



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, November 14, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: October 17, 2017
 - b. October 2017 Warrants
 - c. October 2017 Revenue and Expense Reports
 - d. October 31, 2017 Balance Sheet
 - e. Schedule of 2018 Board Meetings
5. Attorney Visit: Gregory T. Smith, Klein, Thorpe and Jenkins, Ltd.
6. Staff Visit: Mary Kay Akers Stiff, Adult & Teen Services Manager
7. Communications
 - a. Patron Suggestions
 - b. October 2017 survey results
8. Director's Report
9. President's Report
10. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - Approve bid to replace (6) 2nd Floor Fan Coil Units
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee report
 - b. 2017 Levy Approval Vote
 - c. RF Tennis Club after-hours Library rental request
11. Executive Session
12. Adjournment

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

Meeting Minutes: Regular Board Meeting: October 17, 2017

Call to Order: At 7:32 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, Hill, Long, O'Connor and Smedinghoff.
- Trustee Crowell arrived at 7:55 pm.
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager), and Andrea Olvera-Trejo (RFPL Adult & Teen Services Librarian)

Visitors and Guests

- None

Consent Agenda

- a. Minutes of the Regular Board Meeting: September 19, 2017
- b. September 2017 Warrants
- c. September 2017 Revenue and Expense Reports

President Smedinghoff asked for a motion to approve the Consent Agenda. Trustee Calabrese-Berry made a motion, seconded by Trustee O'Connor, to approve the Consent Agenda items a. through c.

A roll call vote was taken.

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

Staff Visit: Andrea Olvera-Trejo, Adult & Teen Services Librarian

- Ms. Olvera-Trejo spoke to the Board about the Maker Fest, which took place at the Library on Saturday, October 7th. Ms. Olvera-Trejo explained that the fest was designed to showcase the maker trend, which is a do-it-yourself mentality of making your own items/content/art as opposed to buying consumer products.
- The Maker Fest was developed in collaboration with Ethan Baehrend, a River Forest resident and Eagle Scout candidate. Ms. Olvera-Trejo worked with Ethan for over a year brainstorming and developing the event. The event featured 11 exhibitors, including 3D Technologies (Ethan's startup company), School of Rock, 2D Kits, Judy Steed Mosaics, the Oak Park Art League, and others. There were over 275 people in attendance for the Maker Fest and feedback from patrons and exhibitors was overwhelmingly positive.

- Director Quinn thanking Ms. Olvera-Trejo for her work in planning and executing the event and for her mentorship of and collaboration with Ethan Baehrend.

Communications

None

Director's Report

Organization Structure/Training and Staff Development

- The Materials Services Department is back up to full staffing levels. Dawn Thiede was hired in September and is a great addition to our team.

Facilities

- The Facilities Committee reviewed the Request for Proposal for Architectural Services drafted by library administration at its October 11, 2017 meeting.
- Director Quinn has contacted Oak Brook Mechanical to request new cost estimates for HVAC work that will be required in the next three years (as predicted in the 2010 Engberg Anderson study).

Marketing and Public Relations

- Our PR Associate, Fran Arnold, was very busy in September promoting National Library Card Sign up month and the Maker Fest. We had excellent local coverage for the Maker Fest with articles in the *Wednesday Journal* and the *Forest Leaves*. Fran also purchased a boosted Facebook post that reached 1,100 people in the community.

Administration and Governance

- Joanna Bertucci completed the annual Illinet report.

Finance

- All Forest Park National bank accounts were closed at the end of September 2017. The transition to Community Bank Oak Park River Forest went very smoothly. Director Quinn estimates that the RFPL should see roughly \$10,000 in interest this year for our operating budget.

Technology

- Director Quinn signed an agreement with CardConnect, a credit card payment vendor in early October. We hope to have the system installed at the Circulation Desk in November.

External Partnerships

- Director Quinn attended the Arbor West live webinar presentation, "The Value of Community as We Grow Older," with Dr. Atul Gawande at the 19th Century Women's Club on September 25th.
- The RFPL has started to work with Lincoln and Roosevelt school Girl Scouts on a "Choose Kindness" campaign related to the children's book *Wonder* by Raquel J. Palaccio.

- The RFPL staff will be working with D90 and the One District/One Book initiative to encourage the wider community to read *Mindset: the New Psychology of Success* by Carol Zweck. D90 will be hosting a number of forums and the RFPL has ordered 10 additional copies that will be available for book clubs.
- As reported by Ms. Olvera-Trejo, the Maker Fest was a huge success for the RFPL!

President's Report

- The November meeting will be on Tuesday, November 14th at 7:30 pm.
- At the November 14th Board meeting, Greg Smith of Klein, Thorpe, and Jenkins will present to the Board on tax and revenue issues. Please let President Smedinghoff know if the Board would like him to speak on any additional topics.
- President Smedinghoff thanked Trustee Crowell for his efforts with the RFPL Foundation's Fall Fireside Concert and Trustees discussed the event.

New Business

Committee Reports

- **Finance Committee Report**
 - The Finance Committee met on Monday, October 9, 2017 to review the availability of capital reserve funds for the circulation area/lobby project, which has been designated an imperative project.
 - Trustee Bevan explained that committing \$375,000 of capital reserve funds to the circulation area project will accelerate the depletion of the capital reserve fund. If the Board commits to completing only the additional "imperative" and "essential" projects, the capital reserve would be depleted by 2022. RFPL will explore avenues available for generating additional revenues in order to meet its ongoing projected capital requirements.
- **Facilities Committee**
 - The Facilities Committee met on Wednesday, October 11, 2017 to review the RFP for Architectural Services. The committee agreed to release the RFP on November 1, 2017 and that proposals would be due December 15, 2017. The committee would interview finalists in January 2018.
 - Trustees discussed a budget amount to be included in the RFP. It was agreed that the construction budget to be included in the RFP would be \$250,000. This figure does not include architecture fees and incidental expenses, which the Board estimated would be an additional \$65,000.
- **Collaboration Committee**
 - Trustee Calabrese-Berry reported that the communications survey is complete.

- Director Quinn shared the questions submitted by the RFPL and the Board made additional tweaks. Director Quinn will incorporate Trustee suggestions and share a draft of the new questions as soon as possible.

Adjournment

- At 9:25 pm Trustee Hill moved that the Regular Meeting be adjourned. Trustee O'Connor seconded. All approved and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 October 2017

10:06 AM
 11/01/17

Num	Date	Name	Memo	Account	Paid Amount
15558	10/3/2017	American Eagle Productions		CB OPRF Operations 008...	
	10/1/2017		Deposit for 3/11/18 Jungle Book performance program	Programs - Juv	-200.00
TOTAL					-200.00
15584	10/14/2017	ANDERSON ELEVATOR CO...		CB OPRF Operations 008...	
213111	10/7/2017		October Elevator Maint. Service	Maintenance - Service	-196.27
TOTAL					-196.27
15585	10/14/2017	AT&T - Electronic Gateway		CB OPRF Operations 008...	
S66041...	10/12/2017		Monthly Internet	Automation - Internet	-357.85
TOTAL					-357.85
15586	10/14/2017	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203318...	10/7/2017		Adult books	Books - Adult	-148.00
203321...	10/12/2017		Adult books	Books - Adult	-52.11
TOTAL					-200.11
15610	10/30/2017	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203323...	10/30/2017		Adult books	Books - Adult	-152.20
203324...	10/30/2017		Adult books	Books - Adult	-100.81
TOTAL					-253.01
15611	10/30/2017	BAKER & TAYLOR C0260133		CB OPRF Operations 008...	
501472...	10/30/2017		Adult books	Books - Adult	-175.19
TOTAL					-175.19
15559	10/3/2017	BAKER & TAYLOR L423727		CB OPRF Operations 008...	
203318...	10/1/2017		Adult print	Books - Adult	-81.68
TOTAL					-81.68

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Num	Date	Name	Memo	Account	Paid Amount
15587	10/14/2017	BAKER & TAYLOR L423727		CB OPRF Operations 008...	
203320...	10/7/2017		Adult books	Books - Adult	-68.54
TOTAL					-68.54
15612	10/30/2017	BayScan Technologies		CB OPRF Operations 008...	
54439	10/30/2017		Thermal Receipt Paper	Office Supplies	-172.00
TOTAL					-172.00
15688	10/14/2017	Bulld-a-Blinkle		CB OPRF Operations 008...	
00252A	10/12/2017		Maker Fest Vendor 2D Kit Materials	Programs - Adult	-100.00
TOTAL					-100.00
15613	10/30/2017	Capstone Press, Inc.		CB OPRF Operations 008...	
C11059...	10/30/2017		Children's book	Books- Juv	-370.32
TOTAL					-370.32
15604	10/14/2017	Card Services - MB Finan...	See last page of Warrant List for transaction breakout Sept 1...	CB OPRF Operations 008...	
TOTAL			See last page of Warrant List for transaction breakout Sept 17 Cr...	MB Financial Credit Card	-3,779.61
15660	10/3/2017	Comcast		CB OPRF Operations 008...	
TOTAL			Monthly Telephone/Internet	Automation - Internet	-503.99
15614	10/30/2017	Comcast		CB OPRF Operations 008...	
877120...	10/30/2017		November telephone & Internet	Automation - Internet	-504.77
TOTAL					-504.77
15561	10/3/2017	Communication Revolving ...		CB OPRF Operations 008...	
T1803941	10/1/2017		Monthly internet	Automation - Internet	-240.00
TOTAL					-240.00

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Num	Date	Name	Memo	Account	Paid Amount
15615	10/30/2017	Communication Revolving ...		CB OPRF Operations 008...	
T1807247	10/30/2017		Internet	Automation - Internet	-240.00
TOTAL					-240.00
15662	10/3/2017	Complete Cleaning Company		CB OPRF Operations 008...	
C03486	10/1/2017		October 2017 Cleaning Services	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
15616	10/30/2017	Complete Cleaning Company		CB OPRF Operations 008...	
C03828	10/30/2017		Daily Cleaning November 2017	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
15617	10/30/2017	Constance L. Martin		CB OPRF Operations 008...	
TOTAL			11/19/17 Pre-Civil War Quilts Program	Programs - Adult	-228.40
15663	10/3/2017	DEMCO, INC.		CB OPRF Operations 008...	
6172257	10/1/2017		Repair tape	Supplies - Library	-17.71
6213995	10/1/2017		Book tape, media cases	Supplies - Library	-149.00
6220191	10/3/2017		Label protectors, Media cases	Supplies - Library	-144.65
TOTAL					-311.36
15669	10/14/2017	DEMCO, INC.		CB OPRF Operations 008...	
6191518	10/7/2017		Classification labels	Supplies - Library	-8.29
6183201	10/7/2017		Classification labels	Supplies - Library	-32.80
9221361	10/7/2017		Tech Services supplies cases, sign holders, AV cases	Supplies - Library	-83.35
TOTAL					-125.44
15618	10/30/2017	DEMCO, INC.		CB OPRF Operations 008...	
6232496	10/30/2017		Tech Services Supplies	Supplies - Library	-135.34
TOTAL					-135.34

