



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, September 19, 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: July 18, 2017
 - b. July 2017 and August 2017 Warrants
 - c. July 2017 and August 2017 Revenue and Expense Reports
 - d. July 30, 2017 and August 31, 2017 Balance Sheets
 - e. Workplace Harassment (formerly Sexual Harassment) Policy updates
5. Staff Visit: Amy Grossman, Children's Services Manager
6. Communications
 - a. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Policy Committee
 - Approve Child Safety Policy
 - ii. Finance Committee
 - Approve Audit Report for year ending April 30, 2017
 - Approve transfer of FY 16-17 excess operating funds in the amount of \$140,845 to the Capital Improvement Fund.
 - iii. Facility Committee
 - iv. RF Collaborative Committee report
10. Adjournment

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

Meeting Minutes: Regular Board Meeting: July 18, 2017

Call to Order: At 7:35 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

President Smedinghoff congratulated Ms. Bertucci on her 10 year anniversary at the RFPL.

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

President Smedinghoff asked for a motion to approve the Consent Agenda. Trustee Hill made a motion, seconded by Trustee Long, to approve the Consent Agenda items a. through f. There was discussion of one item:

- Question inquiring as to why individual's names were listed in the Emergency Succession Plan as opposed to job titles. Director Quinn stated that individual's names were used because the choice is based not only on the current position held, but also on the person occupying that position. Director Quinn also added that the plan will be reviewed annually.

A roll call vote was taken.

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

Staff Visit: Amy Grossman: Review of Chapter 12 [Safety] Serving our Public

- Part of the annual Per Capita grant application requires that Trustees review a standard from *Serving our Public: Standards for Illinois Public Libraries*. The standard for the 2017 Per Capita is safety. Ms. Grossman spoke to the Board about the standard's safety checklist.
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.
 - We have numbers listed near all phones that include police, fire, and other important places, most of which are on speed dial.
 2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
 - Floor plans hang at each exit door and each service desk as part of our emergency flip chart. The emergency flip chart contains all relevant information.
 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.
 - Emergency flip chart contains most of these items and the rest are addressed during employee on-boarding.
 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.
 - New staff is made aware of locations of emergency items. Staff receives regular CPR and AED training. The library will address drills in 2017.
 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.
 - Staff and board phone numbers are listed at paging desk. All staff are given a print roster with all staff contact information to use in case of emergency. The RFPL Emergency Succession Plan addresses all other relevant account numbers and contact information.
 6. Emergency supplies are stored in a designated location and are accessible to staff.
 - First aid kits in Circulation area and in Children's room. Flashlights are available at all service desks.
 7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.

- This information is listed on the emergency flip charts. We recently added utility shut-off locations.

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.

- This standard is more applicable to a library with priceless artifacts or archives, artwork, etc. We do not have items of priority. In an emergency situation, safety of human lives is our only priority.

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.

- Our maintenance company (S&D Maintenance) does regular checks and staff complete daily checks throughout building. The Fire Department performs an inspection and fire extinguishers are served annually. HVAC mechanicals are inspected twice a year and other routine maintenance schedules are maintained by RFPL administrative staff.

10. The library has a designated tornado shelter.

- First floor washrooms.

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.

- Emergency exits are marked and illuminated, evacuation routes are not marked. However, most exits are visible in line of sight from anywhere in the building. The tornado/severe weather shelter is marked on the washroom doors.

12. The library provides adequate security for staff, users, and collections.

- RFPL staff store laptops and some other technology equipment in locked cabinets, the building has a security system, all exterior doors (other than the front door) are locked on the outside at all times. While our staff feels generally safe at RFPL, 77% think cameras would increase safety and 77% feel like cameras could have aided them in their jobs in the past.

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.

- The RFPL has a great relationship with the RFPD. The police regularly visit for routine checks and are very responsive when called.

14. At least two people shall be on duty during all open hours of operation.

- The RFPL will not open with less than 3 staff members in the building. Typically, we schedule for 4-5 staff members at all times.

15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

- The RFPD has a copy of our Emergency plan.

Communications

- The RFPL did not receive any patron suggestions in June 2017.
- Administrative staff shared the results and comments from the most recent RFPL Strategic Planning Patron survey.

Director's Report

Organization Structure/Training and Staff Development

- Director Quinn and library staff have been seeking professional development opportunities around the topics of diversity and inclusivity in libraries. Over the next year, the management team plans to examine our collections, programs and practices to ensure that the RFPL is adhering to the ALA values of equity, diversity and inclusion.
- The RFPL will be closed Friday, September 8th for an all staff In Service. The morning will be spent in department meetings and reviewing our safety procedures. The afternoon will feature a presentation by Ryan Dowd, Executive Director of Hessed House, who will provide techniques and skills for dealing with patrons who are mentally ill, substance abusers, and/or homeless.

Marketing and Public Relations

- Director Quinn shared some insights from three sessions she attended at ALA related to public relations and marketing. Trustee Long also attended one of these sessions and shared the need for an libraries to have an advocacy plan. Director Quinn shared information regarding "patron centric marketing" and strategies for how to send patrons email communications tailored to their individual interests and preferences.

Administration and Governance

- Joanna Bertucci completed the online FOIA training and will serve as the back-up FOIA officer when Director Quinn is out of the library.

Finance

- Director Quinn was pleased to report that the IL state budget passed without a property tax freeze. We will be able to levy for an additional 2.1% (2016 CPI) for 2017. Director Quinn anticipates that our Per Capital Grant will be fully funded for 2017 as there was little change to the Secretary of State's budget.
- Knutte & Associates was onsite July 11 and 12 to complete the fieldwork for the FY 16-

17 audit.

Technology

- New Teen and Children's computers have arrived. Installation should be complete by July 21st.
- SWAN has been experiencing a series of issues with the library catalog over the past two weeks.

Policies

- The Policy committee did not meet in June. The committee will review the collection management and harassment policies in September.

External Partnerships

- Director Quinn attended the Oak Park River Forest Community Health Stakeholder Team meeting and a YMCA Strategic Planning focus group session.

President's Report

- Thank you to Trustee Crowell for agreeing to service on the Community Engagement Committee.
- President Smedinghoff shared that there is an upcoming webinar on RAILS regarding privacy in libraries and encouraged any Trustee who is able to view the webinar.
- President Smedinghoff informed the Board that it is likely that the RFPL Foundation is subject to FOIA. Based on the opinion of Greg Smith of Klein of Thorpe and Jenkins, the Foundation should operate under the assumption that it is subject to FOIA and comply with any FOIA requests. Mr. Smith said that the Foundation is not subject to OMA.

New Business

Committee Reports

- Finance Committee
 - Approve recommendation for investment of public funds.
 - Trustee Bevan shared that for the past year the Finance committee has been reviewing the RFPL long term financial plans, reserves, and updated the finance policies.
 - Upon completion of this work it was decided that the RFPL would send an RFP to local banks to determine with which bank the RFPL could maximize its return on investment.

- The proposal from Community Bank Oak Park River Forest offered the most attractive rates.
- The CBOPRF will offer short term collateralization of our funds over the FDIC limit during tax season to ensure that our deposits are fully protected between the time they are deposited at CCOPRF and transferred out to other financial institutions via the ICS/CDARS network.
- The Finance Committee moved that the RFPL move its entire banking relationship to Community Bank Oak Park River Forest and invest in timed deposits.
- A roll call vote was taken.
 - Ayes: Calabrese-Berry, Bevan, Crowell, Hill, Long, O'Connor and Smedinghoff
 - Excused: None
 - Abstain: None

Executive Session

- At 8:40 pm, Trustee Hill moved to close the Regular meeting and move into Executive Session as per 5 ILCS 120/2(d) to review minutes of Closed Sessions in order to determine whether such minutes can be released or will remain closed from public view. Trustee Crowell seconded and the motion passed unanimously.
- At 9:45 pm, Trustee Crowell moved to close the executive session and resume the Regular meeting. Trustee Calabrese-Berry seconded and the motion passed unanimously.
- At 9:45 pm, Trustees reopened the Regular meeting. Trustee Crowell moved, and Trustee Calabrese-Berry seconded making executive session minutes from 10/20/15, 12/15/15, 4/18/17, and 5/1/17 available to the public. The motion passed unanimously.

New Business (continued)

- **Facilities Committee**
 - Trustee Calabrese-Berry shared the work and processes of the Facilities committee on the space analysis project. Trustee Calabrese-Berry presented building projects grouped and ranked by priority along with rough budget estimates.
 - Trustees and RFPL Administrative staff toured the 1st floor entryway, lobby, circulation staff and patron space, and staff breakroom. Administrative staff pointed out issues with current layout, possible ADA compliance issues, and the generally outdated furnishings, staff workspaces and break room facilities.

- After touring the space, Trustees shared their initial thoughts on the imperativeness of a project that would renovate the first floor entryway, lobby, and circulation spaces, and staff breakroom. No action was taken, Trustees were asked to think about the information presented and will revisit the topic at the September 19th Regular Board meeting.

Adjournment

- At 9:55 pm Trustee Crowell moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

River Forest Public Library
WARRANT LIST DETAIL
July 2017

Num	Date	Name	Memo	Account	Paid Amount
15099	7/8/2017	ANDERSON ELEVATOR COMPANY		For. Park Checking 17128...	
208502	7/8/2017		July Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
15126	7/22/2017	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	7/17/2017		Internet service	Automation - Internet	-357.85
TOTAL					-357.85
15100	7/8/2017	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203296...	7/3/2017		Adult books	Books - Adult	-50.40
TOTAL					-50.40
15127	7/22/2017	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203298...	7/17/2017		Adult Books	Books - Adult	-138.06
203299...	7/17/2017		Adult books	Books - Adult	-141.93
TOTAL					-279.99
15128	7/22/2017	BAKER & TAYLOR C0260133		For. Park Checking 17128...	
501461...	7/17/2017		Adult books	Books - Adult	-269.39
TOTAL					-269.39
15129	7/22/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203302...	7/22/2017		Teen Summer Reading Prize books	Programs-Teen	-351.51
TOTAL					-351.51
15101	7/8/2017	BayScan Technologies		For. Park Checking 17128...	
53001	7/3/2017		Receipt printer paper	Office Supplies	-172.00
TOTAL					-172.00

River Forest Public Library
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July 2017

Num	Date	Name	Memo	Account	Paid Amount
15124	7/11/2017	Card Services - MB Financial Bank		For. Park Checking 17128...	
TOTAL			See last page of Warrant List for transacti...	MB Financial Credit Card	-1,585.60
15102	7/8/2017	Comcast		For. Park Checking 17128...	-1,585.60
877120...	7/3/2017		Monthly Internet & Telephone	Automation - Internet	-503.04
TOTAL					-503.04
15130	7/22/2017	Complete Cleaning Company		For. Park Checking 17128...	
C02806	7/22/2017		August - Daily Cleaning Service	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
15103	7/8/2017	CRAIN'S CHICAGO BUSINESS		For. Park Checking 17128...	
39231506	7/3/2017		000000913274 Crains Annual subscription	Periodicals - Adult	-130.00
TOTAL					-130.00
15104	7/8/2017	DEMCO, INC.		For. Park Checking 17128...	
71580077	7/3/2017		Display fixtures, book tape, label locks	Supplies - Library	-155.92
6158606	7/3/2017		New Outdoor sign	Equipment & Furniture	-238.75
TOTAL					-394.67
15131	7/22/2017	DEMCO, INC.		For. Park Checking 17128...	
6163756	7/17/2017		Tech Services Supplies: label covers, AV c...	Supplies - Library	-112.35
TOTAL					-112.35
15125	7/12/2017	Dooley Brothers		For. Park Checking 17128...	
TOTAL	7/12/2017		Dooley Bros. Concert 7/14/17	Programs - Adult	-425.00
					-425.00

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July 2017

Num	Date	Name	Memo	Account	Paid Amount
15105	7/8/2017	EBSCO Information Services		For. Park Checking 17128...	
1545623	7/3/2017		ESSENCE Magazine subscription	Periodicals - Adult	-20.17
TOTAL					-20.17
dim	7/31/2017	Forest Park National Bank		For. Park Checking 17128...	
TOTAL			Deposit correction	Misc. Expenses	-0.06
15106	7/8/2017	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	7/3/2017		Teen program supplies	Programs-Teen	-101.90
			Teen program supplies	Programs-Teen	-50.00
			Teen program supplies	Programs-Teen	-22.97
			Teen program supplies	Programs-Teen	-27.40
			Teen program supplies	Programs-Teen	-99.00
			Teen video games	Non-print - Teen	-64.05
			J Program supplies	Programs - Juv	-31.00
			Teen video games	Non-print - Teen	-31.92
			Teen program supplies	Programs-Teen	-68.28
			Teen program supplies	Programs-Teen	-18.48
			Teen program supplies	Programs-Teen	-71.60
			Teen program supplies	Programs-Teen	-12.42
TOTAL					-599.02
15107	7/8/2017	Hoopla		For. Park Checking 17128...	
200001...	7/8/2017		June Hoopla	Hoopla	-25.90
TOTAL					-25.90
15108	7/8/2017	Hulen Landscaping Contractors		For. Park Checking 17128...	
14579	7/3/2017		June Landscaping Service	Maintenance - Service	-160.00
TOTAL					-160.00
15132	7/22/2017	ILLINOIS ALARM		For. Park Checking 17128...	
79108	7/22/2017		Quarterly Alarm Monitoring Sept-Nov	Maintenance - Service	-110.85
TOTAL					-110.85

