHz • 500 GB 7200 rpm • DVD-Writer • 3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply.	10,884.54			10	1,088.454	100.00%	100.00%	10,884.54

We look forward to working with you.						<b>Total</b>	\$10,884.54			
						<b>Payments/Credits</b>	\$0.00			
						<b>Balance Due</b>	\$10,884.54			

**MEMO**

**To:** RFPL Board of Trustees  
**From:** Policy Committee  
**Date:** June 15, 2017  
**RE:** Updates to Staff policies

---

Attached is an update to RFPL's Staff Employment policy. This policy change is included on the Consent Agenda for the June 21, 2017 meeting.

**I. Employment Policies: A. Pre-Employment Guidelines #4. and 5.**

New guidelines were added to allow RFPL administration to complete criminal background checks on all new final candidates considered for employment. The completion of criminal background checks for all new staff was a recommendation from the Risk Control Assessment/Survey completed by Gallagher Bassett in October 2016 as a requirement of our LIRA insurance pool participation.

Joanna Bertucci, Materials and Business Services Manager, consulted with the attorneys from the Management Association of Illinois (MAI) to draft the language for inclusion in our Pre-Employment Guidelines and that language was further refined by the Policy Committee. The red-lined and final copies accompany this memo. In addition, Joanna has also created release forms (approved by the MAI to comply with the Fair Credit Reporting Act) that must be completed by all final candidates for employment.

The background check on a final candidate will be completed by a Trak-1, a professional background screening company that has agreed to perform this service for LIRA member libraries at a cost of \$40 for a basic screening. (A more in-depth screening may be completed to screen a final candidate for a position involving critical financial duties.)

## **I. Employment Policies**

### **A. Pre-Employment Guidelines**

1. The Director is responsible for approving the employment of all staff members. Applicants are considered on the basis of qualifications for an available position relative to experience, training, knowledge, and abilities.
2. All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972.
3. United States citizenship is not a requirement for RFPL employment.
4. All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the Federal Credit Report Act (FCRA) and any applicable Illinois state laws.
- 3.5. Any applicant who provides false, misleading, or willfully deceptive information on his or her job application, resume, or during an interview will not be considered for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline up to and including discharge.
- 4.6. \_\_\_\_\_ Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during his or her term of service. An immediate family member is defined as a spouse, parent, child or sibling, including persons having such status both biologically and by adoption.

### **B. Employment Guidelines**

In accordance with Illinois State Law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any form of employment, other than on an "at will" basis, must be in writing and approved by the Board.

#### **1. Compliance**

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Form I-9 that shall be kept as a part of permanent personnel records. New employees will file Employment Eligibility Verification (Form I-9) prior to employment.

RFPL complies with federal and state labor laws.

#### **2. Drug and Alcohol Use**

The illegal use, sale, or possession of narcotics, drugs or controlled substances while on the job or on RFPL property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or consumption of alcoholic beverages by any RFPL employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action that may include termination. Employees will not be permitted to work while under the influence of illegal drugs or alcohol.

Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance, or which could jeopardize the safety of other employees, the public, or RFPL facilities, or where such usage adversely affects the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action up to and including termination.

Employees who are arrested for illegal use of drugs or alcohol while off-the-job may be considered in violation of this policy. Employees are required to notify the Director within five days of any arrest in connection with the unlawful use, sale, or possession of alcohol or illegal drugs. If the Director faces such arrest, the Director is required to notify the Board within five days. In deciding what action to take, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.

Employees who wish to report other employees' drug and alcohol use in violation of this policy should contact the Director. RFPL will make a reasonable good faith effort to protect anonymity.

### 3. Performance

Supervisors will conduct formal performance evaluations on an annual basis. The Director may amend an evaluation.

Performance reviews are part of the permanent record of the employee in RFPL's personnel records, and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

### 4. Raises

Employees are eligible for merit raises at the commencement of the second fiscal year of employment. Raises are recommended by Supervisors and are made at the discretion of the Director.

### 5. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may

request to inspect his or her own files up to two times per year and, at the employee's expense, at the regular RFPL rate, receive copies of the contents. If an employee disagrees with something in his or her file, he or she can request a correction, and if no correction is made, he or she can submit written objections to the Director, with a request that these written objections be added to his or her file.