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Num	Date	Name	Memo	Account	Paid Amount
15594	10/3/2017	Francisca Arnold		CB OPRF Operations 008...	
	10/1/2017		Mileage to RAILS Marketing Mtg. 9/8/17, Wheeling, IL	Misc. Expenses	-25.00
TOTAL					-25.00
15565	10/3/2017	Frantzis, Chrs		CB OPRF Operations 008...	
	5/27/2017		Copy Paper	Copier supplies	-13.18
TOTAL					-13.18
15590	10/14/2017	Gallagher Bassett Services...		CB OPRF Operations 008...	
INV-004...	10/7/2017		Library Appraisal	Insurance	-400.00
TOTAL					-400.00
15607	10/19/2017	Garvin Gardens		CB OPRF Operations 008...	
	10/17/2017		Fall Floral Arrangement Program 10/19/17	Programs - Adult	-150.00
TOTAL					-150.00
15619	10/30/2017	Garvin Gardens		CB OPRF Operations 008...	
	10/30/2017		Second Payment for Floral Program 10/19/17	Programs - Adult	-289.00
TOTAL					-289.00
15605	10/17/2017	Garvin Gardens	VOID:	CB OPRF Operations 008...	
TOTAL					0.00
15606	10/19/2017	Garvin Gardens	VOID:	CB OPRF Operations 008...	
TOTAL					0.00

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Num	Date	Name	Memo	Account	Paid Amount
15566	10/3/2017	GE Money Bank/Amazon		CB OPRF Operations 008...	
	10/1/2017		Puzzles for Children's room	Equipment & Furniture	-24.20
			Magnets	Connection - ASK Programs	-17.96
			HDMI to DVI Cord	Equipment - Technology	-6.98
			Teen video game	Non-print - Teen	-44.73
			Audio cable	Equipment - Technology	-7.45
			Wine glasses for Foundation event	Special Programs	-27.45
			New outdoor American flag	Maintenance - Supply	-13.91
			Connections craft supplies and games	Connection - ASK Programs	-20.05
			Teen video game	Non-print - Teen	-37.34
			Late fee	Misc. Expenses	-23.30
TOTAL					-223.37
15620	10/30/2017	GE Money Bank/Amazon		CB OPRF Operations 008...	
604578...	10/30/2017		Teen program supplies	Programs-Teen	-26.31
			Maker program supplies	Connection - ASK Programs	-67.38
			Printer cartridge	Printing	-69.95
			Crochet Club supplies	Programs-Teen	-7.80
			Teen video games	Non-print - Middle School	-23.99
			Ring toss game	Programs - Juv	-9.99
			Compostable bags	Maintenance - Supply	-11.95
			Laminator refill cartridge	Supplies - Library	-66.85
TOTAL					-264.22
15591	10/14/2017	Hoopla		CB OPRF Operations 008...	
95445552	10/7/2017		Hoopla Checkouts - September 2017	Hoopla	-879.33
TOTAL					-879.33
15567	10/3/2017	Houlihan, Dorothy		CB OPRF Operations 008...	
	10/1/2017		LACONI Mtg. Trends in Public Service D. Houlihan	Professional Development	-15.00
	10/1/2017		Mileage to Wheaton PL 9/14/17 LACONI program	Misc. Expenses	-18.62
TOTAL					-33.62
15621	10/30/2017	Houlihan, Dorothy		CB OPRF Operations 008...	
	10/30/2017		"Have Your Cake & Eat it Too" program facilitation	Programs - Adult	-66.50
TOTAL					-66.50

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Num	Date	Name	Memo	Account	Paid Amount
15568	10/3/2017	Hulen Landscaping Contra...		CB OPRF Operations 008...	
14806	10/1/2017		September Lawn Maintenance	Maintenance - Service	-160.00
TOTAL					-160.00
15622	10/30/2017	Hulen Landscaping Contra...		CB OPRF Operations 008...	
14872	10/30/2017		Maintenance Service October	Maintenance - Service	-160.00
TOTAL					-160.00
15623	10/30/2017	ILLINOIS ALARM		CB OPRF Operations 008...	
79950	10/30/2017		Alarm Monitoring 12/1-2/28	Maintenance - Service	-110.85
TOTAL					-110.85
dim	10/30/2017	IMRF		CB OPRF Operations 008...	
			EE IMRF Contribution	Employee Compensation	-1,911.60
			ER IMRF Contribution	IMRF	-4,732.27
TOTAL					-6,643.87
15568	10/3/2017	Ingram Library Services		CB OPRF Operations 008...	
62440310	10/1/2017		Prize book for Maker Fes	Programs - Adult	-16.99
62442857	10/3/2017		Middle school books	Books - Middle School	-10.69
62442856	10/3/2017		Middle school books	Books - Middle School	-21.54
62443083	10/3/2017		Middle school books	Books - Middle School	-23.93
62443084	10/3/2017		Middle school books	Books - Middle School	-7.99
62442398	10/3/2017		Middle school books	Books - Middle School	-12.38
62441791	10/3/2017		Middle school books	Books - Middle School	-11.63
62441792	10/3/2017		Middle school books	Books - Middle School	-8.43
62441278	10/3/2017		Middle school books	Books - Middle School	-19.60
62443751	10/3/2017		Middle school books	Books - Middle School	-13.18
62442858	10/3/2017		Teen books	Books - Middle School	-35.45
62443085	10/3/2017		Teen books	Books - Middle School	-11.98
62442533	10/3/2017		Teen books	Books - Middle School	-8.38
62441793	10/3/2017		Teen books	Books - Middle School	-11.82
62441794	10/3/2017		Teen books	Books - Middle School	-45.45
62441136	10/3/2017		Teen books	Books - Middle School	-34.89
62440968	10/3/2017		Teen books	Books - Middle School	-18.03
62440969	10/3/2017		Teen books	Books - Middle School	-16.91
62443697	10/3/2017		J Books	Books- Juv	-78.87
62443338	10/3/2017		J Books	Books- Juv	-234.94

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Num	Date	Name	Memo	Account	Paid Amount
62443342	10/3/2017	J Books		Books- Juv	-247.53
62443337	10/3/2017	J Books		Books- Juv	-18.55
62442388	10/3/2017	J Books		Books- Juv	-13.51
62442234	10/3/2017	J Books		Books- Juv	-25.37
62442235	10/3/2017	J Books		Books- Juv	-17.96
62441783	10/3/2017	J Books		Books- Juv	-112.88
62441782	10/3/2017	J Books		Books- Juv	-11.25
62441784	10/3/2017	J Books		Books- Juv	-10.49
66876100	10/3/2017	J Books		Books- Juv	-8.67
62440888	10/3/2017	J Books		Books- Juv	-14.36
62440889	10/3/2017	J Books		Books- Juv	-193.53
62443700	10/3/2017	Adult books		Books - Adult	-39.08
62443702	10/3/2017	Adult books		Books - Adult	-11.76
62443689	10/3/2017	Adult books		Books - Adult	-27.16
62443683	10/3/2017	Adult books		Books - Adult	-15.77
62443684	10/3/2017	Adult books		Books - Adult	-16.34
62443701	10/3/2017	Adult books		Books - Adult	-15.09
62443685	10/3/2017	Adult books		Books - Adult	-31.54
62443686	10/3/2017	Adult books		Books - Adult	-15.78
62443688	10/3/2017	Adult books		Books - Adult	-16.91
66878083	10/3/2017	Adult books		Books - Adult	-123.17
62443341	10/3/2017	Adult books		Books - Adult	-15.58
62443339	10/3/2017	Adult books		Books - Adult	-17.81
62443340	10/3/2017	Adult books		Books - Adult	-11.78
62443343	10/3/2017	Adult books		Books - Adult	-11.78
62443335	10/3/2017	Adult books		Books - Adult	-30.50
62443336	10/3/2017	Adult books		Books - Adult	-18.04
62442861	10/3/2017	Adult books		Books - Adult	-16.34
62442862	10/3/2017	Adult books		Books - Adult	-16.91
62442863	10/3/2017	Adult books		Books - Adult	-44.13
62442859	10/3/2017	Adult books		Books - Adult	340.36
62442860	10/3/2017	Adult books		Books - Adult	-15.78
62442389	10/3/2017	Adult books		Books - Adult	-16.34
62441785	10/3/2017	Adult books		Books - Adult	-16.90
62442237	10/3/2017	Adult books		Books - Adult	-28.62
62442390	10/3/2017	Adult books		Books - Adult	-16.32
62441788	10/3/2017	Adult books		Books - Adult	-11.99
62442238	10/3/2017	Adult books		Books - Adult	-30.35
62442236	10/3/2017	Adult books		Books - Adult	-34.67
62441787	10/3/2017	Adult books		Books - Adult	-16.34
62441786	10/3/2017	Adult books		Books - Adult	-15.46
62442230	10/3/2017	Adult books		Books - Adult	-11.79
62441781	10/3/2017	Adult books		Books - Adult	-16.35
62442232	10/3/2017	Adult books		Books - Adult	-44.47
62442387	10/3/2017	Adult books		Books - Adult	-15.78
62442233	10/3/2017	Adult books		Books - Adult	-20.87
66878099	10/3/2017	Adult books		Books - Adult	-15.77
62442386	10/3/2017	Adult books		Books - Adult	-12.59
				Books - Adult	-15.22
				Books - Adult	-32.17

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10:06 AM
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Nurn	Date	Name	Memo	Account	Paid Amount
62441557	10/3/2017	Adult books		Books - Adult	-16.34
62441558	10/3/2017	Adult books		Books - Adult	-50.14
62441553	10/3/2017	Adult books		Books - Adult	-16.35
62441554	10/3/2017	Adult books		Books - Adult	-16.34
62441555	10/3/2017	Adult books		Books - Adult	-16.34
62441556	10/3/2017	Adult books		Books - Adult	-64.79
62440891	10/3/2017	Adult books		Books - Adult	-32.77
62440892	10/3/2017	Adult books		Books - Adult	-12.97
62440890	10/3/2017	Adult books		Books - Adult	-15.81
6240887	10/3/2017	Adult books		Books - Adult	-37.82
TOTAL					-2,808.68
15592					
10/14/2017					
Ingram Library Services					
62445310	10/7/2017	Adult books		Books - Adult	-15.77
62445311	10/7/2017	Adult books		Books - Adult	-36.08
62445313	10/7/2017	Adult books		Books - Adult	-58.06
62445308	10/7/2017	Adult books		Books - Adult	-36.07
62445307	10/7/2017	Adult books		Books - Adult	-33.24
62444800	10/7/2017	Adult books		Books - Adult	-16.90
62444801	10/7/2017	Adult books		Books - Adult	-44.69
62444260	10/7/2017	Adult books		Books - Adult	-32.84
62444261	10/7/2017	Adult books		Books - Adult	-16.90
62444259	10/7/2017	Adult books		Books - Adult	-18.03
62444258	10/7/2017	Adult books		Books - Adult	-18.04
62443823	10/7/2017	Adult books		Books - Adult	-18.04
62444257	10/7/2017	Adult books		Books - Adult	-16.34
62443824	10/7/2017	Adult books		Books - Adult	-11.98
62443825	10/7/2017	Adult books		Books - Adult	-39.39
62445309	10/7/2017	J Books		Books - Juv	-156.99
62445312	10/7/2017	J Books		Books - Juv	-11.25
66878591	10/7/2017	J Books		Books - Juv	-9.58
66878590	10/7/2017	J Books		Books - Juv	-33.18
62443818	10/7/2017	Teen books		Books - Teen	-11.38
62444869	10/7/2017	MS Books		Books - Middle School	-14.63
62444870	10/7/2017	MS Print		Books - Middle School	-31.50
62444872	10/7/2017	Teen books		Books - Teen	-24.07
62444871	10/7/2017	Teen books		Books - Teen	-23.07
62446725	10/12/2017	Middle schools books		Books - Middle School	-7.43
62446724	10/12/2017	Middle schools books		Books - Middle School	-9.24
62446726	10/12/2017	Teen books		Books - Teen	-22.82
62446086	10/12/2017	Teen books		Books - Teen	-35.61
62445969	10/12/2017	Teen books		Books - Teen	-11.25
62447200	10/12/2017	J Books		Books - Juv	-10.16
62447197	10/12/2017	J Books		Books - Juv	-10.69
62446811	10/12/2017	J Books		Books - Juv	-38.79
62445808	10/12/2017	J Books		Books - Juv	-21.38
62445063	10/12/2017	J Books		Books - Juv	-20.56