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Num	Date	Name	Memo	Account	Paid Amount
dm	7/31/2017	IMRF	EE IMRF Contribution Employer IMRF Contribution	For. Park Checking 17128...	-1,785.64
TOTAL					-4,420.47
16109	7/8/2017	Ingram Library Services		For. Park Checking 17128...	-6,206.11
62421792	7/3/2017	Adult Books	Adult Books	Books - Adult	-16.34
62421425	7/3/2017	Adult Books	Adult Books	Books - Adult	-14.36
62421428	7/3/2017	Adult Books	Adult Books	Books - Adult	-15.78
62421426	7/3/2017	Adult Books	Adult Books	Books - Adult	-11.36
62421427	7/3/2017	Adult Books	Adult Books	Books - Adult	-7.18
62421429	7/3/2017	Adult Books	Adult Books	Books - Adult	-49.67
62421430	7/3/2017	Adult Books	Adult Books	Books - Adult	-12.56
62421108	7/3/2017	Adult Books	Adult Books	Books - Adult	-124.58
62421107	7/3/2017	Adult Books	Adult Books	Books - Adult	-32.67
62421106	7/3/2017	Adult Books	Adult Books	Books - Adult	-16.34
62421109	7/3/2017	Adult Books	Adult Books	Books - Adult	-32.39
62420592	7/3/2017	Adult Books	Adult Books	Books - Adult	-31.00
62420595	7/3/2017	Adult Books	Adult Books	Books - Adult	-18.01
62421004	7/3/2017	Adult Books	Adult Books	Books - Adult	-62.56
62421003	7/3/2017	Adult Books	Adult Books	Books - Adult	-12.58
62420594	7/3/2017	Adult Books	Adult Books	Books - Adult	-15.75
62420338	7/3/2017	Adult Books	Adult Books	Books - Adult	-33.35
62420334	7/3/2017	Adult Books	Adult Books	Books - Adult	-11.78
62420337	7/3/2017	Adult Books	Adult Books	Books - Adult	-7.18
62421547	7/3/2017	Teen books	Teen books	Books - Teen	-33.82
66847171	7/3/2017	Teen books	Teen books	Books - Teen	-11.38
62420986	7/3/2017	Teen books	Teen books	Books - Teen	-22.01
62420565	7/3/2017	Teen books	Teen books	Books - Teen	-23.64
62421794	7/3/2017	Middle school books	Middle school books	Books - Teen	-130.02
62421546	7/3/2017	Middle school books	Middle school books	Books - Middle School	-10.69
62420564	7/3/2017	Middle school books	Middle school books	Books - Middle School	-11.25
62420336	7/3/2017	J Books	J Books	Books - Middle School	-86.32
62420335	7/3/2017	J Books	J Books	Books- Juv	-10.69
TOTAL					-883.82

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July 2017

Num	Date	Name	Memo	Account	Paid Amount
15133	7/22/2017	Ingram Library Services		For. Park Checking 17128...	
62425390	7/22/2017		Childrens books	Books - Juv	-196.46
62425392	7/22/2017		Childrens books	Books - Juv	-11.13
66853614	7/22/2017		Childrens books	Books - Juv	-2.25
66853613	7/22/2017		Childrens books	Books - Juv	-10.69
62425094	7/22/2017		Childrens books	Books - Juv	-10.12
62424560	7/22/2017		Childrens books	Books - Juv	-9.56
62423769	7/22/2017		Childrens books	Books - Juv	-176.49
62422857	7/22/2017		Childrens books	Books - Juv	-170.69
66850167	7/22/2017		Childrens books	Books - Juv	-9.72
66849685	7/22/2017		Childrens books	Books - Juv	-134.23
62425387	7/22/2017		Adult books	Books - Adult	-15.77
62425388	7/22/2017		Adult books	Books - Adult	-16.91
62425391	7/22/2017		Adult books	Books - Adult	-16.90
62425393	7/22/2017		Adult books	Books - Adult	-16.78
62425694	7/22/2017		Adult books	Books - Adult	-15.25
62425529	7/22/2017		Adult books	Books - Adult	-65.38
62425528	7/22/2017		Adult books	Books - Adult	-15.22
62425527	7/22/2017		Adult books	Books - Adult	-16.91
62424561	7/22/2017		Adult books	Books - Adult	-16.35
62424562	7/22/2017		Adult books	Books - Adult	-16.91
62424559	7/22/2017		Adult books	Books - Adult	-38.49
62424558	7/22/2017		Adult books	Books - Adult	-39.38
62424557	7/22/2017		Adult books	Books - Adult	-15.21
62424556	7/22/2017		Adult books	Books - Adult	-14.96
66852233	7/22/2017		Adult books	Books - Adult	-282.15
62425093	7/22/2017		Adult books	Books - Adult	-11.98
62425092	7/22/2017		Adult books	Books - Adult	-16.34
62425090	7/22/2017		Adult books	Books - Adult	-11.98
62425081	7/22/2017		Adult books	Books - Adult	-136.52
62425085	7/22/2017		Adult books	Books - Adult	-16.91
62424085	7/22/2017		Adult books	Books - Adult	-16.90
62424298	7/22/2017		Adult books	Books - Adult	-16.50
62424297	7/22/2017		Adult books	Books - Adult	-98.99
62424299	7/22/2017		Adult books	Books - Adult	-27.76
62424084	7/22/2017		Adult books	Books - Adult	-14.65
62423768	7/22/2017		Adult books	Books - Adult	-15.65
62423767	7/22/2017		Adult books	Books - Adult	-43.55
62423764	7/22/2017		Adult books	Books - Adult	-16.90
62423765	7/22/2017		Adult books	Books - Adult	-43.55
62424286	7/22/2017		Adult books	Books - Adult	-32.66
62423766	7/22/2017		Adult books	Books - Adult	-16.35
62423766	7/22/2017		Adult books	Books - Adult	-14.65
66849287	7/22/2017		Adult books	Books - Adult	-96.33
62422859	7/22/2017		Adult books	Books - Adult	-18.01
62423232	7/22/2017		Adult books	Books - Adult	-65.40
62423372	7/22/2017		Adult books	Books - Adult	-27.24
				Books - Adult	-61.99
				Books - Adult	-42.86

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July 2017

Num	Date	Name	Memo	Account	Paid Amount
62422860	7/22/2017		Adult books	Books - Adult	-15.29
62423371	7/22/2017		Adult books	Books - Adult	-15.22
62422858	7/22/2017		Adult books	Books - Adult	-42.81
62423231	7/22/2017		Adult books	Books - Adult	-63.12
62423370	7/22/2017		Adult books	Books - Adult	-122.19
62422856	7/22/2017		Adult books	Books - Adult	-15.77
62423230	7/22/2017		Adult books	Books - Adult	-20.36
62422854	7/22/2017		Adult books	Books - Adult	-16.90
62422855	7/22/2017		Adult books	Books - Adult	-15.77
62422033	7/22/2017		Adult books	Books - Adult	-30.62
62422412	7/22/2017		Adult books	Books - Adult	-15.77
62422034	7/22/2017		Adult books	Books - Adult	-16.35
62422031	7/22/2017		Adult books	Books - Adult	-15.78
68848286	7/22/2017		Adult books	Books - Adult	-16.35
62422032	7/22/2017		Adult books	Books - Adult	-18.01
62422402	7/22/2017		Adult books	Books - Adult	-15.77
62425372	7/22/2017		Middle school books	Books - Adult	-12.38
62425715	7/22/2017		Middle school books	Books - Middle School	-34.14
62424201	7/22/2017		Middle school books	Books - Middle School	-10.69
62423379	7/22/2017		Middle school books	Books - Middle School	-10.69
62423052	7/22/2017		Middle school books	Books - Middle School	-7.18
62425373	7/22/2017		Middle school books	Books - Middle School	-10.69
62425716	7/22/2017		Teen books	Books - Teen	-11.82
62424498	7/22/2017		Teen books	Books - Teen	-11.25
62424498	7/22/2017		Middle school books	Books - Teen	-23.07
62424841	7/22/2017		Middle school books	Books - Middle School	-10.69
62424202	7/22/2017		Teen books	Books - Middle School	-10.25
62423053	7/22/2017		Teen books	Books - Teen	-31.48
62422888	7/22/2017		Teen books	Books - Teen	-11.82
62422030	7/22/2017		Teen books	Books - Teen	-13.18
TOTAL					-22.50
15110	7/8/2017	JANWAY COMPANY USA, INC.		For. Park Checking 17128...	-2,825.03
126301	7/3/2017		J Summer Reading prizes	Programs - Juv	-646.83
TOTAL					-646.83
15111	7/8/2017	Judith Levin Fischer		For. Park Checking 17128...	
RFPL #24	7/3/2017		Computer Learning Labs: 5/24, 5/31, 6/1, 6/7	Programs - Adult	-243.00
TOTAL					-243.00

River Forest Public Library WARRANT LIST DETAIL July 2017

Num	Date	Name	Memo	Account	Paid Amount
15112	7/8/2017	Konica Minolta Business Solutions		For. Park Checking 17128...	
900365...	7/8/2017		June Copier Usage	Copy Machine (usage, mai...	-245.04
TOTAL					-245.04
15113	7/8/2017	Konica Minolta Premier Financa		For. Park Checking 17128...	
334069...	7/3/2017		Copy Machine Lease monthly	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
15114	7/8/2017	MIDWEST TAPE		For. Park Checking 17128...	
95188012	7/3/2017		Adult DVDs	Non-Print Adult	-52.08
95188010	7/3/2017		CD Audiobooks adult	Non-Print Adult	-142.72
95176771	7/3/2017		Adult CD audiobook	Non-Print Adult	-340.44
95176719	7/3/2017		Adult Music CD	Non-Print Adult	-240.44
95176717	7/3/2017		Adult DVDs	Non-Print Adult	-460.70
95176718	7/3/2017		Adult Blu-Ray and DVD	Non-Print Adult	-67.63
95176770	7/3/2017		Adult DVD	Non-Print Adult	-26.54
95169283	7/3/2017		Adult CD Audiobook	Non-Print Adult	-235.44
95169286	7/3/2017		Adult CD Music	Non-Print Adult	-34.08
95169285	7/3/2017		Adult Blu-Ray and DVD	Non-Print Adult	-34.09
95169287	7/3/2017		Adult DVDs	Non-Print Adult	-83.62
95169369	7/3/2017		Adult CD Audiobook	Non-Print Adult	-49.24
95160854	7/3/2017		Adult CD Audiobook	Non-Print Adult	-44.24
95160857	7/3/2017		Adult CD Audiobook	Non-Print Adult	-44.24
95160853	7/3/2017		Adult DVDs	Non-Print Adult	-100.16
95160855	7/3/2017		Adult DVDs	Non-Print Adult	-100.62
95160858	7/3/2017		Adult DVD and BluRay	Non-Print Adult	-34.09
TOTAL					-2,090.37
15134	7/22/2017	MIDWEST TAPE		For. Park Checking 17128...	
95224467	7/17/2017		Children's DVDs	Non-Print Juvenile	-136.70
95224465	7/17/2017		Adult DVD	Non-Print Adult	-21.54
95224462	7/17/2017		Adult CD Audiobook	Non-Print Adult	-54.24
95224464	7/17/2017		Adult CD Audiobook	Non-Print Adult	-40.24
95224466	7/17/2017		Adult DVD	Non-Print Adult	-52.08
95218271	7/17/2017		Adult DVDs	Non-Print Adult	-98.82
95218189	7/17/2017		Adult CD Audiobook	Non-Print Adult	-88.48
95202462	7/17/2017		J DVDs	Non-Print Juvenile	-18.54
95236571	7/22/2017		Children's DVDs	Non-Print Juvenile	-53.08
95236498	7/22/2017		Adult DVDs	Non-Print Adult	-26.54
95236497	7/22/2017		Adult DVDs	Non-Print Adult	-23.54

River Forest Public Library
WARRANT LIST DETAIL
July 2017

Nium	Date	Name	Memo	Account	Paid Amount
95236498	7/22/2017		Adult CD Audiobooks	Non-Print Adult	-49.24
95202463	7/22/2017		Adult CD Audiobook	Non-Print Adult	-44.24
95202460	7/22/2017		Adult DVDs	Non-Print Adult	-24.54
95202461	7/22/2017		Adult DVDs	Non-Print Adult	-75.62
95202388	7/22/2017		Adult DVDs	Non-Print Adult	-129.36
95208063	7/22/2017		Adult CD Audiobook	Non-Print Adult	-44.24
95202387	7/22/2017		Adult CD Audiobook	Non-Print Adult	-47.24
95191948	7/22/2017		Adult CD	Non-Print Adult	-20.54
95191946	7/22/2017		Adult DVD	Non-Print Adult	-43.54
TOTAL					-1,092.36
15115	7/8/2017	NICOR GAS		For. Park Checking 17128...	
898234...	7/3/2017		Heat	Heat	-590.88
TOTAL					-590.88
15135	7/22/2017	OAK PARK TOWNSHIP YOUTH SERVICES		For. Park Checking 17128...	
April - J...	7/17/2017		Youth Interventionist Contract 4th Quarter	Youth Interventionist Contract	-1,049.36
TOTAL					-1,049.36
15116	7/8/2017	OverDrive		For. Park Checking 17128...	
165813...	7/3/2017		Adult eAudio and eBooks	eContent - Adult	-1,833.45
165808...	7/3/2017		Adult eBooks and eAudiobooks	eContent - Adult	-243.83
			Teen eBooks	eContent - Teen	-16.99
165808...	7/8/2017		Adult eBooks and eAudiobooks	eContent - Adult	-220.00
TOTAL					-2,314.27
15136	7/22/2017	OverDrive		For. Park Checking 17128...	
165809...	7/17/2017		eAudio & eBooks Adult	eContent - Adult	-587.99
165817...	7/17/2017		Teen eBooks and eAudiobooks	eContent - Teen	-289.96
165812...	7/17/2017		Children's eBooks & eAudiobooks	eContent - Juvenile	-194.75
165800...	7/17/2017		Teen eBook	eContent - Teen	-16.99
			Adult eBook	eContent - Adult	-65.00
165809...	7/22/2017		Adult eBooks	eContent - Adult	-116.98
TOTAL					-1,271.67