## 6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve.

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- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

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**A RESOLUTION OF THE RIVER FOREST PUBLIC LIBRARY  
ASCERTAINING THE PREVAILING WAGES FOR LABORERS,  
WORKMEN AND MECHANICS EMPLOYED ON ANY PUBLIC WORKS  
PROJECT OF THE RIVER FOREST PUBLIC LIBRARY**

**WHEREAS**, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city, or any public body or any political subdivision or by any one under contract for public works,” approved June 26, 1941, as amended, (820 ILCS 103/9 et. seq. as amended by Public Acts 86-799 and 86-693); and

**WHEREAS**, the aforesaid Act required that the Board of Trustees of the River Forest Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Library employed in performing construction of public works, for said Library; and

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY:**

**Section 1:** To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city, or any public body or any political subdivision or by any one under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June 5, 2017 a copy that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by the Library. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply to said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Library to the extent required by aforesaid Act.

**Section 3:** The Library Secretary shall publicly post or keep available for inspection by any interested party in the main office of this Library this determination of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rates of wages then in effect shall be attached to all contract specifications.

**Section 4:** The Library Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who

**Resolution June 20, 2017 Prevailing Wage**

have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**Section 5:** The Library Secretary shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**Section 6:** The Library Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and this is the determination of this public body.

**Section 7:** This Resolution shall be in full force and effective from and after its passage, approval and publication in pamphlet form as provided by law.

ADOPTED this 20th day of June, 2017 by a roll call as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and the Library Trustees of the River Forest Library.

---

Tom Smedinghoff, President

ATTEST:

---

Deborah Hill, Secretary

**2017 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

**WHEREAS**, the River Forest Public Library is a tax-supported public library, and

**WHEREAS**, people residing within the jurisdictional boundaries of the River Forest Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing July 1, 2017 and ending June 30, 2018 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY AS FOLLOWS:**

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$282.00, calculated according to the box which is checked-off below:

General Mathematical Formula (23 Ad. Code 3050.60(a));

Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the River Forest Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the River Forest Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in

**Resolution 06.20.17 Non –Resident Library Card**

writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 4:** The River Forest Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The River Forest Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the River Forest Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the River Forest Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the River Forest Public Library.

ADOPTED this 20th day of June, 2017 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and Board of Library Trustees of the River Forest Public Library.

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Tom Smedinghoff, President

ATTEST

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Kevin Crowell, Vice - President

There were no Patron Suggestions received in May.

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

- We hired 2 new Youth Services Associates, Yadira Perez and Nora Sanchez in May to fill open positions in the Children's department. (Victoria Smirnova accepted a full-time position as a Children's Librarian in the Chicago Public Library system and Erin Stoner moved out of the area and took a new position at a library closer to her new place of residence. ) Yadira and Nora both work in neighboring public libraries and have excellent customer service experience.
- Materials Services Associate Emma Norris accepted a position as Access Services Manager at Illinois College in Jacksonville, IL. Her last day at RFPL was June 10th. We plan to fill the open position in August 2017.

### **Facilities**

- Smithereen was out in early June to address the carpenter bee issue. The technicians informed us that they did not believe that the holes drilled by the bees have affected the structural integrity of the fascia board and that it did not appear that the bees had nested in the soffit or eaves. The valley on the southwest side of the slate roof does not appear to have an active leak so we will wait on any roofing work.
- S&D Prime Maintenance completed the sandblasting and repainting of the tops of the metal picnic tables in the library garden. I have asked them to complete a few interior repair projects in early July including sealing and repainting the plaster damaged by the leak in the 2nd floor (north side) slate roof valley, removing the 2nd floor Heroes and History lettering and repainting the wall, and replacing and repainting a small section of drywall near the Meeting Room exit door.
- Members of the staff completed a Space Analysis document in May. The document was created by Joanna at the request of the Facilities Committee in order to capture employee feedback on the overall usability of the various zones in the building. Staff provided input on the work functionality of all of the zones in the building and patron use functionality of public zones in the building. Joanna shared the completed document with the Facilities Committee which began the work of assigning a rating (Imperative, Essential, Important, Desirable, No Priority) for addressing potential upgrades to each zone.