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

10:06 AM
11/01/17

Num	Date	Name	Memo	Account	Paid Amount
62445807	10/12/2017		J books	Books- Juv	-21.38
66881223	10/12/2017		J Books	Books- Juv	-29.24
62445057	10/14/2017		Adult books	Books - Adult	-15.19
66881224	10/14/2017		Adult books	Books - Adult	-15.66
62445061	10/14/2017		Adult books	Books - Adult	-28.87
62445060	10/14/2017		Adult books	Books - Adult	-16.91
62445064	10/14/2017		Adult books	Books - Adult	-28.66
62445059	10/14/2017		Adult books	Books - Adult	-17.45
62445980	10/14/2017		Adult books	Books - Adult	-62.37
62445062	10/14/2017		Adult books	Books - Adult	-36.06
62447196	10/14/2017		Adult books	Books - Adult	-33.25
62447195	10/14/2017		Adult books	Books - Adult	-16.35
62447194	10/14/2017		Adult books	Books - Adult	-15.78
62447193	10/14/2017		Adult books	Books - Adult	-20.87
62447192	10/14/2017		Adult books	Books - Adult	-18.03
62447191	10/14/2017		Adult books	Books - Adult	-41.70
62447198	10/14/2017		Adult books	Books - Adult	-28.88
62447199	10/14/2017		Adult books	Books - Adult	-42.58
62446809	10/14/2017		Adult books	Books - Adult	-18.03
62446814	10/14/2017		Adult books	Books - Adult	-41.31
62446813	10/14/2017		Adult books	Books - Adult	-49.27
62446812	10/14/2017		Adult books	Books - Adult	-15.22
62446810	10/14/2017		Adult books	Books - Adult	-20.87
62432844	10/14/2017		Adult books	Books - Adult	-18.04
66881598	10/14/2017		Adult books	Books - Adult	-22.40
62446222	10/14/2017		Adult books	Books - Adult	-29.79
62446223	10/14/2017		Adult books	Books - Adult	-24.75
62445805	10/14/2017		Adult books	Books - Adult	-28.60
62445809	10/14/2017		Adult books	Books - Adult	-33.57
62445804	10/14/2017		Adult books	Books - Adult	-16.91
62445806	10/14/2017		Adult books	Books - Adult	-33.41
62445054	10/14/2017		Adult books	Books - Adult	-23.69
62445058	10/14/2017		Adult books	Books - Adult	-12.56
62445055	10/14/2017		Adult books	Books - Adult	-17.47
62445056	10/14/2017		Adult books	Books - Adult	-15.78
				Books - Adult	-107.46
				Books - Adult	-15.78
					-1,950.09

River Forest Public Library
WARRANT LIST DETAIL
 October 2017

10:06 AM
 11/01/17

Numb	Date	Name	Memo	Account	Paid Amount
15624	10/30/2017	Ingram Library Services		CB OPRF Operations 008...	
62450147	10/30/2017		J Books	Books - Juv	-9.23
66887175	10/30/2017		J Books	Books - Juv	-31.64
62449742	10/30/2017		J Books	Books - Juv	-123.71
62450144	10/30/2017		J Books	Books - Juv	-27.54
62447927	10/30/2017		J Books	Books - Juv	-12.38
62448553	10/30/2017		J books	Books - Juv	-10.12
62448646	10/30/2017		J Books	Books - Juv	-18.40
62450317	10/30/2017		Teen books	Books - Teen	-8.98
62449640	10/30/2017		Teen books	Books - Teen	-64.91
62450318	10/30/2017		Teen books	Books - Teen	-11.25
62448584	10/30/2017		Teen books	Books - Teen	-11.25
62448896	10/30/2017		Teen books	Books - Teen	-11.25
62448061	10/30/2017		Teen books	Books - Teen	-11.25
62447247	10/30/2017		Teen books	Books - Teen	-40.37
62449639	10/30/2017		MS Books	Books - Middle School	-81.71
62450316	10/30/2017		MS Books	Books - Middle School	-8.99
62448080	10/30/2017		MS Books	Books - Middle School	-11.25
62448162	10/30/2017		MS Books	Books - Middle School	-19.56
62447246	10/30/2017		MS Books	Books - Middle School	-31.72
62450143	10/30/2017		Adult books	Books - Adult	-15.77
62450142	10/30/2017		Adult books	Books - Adult	-44.55
62450146	10/30/2017		Adult books	Books - Adult	-11.78
62450148	10/30/2017		Adult books	Books - Adult	-12.97
62449739	10/30/2017		Adult books	Books - Adult	-18.04
62449741	10/30/2017		Adult books	Books - Adult	-14.09
62450141	10/30/2017		Adult books	Books - Adult	-13.52
62449743	10/30/2017		Adult books	Books - Adult	-7.18
62450145	10/30/2017		Adult books	Books - Adult	-15.79
66887174	10/30/2017		Adult books	Books - Adult	-16.01
62449556	10/30/2017		Adult books	Books - Adult	-14.38
62449557	10/30/2017		Adult books	Books - Adult	-115.86
62449555	10/30/2017		Adult books	Books - Adult	-29.34
62449554	10/30/2017		Adult books	Books - Adult	-39.22
62449552	10/30/2017		Adult books	Books - Adult	-12.36
62449095	10/30/2017		Adult books	Books - Adult	-16.35
62449096	10/30/2017		Adult books	Books - Adult	-16.91
62449097	10/30/2017		Adult books	Books - Adult	-11.26
62449098	10/30/2017		Adult books	Books - Adult	-20.87
62449099	10/30/2017		Adult books	Books - Adult	-12.39
62449101	10/30/2017		Adult books	Books - Adult	-38.22
62449100	10/30/2017		Adult books	Books - Adult	-38.39
62448648	10/30/2017		Adult books	Books - Adult	-10.56
62448647	10/30/2017		Adult books	Books - Adult	-30.18
62448643	10/30/2017		Adult books	Books - Adult	-16.22
				Books - Adult	-18.03

River Forest Public Library
WARRANT LIST DETAIL
October 2017

Num	Date	Name	Memo	Account	Paid Amount
62448644	10/30/2017	Adult books		Books - Adult	-138.32
62448645	10/30/2017	Adult books		Books - Adult	-9.56
62448546	10/30/2017	Adult books		Books - Adult	-16.91
6448547	10/30/2017	Adult books		Books - Adult	-15.77
62448548	10/30/2017	Adult books		Books - Adult	-17.38
62448549	10/30/2017	Adult books		Books - Adult	-16.90
62448550	10/30/2017	Adult books		Books - Adult	-7.18
62448552	10/30/2017	Adult books		Books - Adult	-32.69
62448554	10/30/2017	Adult books		Books - Adult	-18.01
62448551	10/30/2017	Adult books		Books - Adult	-16.90
62447923	10/30/2017	Adult books		Books - Adult	-16.91
62447926	10/30/2017	Adult books		Books - Adult	-16.35
62447925	10/30/2017	Adult books		Books - Adult	-14.09
62447930	10/30/2017	Adult books		Books - Adult	-32.49
62447929	10/30/2017	Adult books		Books - Adult	-44.69
62447924	10/30/2017	Adult books		Books - Adult	-125.65
62447928	10/30/2017	Adult books		Books - Adult	-15.77
62448272	10/30/2017	Adult books		Books - Adult	-125.90
62447578	10/30/2017	Adult books		Books - Adult	-18.03
66883920	10/30/2017	Adult books		Books - Adult	-28.94
62447583	10/30/2017	Adult books		Books - Adult	-11.98
62447582	10/30/2017	Adult books		Books - Adult	-16.22
62447581	10/30/2017	Adult books		Books - Adult	-16.35
62447579	10/30/2017	Adult books		Books - Adult	-77.15
62447580	10/30/2017	Adult books		Books - Adult	-28.72
TOTAL					-2,050.96
15625	10/30/2017	Judith Levin Fischer		CB OPRF Operations 008...	
TOTAL	10/30/2017	Computer Learning Labs: 9/6, 9/13, 9/27		Programs - Adult	-189.00
15634	10/31/2017	Judith Levin Fischer		CB OPRF Operations 008...	
TOTAL	10/31/2017	Adult Computer Learning Labs 10/4,10/11,10/18,10/25		Programs - Adult	-243.00
15593	10/14/2017	Konica Minolta Business S...		CB OPRF Operations 008...	
900392...	10/7/2017	Sept. Copier Usage		Copy Machine (usage, mai...	-194.10
TOTAL					-194.10

River Forest Public Library
WARRANT LIST DETAIL
 October 2017

10:06 AM
 11/01/17

Num	Date	Name	Memo	Account	Paid Amount
15594	10/14/2017	Konica Minolta Premier Fin...		CB OPRF Operations 008...	
340716...	10/7/2017		Copier Lease	Equipment - Copier Lease ...	-218.90
TOTAL					-218.90
15570	10/3/2017	Library Furniture Internatio...		CB OPRF Operations 008...	
TOTAL	10/1/2017		Deposit for Mobile Shelving Units	Equipment & Furniture	-1,553.00
15626	10/30/2017	LIBRARY STORE, INC		CB OPRF Operations 008...	
295224	10/30/2017		Tech services tape	Supplies - Library	-20.18
TOTAL					-20.18
15595	10/14/2017	Martina Mathisen	VOID:	CB OPRF Operations 008...	
TOTAL					0.00
15608	10/23/2017	Martina Mathisen		CB OPRF Operations 008...	
TOTAL	10/12/2017		11/5/17 Program "Chicago, True Stories"	Programs - Adult	-250.00
15596	10/14/2017	McIlroy, Jana		CB OPRF Operations 008...	
TOTAL	10/7/2017		Sept & Oct Afternoon Book Discussions	Programs - Adult	-100.00
15571	10/3/2017	MIDWEST TAPE		CB OPRF Operations 008...	
95436259	10/3/2017		Adult DVDs	Non-Print Adult	-51.08
95436270	10/3/2017		Adult BluRays	Non-Print Adult	-30.54
95436257	10/3/2017		Adult CD Audiobooks	Non-Print Adult	-44.24
95436255	10/3/2017		Adult CD Audiobooks	Non-Print Adult	-83.48
95436256	10/3/2017		Adult DVDs	Non-Print Adult	-308.26
95431512	10/3/2017		Adult CD Audiobook	Non-Print Adult	-34.24
95431498	10/3/2017		Adult CD Audiobooks	Non-Print Adult	-103.48
95431510	10/3/2017		Adult CD Audiobook	Non-Print Adult	-49.24
95431511	10/3/2017		Adult DVD	Non-Print Adult	-26.54
95431487	10/3/2017		Adult DVDs	Non-Print Adult	-316.66