River Forest Public Library
WARRANT LIST DETAIL
July 2017

Num	Date	Name	Memo	Account	Paid Amount
dim	7/14/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			7/14 Payroll Processing Fee	Payroll Service	-109.58
dim	7/12/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation 7/14/17	Employee Compensation	-19,590.22
dim	7/14/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax Deductions Library FICA Portion Library Medicare Portion	Employee Compensation FICA Medicare Exp	-5,012.12 -1,581.10 -369.77
dim	7/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation 7/31/17	Employee Compensation	-18,406.82
dim	7/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax Deduction Library Medicare Portion Library FICA Portion	Employee Compensation Medicare Exp FICA	-5,129.71 -354.39 -1,515.32
dim	7/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Payroll Processing Fee 7/31/17	Payroll Service	-107.13
15117	7/8/2017	RECORDED BOOKS		For. Park Payroll 171283900	
75554378	7/3/2017			Non-Print Juvenile	-6.95
TOTAL			Audiobook replacement disc		-6.95

River Forest Public Library
WARRANT LIST DETAIL
July 2017

Num	Date	Name	Memo	Account	Paid Amount
15137	7/22/2017	Ryan Dowd	VOID:	For. Park Checking 17128...	
TOTAL					0.00
15118	7/8/2017	S & D Prime Maintenance, Inc.		For. Park Checking 17128...	
73997	7/3/2017		Semi Monthly Maintenance Service	Maintenance - Service	-316.54
73991	7/3/2017		Take down letters, sand, finish, and paint ...	Maintenance - Service	-466.00
TOTAL					-782.54
15138	7/22/2017	S & D Prime Maintenance, Inc.		For. Park Checking 17128...	
74189	7/17/2017		Drywall repair in Mfg Room and Stucco rep...	Maintenance - Service	-1,146.00
TOTAL					-1,146.00
15139	7/22/2017	Smithereen Pest Management		For. Park Checking 17128...	
1555127	7/22/2017		Carpenter Bee treatment	Maintenance - Service	-225.00
TOTAL					-225.00
15119	7/8/2017	Staples		For. Park Checking 17128...	
334352...	7/3/2017		Air Freshener	Maintenance - Supply	-6.99
334410...	7/8/2017		Ruler, Post Its, Binders	Office Supplies	-19.39
			Cups	Special Programs	-4.99
			Binder, label tape	Office Supplies	-47.98
334410...	7/8/2017		Waste basket, toilet paper	Maintenance - Supply	-47.47
			Instant iced tea mix	Office Supplies	-14.99
TOTAL					-141.81
15140	7/22/2017	Staples		For. Park Checking 17128...	
334537...	7/17/2017		Custom RFS stamp	Office Supplies	-24.00
TOTAL					-24.00
15120	7/8/2017	SWAN		For. Park Checking 17128...	
5655	7/3/2017		SWAN Q. 1 Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00

River Forest Public Library
WARRANT LIST DETAIL
July 2017

Num	Date	Name	Memo	Account	Paid Amount
15121	7/8/2017	Trak-1		For. Park Checking 17128...	
34181	7/3/2017		Background Check Screening Company N...	Payroll Service	-55.00
TOTAL					-55.00
15122	7/8/2017	VERSATILE COMPUTER SERVICES, INC.		For. Park Checking 17128...	
15078	7/3/2017		IT Support July	Technical Support	-750.00
TOTAL					-750.00
15142	7/31/2017	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
July He...	7/29/2017		Employee Health Contribution ER Health Contribution ER Dental Contribution	Employee Compensation Health Insurance Dental	-1,093.86 -2,667.55 -211.88
TOTAL					-3,973.29
15141	7/22/2017	WALL STREET JOURNAL		For. Park Checking 17128...	
010560...	7/17/2017		WSJ Annual Subscription	Periodicals - Adult	-443.88
TOTAL					-443.88

River Forest Public Library

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Register: MB Financial Credit Card

From 06/06/2017 through 06/29/2017

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge C	Payment	Balance
06/06/2017		4IMPRINT, Inc.	Juvenile Expenses:Programs - Juv	Summer Reading prizes	527.18 X		2,520.98
06/07/2017		AMAZON.COM	Office Expenses:Office Supplies	Desk organizer	25.38 X		2,546.36
06/09/2017		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv	J Program supplies	75.90 X		2,622.26
06/10/2017	15060	Card Services - MB Financial ...	For. Park Checking 171284900	May Credit Card Payme...		1,993.80	628.46
06/14/2017		Jewel Foods	Teen Expenses:Programs-Teen	Edible Explosions & Mi...	40.93 X		669.39
06/19/2017		AMAZON.COM	Supplies - Library		7.98 X		677.37
06/21/2017		Stamps.com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99 X		693.36
06/21/2017		USPS	Office Expenses:Postage	Postage replenishment	50.00 X		743.36
06/22/2017		AMAZON.COM	Supplies - Library		7.47 X		750.83
06/26/2017		Jewel Foods	Teen Expenses:Programs-Teen	Cups	7.98 X		758.81
06/29/2017		AMAZON.COM	Capital Expenditures:Equipment - ...		29.98 X		788.79
06/29/2017		CDW GOVERNMENT INC	Office Expenses:Office Supplies	Receipt printer paper	53.15 X		841.94
06/29/2017		A Shade Better	Capital Expenditures:Equipment & ...	2 Lampshades and 2 ris...	137.38 X		979.32
06/29/2017		Walmart	Teen Expenses:Programs-Teen	Stuffing for Program	43.93 X		1,023.25
06/29/2017		Scratch Kitchen & Lounge	Adult Expenses:Programs - Adult	Adult Summer Reading ...	50.00 X		1,073.25
06/29/2017		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...	S.Quinn ALA 1-Day Pass	195.00 X		1,268.25

River Forest Public Library

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Register: MB Financial Credit Card

From 06/06/2017 through 06/29/2017

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
06/29/2017		Jewel Foods	Teen Expenses:Programs-Teen	Summer reading progra...	64.44	X		1,332.69
06/29/2017		IKEA	Teen Expenses:Programs-Teen	Frames	37.35	X		1,370.04
06/29/2017		The Brown Cow	Teen Expenses:Programs-Teen	Ice Cream Coupons SR ...	50.00	X		1,420.04
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	13.99	X		1,434.03
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	12.99	X		1,447.02
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	9.99	X		1,457.01
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	10.99	X		1,468.00
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	13.99	X		1,481.99
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	13.99	X		1,495.98
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	14.99	X		1,510.97
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	13.99	X		1,524.96
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	12.99	X		1,537.95
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	14.99	X		1,552.94
06/29/2017		AMAZON.COM	Online e-Content:eContent - Adult	Kindle eBook	14.99	X		1,567.93
06/29/2017		AMAZON.COM	Capital Expenditures:Equipment - ...	3 Computer mice	17.67	X		1,585.60

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15167	8/15/2017	Alarm Detection Services	177096	For. Park Checking 17128...	
177096	8/15/2017		Quarterly Fire alarm monitoring	Maintenance - Service	-225.00
TOTAL					-225.00
15168	8/15/2017	ANDERSON ELEVATOR COMPANY		For. Park Checking 17128...	
210074	8/8/2017		Elevator Maintenance August 2017	Maintenance - Service	-196.27
TOTAL					-196.27
15169	8/15/2017	AT&T - Electronic Gateway		For. Park Checking 17128...	
S66041...	8/12/2017		Monthly internet	Telephone	-357.85
TOTAL					-357.85
15143	8/2/2017	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203302...	7/29/2017		Adult books	Books - Adult	-70.78
203305...	8/2/2017		Adult books	Books - Adult	-101.35
TOTAL					-172.13
15170	8/15/2017	BAKER & TAYLOR L 5076992		For. Park Checking 17128...	
203306...	8/12/2017		Adult books	Books - Adult	-180.27
TOTAL					-180.27
15500	8/31/2017	BAKER & TAYLOR L 5076992		CB OPRF Operations 008...	
203308...	8/23/2017		Adult books	Books - Adult	-68.91
TOTAL					-68.91
15501	8/31/2017	BAKER & TAYLOR C0260133		CB OPRF Operations 008...	
501466...	8/23/2017		Adult books	Books - Adult	-293.10
TOTAL					-293.10

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15144	8/2/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203304...	8/2/2017		Teen prize books	Programs-Teen	-9.63
TOTAL					-9.63
15171	8/15/2017	BAKER & TAYLOR L 3648782		For. Park Checking 17128...	
203307...	8/15/2017		Prize books	Programs-Teen	-8.42
TOTAL					-8.42
15172	8/15/2017	Beth Kirchenberg		For. Park Checking 17128...	
TOTAL	8/8/2017		Connections supplies	Connection - ASK Programs	-8.95
15502	8/31/2017	Beth Kirchenberg		CB OPRF Operations 008...	
TOTAL	8/23/2017		FFF Supplies Lock-In Supplies	Programs - Adult Connection - ASK Programs	-14.33 -120.31
15186	8/16/2017	Card Services - MB Financial Bank		For. Park Checking 17128...	
TOTAL			See last page of Warrant List for transacati... See last page of Warrant List for transacati...	MB Financial Credit Card	-1,862.65 -1,862.65
15145	8/2/2017	Comcast		For. Park Checking 17128...	
877120...	8/2/2017		Monthly Telephone & Internet	Automation - Internet	-504.00
TOTAL					-504.00
15503	8/31/2017	Comcast		CB OPRF Operations 008...	
877120...	8/29/2017		Monthly Internet	Automation - Internet	-504.00
TOTAL					-504.00

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15146	8/2/2017	Communication Revolving Fund		For. Park Checking 17128...	
T1740135	7/29/2017		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
15504	8/31/2017	Complete Cleaning Company		CB OPRF Operations 008...	
C03154	8/23/2017		September Daily Cleaning Service	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
15505	8/31/2017	DAVIS TREE CARE, INC		CB OPRF Operations 008...	
5012	8/23/2017		Tree pruning	Maintenance - Service	-960.00
TOTAL					-960.00
15147	8/2/2017	DEMCO, INC.		For. Park Checking 17128...	
6172257	7/29/2017		AV cases, book tape, and labels	Supplies - Library	-93.21
TOTAL					-93.21
15148	8/2/2017	DRESSEL'S ACE HARDWARE		For. Park Checking 17128...	
27028	7/29/2017		Floor spot cleaner	Maintenance - Supply	-5.99
TOTAL					-5.99
15506	8/31/2017	DRESSEL'S ACE HARDWARE		CB OPRF Operations 008...	
27028	8/29/2017		Lawn waste bags	Maintenance - Supply	-14.89
TOTAL					-14.89
15173	8/15/2017	EBSCO Information Services		For. Park Checking 17128...	
100006...	8/8/2017		Novelist Subscription annual LibraryAware subscription	Automated - Subscription Automation - Administration	-1,911.00
TOTAL					-1,097.00
					-3,008.00

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15174	8/15/2017	Electric Blue Entertainment		For. Park Checking 17128...	
	8/15/2017		LOCK-IN DJ 8/18/17	Connection - ASK Programs	-300.00
TOTAL					-300.00
15507	8/31/2017	EZMail Services		CB OPRF Operations 008...	
6638	8/31/2017		Fall Bookplate Mailing Fee	Postage	-90.00
TOTAL					-90.00
15149	8/2/2017	GE Money Bank/Amazon		For. Park Checking 17128...	
604578...	7/29/2017		J Program supplies (bubbles) Extension cords Teen Video game Boxes for J program Adult NF book Teen video game Connections craft supplies Teen program craft supplies Teen programs craft supplies	Programs - Juv Maintenance - Supply Non-print - Teen Programs - Juv Books - Adult Non-print - Teen Connection - ASK Programs Programs-Teen Programs-Teen	-22.40 -55.40 -33.51 -36.96 -10.81 -59.99 -14.42 -107.62 -19.98
TOTAL					-361.09
15150	8/2/2017	Hoopla		For. Park Checking 17128...	
9521570	8/2/2017		July Hoopla	Hoopla	-1,183.52
TOTAL					-1,183.52
15151	8/2/2017	Hulen Landscaping Contractors		For. Park Checking 17128...	
14655	7/29/2017		Landscape Maintenance July 2017	Maintenance - Service	-160.00
TOTAL					-160.00
15508	8/31/2017	Hulen Landscaping Contractors		CB OPRF Operations 008...	
14723	8/31/2017		August Garden Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00

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

11:10 AM
09/06/17

Num	Date	Name	Memo	Account	Paid Amount
d1m	8/28/2017	IMRF		For. Park Checking 17128...	
			Employee IMRF Contribution	Employee Compensation	-1,781.97
			Employer IMRF Contribution	IMRF	-4,411.37
TOTAL					-6,193.34
15152	8/2/2017	Ingram Library Services		For. Park Checking 17128...	
62427536	7/29/2017	J Books		Books- Juv	-9.98
62427535	7/29/2017	J Books		Books- Juv	-21.38
62426774	7/29/2017	J books		Books- Juv	-11.25
62427678	7/29/2017	MS Books		Books - Middle School	-38.65
62426216	7/29/2017	MS Books		Books - Middle School	-10.69
62427679	7/29/2017	Teen books		Books - Teen	-35.65
62426892	7/29/2017	Teen books		Books - Teen	-11.25
62426296	7/29/2017	Teen books		Books - Teen	-11.25
62426297	7/29/2017	Teen books		Books - Teen	-11.25
62426217	7/29/2017	Teen books		Books - Teen	-11.82
62427534	7/29/2017	Adult books		Books - Adult	-27.16
62427533	7/29/2017	Adult books		Books - Adult	-20.36
62427537	7/29/2017	Adult books		Books - Adult	-11.99
62427538	7/29/2017	Adult books		Books - Adult	-15.99
62427532	7/29/2017	Adult books		Books - Adult	-101.47
62427296	7/29/2017	Adult books		Books - Adult	-7.18
62427297	7/29/2017	Adult books		Books - Adult	-15.78
62427298	7/29/2017	Adult books		Books - Adult	-430.10
62426772	7/29/2017	Adult books		Books - Adult	-15.75
62426771	7/29/2017	Adult books		Books - Adult	-25.74
62426773	7/29/2017	Adult books		Books - Adult	-16.35
62426775	7/29/2017	Adult books		Books - Adult	-63.46
62426305	7/29/2017	Adult books		Books - Adult	-16.34
62426304	7/29/2017	Adult books		Books - Adult	-16.35
62426302	7/29/2017	Adult books		Books - Adult	-16.90
62426211	7/29/2017	Adult books		Books - Adult	-11.96
62426212	7/29/2017	Adult books		Books - Adult	-15.21
62425911	7/29/2017	Prize books Adult		Books - Adult	-15.78
66856799	8/2/2017	Adult books		Programs - Adult	-152.49
62428196	8/2/2017	Adult books		Books - Adult	-31.69
62428370	8/2/2017	Adult books		Books - Adult	-31.50
62428371	8/2/2017	Adult books		Books - Adult	-15.78
62428193	8/2/2017	Adult books		Books - Adult	-15.77
62428195	8/2/2017	Adult books		Books - Adult	-15.77
62428373	8/2/2017	Adult books		Books - Adult	-16.35
62428198	8/2/2017	Adult books		Books - Adult	-15.75
62428199	8/2/2017	Adult Books		Books - Adult	-16.01
62428374	8/2/2017	Adult Books		Books - Adult	-30.90
				Books - Adult	-15.78

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
62428376	8/2/2017		Adult Books	Books - Adult	-28.25
66856800	8/2/2017		Adult books	Books - Adult	-83.32
62428200	8/2/2017		Adult books	Books - Adult	-16.01
62427822	8/2/2017		Teen books	Books - Teen	-11.25
62428329	8/2/2017		Teen books	Books - Teen	-13.18
62427921	8/2/2017		MS Books	Books - Middle School	-21.38
62428197	8/2/2017		J Books	Books- Juv	-406.82
66857355	8/2/2017		J Books	Books- Juv	-48.19
62428372	8/2/2017		J Books	Books- Juv	-16.86
62428375	8/2/2017		J books	Books- Juv	-151.35
66857881	8/2/2017		J books	Books- Juv	-33.12
TOTAL					-2,204.56

For. Park Checking 17128...

