



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
Tuesday, July 18 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: June 20, 2017
  - b. June 2017 Warrants
  - c. June 2017 Revenue and Expense Reports
  - d. June 30, 2017 Balance Sheet
  - e. Approve edits to Staff Policies: II. Employee Tiers and Benefits
  - f. Approve RFPL Emergency Succession Plan
5. Staff Visit: Amy Grossman: Review of Chapter 12 [Safety] Serving our Public
6. Communications
  - a. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
  - a. Committees: (Report/Discussion/Action)
    - i. Finance Committee
      - Approve recommendation for investment of public funds
    - ii. Facility Committee
      - Update on Space Study Analysis and 5 year capital project timeline
    - iii. Policy Committee
    - iv. RF Collaborative Committee report
10. Executive Session: Semi-annual review of closed session minutes
11. Adjournment

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

**Meeting Minutes: Regular Board Meeting: June 20, 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, Long, O'Connor and Smedinghoff.
- **Also Present:** Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

**Visitors and Guests**

- None

**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 edits to Staff Policies: I. Employment Policies
- h. 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

President Smedinghoff asked for a motion to approve the Consent Agenda. Trustee Hill made a motion, seconded by Trustee Calabrese-Berry, to approve the Consent Agenda items a. through i., with a word change on page 2 of item a. A roll call vote was taken.

- **Ayes:** Calabrese-Berry, Bevan, Crowell, Hill, Long, O'Connor and Smedinghoff
- **Excused:** None
- **Abstain:** None

**Communications**

- None

**Director's Report****Organization Structure/Training and Staff Development**

- 2 new Youth Services Associates, Yadira Perez and Nora Sanchez were hired in May to fill open positions in the Children's department. 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. We plan to post for open Materials Services position in August 2017.

### **Facilities**

- Smithereen Pest Control sprayed for carpenter bees in early June. 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.
- The valley on the southwest side of the slate roof does not appear to have an active leak.

### **Marketing and Public Relations**

- Over 750 people attended our Summer Reading Kickoff party on Thursday, June 8<sup>th</sup>. Summer Reading is off to a strong start and programs for children and middle schoolers/teens have thus far been very well attended.

### **Administration and Governance**

- Director Quinn attended the Illinois State Library's Director's University program June 5<sup>th</sup>-8<sup>th</sup> in Springfield and gathered a wealth of information.
- SWAN rolled out an automatic renewal program for eligible library materials on June 13<sup>th</sup>. Patron feedback has been extremely positive and we are pleased that our consortium is able to offer this service to the membership.

### **Finance**

- Director Quinn attended the SWAN quarterly meeting on June 1st and shared information about how future IMLS funding might impact SWAN membership fees. SWAN reported that RAILS currently has an 18 month operating reserve. At the next quarterly meeting (9/7/17) SWAN will provide the membership with estimates for what our membership fees might look like if RAILS were forced to dissolve due to a decrease or lack of federal funding.
- Director Quinn attended a Town Hall meeting featuring Senator Don Harmon and Representative Camille Lilly on June 19, 2017 at the Oak Park Public Library. Director Quinn reported that the Senate passed a 2 year property tax freeze, which will likely be passed by the Illinois House of Representatives. Director Quinn suggested that the RFPL Board reach out to members of the Village of River Forest Board to inform them of the impact that a potential property tax freeze would have on RFPL revenues.
- The RFPL signed a one-year contract with Knutte & Associates to complete the FY 16-17 audit and annual financial report (AFR) for \$6,750. The RFPL will no longer be pursuing GFOA certification.

## **External Partnerships**

- Director Quinn and Assistant Materials Service Manager, Victoria Muraiti, will be attending the grand opening of Fresh Thyme on June 24th to provide some craft activities for children.
- Director Quinn is working with David Seleb, Director of the Oak Park Public Library, and Pilar Shaker, Director of the Forest Park Public Library on a trustee training event scheduled for Tuesday, October 3rd. Possible topics include a presentation from Aaron Skog, Director of SWAN or John Chrastka of Every Library.
- The Oak Park and River Forest Townships have received a grant to prevent underage alcohol use in Oak Park and River Forest. The Community Engagement Team for this grant is looking for an RFPL Board member to serve on the committee.

## **President's Report**

- Attorney Greg Smith will be attending the November 14<sup>th</sup> Board meeting. Please send any questions for our attorney to President Smedinghoff.

## **New Business**

### **Committee Reports**

- **Facility Committee:**
  - Trustee Calabrese-Berry reported that the Facility Committee met on June 14<sup>th</sup>. Trustees and committee members reviewed the comments submitted and organized by RFPL staff regarding the various spaces and zones in the library. The committee employed a ranking system to assign priority for capital improvements to each zone. Capital projects will be classified as imperative, essential, important, or desirable to supporting Library objectives. The committee discussed each building zone and was able to find consensus in prioritizing the needs for each zone.
  - The committee also discussed the need to group zones together as neighboring spaces, while having different priority rankings, would impact a larger project.
  - At the July meeting the committee will be presented with zones grouped together as projects with priority rankings and rough cost estimates.
- **Finance Committee**
  - Trustee Bevan reported that the Finance Committee met on June 10<sup>th</sup> and June 14<sup>th</sup> to discuss the audit and review responses to the RFP sent out for investment of public funds. Trustee Bevan reported that after completion of the

audit and delivery of the report in late fall 2017, the committee will evaluate the services provided by the auditor and solicit Board feedback.

- The committee reviewed responses to the RFP for investment of public funds from Forest Park National Bank, MB Financial, and Community Bank Oak Park River Forest. Upon review, the most profitable option would be moving our entire banking relationship to Community Bank Oak Park River Forest.
- On June 14<sup>th</sup> the committee met with a CBOPRF officer to further discuss their proposal. CBOPRF offers an alternative to collateralization for safekeeping of funds over the FDIC limit through their membership in Promontory Interfinancial Network (PIN). PIN offers an Insured Cash Sweep (ICS) service that electronically places excess deposits (over the \$250,000 FDIC insurance limit) at other PIN 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.
- Policy Committee
  - Trustee Hill reported that the Policy committee met on June 13<sup>th</sup>. Committee members welcomed new Trustee Elan Long to the committee. The committee will meet quarterly to update policies scheduled for review.
  - Director Quinn drafted an Emergency Succession Plan in the event that the Library Director is unable to work for an extended period of time. Trustee Hill has reviewed and made some edits to the plan. The Policy committee has determined that the Plan is procedural in nature and does not require Board approval. However, it should be reviewed annually by the Director to ensure that information remains up to date.
- RF Collaborative Committee Report
  - Trustee Calabrese-Berry reported that the Collaborative Committee met to review a draft of the community survey developed by Jascula Terman. Each agency will have the opportunity to create three questions to analyze resident satisfaction with three programs or services. The committee will meet again in the fall and the survey will likely be deployed in October or November 2017.

### **Adjournment**

- At 8:38 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee Bevan seconded. All approved and the meeting was adjourned.

Respectfully Submitted,  
Deborah Hill  
Secretary

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

1:53 PM  
 07/11/17

Num	Date	Name	Memo	Account	Paid Amount
15081	6/22/2017	Alarm Detection Services	177066	For. Park Checking 1712...	
177066	6/17/2017		Quarterly Fire Alarm monitoring	Maintenance - Service	-225.00
TOTAL					-225.00
16061	6/10/2017	ANDERSON ELEVATOR COMPANY		For. Park Checking 1712...	
206991	6/8/2017		Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
15082	6/22/2017	AT&T - Electronic Gateway		For. Park Checking 1712...	
S66041...	6/17/2017		Internet	Automation - Internet	-357.85
TOTAL					-357.85
15062	6/10/2017	BAKER & TAYLOR L 5076992		For. Park Checking 1712...	
203290...	6/6/2017		Adult books	Books - Adult	-150.63
203291...	6/10/2017		Adult books	Books - Adult	-59.22
TOTAL					-209.75
15063	6/22/2017	BAKER & TAYLOR L 5076992		For. Park Checking 1712...	
DED10...	6/14/2017		Short Payment on Check 149332	For. Park Checking 1712...	-9.00
203294...	6/18/2017		Adult books	Books - Adult	-14.48
TOTAL					-23.48
15063	6/10/2017	BAKER & TAYLOR C0280133		For. Park Checking 1712...	
501458...	6/10/2017		Adult Books	Books - Adult	-281.94
TOTAL					-281.94
15060	6/10/2017	Card Services - MB Financial Bank	See last page of Warrant List for transaction breakout May 2017 Credit Card Bill	For. Park Checking 1712...	
TOTAL			May Credit Card Payment. See WL for full breakout	MB Financial Credit Card	-1,993.80
15064	6/10/2017	Comcast		For. Park Checking 1712...	
677120...	6/6/2017		Monthly Telephone & Internet	Automation - Internet	-503.04
TOTAL					-503.04
15084	6/22/2017	Communication Revolving Fund		For. Park Checking 1712...	
T17396...	6/19/2017		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00

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Num	Date	Name	Memo	Account	Paid Amount
15085	6/22/2017	Complete Cleaning Company		For. Park Checking 1712...	
C02450	6/22/2017		July Cleaning Service	Maintenance - Service	-2,185.00
TOTAL					-2,185.00
15086	6/22/2017	DEMCO, INC.		For. Park Checking 1712...	
6150965	6/17/2017		Tech Services Supplies Bookmarks	Supplies - Library Programs-Teen	-113.88 -24.78
TOTAL					-138.64
15087	6/22/2017	Dorothy H. Houltman		For. Park Checking 1712...	
6177/2017			Foreign Film Forum Supplies	Programs - Adult	-49.04
TOTAL					-49.04
15089	6/1/2017	Electric Blue Entertainment		For. Park Checking 1712...	
RIVER	6/1/2017		Deposit for DJ Lock-In	Programs-Teen	-245.00
TOTAL					-245.00
DM	6/28/2017	Forest Park National Bank		For. Park Checking 1712...	
TOTAL			6/13/17 Deposit Correction	Misc. Expenses	-0.05
dm	6/13/2017	Forest Park National Bank		For. Park Checking 1712...	
TOTAL			Deposit 6/13/17 Correction	Misc. Expenses	-0.07
15085	6/10/2017	Hulen Landscaping Contractors		For. Park Checking 1712...	
14483	6/6/2017		May Landscaping service	Maintenance - Service	-160.00
TOTAL					-160.00
15088	6/22/2017	ILLINOIS ALARM		For. Park Checking 1712...	
TOTAL			VOID:		0.00
15086	6/22/2017	ILLINOIS ALARM		For. Park Checking 1712...	
76587	6/17/2017		Burglar Alarm Service Call	Maintenance - Service	-129.50
76583	6/17/2017		Panic button test	Maintenance - Service	-344.25
76586	6/17/2017		Panic button installation	Maintenance - Service	-400.00
TOTAL					-873.75