River Forest Public Library
WARRANT LIST DETAIL
October 2017

Num	Date	Name	Memo	Account	Paid Amount
95431513	10/3/2017		Adult BluRay	Non-Print Adult	-52.57
95405670	10/3/2017		Adult DVDs	Non-Print Adult	-54.28
95410785	10/3/2017		Replacement discs for Adult titles	Non-Print Adult	-19.98
95415533	10/3/2017		Adult DVDs	Non-Print Adult	-1,090.36
95415531	10/3/2017		Adult BluRays	Non-Print Adult	-26.54
95415534	10/3/2017		Adult CD Audiobooks	Non-Print Adult	-92.82
95415530	10/3/2017		Adult CD Audiobooks	Non-Print Adult	-127.72
95415532	10/3/2017		Adult CD Audiobook	Non-Print Adult	-108.48
95415535	10/3/2017		Adult Music CDs	Non-Print Adult	-44.24
95415537	10/3/2017		J DVD	Non-Print Juvenile	-35.08
TOTAL					-2,746.91
15597	10/14/2017	MIDWEST TAPE		CB OPRF Operations 008...	
95451604	10/7/2017		Adult DVD	Non-Print Adult	-51.08
95451602	10/7/2017		Adult audiobooks	Non-Print Adult	-83.48
95451605	10/7/2017		Adult audiobook	Non-Print Adult	-44.24
95451601	10/7/2017		J DVDs	Non-Print Juvenile	-20.54
95475810	10/12/2017		Adult DVDs	Non-Print Adult	-28.54
95475811	10/12/2017		Adult CD Audiobook	Non-Print Adult	-38.24
95467579	10/12/2017		Adult DVDs	Non-Print Adult	-83.16
95469841	10/12/2017		Adult CD audiobooks	Non-Print Adult	-44.24
95469840	10/12/2017		Adult DVDs	Non-Print Adult	-26.54
95458272	10/12/2017		Adult BluRays	Non-Print Adult	-37.09
95458271	10/12/2017		Adult DVDs	Non-Print Adult	-27.54
95458219	10/12/2017		Adult CD Audiobooks	Non-Print Adult	-83.48
95458218	10/12/2017		Adult CD Audiobook	Non-Print Adult	-122.72
TOTAL					-702.89
15627	10/30/2017	MIDWEST TAPE		CB OPRF Operations 008...	
95507924	10/30/2017		Adult CD Audiobook	Non-Print Adult	-34.24
95494401	10/30/2017		Adult DVD	Non-Print Adult	-26.54
95494368	10/30/2017		Adult BluRay	Non-Print Adult	-33.54
95481323	10/30/2017		Adult DVD	Non-Print Adult	-34.09
TOTAL					-128.41
15598	10/14/2017	Muraifi, Victoria		CB OPRF Operations 008...	
	10/7/2017		Mileage to Circ User Grp. Mtg. Woodridge, IL	Misc. Expenses	-21.61
TOTAL					-21.61

River Forest Public Library
WARRANT LIST DETAIL
 October 2017

10:06 AM
 11/01/17

Num	Date	Name	Memo	Account	Paid Amount
15628	10/30/2017	Muraii, Victoria		CB OPRF Operations 008...	
TOTAL	10/30/2017		Mileage to Management Association 3-Day Manager training	Misc. Expenses	-43.01
15672	10/3/2017	NICOR GAS		CB OPRF Operations 008...	
898234...	10/1/2017		Heat	Heat	-484.45
TOTAL					-484.45
15629	10/30/2017	NICOR GAS		CB OPRF Operations 008...	
898234...	10/30/2017		Gas bill	Heat	-605.26
TOTAL					-605.26
15630	10/30/2017	OAK PARK TOWNSHIP YO...		CB OPRF Operations 008...	
TOTAL	10/30/2017		Youth Interventionist Contract Q.1 Payment	Youth Interventionist Contract	-697.55
15573	10/3/2017	OverDrive		CB OPRF Operations 008...	
01658C...	10/1/2017		Adult eBooks & eAudiobooks	eContent - Adult	-361.97
165810...	10/1/2017		Adult eBooks and eAudiobooks	eContent - Adult	-214.00
165908...	10/1/2017		Adult eBooks and eAudiobooks	eContent - Adult	-338.98
01658D...	10/1/2017		AdulteBook	eContent - Adult	-15.99
TOTAL					-930.94
15599	10/14/2017	OverDrive		CB OPRF Operations 008...	
01658D...	10/7/2017		Teen eBooks	eContent - Teen	-79.99
01658C...	10/7/2017		J audiobook	eContent - Juvenile	-50.00
01658C...	10/7/2017		Adult eBooks & eAudiobooks	eContent - Adult	-377.00
01658C...	10/7/2017		J eBooks	eContent - Juvenile	-79.85
01658D...	10/12/2017		Teen eBooks and eAudiobooks	eContent - Teen	-230.87
TOTAL			Teen eBook & eAudiobook Children's eAudiobook	eContent - Teen	-115.97
					-50.00
					-883.68

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

10:06 AM
11/01/17

Num	Date	Name	Memo	Account	Paid Amount
dim	10/13/2017	PAYLOCITY		CB OPRF Operations 008...	
			Payroll Processing 10/13/17	Payroll Service	-114.48
TOTAL					-114.48
dim	10/13/2017	PAYLOCITY		CB OPRF Operations 008...	
			Employee Compensation Connections Employee Compensation	Employee Compensation Connection - ASK Salaries	-23,222.78
TOTAL					-162.76
dim	10/13/2017	PAYLOCITY		CB OPRF Operations 008...	
			Employee Tax Deduction Connections Employee Tax Deduction Library FICA Portion - Employees Library FICA Portion - Connections Employees Library Medicare Portion - Employees Library Medicare Portion - Connections Employees	Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-6,713.71 -39.74 -1,919.50 -12.56 -448.91 -2.94
TOTAL					-9,137.36
dim	10/13/2017	PAYLOCITY		CB OPRF Operations 008...	
			Employee Compensation	Employee Compensation	-215.35
TOTAL					-215.35
dim	10/13/2017	PAYLOCITY		CB OPRF Operations 008...	
			Employee Tax Deduction Library FICA Portion Library Medicare Portion	Employee Compensation FICA Medicare Exp	-31.05 -15.28 -3.57
TOTAL					-49.90
dim	10/31/2017	PAYLOCITY		CB OPRF Operations 008...	
			Employee compensation Connections EE Compensation	Employee Compensation Connection - ASK Salaries	-19,477.91 -145.36
TOTAL					-19,623.27

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

10:06 AM
11/01/17

Num	Date	Name	Memo	Account	Paid Amount
dim	10/31/2017	PAYLOCITY	10/31 Payroll run	CB OPRF Operations 008... Payroll Service	-112.03 -112.03
TOTAL					
dim	10/31/2017	PAYLOCITY	Employee Tax Deduction Connections EE Tax Deduction ER FICA ER FICA - Connections ER FICA ER FICA - Connections	CB OPRF Operations 008... Employee Compensation Connection - ASK Salaries FICA Connection - ASK FICA Medicare Exp Connection - ASK Medicare	-5,278.76 -34.64 -1,591.08 -11.16 -372.11 -2.61 -7,290.36
TOTAL					
15574	10/3/2017	PROFESSIONAL IMAGE		CB OPRF Operations 008...	
149563	10/1/2017		Staff nametags	Supplies - Library	-24.45 -24.45
TOTAL					
15500	10/14/2017	PROQUEST INFORMATION...		CB OPRF Operations 008...	
70461245	10/7/2017		Ancestry Library Database	Automated - Subscription	-2,280.00 -2,280.00
TOTAL					
15575	10/3/2017	RAILS		CB OPRF Operations 008...	
4520	10/1/2017		Gale Database subscription	Automated - Subscription	-4,277.03 -4,277.03
TOTAL					
15576	10/3/2017	S & D Prime Maintenance, I...		CB OPRF Operations 008...	
74871	10/1/2017		Maint Service 9/6 & 9/20 Lightbulbs and Emergency Light replacements	Maintenance - Service Maintenance - Supply	-550.00 -496.25 -1,046.25
TOTAL					

River Forest Public Library
WARRANT LIST DETAIL
October 2017

Num	Date	Name	Memo	Account	Paid Amount
15631	10/30/2017	S & D Prime Maintenance, L...		CB OPRF Operations 008...	
75142	10/30/2017		2 October Maintenance Supplies for repairs	Maintenance - Service	-550.00
TOTAL				Maintenance - Supply	-124.28
					-674.28
15583	10/11/2017	Sarine Crotteau		CB OPRF Operations 008...	
	10/11/2017		Tea 101 Program 10/15/17	Programs - Adult	-150.00
TOTAL					-150.00
15577	10/3/2017	Smithereen Pest Managem...		CB OPRF Operations 008...	
1625979	10/1/2017		Bi-monthly pest control	Maintenance - Service	-46.00
TOTAL					-46.00
15601	10/14/2017	Staples		CB OPRF Operations 008...	
335365...	10/7/2017		Toilet paper	Maintenance - Supply	-79.88
			Labels	Office Supplies	-27.99
335365...	10/7/2017		Pens, sharpies, markers, labels	Office Supplies	-49.42
			Napkins	Special Programs	-4.69
			Sponges	Maintenance - Supply	-7.18
TOTAL					-169.16
15609	10/30/2017	Staples		CB OPRF Operations 008...	
335620...	10/30/2017		Gloves	Maintenance - Supply	-11.19
335620...	10/30/2017		Floor cleaner, tissue	Maintenance - Supply	-25.73
			Advil for staff breakroom	Office Supplies	-11.61
335561...	10/30/2017		Labels, Manila folders	Office Supplies	-81.35
335493...	10/30/2017		Spot remover, Lysol, Febreze	Maintenance - Supply	-30.70
			Batteries, tape dispenser, expo markers, Fasteners	Office Supplies	-51.77
	10/30/2017		Paper towel	Office Supplies	-4.58
			Paper Plates	Maintenance - Supply	-55.88
335686...	10/30/2017		Toilet paper	Special Programs	-8.95
			Copy paper	Maintenance - Supply	-19.99
TOTAL				Copier supplies	-38.49
					-340.24

River Forest Public Library
WARRANT LIST DETAIL
 October 2017

10:06 AM
 11/01/17

Num	Date	Name	Memo	Account	Paid Amount
15602	10/14/2017	SWAN		CB OPRF Operations 008...	
5784	10/7/2017		SWAN Quarter2 Fees	Automation - Administration	-5,202.00
TOTAL					-5,202.00
15632	10/30/2017	SWAN		CB OPRF Operations 008...	
5826	10/30/2017		ILL. Lost Materials	ILL. Lost Materials Expenses	-360.13
TOTAL					-360.13
15578	10/3/2017	Tom Holmes		CB OPRF Operations 008...	
TOTAL			Print book	Books - Adult	-18.99
15579	10/3/2017	Trak-1		CB OPRF Operations 008...	
341810...	10/3/2017		Background Check Service on new EEs	Payroll Service	-97.56
TOTAL					-97.56
15603	10/14/2017	VERSATILE COMPUTER S...		CB OPRF Operations 008...	
15130	10/12/2017		October 2017 IT Support	Technical Support	-750.00
TOTAL					-750.00
15580	10/3/2017	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
001116...	10/1/2017		July & Aug 2017	Water	-279.50
TOTAL					-279.50
15633	10/30/2017	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
Oct Hea...	10/30/2017		Employee Insurance portion Library Health Insurance portion Library Dental Insurance portion	Employee Compensation Health Insurance Dental	-1,010.96 -2,135.36 -181.61
TOTAL					-3,327.93