Num	Date	Name	Memo	Account	Paid Amount
15175	8/15/2017	Ingram Library Services			
62430070	8/8/2017		J Books	Books- Juv	-95.76
62430068	8/8/2017		J Books	Books- Juv	-155.57
62429344	8/8/2017		J Books	Books- Juv	-21.54
62429148	8/8/2017		Teen books	Books - Teen	-12.58
62429459	8/8/2017		Teen books	Books - Teen	-22.50
62430069	8/8/2017		Adult books	Books - Adult	-18.04
62430071	8/8/2017		Adult Books	Books - Adult	-23.05
62428939	8/8/2017		Adult Books	Books - Adult	-37.95
62428984	8/8/2017		Adult books	Books - Adult	-15.75
62429345	8/8/2017		Adult Books	Books - Adult	-15.37
62429666	8/8/2017		Adult Books	Books - Adult	-16.91
62428938	8/8/2017		Adult Books	Books - Adult	-31.56
62429343	8/8/2017		Adult Books	Books - Adult	-15.78
62429342	8/8/2017		Adult Books	Books - Adult	-15.22
62428982	8/8/2017		Adult Books	Books - Adult	-33.25
62429665	8/8/2017		Adult Books	Books - Adult	-15.22
62428979	8/8/2017		Adult Books	Books - Adult	-48.46
62428935	8/8/2017		Adult Books	Books - Adult	-32.13
62428937	8/8/2017		Adult books	Books - Adult	-16.34
62428936	8/8/2017		Adult books	Books - Adult	-16.90
62428981	8/8/2017		Adult books	Books - Adult	-15.77
62428980	8/8/2017		Adult books	Books - Adult	-11.99
62428978	8/8/2017		Adult books	Books - Adult	-16.34
62429340	8/8/2017		Adult Books	Books - Adult	-16.91
62429341	8/8/2017		Adult Books	Books - Adult	-14.06
66860448	8/12/2017		J Books	Books - Adult	-17.47
66860447	8/12/2017		Adult books	Books- Juv	-15.75
66860446	8/12/2017		Adult books	Books - Adult	-61.32
62430289	8/12/2017		Adult books	Books - Adult	-16.19
				Books - Adult	-36.08
				Books - Adult	-120.92

River Forest Public Library WARRANT LIST DETAIL August 2017

Num	Date	Name	Memo	Account	Paid Amount
62430291	8/12/2017		Adult books	Books - Adult	-15.09
62430290	8/12/2017		Adult books	Books - Adult	-15.63
TOTAL					-1,018.18
15509					
Ingram Library Services					
62431398	8/23/2017		J Books	Books - Juv	-10.67
62432194	8/23/2017		J Books	Books - Juv	-10.69
66862650	8/23/2017		J books	Books - Juv	-17.68
62431835	8/23/2017		J Books	Books - Juv	-9.56
62430448	8/23/2017		J Books	Books - Juv	-10.69
62432565	8/23/2017		MS Books	Books - Middle School	-35.70
62432279	8/23/2017		MS Books	Books - Middle School	-17.70
62431165	8/23/2017		MS Books	Books - Middle School	-25.05
62430729	8/23/2017		MS Books	Books - Middle School	-11.38
62431784	8/23/2017		MS Books	Books - Middle School	-51.14
62432566	8/23/2017		Teen books	Books - Teen	-10.56
62431166	8/23/2017		Teen books	Books - Teen	-22.61
62430730	8/23/2017		Teen books	Books - Teen	-11.25
62430731	8/23/2017		Teen books	Books - Teen	-12.38
62432280	8/23/2017		Teen books	Books - Teen	-21.81
66833632	8/23/2017		Adult books	Books - Adult	-25.17
62428194	8/23/2017		Adult books	Books - Adult	-15.78
62432195	8/23/2017		Adult books	Books - Adult	-33.26
62432192	8/23/2017		Adult books	Books - Adult	-16.35
62432191	8/23/2017		Adult books	Books - Adult	-11.38
62432198	8/23/2017		Adult books	Books - Adult	-11.98
62432193	8/23/2017		Adult books	Books - Adult	-7.18
62431398	8/23/2017		Adult books	Books - Adult	-32.67
62431393	8/23/2017		Adult books	Books - Adult	-23.69
62431391	8/23/2017		Adult books	Books - Adult	-15.77
62431392	8/23/2017		Adult books	Books - Adult	-11.38
62431394	8/23/2017		Adult books	Books - Adult	-27.60
62431395	8/23/2017		Adult books	Books - Adult	-30.79
62431400	8/23/2017		Adult books	Books - Adult	-26.11
62431396	8/23/2017		Adult books	Books - Adult	-41.57
62431397	8/23/2017		Adult books	Books - Adult	-15.78
62431603	8/23/2017		Adult books	Books - Adult	-16.90
62431606	8/23/2017		Adult books	Books - Adult	-15.09
62431604	8/23/2017		Adult books	Books - Adult	-11.98
62431605	8/23/2017		Adult books	Books - Adult	-20.87
62431836	8/23/2017		Adult books	Books - Adult	-47.22
62431832	8/23/2017		Adult books	Books - Adult	-14.93
62431834	8/23/2017		Adult books	Books - Adult	-15.21
62431833	8/23/2017		Adult books	Books - Adult	-9.56
62431831	8/23/2017		Adult books	Books - Adult	-16.32
66862649	8/23/2017		Adult books	Books - Adult	-13.79
62430445	8/23/2017		Adult books	Books - Adult	-27.17

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
62431059	8/23/2017		Adult books	Books - Adult	-49.02
62431060	8/23/2017		Adult books	Books - Adult	-14.08
62430446	8/23/2017		Adult books	Books - Adult	-16.91
62430449	8/23/2017		Adult books	Books - Adult	-73.24
62431061	8/23/2017		Adult books	Books - Adult	-15.09
62430443	8/23/2017		Adult books	Books - Adult	-14.38
62431058	8/23/2017		Adult books	Books - Adult	-202.54
62431056	8/23/2017		Adult books	Books - Adult	-15.77
62431057	8/23/2017		Adult books	Books - Adult	-15.78
62430444	8/23/2017		Adult books	Books - Adult	-7.18
62430447	8/23/2017		Adult books	Books - Adult	-168.19
66866040	8/29/2017		Children's books	Books - Juv	-66.00
62434855	8/29/2017		Children's books	Books - Juv	-9.56
62433937	8/29/2017		Children's books	Books - Juv	-8.43
62433938	8/29/2017		Children's books	Books - Juv	-11.25
62434316	8/29/2017		Children's books	Books - Juv	-20.81
62434319	8/29/2017		Children's books	Books - Juv	-11.25
66864713	8/29/2017		Children's books	Books - Juv	-29.61
62432748	8/29/2017		Children's books	Books - Juv	-215.64
62433252	8/29/2017		Children's books	Books - Juv	-11.23
62433251	8/29/2017		Children's books	Books - Juv	-6.73
62433255	8/29/2017		Children's books	Books - Juv	-190.51
66863993	8/29/2017		Children's books	Books - Juv	-48.90
62432461	8/29/2017		Children's books	Books - Juv	-25.85
62435080	8/29/2017		Children's books	Books - Juv	-25.18
62435084	8/29/2017		Children's books	Books - Juv	-10.16
62435079	8/29/2017		Adult print	Books - Juv	-16.63
62435081	8/29/2017		Adult books	Books - Adult	-11.99
62435082	8/29/2017		Adult books	Books - Adult	-14.89
62435083	8/29/2017		Adult books	Books - Adult	-15.25
62435085	8/29/2017		Adult books	Books - Adult	-26.56
62435176	8/29/2017		Adult books	Books - Adult	-38.39
62435175	8/29/2017		Adult books	Books - Adult	-11.38
62435173	8/29/2017		Adult books	Books - Adult	-11.99
62435172	8/29/2017		Adult books	Books - Juv	-5.58
62435171	8/29/2017		Adult books	Books - Juv	-5.58
62435177	8/29/2017		Adult books	Books - Adult	-16.18
62435174	8/29/2017		Adult books	Books - Adult	-15.82
62435463	8/29/2017		Adult books	Books - Adult	-33.24
62435464	8/29/2017		Adult books	Books - Adult	-8.54
62434856	8/29/2017		Teen books	Books - Teen	-12.38
62434854	8/29/2017		Adult books	Books - Adult	-15.65
62434853	8/29/2017		Adult books	Books - Adult	-11.99
62434852	8/29/2017		Adult books	Books - Adult	-16.32
66866039	8/29/2017		Adult books	Books - Adult	-12.36
62433940	8/29/2017		Adult books	Books - Adult	-15.19
62433933	8/29/2017		Adult books	Books - Adult	-46.09
62433936	8/29/2017		Adult books	Books - Adult	-7.18
62433932	8/29/2017		Adult books	Books - Adult	-17.99
			Adult books	Books - Adult	-15.78

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
62433939	8/29/2017		Adult books	Books - Adult	-15.75
62433931	8/29/2017		Adult books	Books - Adult	-15.77
62433935	8/29/2017		Adult books	Books - Adult	-30.66
62433934	8/29/2017		Adult books	Books - Adult	-13.51
66865543	8/29/2017		Adult books	Books - Adult	-15.19
62434317	8/29/2017		Adult books	Books - Adult	-16.35
62434318	8/29/2017		Adult books	Books - Adult	-292.80
62434312	8/29/2017		Adult books	Books - Adult	-15.77
62434313	8/29/2017		Adult books	Books - Adult	-17.38
62434314	8/29/2017		Adult books	Books - Adult	-16.91
62434315	8/29/2017		Adult books	Books - Adult	-20.87
62433517	8/29/2017		Adult books	Books - Adult	-20.87
62433516	8/29/2017		Adult books	Books - Adult	-15.77
62432847	8/29/2017		Adult books	Books - Adult	-18.01
62432846	8/29/2017		Adult books	Books - Adult	-27.22
62433253	8/29/2017		Adult books	Books - Adult	-16.32
62433254	8/29/2017		Adult books	Books - Adult	-47.86
62433248	8/29/2017		Adult books	Books - Adult	-12.36
62433250	8/29/2017		Adult books	Books - Adult	-17.47
62433249	8/29/2017		Adult books	Books - Adult	-16.34
62432843	8/29/2017		Adult books	Books - Adult	-32.11
68864400	8/29/2017		Adult books	Books - Adult	-14.36
62432842	8/29/2017		Adult books	Books - Adult	-24.88
62432845	8/29/2017		Adult books	Books - Adult	-16.35
62432841	8/29/2017		Adult books	Books - Adult	-20.87
62432462	8/29/2017		Adult books	Books - Adult	-17.45
62432460	8/29/2017		Adult books	Books - Adult	-16.34
68863992	8/29/2017		Adult books	Books - Adult	-16.35
62432464	8/29/2017		Adult books	Books - Adult	-22.15
62432459	8/29/2017		Adult books	Books - Adult	-47.24
62432463	8/29/2017		Adult books	Books - Adult	-43.49
62435118	8/29/2017		Adult books	Books - Adult	-16.35
62433898	8/29/2017		MS Books	Books - Middle School	-10.89
62433889	8/29/2017		MS Books	Books - Middle School	-31.81
62434301	8/29/2017		MS Books	Books - Middle School	-17.45
62433243	8/29/2017		MS Books	Books - Middle School	-11.25
62435119	8/29/2017		Teen books	Books - Middle School	-8.99
62434837	8/29/2017		Teen books	Books - Teen	-23.07
62433900	8/29/2017		Teen books	Books - Teen	-12.58
62433901	8/29/2017		Teen books	Books - Teen	-23.07
62434302	8/29/2017		Teen books	Books - Teen	-11.13
62433521	8/29/2017		Teen books	Books - Teen	-11.82
62433244	8/29/2017		Teen books	Books - Teen	-11.38
62433245	8/29/2017		Teen books	Books - Teen	-8.98
TOTAL					-3,661.20