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Num	Date	Name	Memo	Account	Paid Amount
dm	6/22/2017	IMRF	Employee IMRF Contribution	For. Park Checking 1712...	-1,806.68
			Employer IMRF Contribution		-4,720.10
<b>TOTAL</b>					<b>-6,626.78</b>
<b>15066</b>	<b>6/10/2017</b>	<b>Ingram Library Services</b>		<b>For. Park Checking 1712...</b>	
624154...	6/6/2017	J Books	J Books	Books - Juv	-8.43
624161...	6/6/2017	MS Books	MS Books	Books - Middle School	-75.91
624161...	6/6/2017	Teen books	Teen books	Books - Middle School	-20.85
624159...	6/6/2017	Teen books	Teen books	Books - Teen	-11.82
624158...	6/6/2017	Teen books	Teen books	Books - Teen	-23.80
624164...	6/6/2017	Adult books	Adult books	Books - Teen	-22.50
624164...	6/6/2017	Adult books	Adult books	Books - Teen	-101.38
624164...	6/6/2017	Adult books	Adult books	Books - Adult	-11.99
624160...	6/6/2017	J Books	J Books	Books - Adult	-16.34
624160...	6/6/2017	Adult books	Adult books	Books - Adult	-14.69
624160...	6/6/2017	Adult books	Adult books	Books - Juv	-21.38
624160...	6/6/2017	Adult books	Adult books	Books - Adult	-15.22
624160...	6/6/2017	Adult books	Adult books	Books - Adult	-18.03
624160...	6/6/2017	Adult books	Adult books	Books - Adult	-11.98
624160...	6/6/2017	Adult books	Adult books	Books - Adult	-31.56
624154...	6/6/2017	Adult books	Adult books	Books - Adult	-31.44
624149...	6/6/2017	Adult books	Adult books	Books - Adult	-16.90
624149...	6/6/2017	Adult books	Adult books	Books - Adult	-28.75
624149...	6/6/2017	Adult books	Adult books	Books - Adult	-13.78
624149...	6/6/2017	Adult books	Adult books	Books - Adult	-94.38
624164...	6/6/2017	J Books	J Books	Books - Adult	-81.18
624164...	6/6/2017	J Books	J Books	Books - Adult	-40.35
668382...	6/6/2017	J Books	J Books	Books - Juv	-11.48
668382...	6/6/2017	J Books	J Books	Books - Juv	-8.41
624165...	6/10/2017	Adult Books	Adult Books	Books - Juv	-15.48
624165...	6/10/2017	Adult Books	Adult Books	Books - Juv	-26.63
624165...	6/10/2017	Adult books	Adult books	Books - Adult	-32.44
624165...	6/10/2017	J Books	J Books	Books - Adult	-88.42
668402...	6/10/2017	Adult books	Adult books	Books - Adult	-16.32
624168...	6/10/2017	Adult books	Adult books	Books - Adult	-16.91
624168...	6/10/2017	Adult books	Adult books	Books - Juv	-88.82
624168...	6/10/2017	Adult Print	Adult Print	Books - Adult	-11.98
<b>TOTAL</b>					<b>-1,030.19</b>



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Num	Date	Name	Memo	Account	Paid Amount
15069	6/22/2017	Ingram Library Services		For. Park Checking 1712...	
624186...	6/17/2017	Adult Books	Adult Books	Books - Adult	-14.38
624186...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.78
624186...	6/17/2017	Adult Books	Adult Books	Books - Adult	-14.08
624186...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.34
624186...	6/17/2017	Adult Books	Adult Books	Books - Adult	-24.14
624185...	6/17/2017	Adult Books	Adult Books	Books - Adult	-21.79
624185...	6/17/2017	Adult Books	Adult Books	Books - Adult	-9.54
624185...	6/17/2017	Adult Books	Adult Books	Books - Adult	-11.96
624185...	6/17/2017	Adult Books	Adult Books	Books - Adult	-15.09
624185...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.21
624173...	6/17/2017	Adult Books	Adult Books	Books - Adult	-156.57
624173...	6/17/2017	Adult Books	Adult Books	Books - Adult	-158.81
624173...	6/17/2017	Adult Books	Adult Books	Books - Adult	-129.62
624175...	6/17/2017	Adult Books	Adult Books	Books - Adult	-111.71
624175...	6/17/2017	Adult Books	Adult Books	Books - Adult	-27.07
624175...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.91
624177...	6/17/2017	Adult Books	Adult Books	Books - Adult	-108.28
624175...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.91
624179...	6/17/2017	Adult Books	Adult Books	Books - Adult	-63.65
668413...	6/17/2017	Adult Books	Adult Books	Books - Adult	-12.56
624175...	6/17/2017	Adult Books	Adult Books	Books - Adult	-134.93
624177...	6/17/2017	Adult Books	Adult Books	Books - Adult	-28.72
668413...	6/17/2017	Adult Books	Adult Books	Books - Adult	-17.47
624180...	6/17/2017	Adult Books	Adult Books	Books - Adult	-11.89
624180...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.32
624180...	6/17/2017	Adult Books	Adult Books	Books - Adult	-15.75
624180...	6/17/2017	Adult Books	Adult Books	Books - Adult	-16.35
624180...	6/17/2017	Adult Books	Adult Books	Books - Adult	-15.09
624186...	6/17/2017	Teen books	Teen books	Books - Teen	-157.66
624183...	6/17/2017	Teen books	Teen books	Books - Teen	-22.50
624179...	6/17/2017	Teen books	Teen books	Books - Teen	-22.77
624171...	6/17/2017	Teen books	Teen books	Books - Teen	-25.00
624172...	6/17/2017	Teen books	Teen books	Books - Teen	-48.13
624181...	6/17/2017	Teen books	Teen books	Books - Teen	-45.00
624183...	6/17/2017	Middle school books	Middle school books	Books - Teen	-11.25
624179...	6/17/2017	Middle school books	Middle school books	Books - Middle School	-7.99
624186...	6/17/2017	J Books	J Books	Books - Middle School	-12.38
624185...	6/17/2017	J Books	J Books	Books - Middle School	-44.52
668430...	6/17/2017	J Books	J Books	Books - Middle School	-231.83
624177...	6/17/2017	J Books	J Books	Books - Middle School	-11.25
624180...	6/17/2017	J Books	J Books	Books - Middle School	-44.03
624186...	6/22/2017	J Books	J Books	Books - Middle School	-25.74
624191...	6/22/2017	J Books	J Books	Books - Middle School	-10.79
624198...	6/22/2017	J Books	J Books	Books - Middle School	-10.67
624201...	6/22/2017	MS Books	MS Books	Books - Middle School	-8.41
624201...	6/22/2017	MS Print	MS Print	Books - Middle School	-8.55
624190...	6/22/2017	Teen books	Teen books	Books - Middle School	-17.83
624194...	6/22/2017	Teen books	Teen books	Books - Middle School	-11.25
624198...	6/22/2017	Adult books	Adult books	Books - Teen	-12.58
624198...	6/22/2017	Adult books	Adult books	Books - Teen	-10.18
624198...	6/22/2017	Adult books	Adult books	Books - Adult	-31.56
624198...	6/22/2017	Adult books	Adult books	Books - Adult	-15.78
624198...	6/22/2017	Adult books	Adult books	Books - Adult	-15.22

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WARRANT LIST DETAIL

June 2017

1:53 PM  
07/11/17

Num	Date	Name	Memo	Account	Paid Amount
624183...	6/22/2017		Adult books	Books - Adult	-16.90
624183...	6/22/2017		Adult books	Books - Adult	-33.25
624183...	6/22/2017		Adult books	Books - Adult	-17.47
624187...	6/22/2017		Adult books	Books - Adult	-16.34
624187...	6/22/2017		Adult books	Books - Adult	-28.33
624191...	6/22/2017		Adult books	Books - Adult	-1,020.43
624191...	6/22/2017		Adult books	Books - Adult	-14.68
624191...	6/22/2017		Adult books	Books - Adult	-37.97
TOTAL					-3,304.47
15080	6/22/2017	Joanna Bertucci		For. Park Checking 1712...	
	6/17/2017		Copy paper	Copier supplies	-47.99
			Candy for Board Mtg.	Misc. Expenses	-6.48
TOTAL					-56.47
15081	6/22/2017	Judith Levin Fischer		For. Park Checking 1712...	
RFPL #...	8/17/2017		Computer Labs: 6/14, 6/21, 6/28, 7/5, 7/12	Programs - Adult	-297.00
TOTAL					-297.00
15087	6/10/2017	Konica Minolta Business Solutions		For. Park Checking 1712...	
900356...	6/10/2017		Copier Usage 5/2017	Copy Machine (usage, mai...	-487.09
TOTAL					-487.09
15068	6/10/2017	Konica Minolta Premier Finance		For. Park Checking 1712...	
331725...	6/6/2017		Copy Machine Lease May 2017	Copier Lease nonpub	-198.01
TOTAL					-198.01
15069	6/10/2017	McIlroy, Jana		For. Park Checking 1712...	
	6/10/2017		May 10th Book Discussion	Programs - Adult	-50.00
TOTAL					-50.00
15070	6/10/2017	MIDWEST TAPE		For. Park Checking 1712...	
951105...	6/6/2017		Adult DVDs	Non-Print Adult	-31.54
951105...	6/6/2017		Adult CD Audiobook	Non-Print Adult	-34.24
951013...	6/6/2017		Adult CD Audiobook	Non-Print Adult	-132.72
951013...	6/6/2017		Adult CD Audiobook	Non-Print Adult	-122.72
951013...	6/6/2017		Adult DVD	Non-Print Adult	-53.08
951013...	6/6/2017		Adult DVD	Non-Print Adult	-123.36
950843...	6/6/2017		Adult DVD	Non-Print Adult	-177.38
950843...	6/6/2017		J DVD	Books- Juv	-16.54
851249...	6/10/2017		Adult DVDs	Non-Print Adult	-47.08
851249...	6/10/2017		Adult BluRay & DVD	Non-Print Adult	-37.09
851249...	6/10/2017		Adult DVDs	Non-Print Adult	-26.54