10:06 AM
11/01/17

River Forest Public Library
WARRANT LIST DETAIL
October 2017

Num	Date	Name	Memo	Account	Paid Amount
15581	10/3/2017	Yovanic, Dana		CB OPRF Operations 008...	
	10/3/2017		Coffee and Pastry for 10/2 Coffee Monday	Programs - Adult	-12.27
TOTAL					-12.27

River Forest Public Library

11/1/2017 10:31 AM

Register: MB Financial Credit Card
 From 09/05/2017 through 10/03/2017
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Paycc	Account	Memo	Charge	C	Payment	Balance
09/05/2017		AMAZON.COM	Capital Expenditures:Equipment - ...	Return of DVI cable		X		3,108.95
09/06/2017		Management Association of Illin...	Professional Expenses:Professional ...	V.Muratti Evolving Ma...	895.00	X	11.49	4,003.95
09/06/2017		Party City	Special Programs	Supplies for Fall Firesid...	35.85	X		4,039.80
09/06/2017	15526	Card Services - MB Financial ...	CB OPRF Operations 00805669201	See last page of Warrant...		X	3,120.44	919.36
09/11/2017		AMAZON.COM	Adult Expenses:Programs - Adult	Grand prizes for Maker ...	91.97	X		1,011.33
09/11/2017		Bruegger's Bagels Catering	Professional Expenses:Staff Training	Lunch for 9/8/17 In Ser...	228.77	X		1,240.10
09/11/2017		ILA	Professional Expenses:Trustee Train...	ILA Conference - Eilan ...	200.00	X		1,440.10
09/11/2017		ILA	Professional Expenses:Trustee Train...	ILA Conference Joan O'...	150.00	X		1,590.10
09/11/2017		CDW GOVERNMENT INC	Capital Expenditures:Equipment - ...	HDMI Cord for Mtg. R...	35.11	X		1,625.21
09/14/2017		Stamps. com	Office Expenses:Postage	Postage account replenis...	50.00	X		1,675.21
09/14/2017		WHOLEFOODS	Special Programs	Food for Foundation Fir...	388.81	X		2,064.02
09/15/2017		AMAZON.COM	Special Programs	Giftcard for Nat. Lib. C...	50.00	X		2,114.02
09/15/2017		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...	ALA Midwinter Confer...	230.00	X		2,344.02
09/15/2017		Go Daddy.com	Automation Expenses:Automation - ...	Website domain name r...	18.17	X		2,362.19
09/18/2017		Jewel Foods	Teen Expenses:Programs-Teen	Food for Trivia Program	3.58	X		2,365.77
09/18/2017		Jewel Foods	Teen Expenses:Programs-Teen	Supplies for Trivia Night	26.62	X		2,392.39
09/18/2017		Armand's	-split-	Pizza for Family Trivia ...	150.42	X		2,542.81
09/19/2017		Jewel Foods	Juvenile Expenses:Programs - Juv	Food for Snack Attack p...	54.59	X		2,597.40
09/20/2017		AMAZON.COM	Capital Expenditures:Equipment - ...	Headphones for Childre...	71.96	X		2,669.36
09/25/2017		Jewel Foods	Connection - ASK:Connection - AS...	Food for 1/2 Day Conne...	71.95	X		2,741.31
09/25/2017		PIZZA HUT	Connection - ASK:Connection - AS...	Connections Program F...	83.61	X		2,824.92
09/25/2017		Stamps. com	Office Expenses:Postage	Stamps.com Monthly Fee	15.99	X		2,840.91
09/27/2017		Eventcombo	-split-	Andersort's Bookshops' ...	220.00	X		3,060.91
09/27/2017		4IMPRINT	Adult Expenses:Programs - Adult	Maker Fest Giveaways	296.51	X		3,357.42
09/27/2017		ILA	Professional Expenses:Trustee Train...	ILA Conference Overch...		X	50.00	3,307.42
10/02/2017		Stamps. com	Office Expenses:Postage	Postage replenishment	50.00	X		3,357.42
10/02/2017		Badge-A-Mint	Adult Expenses:Programs - Adult	Button maker supplies	35.96	X		3,393.38
10/03/2017		Perma-Bound	Supplies - Library	Playway replacement c...	2.99	X		3,396.37
10/03/2017		Eventbitc.com	Professional Expenses:Professional ...	Transforming Your Libr...	16.82	X		3,413.19
10/03/2017		Go Daddy.com	Automation Expenses:Automation - ...		167.97	X		3,581.16
10/03/2017		ALA Store	Professional Expenses:Professional ...	Library Director Bootca...	198.45	X		3,779.61



Expenses
Personnel

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

October 2017 Fiscal YTD Actual % Budget
50% as of 10/31/17 17-18 Budget

Wages & Salaries	\$ 57,209	\$ 319,180	\$ 47.64%	\$ 670,000.00
Medical Health Insurance Coverage	\$ 2,317	\$ 16,783	31.08%	\$ 54,000.00
IMRF	\$ 4,732	\$ 27,140	49.35%	\$ 55,000.00
Medicare/FICA	\$ 4,850	\$ 24,238	46.61%	\$ 52,000.00
Staff Training	\$ -	\$ 1,795	59.83%	\$ 3,000.00
Membership Dues	\$ -	\$ 1,974	44.85%	\$ 4,400.00
Professional Development	\$ 342	\$ 3,132	31.32%	\$ 10,000.00
Total Personnel	\$ 68,950	\$ 394,241	46.47%	\$ 848,400.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ 60	\$ 3,211	51.80%	\$ 6,200.00
Advertising	\$ -	\$ 855	28.51%	\$ 3,000.00
Total Printing and Advertising	\$ 60	\$ 4,067	44.20%	\$ 9,200.00

Programming

Children's Programs	\$ 444	\$ 7,267	60.56%	\$ 12,000.00
Teen Programs	\$ 120	\$ 3,847	54.95%	\$ 7,000.00
Adult Programs	\$ 1,844	\$ 6,641	66.41%	\$ 10,000.00
Special Programs	\$ (296)	\$ 467	18.66%	\$ 2,500.00
Connections Programs	\$ 520	\$ 2,268	29.84%	\$ 7,600.00
Total Programs	\$ 2,632	\$ 20,489		\$ 39,100.00
Total Support Services and Programs	\$ 2,692	\$ 24,556	50.84%	\$ 48,300.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ 360	\$ 104	14.93%	\$ 700.00
Technical Support	\$ 750	\$ 4,751	39.59%	\$ 12,000.00
Automation Administration	\$ 5,370	\$ 15,904	51.30%	\$ 31,000.00
Consultant Fees/Legal Fees	\$ -	\$ 838	20.95%	\$ 4,000.00
Postage & Delivery	\$ 116	\$ 486	13.88%	\$ 3,500.00
Audit Fees	\$ -	\$ 6,750	79.41%	\$ 8,500.00
Payroll and Employment Services	\$ 324	\$ 1,578	45.09%	\$ 3,500.00
Youth Interventionist Contract	\$ 698	\$ 2,753	62.57%	\$ 4,400.00
Telephone/Internet	\$ 1,847	\$ 6,610	45.59%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 320	32.00%	\$ 1,000.00
Copy Machine Leases	\$ 219	\$ 1,014	42.25%	\$ 2,400.00
Total Other Support Services	\$ 9,683	\$ 41,109	48.08%	\$ 85,500.00

Library Materials

Books	\$ 8,006	\$ 34,228	48.21%	\$ 71,000.00
Print Periodicals (Magazines)	\$ -	\$ 3,705	49.40%	\$ 7,500.00

Online Learning Tools & Data Base Subscriptions	\$	6,557	\$	11,968		79.79%	\$	15,000.00
Online E-Content - elect. books/magazines/movies/music	\$	2,992	\$	17,197		35.83%	\$	48,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,745	\$	15,080		38.67%	\$	39,000.00
Total Library Materials	\$	21,300	\$	82,178		45.53%	\$	180,500.00

Library and Office Supplies

Office Supplies	\$	402	\$	2,184		48.52%	\$	4,500.00
Library Supplies	\$	731	\$	2,016		36.65%	\$	5,500.00
Copy And Printing Supplies	\$	52	\$	550		39.28%	\$	1,400.00
Misc Expenses (includes Patron Relations)	\$	133	\$	458		16.37%	\$	2,800.00
Total Office Supplies	\$	1,318	\$	5,207		36.67%	\$	14,200.00
Total Library Materials & Supplies	\$	22,618	\$	87,385		44.88%	\$	194,700.00

Strategic Initiatives

Strategic Initiatives	\$	745	\$	745		9.93%	\$	7,500.00
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**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	920	\$	2,526		50.51%	\$	5,000.00
Total Facility Supplies	\$	920	\$	2,526		50.51%	\$	5,000.00

Facility Services

Insurance	\$	-	\$	-		0.00%	\$	13,000.00
Maintenance and Custodial Service	\$	6,142	\$	32,044		55.25%	\$	58,000.00
Water	\$	280	\$	871		34.83%	\$	2,500.00
Natural Gas	\$	1,090	\$	3,299		38.81%	\$	8,500.00
Copier Maintenance and Usage	\$	194	\$	1,061		33.14%	\$	3,200.00
Total Facility Services	\$	7,705	\$	37,274		43.75%	\$	85,200.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	3,129	\$	3,982		79.64%	\$	5,000.00
Technology Misc.	\$	38	\$	643		42.90%	\$	1,500.00
Total Equipment and Furniture	\$	3,167	\$	4,625		71.16%	\$	6,500.00
Total Facilities Management	\$	10,911	\$	42,543		43.99%	\$	96,700.00
Total Operating Expenses	\$	115,599	\$	590,578		46.10%	\$	1,281,100.00
Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	11,900.00
Total Expenses	\$	115,599	\$	590,578		45.68%	\$	1,293,000.00
Total Income	\$	14,423	\$	597,129		46.18%	\$	1,293,000.00



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

ICS Capital Reserve Money Market

Beginning Balance:		\$ 140,985.95
Expenses:		\$ -
Transfer IN:	Transfer from Operations	
Interest		\$ 119.78
Ending Balance		\$ 141,105.73

Community Bank Capital Fund Checking Account

Beginning Balance		\$ 5,000.04
Transfer OUT:		\$ 0.04
Interest		\$ 0.05
Ending Balance		\$ 5,000.05

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	\$ 200,359.34
Interest:		\$ 214.53
Ending Balance:		\$ 200,573.87

Liquid Capital Reserve \$ 146,105.78
 Capital Reserve CD \$ 200,573.87

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

	Oct 31, 17
ASSETS	
Current Assets	
Checking/Savings	
OP CD 26 WK 020519726	150,334.98
OP CD 1 YEAR 1020515305	150,360.58
OP CD 1 YEAR 1020495189	60,156.37
OP CD 1 YEAR 1020495142	60,156.37
CAP CD 1 YEAR 1020474021	200,573.87
OP CD 5 YEAR 1020450904	60,289.18
OP CD 3 YEAR 1020448578	60,243.12
OP CD 2 YEAR 1020448543	60,216.39
ICS Operations 805669201	479,358.30
ICS Capital 805669202	141,105.77
CB OPRF Operations 00805669201	8,703.26
CB OPRF Capital 00805669202	5,000.05
Petty Cash	60.00
Total Checking/Savings	1,436,558.22
Accounts Receivable	
Accounts Receivable	3,277.45
Total Accounts Receivable	3,277.45
Total Current Assets	1,439,835.67
TOTAL ASSETS	1,439,835.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,216.34
Total Accounts Payable	-2,216.34
Credit Cards	
MB Financial Credit Card	3,361.64
Total Credit Cards	3,361.64
Total Current Liabilities	1,145.30
Total Liabilities	1,145.30
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	621,894.97
Net Income	-5,088.75
Total Equity	1,438,690.37
TOTAL LIABILITIES & EQUITY	1,439,835.67

3:36 PM
11/02/17

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 10/31/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						60.00
Cleared Balance						60.00
Register Balance as of 10/31/2017						60.00
Ending Balance						60.00

River Forest Public Library Board Meetings 2018

The Board of Trustees holds its regular meeting on the third Tuesday of each month at 7:30 PM at the library, 735 Lathrop Avenue, River Forest, IL. The public is always invited to attend these meetings.