River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
15510	8/31/2017	Janis Clark Johnson		CB OPRF Operations 008...	
	8/23/2017		9/10 Author Visit Program	Programs - Adult	-150.00
TOTAL					-150.00
15153	8/2/2017	JANWAY COMPANY USA, INC.		For. Park Checking 17128...	
126564	7/29/2017		New RFPL Canvas checkout bags	Supplies - Library	-530.90
TOTAL					-530.90
15511	8/31/2017	Joanna Bertucci		CB OPRF Operations 008...	
	8/23/2017		Mileage for LIRA Mtg. 7/18/17	Misc. Expenses	-12.41
	8/23/2017		Mileage to Diversity & Inclusivity Program ...	Misc. Expenses	-13.59
	8/23/2017		J.Bertucci 1/2 Annual ALA Dues	Membership Dues - Library	-68.50
TOTAL					-94.50
15154	8/2/2017	Judith Levin Fischer		For. Park Checking 17128...	
RFPL #...	7/29/2017		7/19 Computer Lab	Programs - Adult	-54.00
TOTAL					-54.00
15155	8/2/2017	KLEIN, THORPE & JENKINS, LTD		For. Park Checking 17128...	
190454	8/2/2017		Consult on ICS/CDARS agreement	Consultant/Legal Fees	-574.00
TOTAL					-574.00
15176	8/15/2017	KLEIN, THORPE & JENKINS, LTD		For. Park Checking 17128...	
0405-001	8/15/2017		Legal Consult	Consultant/Legal Fees	-82.00
TOTAL					-82.00
15177	8/15/2017	Konica Minolta Business Solutions		For. Park Checking 17128...	
900374...	8/8/2017		Copier Usage July	Copy Machine (usage, mai...	-165.43
TOTAL					-165.43

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15178	8/15/2017	Konica Minolta Premier Finance		For. Park Checking 17128...	
336365...	8/8/2017		Copier Lease Monthly	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
15179	8/15/2017	Mary Kay Akers		For. Park Checking 17128...	
	8/12/2017		Report covers	Office Supplies	-2.79
	8/12/2017		Coffee for Coffee Monday	Programs - Adult	-7.00
			Pasty for Coffee Monday	Programs - Adult	-5.99
			Candy for Adult Summer reading prizes	Programs - Adult	-11.97
TOTAL					-27.75
15512	8/31/2017	Meilssa Furfisinn		CB OPRF Operations 008...	
	8/23/2017		J Programs - Snack Attack supplies	Programs - Juv	-30.26
TOTAL					-30.26
15156	8/2/2017	Michelle Nicholas-Yehling		For. Park Checking 17128...	
	7/29/2017		Solar Eclipse Program 8/3/17	Programs - Adult	-150.00
TOTAL					-150.00
15157	8/2/2017	MIDWEST TAPE		For. Park Checking 17128...	
95251769	7/29/2017		Adult CD Books	Non-Print Adult	-107.72
95251801	7/29/2017		Adult DVDs	Non-Print Adult	-69.62
95251802	7/29/2017		Adult DVDs	Non-Print Adult	-123.90
95242828	7/29/2017		J DVDs	Non-Print Juvenile	-47.62
95259308	8/2/2017		Adult CD Audiobook	Non-Print Adult	-54.24
95259309	8/2/2017		Adult music CDs	Non-Print Adult	-17.54
TOTAL					-420.64
15180	8/15/2017	MIDWEST TAPE		For. Park Checking 17128...	
95277320	8/8/2017		Adult CD Audiobook	Non-Print Adult	-141.96
95276968	8/8/2017		Adult CD Audiobook	Non-Print Adult	-41.24
95276967	8/8/2017		Adult DVDs	Non-Print Adult	-34.09
95276909	8/8/2017		Adult DVDs	Non-Print Adult	-21.54
95269367	8/8/2017		Adult CD Audiobook	Non-Print Adult	-215.44
95269365	8/8/2017		Adult CD Audiobook	Non-Print Adult	-39.24
95269364	8/8/2017		Adult DVDs	Non-Print Adult	-67.08

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
95269369	8/8/2017		Adult BluRay and DVD	Non-Print Adult	-116.26
95269366	8/8/2017		Adult DVD	Non-Print Adult	-87.16
TOTAL					-754.01
15513	8/31/2017	MIDWEST TAPE		CB OPRF Operations 008...	
95327470	8/23/2017		Adult DVDs	Non-Print Adult	-31.09
95327369	8/23/2017		Adult DVDs	Non-Print Adult	-29.54
95327368	8/23/2017		Adult CD Audiobook	Non-Print Adult	-34.24
95327366	8/23/2017		Adult DVDs	Non-Print Adult	-26.54
95327364	8/23/2017		Adult DVDs	Non-Print Adult	-23.54
95330302	8/23/2017		Adult DVDs	Non-Print Adult	-99.99
95327367	8/23/2017		J DVDs	Non-Print Juvenile	-38.62
95309924	8/23/2017		J DVDs	Non-Print Juvenile	-90.70
95309923	8/23/2017		adult DVDs	Non-Print Adult	-132.64
95313712	8/23/2017		Adult CD audiobook	Non-Print Adult	-39.24
95313710	8/23/2017		Adult audiobook	Non-Print Adult	-34.24
95313669	8/23/2017		Adult audiobook	Non-Print Adult	-44.24
95309925	8/23/2017		Adult DVD	Non-Print Adult	-44.24
95309926	8/23/2017		Adult audiobook	Non-Print Adult	-26.54
95309928	8/23/2017		Adult audiobook	Non-Print Adult	-44.24
95313668	8/23/2017		Adult DVDs	Non-Print Adult	-49.24
95309927	8/23/2017		Adult audiobook	Non-Print Adult	-38.54
95294719	8/23/2017		J DVD	Non-Print Juvenile	-49.24
95292506	8/23/2017		Adult CD replacement	Non-Print Adult	-69.62
95294717	8/23/2017		Adult BluRay & DVD	Non-Print Adult	-9.99
95294716	8/23/2017		Adult Audiobooks	Non-Print Adult	-37.09
95290692	8/23/2017		Adult DVD	Non-Print Adult	-34.24
95290459	8/23/2017		Adult Music CDs	Non-Print Adult	-326.62
95290693	8/23/2017		Adult DVD	Non-Print Adult	-96.70
95290695	8/23/2017		Adult DVDs	Non-Print Adult	-25.54
95290694	8/23/2017		Adult audiobook	Non-Print Adult	-43.54
95290696	8/23/2017		Adult audiobook	Non-Print Adult	-78.48
95290691	8/23/2017		Adult BluRay and DVD	Non-Print Adult	-39.24
95330183	8/29/2017		Adult CD Audiobook	Non-Print Adult	-190.96
95330185	8/29/2017		Adult DVDs	Non-Print Adult	-44.24
TOTAL					-1,856.24
15158	8/2/2017	Muraiti, Victoria		For. Park Checking 17128...	
TOTAL	7/29/2017			Mileage to Circ Advisory Mtg., Westmont PL	-15.30
				Misc. Expenses	-15.30

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15514	8/31/2017	NEAR WEST YOUTH SERVICES		CB OPRF Operations 008...	
	8/29/2017		Membership	Membership Dues - Library	-25.00
TOTAL					-25.00
15159	8/2/2017	NICOR GAS		For. Park Checking 17128...	
898234...	7/29/2017		Gas	Heat	-486.38
TOTAL					-486.38
15515	8/31/2017	NICOR GAS		CB OPRF Operations 008...	
898234...	8/23/2017		Gas	Heat	-492.80
TOTAL					-492.80
15181	8/15/2017	Oak Brook Mechanical Services, Inc.		For. Park Checking 17128...	
7269	8/15/2017		Semi Annual HVAC Inspection	Maintenance - Service	-1,100.00
TOTAL					-1,100.00
15516	8/31/2017	Oak Brook Mechanical Services, Inc.		CB OPRF Operations 008...	
7463	8/29/2017		Semi Annual HVAC system maintenance	Maintenance - Service	-3,254.72
TOTAL					-3,254.72
15160	8/2/2017	OverDrive		For. Park Checking 17128...	
165808...	7/29/2017		Adult eBooks and eAudiobooks	eContent - Adult	-257.96
165800...	7/29/2017		Adult eBook	eContent - Adult	-60.00
TOTAL					-317.96
15182	8/15/2017	OverDrive		For. Park Checking 17128...	
01658C...	8/15/2017		Teen eBooks & eAudiobooks	eContent - Teen	-371.86
01658C...	8/15/2017		Adult eBooks & eAudiobooks	eContent - Adult	-452.31
01658C...	8/15/2017		Adult eBooks & eAudiobook	eContent - Adult	-253.97
TOTAL					-1,078.14

River Forest Public Library
WARRANT LIST DETAIL
 August 2017

11:10 AM
 09/06/17

Num	Date	Name	Memo	Account	Paid Amount
16517	8/31/2017	OverDrive		CB OPRF Operations 008...	
01658C...	8/29/2017		Children's audiobooks and ebooks	eContent - Juvenile	-155.20
01658C...	8/29/2017		Adult ebooks & eaudiobooks	eContent - Adult	-466.94
0165DA...	8/29/2017		Adult eBooks	eContent - Adult	-85.99
0165C1...	8/29/2017		Adult eBooks & eAudiobooks	eContent - Adult	-397.95
01658C...	8/29/2017		Adult eBooks & eAudiobooks	eContent - Adult	-356.97
TOTAL					-1,463.05
dim	8/15/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			8/15 Payroll	Payroll Service	-107.13
dim	8/15/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation 8/15/17 Payroll	Employee Compensation	-19,153.96
dim	8/15/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax deduction Library Medicare portion Library FICA portion	Employee Compensation Medicare Exp FICA	-5,261.20 -367.08 -1,569.57
dim	8/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Compensation	Employee Compensation	-18,720.05
dim	8/31/2017	PAYLOCITY		For. Park Payroll 171283900	
TOTAL			Employee Tax Deduction Employer FICA Employer Medicare	Employee Compensation FICA Medicare Exp	-5,196.94 -1,538.73 -359.86
TOTAL					-7,087.53

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

Num	Date	Name	Memo	Account	Paid Amount
dm	8/28/2017	PAYLOCITY	Payroll Service Fee 8/31/17 Payroll	For. Park Payroll 171283900	-104.68
TOTAL				Payroll Service	-104.68
15518	8/31/2017	PROFESSIONAL IMAGE		CB OPRF Operations 008...	
147461	8/29/2017		Names tags	Supplies - Library	-32.95
TOTAL					-32.95
15183	8/16/2017	RIVER FOREST PARK DISTRICT		For. Park Checking 17128...	
170804...	8/12/2017		AD in Park District Fall Guide	Advertisement	-150.00
TOTAL					-150.00
15161	8/2/2017	River Forest Public Library FOUNDATION		For. Park Checking 17128...	
TOTAL	7/29/2017		3 RFPL Foundation Bags - Summer Read...	Programs - Adult	-75.00
15162	8/2/2017	ROTARY CLUB OF OPIRF #3190		For. Park Checking 17128...	
TOTAL	7/29/2017		Library Contribution to Annual Rotary mem...	Membership Dues - Library	-800.00
15163	8/2/2017	S & D Prime Maintenance, Inc.		For. Park Checking 17128...	
74443	8/2/2017		Gutter cleaning	Maintenance - Service	-760.00
74307	8/2/2017		Bi-monthly Maintenance service	Maintenance - Service	-550.00
TOTAL			Maintenance supplies	Maintenance - Supply	-189.23
15519	8/31/2017	S & D Prime Maintenance, Inc.		CB OPRF Operations 008...	
TOTAL	8/17/2017		Biweekly Maintenance 8/2 & 8/16 Maintenance supplies	Maintenance - Service Maintenance - Supply	-550.00 -288.85
					-818.85

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River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15164	8/2/2017	Smithereen Pest Management		For. Park Checking 17128...	
104346	8/2/2017		Bi-monthly pest control service	Maintenance - Service	-46.00
TOTAL					-46.00
15166	8/2/2017	Staples		For. Park Checking 17128...	
334636...	7/29/2017		Plates, bowls, forks, napkins	Special Programs	-30.88
			Chlorox wipes	Maintenance - Supply	-16.56
			Batteries	Office Supplies	-13.99
334636...	7/29/2017		11x17 Paper	Copier supplies	-117.97
			Public washroom hand soap	Maintenance - Supply	-41.99
			Pens, tape	Office Supplies	-24.13
334636...	7/29/2017		Coffee	Office Supplies	-66.48
334579...	7/29/2017		C-Fold towels, cleaner	Maintenance - Supply	-41.95
			Quart bags, hand sanitizer	Office Supplies	-9.28
TOTAL					-363.23
15184	8/15/2017	Staples		For. Park Checking 17128...	
334786...	8/8/2017		Copier paper	Copier supplies	-7.99
			Trash liners	Maintenance - Supply	-43.98
			Scissors, shredder oil	Office Supplies	-17.39
			Bowls	Special Programs	-12.49
334786...	8/8/2017		Toilet Paper Jumbo - Patron bathrooms	Maintenance - Supply	-59.97
TOTAL					-141.82
15520	8/31/2017	Staples		CB OPRF Operations 008...	
334874...	8/23/2017		Masking tape	Office Supplies	-20.94
334874...	8/23/2017		Paper towels	Maintenance - Supply	-27.49
			Staplers	Office Supplies	-19.99
			C-Fold towels	Maintenance - Supply	-28.39
334932...	8/23/2017		Spoons, bowls	Special Programs	-16.48
			Velcro	Office Supplies	-36.79
			Flashlights	Supplies - Library	-53.95
			Bleach	Maintenance - Supply	-8.78
			Labels	Supplies - Library	-36.78
334995...	8/29/2017		Hand sanitizer, batteries, file folders	Office Supplies	-61.81
334995...	8/29/2017		Bowls, utensils, napkins, cups	Special Programs	-55.32
334995...	8/29/2017		Scissors	Office Supplies	-10.59
			Wall hangers	Office Supplies	-5.83
TOTAL					-384.14