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WARRANT LIST DETAIL**  
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Num	Date	Name	Memo	Account	Paid Amount
951249...	6/10/2017		Adult CD Audiobook	Non-Print Adult	-137.72
951249...	6/10/2017		Adult CD Audiobooks	Non-Print Adult	-44.24
<b>TOTAL</b>					<b>-984.25</b>
<b>15082</b>	<b>6/22/2017</b>	<b>MIDWEST TAPE</b>		<b>For. Park Checking 1712...</b>	
951368...	6/17/2017		J DVDs	Non-Print Juvenile	-142.24
951368...	6/17/2017		CD Audiobook	Non-Print Adult	-39.24
951368...	6/17/2017		Adult DVDs	Non-Print Adult	-54.08
951368...	6/17/2017		Adult DVDs	Non-Print Adult	-36.08
951368...	6/17/2017		CD Audiobook	Non-Print Adult	-88.48
951298...	6/17/2017		Adult DVDs	Non-Print Adult	-30.54
951442...	6/20/2017		J DVDs	Non-Print Juvenile	-20.54
<b>TOTAL</b>					<b>-414.20</b>
<b>15071</b>	<b>6/10/2017</b>	<b>Murali, Victoria</b>		<b>For. Park Checking 1712...</b>	
	6/10/2017		Message to Circ User Grp. Mtg. Downers Grove PL	Misc. Expenses	-16.59
<b>TOTAL</b>					<b>-16.59</b>
<b>15072</b>	<b>6/10/2017</b>	<b>OverDrive</b>		<b>For. Park Checking 1712...</b>	
165808...	6/6/2017		Adult eBooks eAudiobook	eContent - Adult	-217.97
165820...	6/10/2017		J eBooks & eAudiobooks	eContent - Juvenile	-214.88
165800...	6/10/2017		Adult eBooks & eAudiobooks	eContent - Adult	-160.00
			Teen eBook	eContent - Teen	-58.97
165813...	6/10/2017		Teen eBooks & eAudiobook	eContent - Teen	-284.86
165810...	6/10/2017		Adult eBooks	eContent - Adult	-136.97
<b>TOTAL</b>					<b>-1,056.65</b>
<b>15093</b>	<b>6/22/2017</b>	<b>OverDrive</b>		<b>For. Park Checking 1712...</b>	
156808...	6/19/2017		Adult eBook & eAudiobook	eContent - Adult	-114.99
<b>TOTAL</b>					<b>-114.99</b>
<b>dim</b>	<b>6/15/2017</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283...</b>	
<b>TOTAL</b>			6/15 Payroll Processing	Payroll Services	-100.74
<b>dim</b>	<b>6/15/2017</b>	<b>PAYLOCITY</b>		<b>For. Park Payroll 171283...</b>	
<b>TOTAL</b>			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-19,811.04
<b>TOTAL</b>					<b>-19,909.78</b>

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

1:53 PM  
07/11/17

Num	Date	Name	Memo	Account	Paid Amount
d/m	6/16/2017	PAYLOCITY	Employee tax deduction Connections employee tax deduction Library FICA portion - employees Library FICA portion - connections employees Library Medicare portion - employees Library Medicare portion - connections employees	For. Park Payroll 171283... Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-5,055.04 -21.28 -1,598.98 -7.44 -373.48 -1.74 <u>-7,055.92</u>
TOTAL					
d/m	6/23/2017	PAYLOCITY	6/28 Payroll Service	For. Park Payroll 171283... Payroll Service	-100.74 <u>-100.74</u>
TOTAL					
d/m	6/29/2017	PAYLOCITY	Employee Compensation	For. Park Payroll 171283... Employee Compensation	-23,374.66 <u>-23,374.66</u>
TOTAL					
d/m	6/22/2017	PAYLOCITY	Employee Tax Deduction Employer FICA Portion Employer Medicare Portion	For. Park Payroll 171283... Employee Compensation FICA Medicare Exp	-6,388.44 -1,908.33 -446.30 <u>-8,744.07</u>
TOTAL					
15080	6/13/2017	Rock Your Body Art, LLC	Henna Art Program 6/14/17	For. Park Checking 1712... Programs-Teen	-300.00 <u>-300.00</u>
TOTAL					
15073	6/10/2017	S & D Prime Maintenance, Inc.	Refinish Outdoor Tabletops	For. Park Checking 1712... Maintenance - Service	-563.00 <u>-563.00</u>
73766	6/6/2017				
TOTAL					
15074	6/10/2017	Smithereen Pest Management	BiMonthly pest control	For. Park Checking 1712... Maintenance - Service	-46.00 <u>-46.00</u>
1548446	6/6/2017				
TOTAL					
15075	6/10/2017	Staples	Tissues and Toilet paper Labels, Dividers, report covers	For. Park Checking 1712... Maintenance - Supply Office Supplies	-78.88 -84.75 <u>-174.73</u>
334066...	6/6/2017				
TOTAL					

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

1:53 PM  
07/11/17

Nrnt	Date	Name	Memo	Account	Paid Amount
15094	6/22/2017	Staples		For. Park Checking 1712...	
334157...	6/17/2017		Labels	Office Supplies	-170.94
334157...	6/17/2017		Trash bags	Maintenance - Supply	-84.97
334157...	6/17/2017		Post it Notes	Office Supplies	-34.95
334157...	6/17/2017		Post it notes	Office Supplies	-13.98
334157...	6/17/2017		Copy paper	Copier supplies	-88.97
334157...	6/17/2017		Dish soap, Swiffers	Maintenance - Supply	-16.58
334157...	6/17/2017		Note pads	Office Supplies	-17.99
334236...	6/17/2017		Toilet paper	Maintenance - Supply	-42.08
			Labels	Office Supplies	-16.94
			Knives, napkins, cups	Special Programs	-16.26
			Toilet paper, paper towels	Maintenance - Supply	-88.97
			Copy paper	Copier supplies	-88.97
			Dish soap, Swiffers	Maintenance - Supply	-16.58
			Underpayment on invoice 3341576209	Office Supplies	-0.11
TOTAL					-889.89
15079	6/12/2017	Sue Quinn		For. Park Checking 1712...	
	6/6/2017		Cake for S. Young 25th Anniversary	Staff Training	-40.85
TOTAL					-40.85
15095	6/22/2017	Sun-Times Media		For. Park Checking 1712...	
157790	6/17/2017		Annual Chicago Sun Times subscription	Periodicals - Adult	-416.00
TOTAL					-416.00
15096	6/22/2017	Thomson Reuters		For. Park Checking 1712...	
836324...	6/17/2017		IL Compiled Statutes	Books - Adult	-235.90
TOTAL					-235.90
15077	6/10/2017	VERSATILE COMPUTER SERVICES, INC.		For. Park Checking 1712...	
15058	6/10/2017		Tech Support June 2017	Technical Support	-750.00
TOTAL					-750.00
114	6/21/2017	VERSATILE COMPUTER SERVICES, INC.		For. Park Money Market ...	
150531...	6/19/2017		Group 3 Computer Replacement	Capital Reserve Fund	-10,884.54
TOTAL					-10,884.54

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

1:53 PM  
 07/11/17

Numb	Date	Name	Memo	Account	Paid Amount
15067	6/22/2017	VILLAGE OF RIVER FOREST		For. Park Checking 1712...	
June H...	6/22/2017		Employee Health Insurance	Employee Compensation	-1,021.81
			ER Health	Health Insurance	-2,633.80
			ER Dental	Dental	-207.27
			ER Life	Life	-72.60
TOTAL					-3,935.48
16078	6/10/2017	Yovanic, Dana		For. Park Checking 1712...	
	6/8/2017		Coffee and Cake for Coffee Monday 6/5/17	Programs - Adult	-12.27
	6/8/2017		Cookies and Lemonade for Computer Lab Focus Gp	Programs - Adult	-5.36
TOTAL					-17.63

# River Forest Public Library

7/1/2017 10:42 AM

Register: MB Financial Credit Card  
 From 05/04/2017 through 06/02/2017  
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge C	Payment	Balance
05/05/2017		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...	ALA 1 Day Pass - Dena...	205.00 X		4,329.87
05/05/2017		AMAZON.COM	Supplies - Library	AV Cases	20.19 X		4,350.06
05/05/2017		AMAZON.COM	Supplies - Library	AV cases	23.78 X		4,373.84
05/06/2017		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Summer Reading Prize	525.62 X		4,899.46
05/06/2017	14998	Card Services - MB Financial ...	For. Park Checking 171284900	See last page of Warrant...	X	4,124.87	774.59
05/11/2017		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	Summer Reading Decor...	42.96 X		817.55
05/15/2017		AMAZON.COM	Adult Expenses:Programs - Adult	Adult Passive Program ...	18.54 X		836.09
05/15/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for Snack Attack	34.63 X		870.72
05/16/2017		Amtrak	Professional Expenses:Professional ...	Round Trip Train Ticket...	42.00 X		912.72
05/17/2017		Jewel Foods	Misc. Expenses	Fruit for VRF Wellness ...	9.19 X		921.91
05/18/2017		ILA	-split- Professional Development Membership Dues - Library	Director's University Re... Director's University Re... S.Quinn ILA dues	200.00 X 100.00 100.00		1,121.91
05/19/2017		PANERA BREAD	Adult Expenses:Programs - Adult	Coffee and Bagels for B...	47.58 X		1,169.49
05/21/2017		Jewel Foods	Adult Expenses:Programs - Adult	Gift Card for Al Popowi...	75.75 X		1,245.24
05/22/2017		Stamps. com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99 X		1,261.23
05/24/2017		Eventbrite.com	Professional Expenses:Professional ...	SWAN Annual Meeting...	30.53 X		1,291.76

# River Forest Public Library

7/1/2017 10:42 AM

Register: MB Financial Credit Card

From 05/04/2017 through 06/02/2017

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
05/24/2017		DEMCO, INC.	Juvenile Expenses:Programs - Juv	SR Supplies	46.30	X		1,338.06
05/24/2017		AMAZON.COM	Supplies - Library	Spray cleaner outdoor si...	21.38	X		1,359.44
05/27/2017		Management Association of Illin...	Professional Expenses:Professional ...	Management Associatio...	330.00	X		1,689.44
05/31/2017		Totally Promotional	Teen Expenses:Programs-Teen	Summer Reading prizes	278.96	X		1,968.40
06/01/2017		Jewel Foods	Professional Expenses:Staff Training	Balloons, Candy S. You...	25.40	X		1,993.80