### **Marketing and Public Relations**

- RFPL Staff and Trustees wore their new t-shirts as they marched in the River Forest Memorial Day Parade on June 29th.
- We had over 750 people at the very successful Summer Reading Kickoff on June 8th. It has turned into an annual summer kickoff event for many River Forest families.

## Administration and Governance

- I gathered an abundance of valuable information at the Illinois State Library's Director's University June 5-8th in Springfield.
- Joanna has completed our Illinois Public Library Annual Report (IPLAR) for the Illinois State Library and will submit the report by 6/29/17. This report contains statistical information regarding our budgets, collections, program attendance, and library circulation for FY 2016-17.
- SWAN Library System has rolled out an auto-renewal program and our library has opted in. As long as there are not outstanding holds, any item checked out at the RFPL will automatically renew up to 2 times at the time the item comes due.

## Finance

- The Finance Committee met on June 10th to review the Request for Proposal (RFP) documents submitted by Forest Park National Bank, Community Bank of Oak Park River Forest, and MB Financial for investing our funds in interest bearing deposit accounts. In addition, we met again with a CBOPRF officer on June 14th to learn more about their Insured Cash Sweep (ICS) service that would electronically place excess deposits (over the \$250,000 FDIC insurance limit) at other ICS member banks. The Committee plans to consult with our attorney to see if an Insured Cash Sweep (ICS) product will meet the deposit safety criteria established in our Investment Policy. In addition, I have sent out a query to RAILS library directors to connect with any other library that is investing their public funds through the ICS service.
- As we discussed at our May Board meeting an elimination of Federal IMLS funding would mean less funding for the RAILS (our library system which handles all deliveries), and would likely result in an increase to our SWAN membership fees. I attended the SWAN quarterly meeting on June 1st and requested information about how this may impact SWAN membership fees. SWAN reported that RAILS currently has an 18 month operating reserve. At the next SWAN meeting on September 7, 2017, SWAN will provide the membership with some forecasted estimates for what our membership fees might look like if RAILS was forced to dissolve.
- A one-year contract was signed with Knutte & Associates to complete the FY 16-17 audit and annual financial report (AFR) for \$6,750. The auditors will be onsite July 11 and 12.

## External Partnerships

- Amy has made contact with the community outreach person at Fresh Thyme grocery store regarding sponsorship opportunities for library programs. Victoria Muraiti and I will be attending the grand opening of the store on June 24th to provide some craft activities for children.

Respectfully submitted, Sue Quinn

## May 2017 Key Performance Indicators

Total Circulation	May-17	YTD 2017- 2018	2017-2018	YTD % Goal
Preschool Collection	2,699	2,699	37,000	7.3%
Juvenile Collection	3,315	3,315	47,000	7.1%
Middle School Collection	414	414	6,000	6.9%
Teen Collection	816	816	8,000	10.2%
Adult Fiction	3,848	3,848	42,000	9.2%
Adult Non-Fiction	3,105	3,105	34,500	9.0%
Adult Media	2,731	2,731	36,000	7.6%
Adult Other	115	115		
Non SWAN ILL	32	32		
Webpac Renewals	1,853	1,853		
<b>Total Circulation</b>	<b>18,928</b>	<b>18,928</b>	<b>210,500</b>	<b>9%</b>

Programs & Meeting Room Use				
<b>Older Adults</b>				
Programs	14	14		
Attendance	238	238	1,800	13.2%
<b>Middle School</b>				
Programs	15	15		
Attendance	334	334	2,900	11.5%
<b>Children/Family Programs</b>				
Programs	21	21		
Elementary School Age Attendance	250	250	6,000	4.2%
Preschool Attendance	362	362	8,000	4.5%
<b>Other Programs</b>				
Programs	0	0		
Attendance	0	0		
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	10	10	135	7%

Cardholders & Visits				
Monthly Visitors	8549	8549		
New Cardholders Added	53	53	850	6%
Total Number Cardholders	8,001			
Cardholders as % of Population*	72%			

\* RF Population is 11,172 Per 2010 Census Data