River Forest Public Library
WARRANT LIST DETAIL
August 2017

Num	Date	Name	Memo	Account	Paid Amount
15521	8/31/2017	The Fun Ones		CB OPRF Operations 008...	
	8/29/2017		Train Program 9/9/17 - rentals	Programs - Juv	-680.00
TOTAL					-680.00
15522	8/31/2017	TUMBLEWEED PRESS, INC.		CB OPRF Operations 008...	
83080	8/23/2017		Annual Tumblebooks Subscription Sept. 2...	Other Online eContent	-479.20
TOTAL					-479.20
15185	8/15/2017	VERSATILE COMPUTER SERVICES, INC.		For. Park Checking 17128...	
15104	8/8/2017		August IT	Technical Support	-750.00
TOTAL					-750.00
15166	8/2/2017	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
001116	7/29/2017		Water bill	Water	-290.25
TOTAL					-290.25
15523	8/31/2017	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
August ...	8/29/2017		Employee benefits contribution Employer Health Insurance Employer Dental Insurance	Employee Compensation Health Insurance Dental	-1,093.86 -2,667.55 -211.88
TOTAL					-3,973.29
	8/31/2017	VILLAGE OF RIVER FOREST		For. Park Checking 17128...	
TOTAL				Accounts Payable	-50.00
					-50.00
15524	8/31/2017	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
	8/31/2017		Nat Lib Card Sign Up Month Banner Hangi...	Special Programs	-50.00
TOTAL					-50.00

River Forest Public Library

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Register: MB Financial Credit Card
 From 07/13/2017 through 08/03/2017
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
07/14/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for J Programs	44.31	X		44.31
07/17/2017		PIZZA HUT	Teen Expenses:Programs-Teen	Pizza for "Pizza and Pill...	50.00	X		94.31
07/18/2017		Jewel Foods	-split- Programs - Juv	Food for Edible architecte...	113.79	X		208.10
			Programs-Teen	Food for Edible architecte...	56.89			
				Food for Edible architecte...	56.90			
07/20/2017		Walmart	-split- Programs-Teen	Supplies for Tie Dye Pr...	56.35	X		264.45
			Programs - Juv	Supplies for Tie Dye Pr...	5.94			
				Supplies for Tie Dye Pr...	50.41			
07/22/2017		Stamps. com	Office Expenses:Postage	Stamp.com Monthly Fee	15.99	X		280.44
07/27/2017		Management Association of Illin...	Professional Expenses:Professional ...	"Totally Responsible Pe...	330.00	X		610.44
07/27/2017		AMAZON.COM	Office Expenses:Office Supplies	File shorter and storage ...	33.47	X		643.91
07/28/2017		Jewel Foods	Teen Expenses:Programs-Teen	Teen "Fantastic Beasts" ...	68.64	X		712.55
07/28/2017		Stamps. com	Office Expenses:Postage	Postage replenishment	50.00	X		762.55
07/28/2017		Intuit	Office Expenses:Office Supplies	CBOPRF Checks & Ern...	451.52	X		1,214.07
07/28/2017		Intuit	Office Expenses:Office Supplies	CBOPRF Endorsement...	40.63	X		1,254.70
08/01/2017		Red Mango	Teen Expenses:Programs-Teen	Giftcard Summer Readi...	25.00	X		1,279.70
08/01/2017		BOOK TABLE	Teen Expenses:Programs-Teen	Summer Reading prize ...	50.00	X		1,329.70
08/01/2017		Walgreens	Teen Expenses:Programs-Teen	Giftcard Prizes Summerr...	100.00	X		1,429.70

River Forest Public Library

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Register: MB Financial Credit Card
 From 07/13/2017 through 08/03/2017
 Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Charge</u>	<u>C</u>	<u>Payment</u>	<u>Balance</u>
08/01/2017		Classic Cinemas	Teen Expenses:Programs-Teen	Classic Cinemas Giftcar...	25.00	X		1,454.70
08/01/2017		TechSoup	Automation Expenses:Automation -...	22 Endpoint Licenses - ...	132.00	X		1,586.70
08/01/2017		AMAZON.COM	Office Expenses:Office Supplies	Desk organizer	31.60	X		1,618.30
08/01/2017		Intuit	Office Expenses:Office Supplies	New Check order	49.66	X		1,667.96
08/02/2017		AMAZON.COM	Adult Expenses:Non-Print Adult	Adult DVDs	39.81	X		1,707.77
08/02/2017		AMAZON.COM	Office Expenses:Office Supplies	Shelf Tags for staff mail...	20.07	X		1,727.84
08/03/2017		DOMINO'S	Juvenile Expenses:Programs - Juv	Pizza for Pizza & Bingo...	134.81	X		1,862.65



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

Account:	July-17	YTD	2017-2018	% of Budget
Property Taxes	\$ 264,044	\$ 269,258	1,212,000.00	22.22%
Connections Program Grant	\$ -	\$ -	7,600.00	0.00%
Corp Property Replacement Taxes	\$ 2,332	\$ 4,613	15,400.00	29.95%
Fines, Service Charges	\$ 1,675	\$ 4,214	18,000.00	23.41%
Lost Books Reimbursed	\$ 190	\$ 576	3,000.00	19.21%
Book Sales	\$ 41	\$ 168	1,000.00	16.81%
Copy Machine Revenue	\$ 205	\$ 770	4,000.00	19.25%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 390	\$ 1,234	6,500.00	18.98%
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	\$ 15	\$ 51	500.00	10.17%
Total:	\$ 268,892	\$ 281,234	1,293,000.00	21.75%
Income:	\$ 268,892	\$ 281,234	1,293,000.00	21.75%
Expense:	\$ 91,967	\$ 283,270	1,293,000.00	21.91%



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

July 2017 Fiscal YTD Actual % Budget 17-18 Budget
 25% as of 7/31/17

Expenses
Personnel

Wages & Salaries	\$ 50,365	\$ 160,418	23.94%	\$ 670,000.00
Medical Health Insurance Coverage	\$ 2,879	\$ 8,707	16.12%	\$ 54,000.00
IMRF	\$ 4,420	\$ 13,567	24.67%	\$ 55,000.00
Medicare/FICA	\$ 3,821	\$ 12,188	23.44%	\$ 52,000.00
Staff Training	\$ 500	\$ 1,566	52.20%	\$ 3,000.00
Membership Dues	\$ -	\$ 1,080	24.55%	\$ 4,400.00
Professional Development	\$ 330	\$ 1,398	13.98%	\$ 10,000.00
Total Personnel	\$ 62,315	\$ 198,924	23.45%	\$ 848,400.00

Support Services

Printing and Advertising

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

Programming

Children's Programs	\$ 829	\$ 5,468	45.57%	\$ 12,000.00
Teen Programs	\$ 1,005	\$ 2,469	35.27%	\$ 7,000.00
Adult Programs	\$ 668	\$ 3,300	33.00%	\$ 10,000.00
Special Programs	\$ 5	\$ 43	1.70%	\$ 2,500.00
Connections Programs	\$ -	\$ 612	8.06%	\$ 7,600.00
Total Programs	\$ 2,507	\$ 11,892		\$ 39,100.00
Total Support Services and Programs	\$ 2,507	\$ 13,436	27.82%	\$ 48,300.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ (18)	\$ (99)	-14.07%	\$ 700.00
Technical Support	\$ 760	\$ 2,250	18.75%	\$ 12,000.00
Automation Administration	\$ 5,202	\$ 5,958	19.22%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ 182	4.55%	\$ 4,000.00
Postage & Delivery	\$ 66	\$ 148	4.28%	\$ 3,500.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Payroll and Employment Services	\$ 272	\$ 679	19.41%	\$ 3,500.00
Youth Interventionist Contract	\$ 1,049	\$ 2,056	46.72%	\$ 4,400.00
Telephone/Internet	\$ 861	\$ 2,560	17.65%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 20	2.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 397	16.54%	\$ 2,400.00
Total Other Support Services	\$ 8,381	\$ 14,151	16.55%	\$ 86,500.00

Library Materials

Books	\$ 4,309	\$ 15,314	21.57%	\$ 71,000.00
Print Periodicals (Magazines)	\$ 594	\$ 3,426	45.68%	\$ 7,500.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	3,500		23.33%	\$	15,000.00
Online E-Content - elect. books/magazines/movies/music	\$	3,612	\$	6,495		13.53%	\$	48,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,286	\$	7,316		18.76%	\$	39,000.00
Total Library Materials	\$	11,800	\$	36,051		19.97%	\$	180,500.00

Library and Office Supplies

Office Supplies	\$	804	\$	1,343		29.85%	\$	4,500.00
Library Supplies	\$	268	\$	463		8.42%	\$	5,500.00
Copy And Printing Supplies	\$	-	\$	239		17.08%	\$	1,400.00
Misc Expenses (includes Patron Relations)	\$	0	\$	151		5.38%	\$	2,800.00
Total Office Supplies	\$	1,072	\$	2,196		15.46%	\$	14,200.00
Total Library Materials & Supplies	\$	12,872	\$	38,247		19.64%	\$	194,700.00

Strategic Initiatives

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

Building Materials & Supplies	\$	54	\$	511		10.21%	\$	5,000.00
Total Facility Supplies	\$	54	\$	511		10.21%	\$	5,000.00

Facility Services

Insurance	\$	-	\$	-		0.00%	\$	13,000.00
Maintenance and Custodial Service	\$	4,816	\$	15,549		26.81%	\$	58,000.00
Water	\$	-	\$	301		12.04%	\$	2,500.00
Natural Gas	\$	591	\$	1,230		14.47%	\$	8,500.00
Copier Maintenance and Usage	\$	245	\$	883		27.58%	\$	3,200.00
Total Facility Services	\$	5,652	\$	17,962		21.08%	\$	85,200.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	239	\$	376		7.52%	\$	5,000.00
Technology Misc.	\$	-	\$	88		5.84%	\$	1,500.00
Total Equipment and Furniture	\$	239	\$	464		7.18%	\$	6,500.00

Total Facilities Management	\$	5,891	\$	18,513		19.14%	\$	96,700.00
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Total Operating Expenses	\$	91,967	\$	283,270		22.11%	\$	1,261,100.00
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Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	11,900.00
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Total Expenses	\$	91,967	\$	283,270		21.91%	\$	1,293,000.00
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Total Income	\$	268,892	\$	261,234		21.75%	\$	1,293,000.00
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River Forest Public Library
Fiscal Year: May 1, 2017 - April 30, 2018
Revenue Report - August 2017

Account:	August-17	YTD	2017-2018	% of Budget
Property Taxes	\$ 282,402	\$ 551,661	1,212,000.00	45.52%
Connections Program Grant	\$ -	\$ -	7,600.00	0.00%
Corp Property Replacement Taxes	\$ 108	\$ 4,824	15,400.00	31.32%
Fines, Service Charges	\$ 610	\$ 4,824	18,000.00	26.80%
Lost Books Reimbursed	\$ 279	\$ 855	3,000.00	28.51%
Book Sales	\$ 70	\$ 238	1,000.00	23.80%
Copy Machine Revenue	\$ 33	\$ 803	4,000.00	20.08%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 832	\$ 2,066	6,500.00	31.78%
Gifts	\$ 7,500	\$ 7,850	8,500.00	92.35%
IL Per Capita Grant	\$ -	\$ -	8,600.00	0.00%
Grants, other	\$ 1,371	\$ 1,371	4,200.00	32.64%
Community Foundation Endowment	\$ -	\$ -	3,400.00	0.00%
Misc Income	\$ -	\$ 30	500.00	6.00%
Total:	\$ 293,205	\$ 574,522	1,293,000.00	44.43%
Income:	\$ 293,205	\$ 574,522	1,293,000.00	44.43%
Expense:	\$ 99,706	\$ 380,564	1,293,000.00	29.43%



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

August 2017 Fiscal YTD Actual % Budget 17-18 Budget
 33% as of 8/31/17

Expenses
Personnel

Wages & Salaries	\$ 50,557	\$ 210,975	31.49%	\$ 670,000.00
Medical Health Insurance Coverage	\$ 2,879	\$ 11,586	21.46%	\$ 54,000.00
IMRF	\$ 4,411	\$ 17,979	32.69%	\$ 55,000.00
Medicare/FICA	\$ 3,835	\$ 16,023	30.81%	\$ 52,000.00
Staff Training	\$ -	\$ 1,066	36.64%	\$ 3,000.00
Membership Dues	\$ 894	\$ 1,974	44.85%	\$ 4,400.00
Professional Development	\$ -	\$ 1,398	13.98%	\$ 10,000.00
Total Personnel	\$ 62,576	\$ 261,000	30.76%	\$ 848,400.00

Support Services

Printing and Advertising

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

Programming

Children's Programs	\$ 1,099	\$ 6,567	54.73%	\$ 12,000.00
Teen Programs	\$ 389	\$ 2,857	40.82%	\$ 7,000.00
Adult Programs	\$ 621	\$ 3,921	39.21%	\$ 10,000.00
Special Programs	\$ 165	\$ 208	8.31%	\$ 2,500.00
Connections Programs	\$ 445	\$ 1,057	13.91%	\$ 7,600.00
Total Programs	\$ 2,719	\$ 14,610		\$ 39,100.00
Total Support Services and Programs	\$ 2,719	\$ 16,154	33.45%	\$ 48,300.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ (126)	\$ (225)	-32.09%	\$ 700.00
Technical Support	\$ 750	\$ 3,000	25.00%	\$ 12,000.00
Automation Administration	\$ 1,229	\$ 7,187	23.18%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ 656	\$ 838	20.95%	\$ 4,000.00
Postage & Delivery	\$ 90	\$ 238	6.80%	\$ 3,500.00
Audit Fees	\$ -	\$ -	0.00%	\$ 8,500.00
Payroll and Employment Services	\$ 212	\$ 891	25.46%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ 2,056	46.72%	\$ 4,400.00
Telephone/Internet	\$ 1,606	\$ 4,165	28.73%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 20	2.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 596	24.83%	\$ 2,400.00
Total Other Support Services	\$ 4,616	\$ 18,766	21.95%	\$ 85,500.00

Library Materials

Books	\$ 7,457	\$ 22,769	32.07%	\$ 71,000.00
Print Periodicals (Magazines)	\$ -	\$ 3,426	45.68%	\$ 7,500.00