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

<b>Account:</b>	<b>June-17</b>	<b>YTD</b>	<b>2017-2018</b>	<b>% of Budget</b>
Property Taxes	\$ -	\$ 5,214	1,212,000.00	0.43%
Connections Program Grant	\$ -	\$ -	7,600.00	0.00%
Corp Property Replacement Taxes	\$ -	\$ 2,281	15,400.00	14.81%
Fines, Service Charges	\$ 1,412	\$ 2,539	18,000.00	14.11%
Lost Books Reimbursed	\$ 149	\$ 386	3,000.00	12.88%
Book Sales	\$ 58	\$ 127	1,000.00	12.70%
Copy Machine Revenue	\$ 354	\$ 565	4,000.00	14.12%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 383	\$ 844	6,500.00	12.98%
Gifts	\$ -	\$ 350	8,500.00	4.12%
IL Per Capita Grant	\$ -	\$ -	8,600.00	0.00%
Grants, other	\$ -	\$ -	4,200.00	0.00%
Community Foundation Endowment	\$ -	\$ -	3,400.00	0.00%
Misc Income	\$ 17	\$ 33	500.00	6.57%
<b>Total:</b>	<b>\$ 2,373</b>	<b>\$ 12,339</b>	<b>1,293,000.00</b>	<b>0.95%</b>
<b>Income:</b>	<b>\$ 2,373</b>	<b>\$ 12,339</b>	<b>1,293,000.00</b>	<b>0.95%</b>
<b>Expense:</b>	<b>\$ 88,390</b>	<b>\$ 191,526</b>	<b>1,293,000.00</b>	<b>14.81%</b>



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

June 2017      Fiscal YTD      Actual % Budget  
 17% as of 6/30/17      17-18 Budget

**Expenses**  
**Personnel**

Wages & Salaries	\$ 57,559	\$ 110,053	\$ 670,000.00
Medical Health Insurance Coverage	\$ 2,914	\$ 5,827	\$ 54,000.00
IMRF	\$ 4,720	\$ 9,147	\$ 55,000.00
Medicare/FICA	\$ 4,325	\$ 8,367	\$ 52,000.00
Staff Training	\$ 66	\$ 1,066	\$ 3,000.00
Membership Dues	\$ -	\$ 1,080	\$ 4,400.00
Professional Development	\$ 195	\$ 1,068	\$ 10,000.00
<b>Total Personnel</b>	<b>\$ 69,779</b>	<b>\$ 136,609</b>	<b>\$ 848,400.00</b>

**Support Services**

**Printing and Advertising**

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

**Programming**

Children's Programs	\$ 603	\$ 4,639	\$ 12,000.00
Teen Programs	\$ 814	\$ 1,463	\$ 7,000.00
Adult Programs	\$ 464	\$ 2,632	\$ 10,000.00
Special Programs	\$ 18	\$ 38	\$ 2,500.00
Connections Programs	\$ 129	\$ 612	\$ 7,600.00
Total Programs	\$ 2,029	\$ 9,384	\$ 39,100.00
<b>Total Support Services and Programs</b>	<b>\$ 2,029</b>	<b>\$ 10,928</b>	<b>\$ 48,300.00</b>

**Other Support Services**

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	\$ 700.00
Technical Support	\$ 750	\$ 1,500	\$ 12,000.00
Automation Administration	\$ -	\$ 756	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ 182	\$ 4,000.00
Postage & Delivery	\$ 66	\$ 82	\$ 3,500.00
Audit Fees	\$ -	\$ -	\$ 8,500.00
Payroll and Employment Services	\$ 201	\$ 407	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 1,006	\$ 4,400.00
Telephone/Internet	\$ 1,101	\$ 1,699	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 20	\$ 1,000.00
Copy Machine Leases	\$ 198	\$ 198	\$ 2,400.00
<b>Total Other Support Services</b>	<b>\$ 2,316</b>	<b>\$ 5,851</b>	<b>\$ 85,500.00</b>

**Library Materials**

Books	\$ 5,102	\$ 11,004	\$ 71,000.00
Print Periodicals (Magazines)	\$ 416	\$ 2,832	\$ 7,500.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	3,500		23.33%	\$	15,000.00
Online E-Content - elect. books/magazines/movies/music	\$	1,320	\$	2,883		6.01%	\$	48,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	1,707	\$	4,223		10.83%	\$	39,000.00
<b>Total Library Materials</b>	\$	<b>8,544</b>	\$	<b>24,443</b>		<b>13.54%</b>	\$	<b>180,500.00</b>

**Library and Office Supplies**

Office Supplies	\$	428	\$	539		11.98%	\$	4,500.00
Library Supplies	\$	114	\$	179		3.26%	\$	5,500.00
Copy And Printing Supplies	\$	226	\$	239		17.08%	\$	1,400.00
Misc Expenses (includes Patron Relations)	\$	10	\$	151		5.38%	\$	2,800.00
Total Office Supplies	\$	778	\$	1,108		7.80%	\$	14,200.00
<b>Total Library Materials &amp; Supplies</b>	\$	<b>9,323</b>	\$	<b>25,551</b>		<b>13.12%</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	\$	319	\$	407		8.15%	\$	5,000.00
<b>Total Facility Supplies</b>	\$	<b>319</b>	\$	<b>407</b>		<b>8.15%</b>	\$	<b>5,000.00</b>

**Facility Services**

Insurance	\$	-	\$	-		0.00%	\$	13,000.00
Maintenance and Custodial Service	\$	4,259	\$	10,733		18.51%	\$	58,000.00
Water	\$	-	\$	301		12.04%	\$	2,500.00
Natural Gas	\$	-	\$	639		7.52%	\$	8,500.00
Copier Maintenance and Usage	\$	487	\$	637		19.92%	\$	3,200.00
<b>Total Facility Services</b>	\$	<b>4,746</b>	\$	<b>12,310</b>		<b>14.45%</b>	\$	<b>85,200.00</b>

**Equipment & Furniture**

Equipment (Equipment & Furniture)	\$	137	\$	137		2.75%	\$	5,000.00
Technology Misc.	\$	30	\$	70		4.66%	\$	1,500.00
<b>Total Equipment and Furniture</b>	\$	<b>167</b>	\$	<b>207</b>		<b>3.19%</b>	\$	<b>6,500.00</b>

<b>Total Facilities Management</b>	\$	<b>4,943</b>	\$	<b>12,588</b>		<b>13.02%</b>	\$	<b>96,700.00</b>
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<b>Total Operating Expenses</b>	\$	<b>88,390</b>	\$	<b>191,526</b>		<b>14.95%</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>88,390</b>	\$	<b>191,526</b>		<b>14.81%</b>	\$	<b>1,293,000.00</b>
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<b>Total Income</b>	\$	<b>2,373</b>	\$	<b>12,339</b>		<b>0.95%</b>	\$	<b>1,293,000.00</b>
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**River Forest Public Library -Capital Reserve Fund -June 2017  
Fiscal Year: May 1, 2017 - April 30, 2018**

<b>Beginning Balance</b>	<b>\$</b>	<b>215,884.00</b>
<b>Expenses</b>	<b>\$</b>	<b>10,884.54</b>
<b>Income</b>	<b>\$</b>	<b>53.24</b>
<b>Ending Balance</b>	<b>\$</b>	<b>205,052.70</b>

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

	<u>Jun 30, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
For. Park Money Market Capital	205,052.70
Comm Bank MM 600398216	25,781.04
For. Park Money Market171285900	990,387.43
For. Park Payroll 171283900	10,696.41
For. Park Checking 171284900	16,171.34
Petty Cash	60.00
<b>Total Checking/Savings</b>	<u>1,248,148.92</u>
<b>Accounts Receivable</b>	
Accounts Receivable	18.00
<b>Total Accounts Receivable</b>	<u>18.00</u>
<b>Total Current Assets</b>	<u>1,248,166.92</u>
<b>TOTAL ASSETS</b>	<u><u>1,248,166.92</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	1,552.48
<b>Total Credit Cards</b>	<u>1,552.48</u>
<b>Total Current Liabilities</b>	<u>-1,196.61</u>
<b>Total Liabilities</b>	-1,196.61
<b>Equity</b>	
Opening Bal Equity	821,884.15
Retained Earnings	620,540.06
Net Income	-193,060.68
<b>Total Equity</b>	<u>1,249,363.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,248,166.92</u></u>

11:01 AM  
07/11/17

River Forest Public Library  
**Reconciliation Detail**  
Petty Cash, Period Ending 06/30/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>					60.00
Cleared Balance					60.00
Register Balance as of 06/30/2017					60.00
<b>Ending Balance</b>					<b>60.00</b>

## **MEMO**

**To:** RFPL Board of Trustees  
**From:** Policy Committee  
**Date:** July 1, 2017  
**RE:** Updates to Staff policies

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Attached is an update to RFPL's Staff Employment policy. These minor policy changes are included on the Consent Agenda for the July 18, 2017 meeting.

### **II. Employee Tiers and Benefits**

- The Employee Sick Leave Act (IL Public Act 99-0841) which became effective on January 1, 2017 expanded an employee's ability to use sick leave for an eligible family member on the same terms upon which he or she is able to use sick leave benefits for his or her own illness or injury. RFPL added additional language to our policy to specifically include "domestic" partners and "step children" as eligible family members. Employees who are regularly scheduled to work over 19 hours each week are eligible for paid sick time.
- RFPL added additional language to the policy to clarify that unused accrued vacation time will be paid out when the employee leaves RFPL. (Unused accrued sick time is not compensated and this is stated in the policy.)

## **II. Employee Tiers and Benefits**

RFPL employees may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (FLSA). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per week. Benefits accrue based on the total number of regularly scheduled hours per week divided by 5 ("Equivalent Day"). RFPL has defined a full-time work week as 37.5 hours.

### **A. Nonexempt Employees**

An employee who does not meet the primary duty and/or minimum salary requirements of the Fair Labor Standards Act (FLSA) must be classified as "nonexempt" and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. RFPL's work week runs from Monday through Sunday. A manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (IMRF) regulations.

#### **1. Nonexempt employees regularly scheduled for 19 hours or less per week**

Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation or a personal day. Employees regularly scheduled for 19 hours or less per work week are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Employees regularly scheduled 19 hours or less per work week do not earn paid leave. Requests for unpaid leaves exceeding one work week should be made in writing to their Manager.