Tuesday, January 16

Tuesday, February 20

Tuesday, March 20

Tuesday, April 17

Tuesday, May 15

Tuesday, June 19

Tuesday, July 17

Tuesday, September 18

Tuesday, October 23

Tuesday, November 20

Why does this library insist on having adult or senior programs on Saturday or Sunday afternoons? (Does no other group want these time slots?) Saturday and Sunday should be family time or football times. Other libraries offer interesting programs for adults during the week (Monday through Friday) from 10 a.m. to 3 p.m. What do you think?? Also, 2p.m. is the worst time ever for programs.

If you read our monthly adult program flyer, you may discover that RFPL does offer programs for adults and seniors on weekdays from 10 a.m. to 3 p.m. Our Coffee Monday program runs the first Monday of the month at 10 a.m. We feature interesting local speakers and serve delicious coffee and breakfast treats. Our Connect with Tech program meets most Wednesday mornings at 10 a.m. We also have a monthly adult book group meeting at 1:30 pm on the 2nd Wednesday of each month. We will be holding our Great Decisions program February through May on alternating Tuesday afternoons at 1 p.m. We invite you to attend one or all of these programs!

We are sorry that your preferred weekend schedule conflicts with our most popular program times. Over the past several years, we have had strong turnout for our weekend adult program offerings—with an average attendance of around 40 people. When we offered similar mid-day programs, our average turnout was around 8 attendees. As we have explained before, we specifically schedule programs that feature paid presenters/performers on the weekend when there is generally nearby parking available for the crowds we attract.

Strategic Initiatives Survey

October 2-15, 2017

Total Surveys completed: 133

RF resident surveys completed: 114

- 99% of older adults who asked a staff member for help said that the assistance they received was "very good" or "excellent."
- 96% of adults who came to the library to satisfy their curiosity said they located items that met their needs.
- 95% of adults who came to the library looking for something good to read, listen to, or view said that they located items that met their needs.
- 97% reported that the collections of the RF Library foster their enjoyment of reading, viewing, and listening.
- 95% reported that the library's website is easy to use.
- 99% feel that the library is a welcoming and comfortable place in our community.
- 100% feel that their use of the library enriches and adds value to their life.
- 95% of parents/caregivers of RF children reported that the RFPL helps foster a love of reading in their children.

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

- "The library and its staff have been an incredible resource for our whole family! The librarians are incredibly friendly, helpful, and knowledgeable! We love coming here! "
- "The reference dept continues to be very helpful when I need to order books."
- "Great and thoughtful programs for kids! Also, great availability of info/content for adults."
- "The Children's department is amazing. The staff is wonderful and my children participate in all the different classes and programs. I feel so lucky to have RFPL in my life. I love what you have for teens as well! Great job!"

Organizational Structure

- Joanna and I are completing a salary benchmarking analysis for all library positions. We are using data from the 2017 library compensation surveys compiled by the Management Association of Illinois and LACONI. In late October, Joanna attended a ½ day session presented by the MAI on how to use the salary survey data. We have current job descriptions for all positions with corresponding grade rankings. Our goal is to establish equitable pay ranges for all library positions and to align our pay ranges with those of our peer libraries. I will be asking for Board input in order to draft a formal compensation philosophy which considers our mission, objectives and our financial position.

Training and Staff Development

- I attended the Trustee Day of the ILA conference on October 12th, along with Trustees Elan Long and Joan O'Connor. One of the more useful sessions I took in was called "#WhatDoISay: Crisis Communication for the 21st Century." I plan to work with Fran to create a crisis management communication plan.
- Forest Park Public Library extended an invitation to our staff members to participate with them in a 3 part webinar series on Whole Person Librarianship. On November 2nd, Joanna and I attended the first session "Problem Solving with A Social Justice Lense". Our ensuing discussion with Forest Park staff members touched on the difficulty of meeting the needs of some of our neediest or marginalized patrons without making other patrons feel that they are being disadvantaged. Staff from all 3 departments will be attending the December and January sessions, "Serving Patrons in the Context of their Lives" and "Cultural Humility and Reflective Practice".
- We will be hosting a joint in-service with Thomas Ford Memorial Library on Friday, December 1st. Our presenter will be Jamie LaRue from the ALA's Office of Intellectual Freedom.

Facilities

- An RFP for work to remodel the lobby and first floor Circulation and staff break areas was emailed to 12 selected architectural firms on November 1st. We have received acknowledgement of receipt from 7 of the firms. The deadline for submission of proposal is December 15th.
- Mark Sullivan, the principal of Oak Brook Mechanical, came out on October 23 to price out the upcoming HVAC work identified in our Capital Study. We now have updated quotes on equipment replacement that should be completed within the next 3 years. We will be scheduling priority work for early spring.
- In December we will be moving our Adult Science Fiction collection. We have placed an order for 2 low rolling bookcases (with dark oak end panels) which will be placed adjacent to the Fiction stacks on the east side of the building. We feel that moving this collection to a more logical and prominent location will increase its circulation.

Technology

- CardConnect installed a secure credit card reader at our Circulation Desk to handle payments. Patrons have expressed delight and gratitude for the ability to pay for fines and/or lost materials using their credit cards. We can accept Master Card, Visa, and Discover payments.
- Our website address now reads as <https://www.riverforestlibrary.org/> as we upgraded our security certificate in October. While we do not accept payments through our website (we link out to the secure SWAN site), we do collect personal information (name, address, date of birth, email and phone) for pre-registration for library card applications. Information uploaded through our secure website will be encrypted so that it may not be intercepted by hackers.
- Versatile adjusted the settings on our wireless network to extend our Wi-Fi availability until 10pm.

Marketing and Public Relations

- The Bookplate will be going to print on November 15th. The cover will feature an infographic of our impressive 2016-17 statistics.
- The River Forest Communications survey, (a joint effort of all 6 taxing bodies to gather information about how we communicate with our residents) has been sent out via email to our library eNewsletter subscribers. A link to the survey is on the library website and we have been distributing paper copies at library programs and at the upstairs service desk to residents who do not use email. The Village administration informs us that initial response to the survey has been very strong.

Administration and Governance

- Tom and I attended the Council Of Governments meeting at Dominican University on October 13th and I attended the River Forest Administrators meeting on October 24th. The Village is embarking on its year-long process of updating its 2003 Comprehensive Plan with the assistance of Houseal Lavigne Associates. The Library will be contacted directly by one of the consulting staff to provide our insights on any challenges or growth opportunities for the Village.
- The FY 2017 Annual Financial Report was filed with the State of Illinois Comptroller on October 26, 2017.

Finance

- I attended a SWAN membership meeting in Oak Lawn on October 19th to discuss the proposed new member fee structure. The new formula will be partially based on property tax income (less any receipts specifically designated for bond debt) collected by each library. The membership will vote to approve the final fee structure in early December.

- Our increase in membership fees over 2017 should be less than 10%. As mentioned in previous reports, our 2015-17 membership fees had been reduced and frozen. The new membership fee will be approximately \$500 over what we paid in 2014.
- I attended the LIRA members renewal meeting hosted by A.J. Gallagher in Rolling Meadows on November 8th. Our total annual premium payment for 2018 coverage has decreased by about 7%. Most of this cost savings comes from a very large reduction in our cyber liability policy premium. (Coverage limits remain the same). Our Workers Compensation premium will increase by 10% as our payroll has increased. We requested an increase in our Government Crime Policy coverage from \$600,000 to \$650,000 as our 3 year average revenues are approaching \$1,300,000. Next year RFPL will be eligible to receive a return of surplus (carrier profit) which is distributed back to LIRA members in good performing years.
- The 2017 Levy is included in the Board packet and will be approved by Trustees at the November 14th meeting. The Board approved levy will be forwarded to the Village of River Forest for inclusion in their levy ordinance as we levy under their authority.

Fundraising

- We have accepted payment on behalf of the River Forest Public Library Foundation for (2) \$5000 plaques to be installed in the Anne Smedinghoff Memorial Garden.
- I participated in a RAILS webinar "10 Ways to Maximize Fundraising at Your Library" .

External Partnerships

- Our annual Family Fireside Halloween Program, held in partnership at the library with the RF Park District drew a large attendance and was a great success.
- I attended the October and November community meetings hosted by the River Forest Civic Association (formerly the River Forest Service Club) at Roosevelt Middle School.
- Middle School/Teen Librarian Beth Kirchenberg and I served as judges in the Roosevelt Middle School 5th and 7th grade spelling bee on October 18th.
- Library staff members have been working closely with District 90 to promote the One District/One Book reading experience around the title *Mindset: The New Psychology of Success* by Carol Dweck. We have purchased multiple copies and formats of the book, created reading lists for various ages, and District 90 staff and representatives have presented to library patrons in our building.

Respectfully submitted

Sue Quinn
November 9, 2017



Planning and Design: What is a compensation philosophy? What should be included in a compensation philosophy?

Dec 2, 2015

A compensation philosophy is simply a formal statement documenting the company's position about employee compensation. It essentially explains the "why" behind employee pay and creates a framework for consistency. Employers can benefit from being transparent about their compensation philosophy and having an official pay strategy.

Compensation philosophies are typically developed by the human resources department in collaboration with the executive team. The philosophy is based on many factors, including the company's financial position, the size of the organization, the industry, business objectives, salary survey information, and the level of difficulty in finding qualified talent based on the economy, as well as the unique circumstances of the business. It is important for the compensation philosophy to be reviewed periodically and modified based on how well it is working and current factors affecting the business. For example, market conditions may make it really difficult to find qualified talent in a particular specialization, and an employer may need to pay a premium for these candidates. If the employer's current compensation philosophy does not support this value, then the organization may need to change its philosophy to meet its current needs.

A well-designed compensation philosophy supports the organization's strategic plan and initiatives, business goals, competitive outlook, operating objectives, and compensation and total reward strategies.