Online Learning Tools & Data Base Subscriptions	\$	1,911	\$	3,500		23.33%	\$	15,000.00
Online E-Content - elect. books/magazines/movies/music	\$	4,522	\$	11,017		22.95%	\$	48,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,007	\$	10,323		26.47%	\$	39,000.00
Total Library Materials	\$	16,897	\$	51,036		28.27%	\$	180,500.00

Library and Office Supplies

Office Supplies	\$	391	\$	1,735		38.54%	\$	4,500.00
Library Supplies	\$	748	\$	1,211		22.01%	\$	5,500.00
Copy And Printing Supplies	\$	126	\$	365		26.08%	\$	1,400.00
Misc Expenses (includes Patron Relations)	\$	41	\$	192		6.86%	\$	2,800.00
Total Office Supplies	\$	1,306	\$	3,502		24.66%	\$	14,200.00
Total Library Materials & Supplies	\$	18,203	\$	54,538		28.01%	\$	194,700.00

Strategic Initiatives

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

Building Materials & Supplies	\$	804	\$	1,315		26.30%	\$	5,000.00
Total Facility Supplies	\$	804	\$	1,315		26.30%	\$	5,000.00

Facility Services

Insurance	\$	-	\$	-		0.00%	\$	13,000.00
Maintenance and Custodial Service	\$	10,157	\$	25,706		44.32%	\$	58,000.00
Water	\$	290	\$	591		23.65%	\$	2,500.00
Natural Gas	\$	979	\$	2,209		25.99%	\$	8,500.00
Copier Maintenance and Usage	\$	165	\$	1,048		32.75%	\$	3,200.00
Total Facility Services	\$	11,592	\$	29,554		34.69%	\$	85,200.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	-	\$	376		7.52%	\$	5,000.00
Technology Misc.	\$	-	\$	88		5.84%	\$	1,500.00
Total Equipment and Furniture	\$	-	\$	464		7.13%	\$	6,500.00

Total Facilities Management	\$	11,592	\$	80,105		31.13%	\$	96,700.00
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Total Operating Expenses	\$	99,706	\$	380,564		29.71%	\$	1,281,100.00
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Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	11,900.00
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Total Expenses	\$	99,706	\$	380,564		29.43%	\$	1,293,000.00
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Total Income	\$	293,205	\$	574,522		44.43%	\$	1,293,000.00
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**River Forest Public Library -Capital Reserve Fund -July 2017
Fiscal Year: May 1, 2017 - April 30, 2018**

Beginning Balance	\$	215,937.24
Expenses		
Versatile - Group 3 Computer Purchase (Cleared)	\$	10,884.54
Income		
Interest	\$	0.17
Ending Balance	\$	205,052.87

In July 2017 the Capital Reserve Money Market Account was closed at Forest Park National Bank. The balance in the account at the time of closure was \$205,052.70. \$205,052.70 was deposited into the Community Bank Oak Park River Forest capital money market on 7/28/17 and \$200,000 was swept into the capital ICS account on 7/31. As of 7/31/17 \$5,052.87 is on deposit in the capital checking account at CB OPRF.

ICS Capital Account	\$	200,000.00
CB OPRF Capital checking account	\$	5,052.87
	\$	<u>205,052.87</u>



River Forest Public Library -Capital Reserve Fund -August 2017
 Fiscal Year: May 1, 2017 - April 30, 2018

ICS Capital Reserve Money Market – Account Opened 8/1/2017

Opening Balance:		\$	-
Expenses:		\$	-
Transfer IN:	Closed FP Capital Reserve money market	\$	200,052.87
Transfer OUT:	Transfer out to purchase Capital Reserve CDARS	\$	200,000.00
Interest		\$	49.37
Ending Balance		\$	102.24

CDARS Capital Reserve 52 Week CD - CD Purchased 8/10/2017

Interest Rate: 1.26%
 Bank: Lakeland Bank, Newfoundland, NJ

Opening Balance:	Transfer in from ICS Capital Reserve money market	\$	200,000.00
Interest:		\$	151.95
Ending Balance:		\$	200,151.95

Community Bank Capital Fund Checking Account

Opening Balance		\$	5,052.87
Transfer OUT:		\$	52.87
Interest		\$	0.04
Ending Balance		\$	5,000.04

Liquid Capital Reserve \$ 5,102.28
 Capital Reserve CD \$ 200,151.95

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

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
ICS Capital 805669202	200,000.00
CB OPRF Operations 00805669201	25,782.84
CB OPRF Capital 00805669202	5,052.87
For. Park Money Market171285900	1,170,819.58
For. Park Payroll 171283900	14,520.25
For. Park Checking 171284900	8,453.70
Petty Cash	60.00
Total Checking/Savings	<u>1,424,689.24</u>
Accounts Receivable	
Accounts Receivable	1,388.91
Total Accounts Receivable	<u>1,388.91</u>
Total Current Assets	<u>1,426,078.15</u>
TOTAL ASSETS	<u><u>1,426,078.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,783.39
Total Accounts Payable	<u>2,783.39</u>
Credit Cards	
MB Financial Credit Card	1,840.35
Total Credit Cards	<u>1,840.35</u>
Total Current Liabilities	<u>4,623.74</u>
Total Liabilities	4,623.74
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	620,540.06
Net Income	-20,969.80
Total Equity	<u>1,421,454.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,426,078.15</u></u>

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

Aug 31, 17

ASSETS	
Current Assets	
Checking/Savings	
1 OP CD 28 WK 020519728	150,038.80
2 OP CD 1 YEAR 1020515305	150,041.76
3 OP CD 1 YEAR 1020495169	60,030.83
4 OP CD 1 YEAR 1020495142	60,030.83
5 CAP CD 1 YEAR 1020474021	200,151.95
6 OP CD 5 YEAR 1020450904	60,093.03
7 OP CD 3 YEAR 1020448578	60,078.23
8 OP CD 2 YEAR 1020448543	60,069.64
9 ICS Operations 805669201	580,964.01
10 ICS Capital 805669202	102.24
11 CB OPRF Operations 00805669201	5,092.62
12 CB OPRF Capital 00805669202	5,000.04
13 For. Park Money Market 171285900	216,489.57
14 For. Park Payroll 171283900	4,139.05
15 For. Park Checking 171284900	4,493.63
16 Petty Cash	60.00
Total Checking/Savings	<u>1,616,876.23</u>
Total Current Assets	<u>1,616,876.23</u>
TOTAL ASSETS	<u><u>1,616,876.23</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,307.58
Total Accounts Payable	<u>-2,307.58</u>
Credit Cards	
MB Financial Credit Card	823.89
Total Credit Cards	<u>823.89</u>
Total Current Liabilities	<u>-1,483.89</u>
Total Liabilities	-1,483.89
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	620,540.06
Net Income	175,935.91
Total Equity	<u>1,618,360.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,616,876.23</u></u>

Please review this document alongside the 8/31/17 Balance Sheet

Number on Balance Sheet	Amount	Term	Expiration	Rate	Lessor	Account Type	(Estimated) Annual earnings
Investment Accounts							
1	\$ 150,000.00	26 week	2/22/2018	1.15%	Signature Bank, New York, NY		\$ 1,770.00
2	\$ 150,000.00	52 week	8/23/2018	1.27%	Meridian Bank, Malvern PA & Western Alliance, Phoenix, AZ	Operations Reserve CDARS	\$ 1,905.00
3	\$ 60,000.00	1 yr	8/16/2018	1.35%	Western Alliance Bank, Phoenix, AZ		\$ 750.00
4	\$ 60,000.00	1 yr	8/16/2018	1.35%	Western Alliance Bank, Phoenix, AZ	Permanent Operations Reserve CDARS	\$ 750.00
5	\$ 200,000.00	52 week	8/9/2018	1.26%	Lakeland Bank, Newfoundland NJ	Capital Reserve CDARS	\$ 2,520.00
6	\$ 60,000.00	5 yr	7/29/2022	1.95%	Landmark Bank, Columbia, MO		\$ 1,170.00
7	\$ 60,000.00	3 yr	7/30/2020	1.64%	Yampa Valley Bank, Steamboat Springs, CO	Permanent Operations Reserve CDARS	\$ 984.00
8	\$ 60,000.00	2 yr	8/1/2019	1.48%	Bank 7, Oklahoma City, OK		\$ 876.00
Money Market Accounts							
9	\$ 580,000.00	n/a		1.00%	Republic Bank & Trust, Louisville, KY	IGS Operations Money Market Account	\$ 5,800.00
					Bank of China, New York, NY		
					Merchants Bank of Indiana, Carmel, IN		
10	\$ 100.00	n/a		1.00%	Bank of China, New York, NY	IGS Capital Money Market Account	
Day-to-Day Accounts							
11	n/a	n/a			Community Bank OPRF	Operations Checking	
12	n/a	n/a			Community Bank OPRF	Capital Checking	
13	Balances to change monthly		n/a		Forest Park Money Market - to be closed by the end of 9/17		
14			n/a		Forest Park Payroll account - to be closed by the end of 9/17		
15			n/a		Forest Park Checking account - to be closed by the end of 9/17		
16			n/a		Petty cash		

1:54 PM
08/08/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 07/31/2017

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance				60.00
Cleared Balance				60.00
Register Balance as of 07/31/2017				60.00
Ending Balance				60.00

3:55 PM
09/02/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 08/31/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>N...</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						60.00
Cleared Balance						60.00
Register Balance as of 08/31/2017						60.00
Ending Balance						60.00

July 2017 Key Performance Indicators

Total Circulation	Jul-17	YTD 2017- 2018	2017-2018	YTD % Goal
Preschool Collection	3,815	10,353	37,000	28.0%
Juvenile Collection	5,920	14,953	47,000	31.8%
Middle School Collection	806	1,961	6,000	32.7%
Teen Collection	1,115	3,060	8,000	38.3%
Adult Fiction	4,893	12,869	42,000	30.6%
Adult Non-Fiction	3,555	9,807	34,500	28.4%
Adult Media	3,205	8,951	36,000	24.9%
Adult Other	174	439		
Non SWAN ILL	23	79		
Webpac Renewals	104	2,814		
Total Circulation	23,610	65,286	210,500	31%

Programs & Meeting Room Use				
Older Adults				
Programs	6	28		
Attendance	163	508	1,800	28.2%
Middle School				
Programs	10	38		
Attendance	113	1,385	2,900	47.8%
Children/Family Programs				
Programs	65	162		
Elementary School Age Attendance	1,014	3,026	6,000	50.4%
Preschool Attendance	985	2,511	8,000	31.4%
Other Programs				
Programs	0	0		
Attendance	0	0		
Outside Groups				
Barbara Hall Meeting Room Use	4	20	135	15%

Cardholders & Visits				
Monthly Visitors	8,804	26,730		
New Cardholders Added	70	185	850	22%
Total Number Cardholders	8,132			
Cardholders as % of Population*	73%			

* RF Population is 11,172 Per 2010 Census Data

August 2017 Key Performance Indicators

Total Circulation	Aug-17	YTD 2017-2018	2017-2018	YTD % Goal
Preschool Collection	3,322	13,675	37,000	37.0%
Juvenile Collection	4,937	19,890	47,000	42.3%
Middle School Collection	587	2,548	6,000	42.5%
Teen Collection	888	3,948	8,000	49.4%
Adult Fiction	4,497	17,366	42,000	41.3%
Adult Non-Fiction	3,528	13,335	34,500	38.7%
Adult Media	3,213	12,164	36,000	33.8%
Adult Other	175	614		
Non SWAN ILL	29	108		
Webpac Renewals	157	2,971		
Total Circulation	21,333	86,619	210,500	41%

Programs & Meeting Room Use				
Older Adults				
Programs	5	33		
Attendance	171	679	1,800	37.7%
Middle School				
Programs	7	45		
Attendance	345	1,730	2,900	59.7%
Children/Family Programs				
Programs	29	191		
Elementary School Age Attendance	755	3,781	6,000	63.0%
Preschool Attendance	782	3,293	8,000	41.2%
Other Programs				
Programs	0	0		
Attendance	0	0		
Outside Groups				
Barbara Hall Meeting Room Use	7	27	135	20%

Cardholders & Visits				
Monthly Visitors	8,201	34,931		
New Cardholders Added	73	258	850	30%
Total Number Cardholders	8,186			
Cardholders as % of Population*	73%			

* RF Population is 11,172 Per 2010 Census Data

MEMO

To: RFPL Board of Trustees
From: Policy Committee
Date: September 13, 2017
RE: Updates to Staff policies

Attached is an update to RFPL's Staff Employment policy. This policy change is included on the Consent Agenda for the September 19, 2017 meeting.

IX. Workplace Harassment

New language was added to the Sexual Harassment section to include other forms of harassment and discrimination protected by law "based upon an individual's race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, transgender status, veteran status, military status, marital status, order of protection status, or any other protected category". The new heading for this section is Workplace Harassment.

In April 2017, a representative from Arthur J. Gallagher, our liability insurance agent, provided a training session for library staff on the importance of refraining from inappropriate conduct or comments towards fellow staff members or library patrons in the workplace. In addition, library management has instituted workplace harassment procedures to ensure that every employee has the opportunity to express concerns related to workplace harassment.

IX. Sexual Harassment

~~RFPL policy prohibits sexual harassment of employees and patrons in accordance with Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of sexual harassment.~~

A. Work Environment

IX. All RFPL employees have a right to work in an environment free of sexual harassment. Workplace Harassment

It is the policy of RFPL strives to maintain a workplace environment free from all forms of harassment and discrimination and to insist promote an environment in which that all employees beare treated with dignity, respect and courtesy. It will be a violation of RFPL policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, transgendered status, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law. RFPL strives to will not tolerate prevent harassment of its employees by anyone, including any manager, co-worker, vendor, client, contractor, customer, or other regular visitor of RFPL. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of workplace harassment.

A. Definition of Sexual Harassment

"Sexual harassment" in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, as defined above, may include but is not limited to:

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs or drawings;

- Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

B. Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual's race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, transgender status, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who believes that he or she is being subjected to ~~sexual~~ harassment is urged to report such conduct to the Director in accordance with the Sexual Workplace Harassment Reporting Procedure.