#### **2. Nonexempt employees regularly scheduled for 19 to 29.5 hours per week**

Nonexempt employees regularly scheduled for 19 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for Illinois Municipal Fund (IMRF) benefits.

- a. Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
- b. Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered



a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.

- c. **Holidays:** Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

### 3. **Nonexempt employees regularly scheduled for 30-37.5 hours**

Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. **Overtime hours:** Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. **Health insurance:** Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of

85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

## **B. Exempt Employees**

Pursuant to FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the Fair Labor Standards Act is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. **Compensatory time off:** It is implicit in the nature of exempt professional positions that time beyond the regular work schedule is occasionally spent on the job. If an extraordinary and extended amount of work has been required of an exempt employee beyond their normally scheduled workweek (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. **Health insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

## II. Employee Tiers and Benefits

RFPL employees may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (FLSA). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per week. Benefits accrue based on the total number of regularly scheduled hours per week divided by 5 ("Equivalent Day"). RFPL has defined a full-time work week as 37.5 hours.

### A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the Fair Labor Standards Act (FLSA) must be classified as "nonexempt" and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. RFPL's work week runs from Monday through Sunday. A manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (IMRF) regulations.

#### 1. Nonexempt employees regularly scheduled for 19 hours or less per week

Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation or a personal day. Employees regularly scheduled for 19 hours or less per work week are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Employees regularly scheduled 19 hours or less per work week do not earn paid leave. Requests for unpaid leaves exceeding one work week should be made in writing to their Manager.

#### 2. Nonexempt employees regularly scheduled for 19 to 29.5 hours per week

Nonexempt employees regularly scheduled for 19 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for Illinois Municipal Fund (IMRF) benefits.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered

a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.

Forms

- c. **Holidays:** Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

### 3. Nonexempt employees regularly scheduled for 30-37.5 hours

Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.

Forms

- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.

- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.

- d. **Overtime hours:** Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.

- e. **Health insurance:** Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of

85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

## **B. Exempt Employees**

Pursuant to FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the Fair Labor Standards Act is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits and health and dental insurance.

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0703, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent. Forme
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- e. **Health insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO, or to family coverage.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium.

**MEMO**

**To:** RFPL Board of Trustees  
**From:** Sue Quinn  
**Date:** July 5, 2017  
**RE:** Emergency Succession Plan

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Attached is RFPL's Emergency Succession Plan that I have drafted and that Deborah Hill has reviewed and revised where necessary. The purpose of creating such a plan is to ensure the continuous coverage of executive duties critical to the ongoing operations of RFPL. The Library Board is approving procedures for the temporary appointment of an Acting Director in the event of an unplanned and/or extended absence of the Director. While such an absence is hopefully unlikely, in order to ensure for continuity in external relationships and in staff functioning the Board should have some guidelines and a general timeline for filling this leadership position.

This document will also provide the Acting Director with the critical administrative contact and account information (currently redacted due to confidentiality of information). This information will be updated annually and the Director and the Board President will each maintain a copy for their records.



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# Emergency Succession Plan

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River Forest Public  
Library

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Sue Quinn, Library Director

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July 2017

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# **1. Emergency Succession Plan for River Forest Public Library**

This Emergency Succession Plan is a guide to facilitate leadership transitions during unplanned or temporary leadership changes at the River Forest Public Library ("RFPL").

## **2. Introduction**

The Board of RFPL ("Board") recognizes that this is a plan for contingencies due to the disability, death, or departure of the Library Director. If the RFPL is faced with the unlikely event of an untimely vacancy, RFPL has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board has reviewed the job description of the Library Director. The job description is attached. The Board has a clear understanding of the Library Director's role in organizational leadership, program development, program administration, operations, Board relationships, financial operations, resource development and community presence.

### **3. Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term**

A temporary absence is one of less than three months' duration in which it is expected that the Director will return to her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board is authorized (or authorizes the Board Officers) to implement the terms of this emergency plan in the event of the unplanned absence of the Library Director.

In the event of an unplanned absence of the Director, a member of the staff Management Team is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the Acting Director would be: 1) Joanna Bertucci

Should the Acting Director be unable to serve, the first and second back-up appointees for the position of Acting Director will be:

- 2) Amy Grossman
- 3) Mary Kay Akers Stiff

The Board may also consider the option of allocating executive duties among the designated appointees or others.

#### **3.1 Authority and Compensation of the Acting Director**

The person appointed as Acting Director shall have the full authority for decision-making and independent action as if she were the Director.

The Acting Director may be offered:

- \_\_\_ A temporary salary increase to the entry-level salary of the Director position (current MAI level)
- \_\_\_ A bonus of \$1000/pay period during the Acting Director Period.

#### **3.2 Board Oversight**

The board member(s) responsible for monitoring the work of the Acting Director shall be the Board President and Board Treasurer.

The above named people will be responsive to the special support needs of the Acting Director in this temporary leadership role.

#### **3.3 Communications Plan**

Immediately upon transferring the responsibilities to the Acting Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Director has begun covering the unplanned absence, Board members and the Acting Director shall communicate the temporary leadership structure to the

following key external supporters of RFPL. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others (please specify):

- Village of River Forest
- Township of River Forest
- River Forest School District 90
- River Forest Park District
- SWAN Library System
- Reaching Across Illinois Library System (RAILS)
- Community Foundation of Oak Park River Forest

### **3.4 Completion of Short-Term Emergency Succession Period**

The decision about when the absent Director returns to lead RFPL should be determined by the Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention that the Director will work towards returning to a full-time commitment.

## **4. Succession Plan in Event of a Temporary, Unplanned Absence: Long Term**

A long term-absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Director, to either temporarily fill the management position left vacant by the Acting Director or hire an Interim Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

### **4.1 Determination if an Interim Library Director is Needed**

The criteria that the Board and Acting Director should consider when determining whether or not to hire an Interim Director (or consultant to the Acting Director) are as follows:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Some crucial times for our library are:

- **May 1:** New fiscal year begins. Annual meeting and swearing in of new officers. New Trustee orientation.
- **June:** New fiscal year ordinances (prevailing wages, non-resident card, IPLAR filing)
- **July:** Begin budget and appropriation process for next fiscal year; Annual financial audit field work
- **September-February:** Draft next fiscal year's budget.
- **October:** Prepare MDA letter for audit; Audit presented to Finance Committee; Auditor files audit with Comptroller of Currency;
- **November:** Tax Levy Ordinance approved by Board (and sent to Village of River Forest)
- **January:** Per Capita grant due January 31; ILLINET Traffic survey and Library Certification due March 31.
- **February:** Draft budget presented to Board. Statement of Economic Interest filer list sent to Cook County Clerk's office.
- **March:** Final budget approved by Board. Final budget sent to Village. Prior year-audit and new budget projections reconciled to Village spreadsheets.

If the Board and Acting Director determine that an Interim Director (or consultant to the Acting Director) is needed, they may elect to contact one or more of the people listed below, explain the situation, and ask if they could help find an interim or consultant.

1. Alice Calabrese-Berry

## **4.2 Completion of Long-Term Emergency Succession Period**

The decision about when the absent Director returns to lead the RFPL will be determined by the Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of resuming a full-time commitment in a reasonably short period of time.



## **5. Succession Plan in Event of a Permanent Change in Director**

A permanent change is one in which it is determined that the Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board may appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Director, and plan for the recruitment and selection of an Interim Director and/or permanent Director.

## 6. Information and Contact Inventory for River Forest Public Library

Bylaws: RFPL Policy Manual

Mission Statement: RFPL Policy Manual and website

Board Minutes: Binder above Materials and Business Services Manager Desk (also archived on website)

### 6.1 Financial Information

Tax Identification Number:

- DUNS #: 112391834

	Onsite Location	Online URL
Current and previous audited financial statements		website
Financial Statements		
Tax Exemption Certificate		
Blank Checks		
Donor Records		

### 6.2 Auditor

- Name:
- Contact:
- Phone Number:
- Email: |

### 6.3 Bank

- Name:
  - Account Numbers
    - Money Market:
    - Checking:
    - Payroll:
    - Money Market - Capital Improvements:
  - Branch Representative:
  - Phone number:
  - Email:
- 
- Name:

- **Account Number**
  -
- **Branch Representative(s):**
- **Phone number:**
- **Email:**

#### **6.4 Credit Cards**

- **Name: MB Financial**
- **Account Numbers and Limits:**
  - Susan Quinn -
  - Amy Grossman -
  - Mary Kay Akers Stiff -
- **Branch Representative:**
- **Phone Number:**
- **Email:**

#### **6.5 Fiscal Accountability**

- **Who is authorized to make transfers and wire transfers and who are the authorized check signers**
  - Library Director
  - Board President
  - Vice President
  - Treasurer

#### **6.6 Circulation Desk Safe**

## **7. Legal Counsel**

- **Attorney:**
- **Name:**
- **Phone Number:**
- **Email:**

## 8. Human Resources Information

	Onsite Location	Offsite Location
Employee Records/Personnel Info		
I-9s		

### Payroll

- Company Name:
- Account Number:
- Phone Number
- Email:

## 9. Facilities Information

	Onsite Location	Offsite Location	Online URL
Building Lease (for owners)			

### 9.1 Burglar Alarm System

- Company Name:
- Account Number:
- Representative Phone Number:

### 9.2 Fire Alarm System

- Company Name: Alarm
- Account Number:
- Phone Number:
- Dispatch:

## **10. Insurance Information (all annual policies through AJ Gallagher expire 12/31)**

### **10.1 Commercial Package, including Directors & Officers Liability**

- Policy Number:
- Company/Underwriter:
- Broker : Arthur J. Gallagher
- Phone Number
- email:

### **10.2 Excess Property**

- Policy Number:
- Company/Underwriter:
- Broker :
- Phone Number:
- email:

### **10.3 Boiler & Machinery**

- Policy Number:
- Company/Underwriter:
- Broker :
- Phone Number:
- email:

### **10.4 Commercial Umbrella (excess liability)**

- Policy Number:
- Company/Underwriter:
- Broker :
- Phone Number:
- email:

### **10.5 Cyber Liability**

- Policy Number:
- Company/Underwriter:
- Broker :
- Phone Number:
- email:

### **10.6 Volunteer Accident**

- Policy Number:
- Company/Underwriter:
- Phone Number:
- email:

### **10.7 Crime Policy (replaced Treasurer's Bond)**

- Policy Number:
- Underwriter:
- Broker:
- Phone Number:
- email:

### **10.8 Workers' Compensation**

- Policy Number:
- Company/Underwriter:
- Broker:
- Phone Number:
- email:



## **11. Employee Benefits**

### **11.1 Health and Dental Insurance**

- Employee Health and Dental Insurance are provided to the RFPL by the Village of River Forest through Intergovernmental Personnel Benefit Cooperative.
- The Village holds open enrollment annually in June and will submit a packet to the library containing plan offerings and rates at that time. A copy of the rate sheet can be found in the Materials and Business Services Manager's files.
- Rates are in effect July 1 - June 30 annually.