As such, most compensation philosophies seek to:

- Identify the organization's pay programs and total reward strategies.
- Identify how the pay programs and strategies support the organization's business strategy, competitive outlook, operating objectives and human capital needs.
- Attract people to join the organization.
- Motivate employees to perform at the best of their competencies, abilities and skill sets.
- Retain key talent and reward high-performing employees.
- Define the competitive market position of the organization in relation to base pay, variable compensation and benefits opportunities.
- Define how the organization plans to pay and reward competitively, based on business conditions, competition and ability to pay.

An effective compensation philosophy should pass the following quality test:

- Is the overall program equitable?
- Is the overall program defensible and perceived by employees as fair?

Planning and Design: What is a compensation philosophy? What should be included in a compensation philosophy?

- Is the overall program fiscally sensitive?
- Are the programs included in the compensation philosophy and policy legally compliant?
- Can the organization effectively communicate the philosophy, policy and overall programs to employees?
- Are the programs the organization offers fair, competitive and in line with the compensation philosophy and policies?

While HR is clearly in the lead in developing an organization's compensation philosophy and policy, success lies in close collaboration with the leadership team to obtain valuable input, direction and concurrence.

For additional information, see, [Building a Market-Based Pay Structure from Scratch](#) (www.shrm.org/templatestools/toolkits/pages/buildingmarket-basedpaystructurefromscratch.aspx) and [Introduction to the Human Resources Discipline of Compensation](#) (www.shrm.org/templatestools/toolkits/pages/introcompensation.aspx).

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Mid Year Key Performance Indicators: May 2017 -October 2017

Total Circulation	Oct-17	YTD 2017-2018	2017-2018 Goal	YTD % Goal	Last YTD 2016-2017	Change over Last FY
Preschool Collection	3,762	20,567	37,000	55.8%	18,343	12.12%
Juvenile Collection	4,021	27,813	47,000	59.2%	24,828	12.02%
Middle School Collection	586	3,682	6,000	61.4%	3,312	11.17%
Teen Collection	814	5,540	8,000	69.3%	4,484	23.55%
Adult Fiction	4,261	25,685	42,000	61.2%	22,872	12.29%
Adult Non-Fiction	3,245	19,645	34,500	56.9%	17,279	12.69%
Adult Media	2,883	17,799	36,000	49.4%	18,923	-5.94%
Adult Other	215	972			767	26.73%
Non SWAN ILL	28	188			164	14.63%
Webpac Renewals	101	3,172			10,084	-68.54%
Total Circulation	19,916	125,063	210,500	59%	120,856	3.48%
Digital Circulation (included above)						
Flipster	114	1,006			1,573	-36.05%
Hoopla	493	3,062			1,944	57.51%
Media On Demand	1,597	8,689			8,189	6.11%
Tumblebooks	188	556			2,479	-77.57%
Interlibrary Loan						
Sent	869	5,428			5,855	-7.29%
Received	1,685	9,822			8,354	17.57%
Collection						
Total Materials Catalogued	612	3,576			3,916	-8.63%
Total Materials Withdrawn	447	2,998			5,258	-42.98%
Total Materials Added or Withdrawn	165	580			-1342	-143.22%
Patron Technology Use						
Database Use	349	2,182			1,324	64.80%
Online Learning Tools	407	2,891			597	384.25%
Library Computer Use	1,214	6,171			5,700	8.28%
WiFi Use	5,256	22,961			20,520	11.99%
Circ at Self Check-Out	3,116	20,251			19,588	3.38%
As % of Total Circulation	16%	16%			16%	-0.09%
Programs & Meeting Room Use						
Older Adults						
Programs	12	58			57	1.75%
Attendance	397	1,237	1,800	69%	1,175	5.28%
Middle School						
Programs	13	72			66	9.09%
Attendance	242	2,279	2,900	79%	1,916	18.95%
Children/Family Programs						
Programs	24	243			257	-5.45%
Elementary School Age Attendance	452	4,574	6,000	76%	4,592	-0.39%
Preschool Attendance	680	4,511	8,000	56%	3,844	17.35%
Other Programs						
Programs	0	0			4	
Attendance	0	0			41	
Outside Groups						
Barbara Hall Meeting Room Use	11	47	135	35%	60	-21.67%
Home Delivery						
Deliveries	7	39			48	-18.75%
Patrons served	6	28			32	-12.50%
Books picked up	16	89			102	-12.75%
Books dropped off	15	86			133	-35.34%
Virtual Presence						
Website Monthly Visitors	6,039	34,938			31,434	11.15%
Website Unique Visitors	3,916	21,327			16,765	27.21%
Facebook Followers	784	784	800	98%	683	14.79%
Cardholders						
Monthly Visitors	8,884	52,493			47,552	9.63%
New Cardholders Added	77	401	850	47%	301	32.22%
Total Number Cardholders	8,306				8,729	-4.85%
Cardholders as % of Population*	74%				78%	-4.85%

* RF Population is 11,172 Per 2010 Census Data



Heating and Air Conditioning

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Telephone (630) 941-3555 • Fax: (630) 941-0294

SALES ● SERVICE ● INSTALLATION

August 16, 2017

River Forest Public Library
735 Lathrop Ave.
River Forest, IL. 60305

Attention: Sue Quinn

Regarding: Fan Coil Unit Replacement Proposal

Dear Ms. Quinn,

Oak Brook Mechanical Services, Inc. is pleased to present our proposal to replace 6 fan coil units on the 2nd floor of the West building. Below please find our scope of work and associated price.

Scope of Work

- Disconnect and dispose off site 6 existing units.
- Furnish and install 6 new units of same type, capacity and color.
- Reconnect all piping and wiring.
- Patch all insulation.
- Provide start-up and one year warranty.

Exclusions/Clarifications

- No permits, fees or bonds.
- No premium time.

The total net cost for this work is 24,880.00

Very Truly Yours,
Oak Brook Mechanical Services, Inc.



Mark Sullivan
President

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
RIVER FOREST PUBLIC LIBRARY
BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018**

BE IT RESOLVED by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

Section 1: That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2017 and ending April 30, 2018 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

CORPORATE EXPENDITURES	FY 17-18 BUDGET	2017 LEVY
Salaries	670,000	670,000
Health Insurance	54,000	54,000
IMRF	55,000	55,000
FICA/Medicare	52,000	52,000
Payroll Services	3,500	3,500
Insurance	13,000	13,000
Auditing	8,500	8,500
Staff Training	3,000	3,000
Membership Dues	4,400	4,400
Professional Development	10,000	10,000
Programming	39,100	22,893
Trustee Training	1,000	1,000
ILL and RB Services	700	700
Tech Support Services	12,000	12,000
Automation-Admin	31,000	31,000
Youth Interventionist Contract	4,400	-
Consultant/Legal Fees	4,000	4,000
Postage & Delivery	3,500	3,500
Telephone/Internet	14,500	14,500
Copy Machine Lease	2,400	2,400
Books	71,000	70,500
Print Periodicals	7,500	7,500

Automated Subscription	15,000	15,000
Audio-Visuals/ Online	87,000	87,000
Office Supplies	4,500	4,500
Library Supplies	5,500	5,500
Copy and Printing Supplies	1,400	1,400
Advertising	3,000	3,000
Printing	6,200	6,200
Misc Expenses	2,800	2,800
Equipment and Furniture	5,000	5,000
Technology-Misc	1,500	1,500
Building Improvements	-	-
Strategic Initiatives	7,500	7,500
Building Materials & Supplies	5,000	5,000
Custodial Services	58,000	58,000
Water	2,500	2,500
Natural Gas	8,500	8,500
Copier Maintenance	3,200	3,200
Roof Inspection	-	-
Capital Reserve	11,900	11,900
Total Corporate Library	1,293,000	1,271,893

Section 2: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 14th of November, 2017 pursuant to a roll call as follows:

AYES: _____

NAYS: _____

Adopted on _____

Secretary Board of Trustees

During the last 6 months, regular monthly marketing activities have been maintained. Monthly activities include:

- Posters for all programs
- Flyers for each department
- eNewsletter via Mailchimp
- Distribution of program info to the press, online calendars and blogs (*Forest Leaves*, *Forest Park Post*, *Neighbors Magazine*, *triblocal.com*, *Patch*, *Wednesday Journal Big Week* and blog, *Mom Mail*, *Village of River Forest eNews*)
- Design of website homepage graphics
- Regular Facebook posts (which push to Twitter)

In addition to the regular marketing activities, there were several happenings that required additional support.

May

The Library again participated in Celebrating Seniors Week. Fran provided tailored posters and handouts. The library also had a write-up and an ad in the Celebrating Seniors Magazine. Additional PR efforts around this also resulted in articles in the *Wednesday Journal* and the *Forest Leaves* about the Elizabeth Berg author visit.

June

For summer reading which kicked off in June, Fran coordinated customized summer reading prizes for the children's and teens' departments.

August:

The Fall Bookplate was finalized and sent to the printer in mid-August and hit homes during the last week of the month. This is mailed to approximately 4100 households 3 times a year.

September

There were several additional marketing activities in September. For Library Card Sign-up month, Fran worked with Victoria on a Facebook campaign and posted daily throughout the month (each day featured a "superpower" of the library card). Fran also worked with the Park District to get permission to hang a banner promoting Library Card Sign-Up Month on the Chicago Avenue fence. Fran designed and coordinated production of the banner. As part of the campaign follow-up, we tested a "Welcome to the Library" e-blast that went out to new cardholders. It had a 60% open rate and will be added as a regular monthly marketing activity.

Also in September, the Library and the Township worked together to re-brand the Computer Learning Lab program as "Connect with Tech". To support this rebranding, new graphics were acquired, new copy was written, and new posters were made. Fran did several special Facebook posts about it and coordinated a Press Release with the Township.

The Foundation sponsored Fireside Fall Concert also took place in September. Fran provided much marketing support for the event, including sourcing the graphics, and providing poster and program design. She also wrote and distributed a press release.

October

October was a very busy month for the Library. On October 7th, we had our first ever Maker Fest. Fran supported this event with the design of a special logo for the fest, posters, and program materials. There were several special Facebook posts, including a sponsored post about the event. This post cost \$20, and had a reach of 1,725, 55 reactions and 14 shares. Fran also took photos at the event and live tweeted throughout the day.



Also in October, Fran designed a one-page ad for the Park District Fun Guide and developed the branding for a new initiative called Book Spot.