B.C. Library Employee/Patron Relationship

RFPL affirms its commitment to providing an environment for all patrons free of ~~sexual~~ harassment. RFPL views ~~sexual~~any harassment of patrons by RFPL employees as an abuse of authority and therefore such harassment will not be tolerated.

~~Sexual harassment of a patron by a RFPL employee includes, but is not limited to:~~

- ~~any sexual advance by an employee toward a patron;~~
- ~~any request by an employee to a patron for sexual favors;~~
- ~~any acceptance by an employee of a sexual advance or request for sexual favors from a patron;~~
- ~~any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any RFPL-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities of creating an intimidating, hostile, or offensive Library environment for the patron.~~

Any patron who suspects that she or he has encountered ~~sexual~~ harassment should report the incident to the Director as soon as possible. Any employee who witnesses or has knowledge of ~~sexual~~ harassment by another RFPL employee against a patron shall immediately report it to the Director or to the employee's immediate Supervisor/manager.

Examples:

~~Sexual harassment prohibited by this policy includes, but is not limited to, verbal, non-verbal, or physical conduct. The terms “intimidating,” “hostile” or “offensive” as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.~~

~~Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender specific traits.~~

~~Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, and display of foul or obscene printed or visual material.~~

IX. Workplace Harassment

RFPL strives to maintain a workplace free from harassment and discrimination and to promote an environment in which all employees are treated with dignity, respect and courtesy. It will be a violation of RFPL policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, transgendered status, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law. RFPL strives to prevent harassment of its employees by anyone, including any manager, co-worker, vendor, client, contractor, customer, or other regular visitor of RFPL. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of workplace harassment.

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- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs or drawings;
- Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
- Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

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Inappropriate conduct in the workplace, based upon an individual's race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, transgender status, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who believes that he or she is being subjected to harassment is urged to report such conduct to the Director in accordance with the Workplace Harassment Reporting Procedure.

C. Library Employee/Patron Relationship

RFPL affirms its commitment to providing an environment for all patrons free of harassment. RFPL views any harassment of patrons by RFPL employees as an abuse of authority and therefore such harassment will not be tolerated.

Any patron who suspects that she or he has encountered harassment should report the incident to the Director as soon as possible. Any employee who witnesses or has knowledge of harassment by another RFPL employee against a patron shall immediately report it to the Director or to the employee's manager.

There are 4 terminals upstairs on the north and south walls by the center reservation room. The computers are dominated by kids playing video games and talking loudly. It's distracting and makes it hard to concentrate anywhere near them. Restrict # of hours they can play? Make them leave if too loud? Split up the computer? Restrict video games?

We strive to be a welcoming place for all here at RFPL, and I am sorry that things were on the noisy side during your visit. I will say that since I have spoken with you, we have implemented stricter practices around not allowing quite so much noise for quite such long periods of time at those computers.

Unfortunately, as you have seen, we do not have walls in our library. The glassed-in area you were sitting in is kind of an optical illusion, because although it looks like a private "reservation room" as you allude in your comment, it is in fact neither reservable nor private / soundproof. It's also, as you experienced, right next to our designated Teen and Middle School area, which means it is doubly noisy when kids are there playing video games after school and, in this case, summer school. We do allow a moderate amount of noise on this side of the library.

As I explained at your visit, the most we can do in that area is keep things at a dull roar, given the nature of the activities the kids participate in while they are here using their space. I do appreciate that it is a fine line, especially when the glassed-in areas *seem* so inviting as "private" study for adults. The other side of the library might be a better option for quiet study at your next visit, especially if you come between the hours of 3 and 6 (after school), as we more actively enforce quiet on that side.

Would you consider having a table toddlers / kids can have a small snack at in the Children's Area? Other libraries have this, especially for small kids / toddlers who get hungry often. We want to expose our kids to libraries but difficult to be here if child has melt down if too hungry. Appreciate your consideration.

Unfortunately, this is a small library building with a small staff and we do not have an appropriate location to dedicate to consumption of food. Nor do we have maintenance staff to clean a dedicated food area throughout the day. We have also have had ongoing issues with pest control and are unable to allow food consumption other than at designated library programs. When the weather is nice, we encourage you to have a snack outside at the tables in our garden area.

Drink Vending Machine

As noted above, we are a small library and we do not presently have an available space/location to accommodate a drink vending machine. Feel free to bring in your own covered drink to enjoy while visiting the library.

I think the RFPL needs more children's programs because they have a lot more for middle school than they do for children. I am a fourth grader and we need more programs for my age group.

Thank you for your suggestion. We offer lots of programs for kids your age: In fact, since May of this year, there have been 87 programs for 4th graders compared to only 45 programs for Middle Schoolers. If there is a program idea you are interested in, we encourage you to speak with our Children's Services Staff. We love ideas that come straight from kids!

Organizational Structure/Training and Staff Development

We welcomed two new staff members in August. Shekinah Lawrence and Beronica Puhr joined our Materials Services team. Karen Wiebe, who has been with us for 3 years, accepted a position as the Circulation Assistant Manager at Forest Park Public Library and her last day at RFPL was September 13th. Cassie Porter will be joining our staff on September 19th. Cassie will be working part-time as our Connections Coordinator and running our Tuesday and Friday programs. She will also have some time scheduled working in the Adult/Teen area during the after school and early evening hours.

The River Forest Fire Department assisted us with a fire drill on Wednesday, August 23rd. Staff were able to safely and quickly secure the building and steer all patrons to the closest exit. Amy and Joanna conducted a Safety 101 training for all staff at our September 8th staff in-service day. Staff went on a scavenger hunt to locate our emergency exits, fire pull stations, fire extinguishers, tornado shelters, emergency shutoffs and our AED equipment.

Staff response was very positive to the presentation given by Ryan Dowd during the afternoon of our September 8th staff in-service day. Several staff members from Forest Park Public Library joined us in learning tips/best practices for how to better understand, connect to, and enlist the cooperation of some of our disenfranchised patrons. We will continue to call upon the River Forest Police Department as needed, but we hope to avoid some potential conflict by leading with greater empathy and understanding when dealing with all library users.

Facilities

The Facilities Committee did not meet this month.

We asked our insurance company, Gallagher Bassett to complete an updated replacement cost building valuation appraisal as our last appraisal was from 2004. We should be receiving the building appraisal before the end of the month.

Davis Tree Care was out in early September to trim the trees in the library garden and those on the north side of the building.

Marketing and Public Relations

The Bookplate hit homes the first week of September.

We sent out a press release for Fall Fireside Concert in early September and will be working for the rest of the month to ensure strong press coverage for our Saturday, October 7th MakerFest event.

Administration and Governance

I attended the SWAN Quarterly meeting on September 7th. Work continues at SWAN on the process of adding 18 of the LINC and MAGIC library system members to SWAN in the coming 18 months. All member libraries have been updated on the proposed fee structure for FY 2018. At this point, SWAN anticipates that RAILS funding for FY 2018 will remain steady and that RAILS will fund SWAN at the same level as last year. Each SWAN library should then receive a flat \$5,532 (LLSAP grant) discount which will be applied towards our membership fees.

Administration and Governance (cont'd)

Based on these assumptions, RFPL should pay a membership fee of \$23,662 next year. This represents a 15% increase over the \$20,508 that we paid for the past 3 years when SWAN went into its reserves to lower and freeze our fees for 3 years. It is only a 1% increase over our FY 14-15 fee.

Finance

The Finance Committee met on August 28th to review the audit for the year ended April 30, 2017. Our auditor, Laura Babula of Knutte & Associates was present via speaker phone and answered all questions. We had a surplus of revenues over operating expenditures of \$140, 845 for the year as many of our capital expenditures (excluding technology replacement) were paid from our Capital Improvement Fund and not from our operating budget. Excess revenues will be transferred to our Capital Improvement Fund by Board vote.

Through September 13, 2017, we have received just over \$554,000 in 2016 property tax revenue distributions--almost 46% of our 2017-18 budget. This aligns with our past experience of 45% of projected tax revenues for the previous year being received in the 2nd installment payment of the following year.

We began moving our deposits from Forest Park National Bank to Community Bank of Oak Park and River Forest in the month of August and will close out our Forest Park accounts before the end of September. A copy of our current investment schedule as of August 31, 2017 is included in the Board packet.

As expected, the auto-renewal program has resulted in happier library patrons and a significant reduction in fines collected. While budgeted fines of \$18,000 represented less than 1.5% of our projected revenues, we anticipate that we will collect only about \$9,000 in fines this fiscal year.

Technology

In August, Versatile installed Symantec Endpoint Solution software, which protects our computers and server against malware, risks and vulnerabilities as we had been experiencing more pop-ups on our public computers.

I met with Dan Graham of Versatile on August 29th to discuss the privacy-security survey that the RFPL Board President, Tom Smedinghoff, has asked us to complete in order to prioritize and address data security risks. I have asked Versatile to provide us with an updated IT inventory.

Policies

The Policy Committee met on September 12th to review the Workplace Harassment and Child safety policies which will be presented to the Board for approval this month. The Committee also reviewed the Collection Management Policy which will be presented at February 20, 2018 Board meeting. Our next meeting is scheduled for February 13, 2018.

External Partnerships

The Touch a Truck program in August featured trucks from the Village of River Forest, and the Fire and Police Departments. In addition, we had volunteers from the VRF Sustainability Commission, Sugar Beet Co-Op, and New Moms sharing information about their organizations.

Our Train Day program on Saturday, September 9th included a model train exhibit by the Oak Park Train Club, and a wide selection of train books by Don Heimbürger, the owner of Heimbürger House Publishing.

We have an exciting line-up of exhibitors for our October 7th MakerFest which include: 2DKits, ChiBots, Depaul University Library's Maker Hub, Judy Steed Mosaics, iD Tech, Oak Park Art League, Pumping Station One, School of Rock, South Side Hackerspace, Tapster Robotics and Vortex Drones. Ethan Baehrend, the Eagle Scout candidate we are working with, has his own printer/kickstarter company; Creative 3D Technologies, which will be also be there.

I attended the River Forest Administrators meeting on 9/12 to hear updates from the Village, D90, Park District, District 200 and the Community Center.

Respectfully submitted

Sue Quinn
9/13/17

MEMO

To: RFPL Board of Trustees
From: Amy Grossman
Date: September 12, 2017
RE: Updates to Child Safety Policy

Patron Policies: X. Child Safety Policy

Upon careful consideration and examination of our current Child Safety Policy and procedures, the Children's Services Department librarians recommended to the Policy Committee that the age of unattended children at the library be lowered from 10 years of age to 8 years of age. We also recommended that the existing minimum authorized caregiver age continues to be 12 years old.

We value our role in the community and want the library to be a safe place for all youth. After researching other libraries' policies, we found that our Child Safety Policy was an outlier among neighboring communities. Oak Park and Forest Park have an unattended child age minimum set at 8 years old; Elmwood Park's unattended child age minimum is 7 years old. We also found that our existing policy can be perceived to target families with limited means, which impedes our goals of serving otherwise at risk youth in the community.

In the past 2 years, the time needed to monitor and enforce this policy has become problematic. Most of this time is spent identifying children who are 8 or 9 years old, but are otherwise behaving in compliance with the Patron Code of Conduct. When we have contacted parents about their unattended 8 and 9 year old children, there has been confusion, upset, and a questioning of the age restrictions.

The Children's Services Department will take the lead in enforcing a changed policy. Staff will make sure 8 and 9 year old children abide by the Patron Code of Conduct and speak with parent/guardians about any possible violations. Furthermore, staff will be instructed with new procedures to handle potential scenarios including any children who may remain at RFPL at closing time.

X. Child Safety

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building, and as such, is not necessarily a safe place to leave a child unattended. RFPL does not assume responsibility for the safety of children under the age of 18, as this authority ultimately lies with the parent/guardian. Parents, guardians, and caregivers (who must be age twelve or older) [collectively, ("Chaperones")] are responsible for the safety and actions of his or her~~thei~~rose children whom they are supervising while thei~~ro~~se children are at RFPL. Chaperones must be age twelve or older.

~~While at RFPL, C~~children under the age of 10-5 years old must not be left unattended in RFPL, and they be in the immediate supervising vicinity of - must be under the authority of, and accompanied by, a parent/guardian or authorized caregiver age 12 or older while at RFPL. Chaperone.

~~While at RFPL, C~~children between the ages of from 5 teand 8 years old must have abe accompanied by a Chaperone -parent/guardian or authorized caregiver age 12 or older remain in the building while at RFPL, including, but not limited to, during any programs provided for this age group.

~~If children are attending programs in which parent/guardian attendance is not required, the parent/guardian/caregiver must remain in the building.~~

Children 10-8 years of age or older may use RFPL without a Chaperone, unattended provided they adhere to the Patron Code of Conduct. It is the responsibility of the parent/guardian or caregiver to know the hours of RFPL and to pick up his or her~~thei~~their child before RFPL closes.

The Board authorizes RFPL management to establish and implement procedures to address issues of unattended affecting children while those children are at the in RFPL. (See Procedures Patron Code of Conduct)

X. Child Safety

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building, and as such, is not necessarily a safe place to leave a child unattended. RFPL does not assume responsibility for the safety of children under the age of 18, as this authority ultimately lies with the parent/guardian. Parents, guardians, and caregivers ("Chaperones") are responsible for the safety and actions of those children whom they are supervising while those children are at RFPL. Chaperones must be age twelve or older.

While at RFPL, children under the age of 5 years old must be in the immediate supervising vicinity of a Chaperone.

While at RFPL, children between the ages of 5 and 8 years old must be accompanied by a Chaperone including, but not limited to, during any programs provided for this age group.

Children 8 years of age or older may use RFPL without a Chaperone, provided they adhere to the Patron Code of Conduct. It is the responsibility of the parent/guardian or caregiver to know the hours of RFPL and to pick up their child before RFPL closes.

The Board authorizes RFPL management to establish and implement procedures to address issues affecting children while those children are at RFPL.