#### **Contact Information at the Village of River Forest**

- Lisa Scheiner, Assistant Village Administrator
  - Phone number: 708-714-3554
  - email: lscheiner@vrf.us
- Cheryl Scott, Assistant Finance Director
  - Phone number: 708-366-8500 x327
  - email: cscott@vrf.us

### **11.2 Retirement Plan**

- The RFPL participates in the Illinois Municipal Retirement Fund (IMRF). Qualified employees contribute 4.5% of their bi-weekly pay to IMRF. The RFPL funds the plan per employee based on the current contribution rate set forth by IMRF.
- The RFPL IMRF account is co-mingled with the Village of River Forest.
  - Cheryl Scott, Assistant Finance Director  
Phone number: 708-366-8500 x327  
email: cscott@vrf.us

### **11.3 Disability Insurance**

- Disability insurance may be available to those who are eligible for participation in the Illinois Municipal Retirement Fund (IMRF).
- Employees inquiring about disability coverage should contact IMRF at 1-800-ASK-IMRF (1-800-275-4673).
- The RFPL IMRF account is co-mingled with the Village of River Forest.
  - Cheryl Scott, Assistant Finance Director  
Phone number: 708-366-8500 x327  
email: cscott@vrf.us

## **12. Document Information and Revision Control**

**Date of Completion for Information and Contact Inventory: July 15, 2017**

**Name of Person Completing Document: Susan Quinn, Library Director**

**The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.**

**13. Signatures of Approval for River Forest Public Library to appoint an Acting Director**

Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Acting Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Acting Library Director's Current Title: \_\_\_\_\_ Date: \_\_\_\_\_

Other Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Other Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Other Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**River Forest Public Library  
Board of Library Trustees**

**Roster 2017-2018**

<b>PRESIDENT</b>	Thomas Smedinghoff 823 William Street River Forest, IL 60305-1454 708-366-2329 <i>smedinghoff@lockelord.com</i>	<b>2023</b>
<b>VICE PRESIDENT</b>	Kevin Crowell 227 Thatcher Avenue River Forest, IL 60305-2030 708-488-9241 <i>kevincrowell@gmail.com</i>	<b>2019</b>
<b>SECRETARY</b>	Deborah Hill 908 Park Avenue River Forest, IL 60305 312-953-2175 <i>deborahhill@msn.com</i>	<b>2023</b>
<b>TREASURER</b>	Katherine Bevan 219 Gale Avenue River Forest, IL 60305-2010 917-748-7372 <i>kabevan@gmail.com</i>	<b>2021</b>
	Alice Calabrese-Berry 719 William Street River Forest, IL 60305-1925 708-366-1733 <i>calabreseberryalice@gmail.com</i>	<b>2021</b>
	Eleanor Long 909 William Street River Forest IL 60305-1454 708-488-8084 <i>elong@springsmart.com</i>	<b>2023</b>
	Joan O'Connor 351 Thatcher Avenue River Forest, IL 60305-2031 708-366-5532 <i>joconnorjr@sbcglobal.net</i>	<b>2019</b>

**River Forest Public Library**

**Position Description**

**Library Director**

**Status: Exempt**

**Full Time: 37.5 hrs/week (minimum)**

**Definition:** A full-time position, responsible for all aspects of library administration, library related services and activities, library facilities and community relations.

**Reports to:** Library Board of Trustees

**Manages:** 3 full-time department heads  
1 part-time P.R. Assistant

**Duties and Responsibilities:**

In order to grow a positive organizational climate and to develop an increasing level of customer satisfaction, the Library Director will:

- Create a friendly, welcoming environment that is focused on helping the community to utilize the library's resources to their fullest potential.
- Use initiative and independent judgement to apply standards of professional library management including all aspects of staffing, budgeting, financial reporting, building maintenance and legal compliance to ensure a smooth functioning library.
- Effectively communicate financial, policy, technology, facility and staff organization needs to the Board of Trustees.
- Work with the Board of Trustees to develop, monitor and amend priorities and with the library staff to implement the Board-approved goals and objectives of the library.
- Recruit, manage, evaluate, and mentor a well-trained, customer service oriented staff.
- Build professional knowledge of self and other staff members through ongoing participation in professional development opportunities.
- Develop and maintain fundraising opportunities through grants, contributions and pledges and support the work of the RFPL Foundation.

- Formulate and report metrics-driven evaluations (through surveys and statistics) of collections and services, where possible.
- Develop strategies to deal with growth and change and to promote a shared vision between staff, Board members and patrons.
- Seek and develop new relationships for the library with community stakeholders to ensure that library collections, programs, services and spaces are responsive to community needs
- Coordinate information services with other libraries and agencies.
- Other duties as assigned

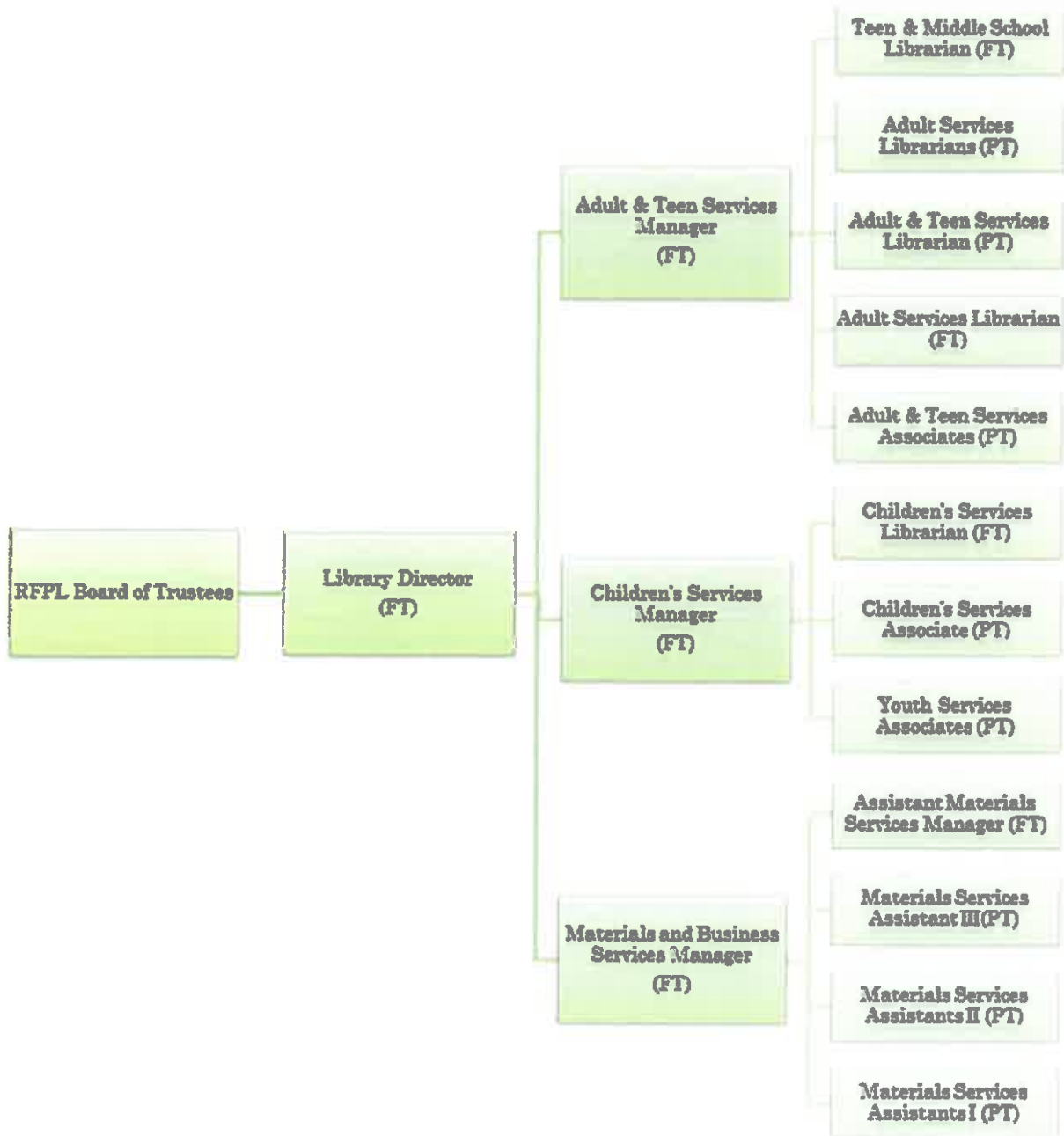
### **Necessary Skills and Abilities**

- Requires strong organizational and management skills.
- Excellent interpersonal skills and clear oral and written expression.
- Ability to take a big-picture view while maintaining attention to detail.
- Knowledge of current library trends and openness to new ideas.
- Strong problem solving, and decision-making skills.
- Ability to think creatively, evaluate and fine-tune strategies, implement new ideas and optimize solutions in all aspects of the job.

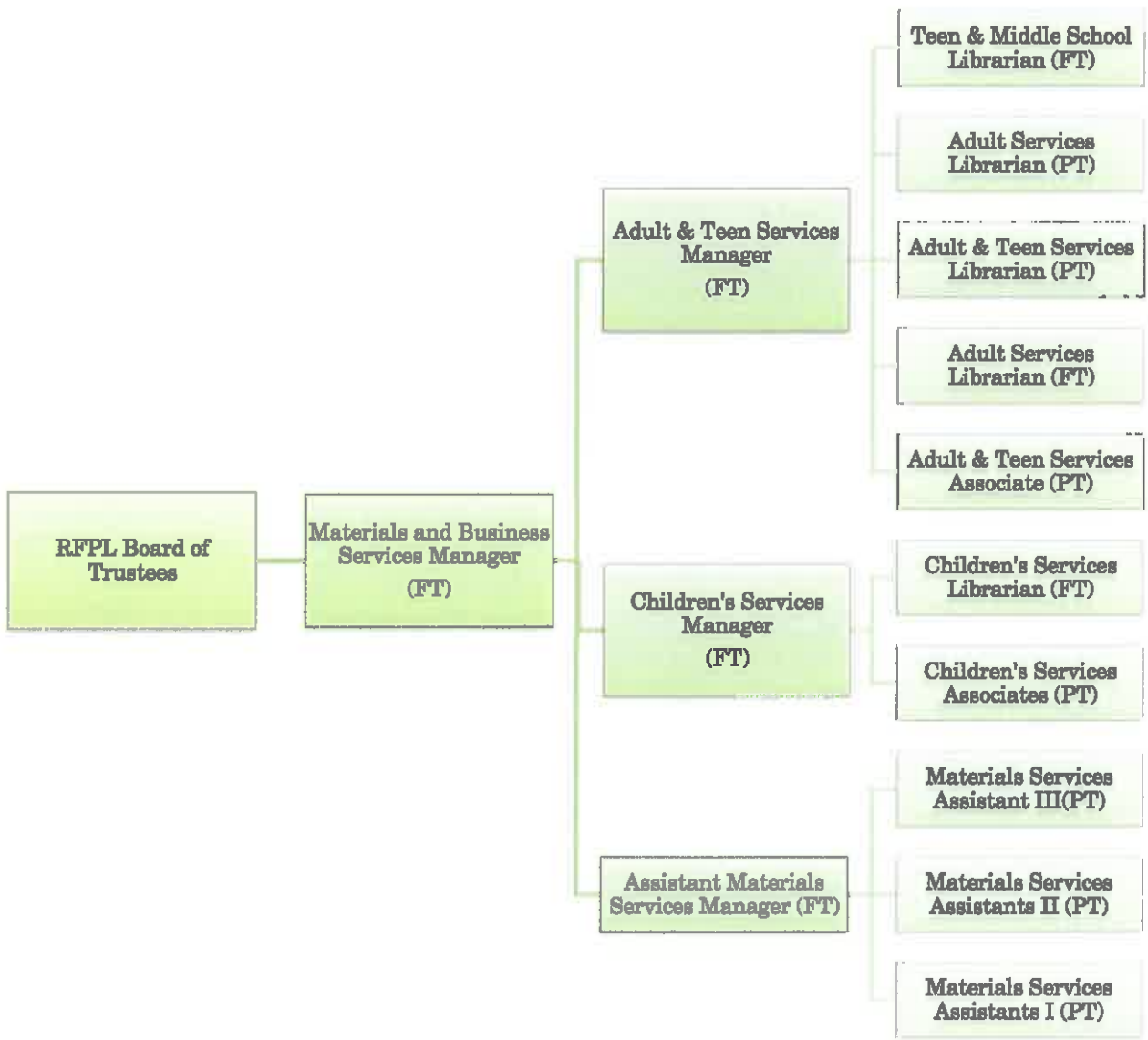
### **Qualifications:**

- MLS from an ALA accredited school.
- At least five years of experience in a public library setting.
- At least five years of supervisory experience.
- Ability to work nights and weekends as necessitated.
- Must have a valid driver's license and car.

**RFPL Organizational Chart**



**RFPL Organizational Chart –Director Absence**





## June 2017 Key Performance Indicators

Total Circulation	Jun-17	YTD 2017- 2018	GOAL 2017-2018	YTD % Goal
Preschool Collection	3,703	6,538	37,000	17.7%
Juvenile Collection	5,718	9,033	47,000	19.2%
Middle School Collection	741	1,155	6,000	19.3%
Teen Collection	1,129	1,945	8,000	24.3%
Adult Fiction	4,128	7,976	42,000	19.0%
Adult Non-Fiction	3,147	6,252	34,500	18.1%
Adult Media	3,015	5,746	36,000	16.0%
Adult Other	150	265		
Non SWAN ILL	24	56		
Webpac Renewals	857	2,710		
<b>Total Circulation</b>	<b>22,612</b>	<b>41,676</b>	<b>210,500</b>	<b>20%</b>

Programs & Meeting Room Use				
<b>Older Adults</b>				
Programs	8	22		
Attendance	107	345	1,800	19.2%
<b>Middle School</b>				
Programs	13	28		
Attendance	938	1,272	2,900	43.9%
<b>Children/Family Programs</b>				
Programs	76	97		
Elementary School Age Attendance	1,762	2,012	6,000	33.5%
Preschool Attendance	1,164	1,526	8,000	19.1%
<b>Other Programs</b>				
Programs	0	0		
Attendance	0	0		
<b>Outside Groups</b>				
Barbara Hall Meeting Room Use	6	16	135	12%

Cardholders & Visits				
Monthly Visitors	9,377	17,926		
New Cardholders Added	64	117	850	14%
Total Number Cardholders	8,074			
Cardholders as % of Population*	72%			

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

## Chapter 12 [Safety]

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While the incidence of serious crime is low in libraries, libraries are open to the public many hours each week and are part of communities where people live and work every day. Librarians must share responsibility for the safety and security of customers and staff. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

### SAFETY STANDARDS

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and customers, and severe weather.
4. The library provides annual emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed bi-annually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
8. Safety of customers and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

## Chapter 12 [Safety]

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### SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

### BIBLIOGRAPHY

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- Kahn, Miriam B. *Disaster Response and Planning for Libraries*. 3rd ed. Chicago: American Library Association, 2012.
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- Wilkinson, Frances C., Linda K. Lewis and Nancy K. Dennis. *Comprehensive Guide to Emergency Preparedness and Disaster Recovery*. Chicago: Association of College and Research Libraries, 2010.
- Willis, Mark R. *Dealing with Difficult People*. Chicago: American Library Association, 1999.

### WEBSITES

American Library Association  
[www.ala.org/tools/safety-and-security](http://www.ala.org/tools/safety-and-security)  
[www.ala.org/tools/libfactsheets/alalibraryfactsheet10](http://www.ala.org/tools/libfactsheets/alalibraryfactsheet10)

Occupational Safety and Health Administration  
<https://www.osha.gov/index.html>

## Strategic Initiatives Survey - June 2017

Total surveys completed: 155

RF resident surveys completed: 128

- 90% of adults reported that the RFPL website is easy to use.
- 93% of older adults who asked a staff member for help reported that the assistance they received was "very good" or "excellent."
- 94% of adults who came to the library looking for something good to read, listen to, or view reported that they located items that met their needs.
- 98% of patrons reported that the collections of the RFPL Library foster their enjoyment of reading, viewing, and listening.
- 99% of patrons feel that the RFPL adds value to their lives.
- 100% of adults who came to the library to satisfy their curiosity said they located items that met their needs.
- 100% of patrons feel that our library is a welcoming and comfortable place in the community.
- 100% of parents/caregivers of RF children reported that the RFPL helps foster a love of reading in their children.

Below is a snapshot of the overwhelmingly positive comments we received during the survey period:

- "I tell everyone that coming to the library is like celebrating Christmas--you get to pick any present you want! Thank you to all of you! How great that books/media auto-renews! Very exciting addition!"
- "One of our favorite spots in town. Great MS programs this summer!"
- "Our family has benefited from the RFL for many years. Thank you for all you do."
- "RF Library is finest place in River Forest--Great Employees!"
- "The live presentations are wonderful! eg Eliza Hamilton, Jazz concert"
- "The RF library is a real treasure in our town."
- "RF Library is finest place in River Forest--Great Employees!"

**Organizational Structure/Training and Staff Development**

- On June 21st, Joanna and Melissa attended a RAILS workshop "Supporting Diversity and Inclusivity in Libraries." Skokie Public Library shared the work of their EDI (equity, diversity, inclusion) Committee and the development of their culture statement. St. Paul Public Library in Minnesota presented their "racial equity initiative" which lead to a significant change in their hiring practices and training. I attended a session at the American Library Association (ALA) conference at McCormick Place on Sunday, June 25th, "Applying Racial Equity Analysis to Library Policies, Programs and Processes." Over the next year, our management team will examine our collections, our programs, and practices to ensure that RFPPL is fulfilling the fundamental ALA values of equity, diversity and inclusion.
- We have finalized plans for our September 8, 2017 staff in-service. The morning will be spent on department meetings and a group review of our safety procedures including fire and tornado procedures. In the afternoon, Ryan Dowd, Executive Director of Hessed House (Illinois' 2nd largest comprehensive homeless shelter located in Aurora) will provide practical skills for dealing with people who are mentally ill, substance abusers and/or homeless. I have invited Forest Park Public Library to send a few of their staff members over to attend this training.

**Facilities**

- The Facilities Committee met on July 10th. Joanna and I created a 5 year timeline for addressing the projects that the Committee has identified as Imperative, Essential and Important. In addition we have drafted a 5 year capital budget to illustrate the effect of moving monies annually from our operating reserves to fund capital projects. The Facilities Committee will present the list of projects to the Board in July.

**Marketing and Public Relations**

- I attended three sessions at the ALA conference specifically related to public relations and marketing. The first session, which Elan Long also attended, was on the importance of engaging elected officials with your library and providing them with regular and specific communications so that the library and its value to the community remains central in their mind. The second session, on the next phase of the ALA's Libraries Transform public awareness campaign, dovetailed on how to use the Libraries Transform campaign messaging for library advocacy. The third session focused on patron-centric marketing (targeted direct email) of library collections, programs, and services.

**Administration and Governance**

- Amy Grossman will review Chapter 12 [Safety] with the Board at our July meeting as required for the FY 2018 Per Capita grant application. In reviewing our emergency action plan, I determined that we should create a communications plan in the event of emergency situations. I took a course offered by Lynda.com last week and will work with the management team in the Fall to assess our library's crisis potential and to develop an action plan and ready responses in order to mitigate the situation.

**Administration and Governance (continued...)**

- Joanna completed the online FOIA training and will serve as the backup for fielding FOIA requests. Joanna's email will be provided via auto-responder when I am out of the building.

**Finance**

- With the passing of a state budget on July 5th that did not include a property tax freeze, we know that we will be able to levy for an additional 2.1% (2016 CPI) for 2017. As our operating costs continue to rise, this additional \$25,000 in projected tax revenues for FY 2018-19 is critical. The Illinois Secretary of State's budget seems to have maintained current funding levels in most lines. I anticipate that our Per Capita grant will be fully funded for 2017.
- We anticipate almost doubling the amount of interest earned in FY 2017-18 (over FY 16-17) by moving our funds into higher yield deposits. The Treasurer will report on the results of our Request for Proposal of Investment of Public Funds.
- Knutte & Associates arrived on site on July 11th to begin our annual financial audit.

**Technology**

- Our new Teen and Children's computers have arrived and should be installed by Versatile staff by July 21st.
- SWAN has been experiencing intermittent issues with the library catalog over the past two weeks that has affected search capabilities and access to patron account information.

**Policies**

- The Policy Committee did not meet in June. We will complete updates to the Sexual Harassment policy (to expand the language to include all forms of workplace harassment) and the also complete the scheduled review of the Collection Management Policy at our September meeting.

**External Partnerships**

- On May 18th, I attended the Oak Park River Forest Community Health Stakeholder Team meeting. Representatives from governmental bodies of OP and RF and the non-profit organizations that provide physical and/or mental health services met to identify the key needs of the residents in our communities. I also participated in the YMCA Strategic Planning focus group session of 6/26/17.

Respectfully submitted,

Sue Quinn  
7/12/17

**MEMO**

**To:** RFPL Board of Trustees and Sue Quinn, Library Director  
**From:** Trustee Katie Bevan, Finance Committee  
**Date:** July 12, 2017  
**RE:** Investment of Public Funds

Over the past year, the Finance Committee has reviewed long-term financial plans and analyzed the state of our capital and operating reserves, including drafting new financial policies relating to those reserves. We would now like to begin investing longer-term reserve funds into deposit instruments offering a higher return. As part of this process, we have reviewed our banking relationships, and are recommending to the Board that we transfer our banking relationship to Community Bank of Oak Park and River Forest.

Currently, RFPL has the bulk of its funds in money market accounts at Forest Park National Bank & Trust. These accounts pay up to 0.55% APY, depending on the account balance. Amounts over the \$250,000 FDIC threshold are protected by collateralization. Under the status quo, RFPL could expect approximately \$6,400 in interest over the course of the next year.

Account	Average Balance	Forest Park	
		Interest Rate	Annual Interest
Operating fund (money market)	\$ 1,000,000	0.55%	\$ 5,500
Capital improvement fund (money market)	\$ 200,000	0.45%	\$ 900
<b>Total</b>	<b>\$ 1,200,000</b>		<b>\$ 6,400</b>

RFPL solicited proposals for our banking needs from Forest Park National Bank & Trust, MB Financial, and Community Bank of Oak Park & River Forest. A review of these proposals indicated that although RFPL has been pleased with the service at Forest Park Bank, the rates offered on money market and certificate of deposit accounts were not competitive. The proposal from Community Bank was most attractive, and after further discussions including a meeting with Ann Schimmel, VP of private banking, the Finance Committee recommends using Community Bank for all of RFPL's banking needs.

Community Bank's proposal demonstrated an understanding of RFPL's needs and operations. The personal banking team is prepared to provide us with customized service and has already proven to be responsive and accommodating of our particular needs. Additionally, the rates offered on money market and CD accounts will provide RFPL with additional interest income.

Community Bank utilizes a different method of protecting accounts over \$250,000. They participate in the Promontory Interfinancial Network, which allows participating banks to take large deposits and split them among multiple FDIC-insured institutions, providing FDIC coverage for the whole amount. RFPL will be using the ICS (money market) and CDARS (CD) accounts under this service. Additionally, Community Bank will be providing RFPL with a small amount of

collateral twice a year, during tax season, to protect against a small time window of uninsured deposits while money is being transferred between banks. This is in line with Illinois statutes and our internal investment policy.

The attached table shows current rates that Community is offering, examples of which products we might use, and how our interest income will be affected.

Account	Average Balance	Community Bank		
		Account Type	Interest Rate	Annual Interest
Liquid operating fund	\$ 400,000	Money market	1.00%	\$ 4,000
Capital improvement fund	\$ 200,000	Money market	1.00%	\$ 2,000
Medium-term operating reserves	\$ 300,000	1 year CD	1.28%	\$ 3,840
Long-term operating reserve 1	\$ 100,000	2 year CD	1.46%	\$ 1,460
Long-term operating reserve 2	\$ 100,000	3 year CD	1.64%	\$ 1,640
Long-term operating reserve 3	\$ 100,000	5 year CD	2.00%	\$ 2,000
<b>Total</b>	<b>\$ 1,200,000</b>			<b>\$ 14,940</b>

While details are still being finalized, RFPL considers that on average, \$400,000 will be in an ICS money market account (designated “liquid operating fund”). Other operating reserves will be moved into CDARS timed deposits. Under our finance policies, RFPL should maintain 3 months of tax revenue, or approximately \$300,000, at all times (long-term operating reserves). We expect to not use this money except in case of emergency, so we plan to move it into certificate of deposit accounts, which offer higher rates in exchange for less liquidity. We would aim to maintain a CD “ladder”, so that some CDs are maturing every 1-2 years in case we need to access the funds. We currently have about \$300,000 more in operating reserves (medium-term operating reserves) which we expect to need to transfer to the capital improvement fund over the next several years. This money can also be placed into CDs until needed. This arrangement will greatly increase interest revenue while still maintaining financial flexibility.



## **MEMO**

**To:** RFPL Board of Trustees  
**From:** Sue Quinn, Library Director and  
Joanna Bertucci, Materials and Business Services Manager  
**Date:** July 13, 2017  
**RE:** Space Analysis

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In anticipation of the Facilities Committee discussion of the RFPL space analysis the Committee asked that we share these documents with you in hard copy prior to the Regular Board meeting. These documents will be included in your digital packet and will be made available on the RFPL website.

### **Space Analysis Process:**

Earlier in the year the Facilities committee charged RFPL's administrative staff with developing a process for gathering staff feedback regarding the spaces in the library.

In April 2017 administrative staff presented a space analysis spreadsheet that was designed to ask library Managers and staff to answer the following questions related to the spaces in the library.

- What is the intended function of this zone?
- Is this zone used for its intended function?
- How do staff use the zone?
- What works in this zone?
- What does not work in the zone?
- What would help to improve the zone?
- What about this zone should stay the same?
- How do our patrons use the zone?
- How does this public perceive this zone?
- Are there underutilized spaces within this zone?

After review of staff feedback, Facilities committee members were asked to prioritize capital projects based on the following classification scheme.

**Priority I: IMPERATIVE (Must-Do) - Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.**

- Corrects a condition dangerous to public health or safety
- Satisfies a legal obligation
- Prevents irreparable damage to a valuable public facility.

**Priority II: ESSENTIAL (Should-Do) - Projects that address clearly demonstrated needs or objectives**

- Rehabilitates or replaces an obsolete public facility [,component] or attachment thereto

- Reduces future operating and maintenance costs

**Priority III: IMPORTANT (Could-Do) - Projects that benefit the community but may be delayed without detrimental effects to basic services**

- Provides a new or expanded level of service
- Reduces energy consumption
- Enhances current resources

**Priority IV: DESIRABLE (Other Year) - Desirable projects that are not included because of current funding limitations**

In addition, Facilities committee members agreed that it was necessary to group zones together as modifications to adjacent spaces would naturally impact one another. The attached “space analysis - projects grouped by priority” reflects such groupings.

In preparation for the July 10th meeting of the Facilities committee, administrative staff prepared a 5 year capital plan of imperative, essential, and important projects and provided rough cost estimates. The 5 year capital plan project details are also included in this packet.

At the July 18th Board meeting the Facilities committee will be leading a discussion of these documents and look forward to your feedback.

Respectfully,

Sue Quinn and Joanna Bertucci

**Space Analysis - Projects Grouped by Priority - DRAFT**

Imperative - Must do; projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.	Essential: Should do; projects that address clearly demonstrated needs or objectives	Important: Could do; projects that benefit the community but may be delayed without detrimental effects to basic services	Desirable: Another year; desirable projects that are not included b/c of funding limitations.	No Priority
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**FIRST FLOOR**

Zone 1: Front Door, Sliding Door, Ramp; likely not in ADA compliance, not easy to enter building in wheelchair, stroller, etc. \$\$\$\$ \$350,000	Zone 2: Meeting room - not functional for library's needs -- could be addressed separately from Lobby	Zone 4: Public Washrooms \$\$\$	Zone 15: Southwest mechanical room
Zone 6: Circulation Patron Space: Service desk is not ADA compliant	Zone 3: Lobby - Feedback was neutral, but the Lobby blends into the Patron circulation space and impacts how patrons use that space as well as the Lobby area.	Zone 5: Maintenance Closet	
Zone 7: Circulation Staff Space		Zone: 10 Children's Manager's Office	
Zone 9: Breakroom does not include wellness room; inadequate facilities for food preparation and sanitation. Breakroom pathway not ADA compliant.	Zone 8: Director's Office: Essential/Important, currently functional but due to proximity of zones 6, 7, 9 would be part of project to create space for neighboring zones	Zone 11: Children's staff work area (remodeled in 2015; updates unlikely, but proximal to zone 10 and 12)	
		Zone 12: Children's room North	
		Zone 13: Children's South \$\$ Zone 14: Children's AV	Zone 16: Air Handler \$200,000

**SECOND FLOOR**

<b>Project Scale Key:</b>  Small: < \$25,000 \$  Medium: b/t \$26,000-\$50,000 \$\$  Large: b/t \$50,000-\$99,000 \$\$\$  Extra Large: Over \$100,000 \$\$\$\$		Zone 1: Adult Office \$	Zone 5: Study Rooms
	Zone 2: H&H Room: IN PROGRESS (non-capital project) letters to be removed this summer, this space exists for storage		Zone 6: Adult/Teen Service Desk Area - possibly relocate CD displays; departmental level decision
	Zone 3: Teen/MS Area \$		Zone 7: New print material displays
	Zone 4: Adult Fiction area; specifically lighting \$		Zone 8: Adult Non Fiction areas - relocations of SciFi and Great courses can be done at the departmental level w/out great expense
	Zone 10: Fireplace areas - address curtains and electric needs \$		Zone 9: LP; issue with collection location, can be addressed at the departmental level w/out great expense; shift/weed collections as Manager sees fit



2021-22				
Item	Category	Floor	Zone	Cost Estimate
Group 2 Computers	IT			\$15,000
Server	IT			\$10,000
				<b>\$25,000</b>

2022-23				
Item	Category	Floor	Zone	Cost Estimate
Phone System	IT			\$15,000
Fiber line	IT			\$30,000
				<b>\$45,000</b>

Children's Service Desk	Building	1st Floor	Zone 12 & 13	\$10,000
				<b>\$10,000</b>