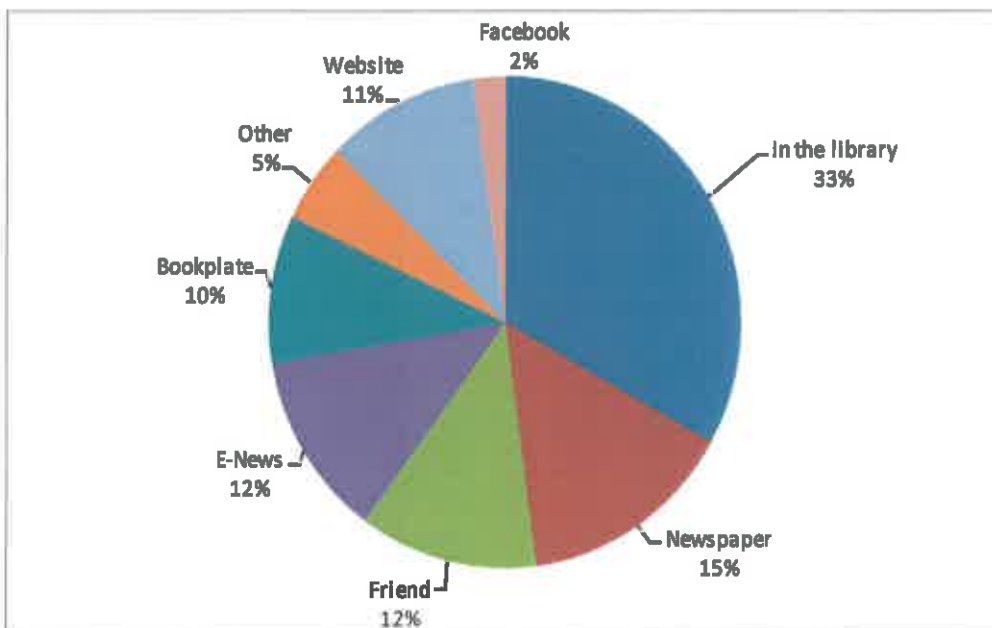
Finally, Fran updated the Meet Our Team page on the Library website. She took photos and did write-ups of 6 new staff members.

Mailchimp: We have 1669 subscribers on our email list, and our average open rate is 34%. Our "Welcome to the Library" email to new cardholders had a 60% open rate.

Facebook: We now have 784 followers.

Twitter: While we haven't been very active on Twitter in the past, we have some new initiatives in the works. Library Aware has a Twitter feature and we are investigating getting staff involved in tweeting about new books. Fran also did live tweets from the Maker Fest, which were well received.

How do people hear about our events? (Data collected at programs in 2017)



Adult & Teen Services Department: May-October 2017

The past six months have been productive, innovative, and creative ones in the Adult and Teen Services Department.

Our most notable accomplishment in the past six months was the staging of our first-ever Maker Fest on Saturday, October 7 from 10am-3pm. Andrea Olvera-Trejo coordinated and directed the event in collaboration with Ethan Baehrend, a Fenwick junior and Boy Scout, whose participation constituted his service project requirement for the Eagle Scout designation. Our Maker Fest showcased a total of 11 local groups and various other Chicagoland organizations that embrace the idea of "maker" technologies, crafts, robotics, music, and more. Each vendor had their own table with activities and equipment to show and tell, aimed primarily for patrons ages 10 and up. Among the most popular groups were School of Rock music school of Oak Park, and 2DKits, a group that teaches circuitry through soldering. A total of 275 people attended the fest, with an estimated 210 adults, 35 Middle School-age students, and 30 children. This event was over a year in the making, and based on the overall positive evaluations we received it was a smashing success.

Fran Arnold coordinated press releases that resulted in two articles publicizing the library event in local papers: one in the 10/3/17 *Wednesday Journal*, another in the 10/3/17 *Forest Leaves*. Andrea and Mary Kay plan to submit an article on Maker Fests in smaller libraries for the February edition of the *ILA Reporter*.

This year, Celebrating Seniors Week took place May 18-May 25. We hosted four events at the library that week, including the visit of the critically acclaimed, popular and prolific local author, Elizabeth Berg. The other programs included an intimate jazz concert featuring the Terry Sullivan Trio, an architecture talk on River Forest Historic Homes II from local historian Al Popowits, and Books n' Bagels, featuring book talks from Mary Kay and Meghan. These four programs brought in a total of 113 patrons.

Once again, our Summer Reading programs were a hit. On the Adult side, 87 patrons registered, 57 participated, and 433 books were collectively logged. We raffled off three RFPL Foundation bags as grand prizes, which contained three of the best of the summer's new beach reads, an RFPL travel mug and RFPL mini flashlight key chains. In addition, the ATS department also once again administered a fun Bingo-oriented All Staff Summer Reading Program. Eighteen staff members participated, and collectively logged 359 books! Teen Summer Reading remained as strong as last year with 351 registrants, 201 participants, and 144 finishers reading 259,885 minutes. We gave out over 500 brand new books as prizes. The Half Night Lock-in as our main prize was once again a huge motivator for middle school readers, with 45 students attending. This year's lock-in featured a DJ, karaoke, crafts, movies, pizza, gaming with our new Xbox One, and best of all, giant inflatable hamster ball races.

This May, we began a reassessment and rebrand of our Wednesday morning Computer Labs to diversify attendance and draw new patrons in. The resulting "Connect With Tech" launched this September. To inform our efforts in rebooting the program, we designed and facilitated two patron focus groups in collaboration with Carla Sloan and Cathaleen Roach of the Township, and analyzed the feedback. From these groups, we learned that patrons were not getting the message that the lab was for beginners, and they were not aware they could bring their phones or tablets in for hands-on assistance. Also, patrons felt they had to walk into the labs with an agenda, when sometimes they just needed a resource to help them explore the new possibilities their tech devices created for them. We incorporated this information more pointedly in a new program description, and created six readymade "Tech Tip Sheets" to help patrons navigate new devices and interests using technology, with a focus on RFPL resources. These are available for handout at the reference desk. In August, Dana Janisch presented on the CWT program to the STAR group at the West Suburban Temple Har Zion in River Forest. We also advertised our new flyers inside holds materials the week of the program launch. Our goal was to draw in 8-10 new attendees and increase general attendance; I'm happy to report that since the start of the fiscal year we have reached beyond that goal with **27 new attendees and 110 total attendees** to date!

Connections have been maintaining excellent numbers this fall, with an average attendance of 18 Middle School students per program. In September, we hired C.J. Porter as our new Connections Program Associate, and she began to administer programs in October. C.J.'s position is newly in the purview of Adult and Teen Services, and so far she has been a wholly positive and friendly addition to our upstairs team. She is doing a fantastic job of proactively getting to know our Middle School crowds, as well as learning how to manage large groups and redirecting misbehavior. C.J.'s work includes planning and executing after school Connections programs on Tuesdays (crafts and maker-related) and Fridays (movies and gaming); as well as staffing the reference desk and podium during the busy after-school hours of 3-6 and filling in on evening work as needed. C.J. is being trained primarily by Mary Kay Stiff, Beth Kirchenberg, and Dana Janisch.

Respectfully,

Mary Kay Stiff
Adult Services Manager

Children's Services Department: May-October 2017

The past 6 months have been busy for the Children's Services Department as we transition from the hustle and bustle of the summer months into a school year routine with the children and families who visit the department regularly.

Our small department of 5 staff members works together seamlessly to provide excellent service to the children in this community. Two new staff members joined the department in May. Nora Sanchez is working on her MLIS at Dominican and also works at Oak Park Public Library. Nora runs our Lego program and orders books for the J Series collection. Yadira Perez brings several years of library experience and also works at Elmwood Park Public Library. Yadira visits River Forest Community Center weekly for story time visits and orders the J Graphic Novel collection. In August, Kim McGuire celebrated her 10 year anniversary at RFPL.

A major goal for the Children's Department is to increase circulation each year. From May-October we have circulated 47,662 items, which is a 10% increase from last year. Our circulation was high during the summer months. We aim to keep our circulation up during the school year by providing multiple copies of books on the Illinois state reading lists for kids and by offering a winter reading program to encourage reading during school breaks. Children's Services is adding a Blu Ray collection and has interfiled the Reference collection to better serve patrons who wish to check out these materials.

Children's programming has been very successful in May-October. We have had many popular large-scale events. In August, our now annual Touch-a-Touch program coordinated by Melissa was a great collaboration with River Forest police, fire, and public works. The staff from the other community service agencies were wonderful to work with and great with the kids. They are excited about continuing the event and had great ideas about expanding it further to include even more vehicles. In September, we hosted an All About Trains event with collaboration from River Forest resident train expert Don Heimburger and the Oak Park Society of Model Engineers. We rented a working electric train and had train rides for kids and parents in the Roosevelt School parking lot. In October, our annual Family Fireside Halloween, in collaboration with River Forest Park District, was great spooky fun.

The summer reading program was successful this June-August. There were 480 babies through 4th graders who participated in summer reading in 2017. Along with other fun prizes, nearly 1,000 new paperback books were awarded to participants. In June-August Children's Services provided program opportunities to over 6,400 people. Some of our program highlights included a musical concert for young kids, and interactive balloon, magic, and puppet shows. While we had some success hosting large events in our outdoor garden space, many of our programs were held at the Roosevelt School gym due to incimate weather. We rely on this partnership with Roosevelt as we are unable to host large audiences inside the library.

This department has continued success with large programs, but our more intimate children's programs and story times are equally as important to the development of River Forest youth. Smaller programs are times when kids get individualized attention and are able to learn through hands-on experiences. Since May we have had over 100 story times for young children and over 40 interactive programs for elementary school aged kids.

As a department, we have targeted early childhood literacy as an area of focus for this year. Young children and their caregivers have limited offerings in the community, and are therefore frequent library users. We welcome them and want to make sure we provide developmentally appropriate collections and opportunities that prepare them to be lifelong library users. This area is a big part of our Strategic Plan goals and as a department we have also been reading articles, viewing webinars, and sharing strategies to increase our knowledge.

In August, we partnered with The Collaboration for Early Childhood to provide ASQ screening opportunities for parents with young children under 6 years old. These screenings go directly to the Collaboration and parents are provided with resources for their children. I have also joined the Collab's Parent Resource Committee along with members of other Oak Park and River Forest organizations to work together to provide resources, information, and opportunities for families with young children.

The Children's Room is typically crowded and well used. There is seldom a free table after school, and during the summer months the department was hopping throughout the day. The addition of new toys and puzzles in September helped refresh the play area and made the space more enjoyable for young patrons. In October, we rearranged our computer area to create a more logical pathway to our AV collection. Our thoughtfully designed displays and book lists are regularly maintained and spotlight various collections in the department.

Melissa and I continue to think about diversity and inclusion and how we can apply social justice principles to our department and remove obstacles to families that are underserved by the library. We have noticed positive changes from our review of the Child Safety Policy. Some very happy younger patrons are now working on homework and enjoying the library after school. We hope that next summer more children who otherwise wouldn't be able to do so will be able to spend time at the library throughout the day and attend programs.

The Children's Services Department looks forward to the next 6 months and all of the exciting things we have coming up this winter.

Thank you for your continued support,

Amy Grossman
Manager of Children's Services

Materials Services Department: May-October 2017

The last six months have been busy ones at the RFPL and in the Materials Services Department.

Overall circulation is up 3.5% over fiscal year 2016-2017. Circulation numbers during the summer reading season were up 5.8% over last year, which resulted in a lot of circulation desk activity. We continue to reach out to new patrons and have signed up 401 new residents for library cards since May.

In June, July, and August we said goodbye to three staff members. Emma Norris and Angelica Diaz accepted full time positions at Illinois College (Jacksonville, IL) and the Helen Plum Public Library (Lombard, IL). Karen Wiebe was hired as the part-time Assistant Circulation Manager at the Forest Park Public Library. We wish them all the best of luck in their new positions and thank them for their service to the RFPL.

We have since hired three new staff members and are back up to full staffing levels. Shekinah Lawrence, Beronica Puhr, and Dawn Thiede have been wonderful additions to our staff. Victoria Muraiti is responsible for training all new materials services staff members and has been doing a very thorough job making sure high standards for customer service are maintained in our department.

Victoria regularly attends monthly SWAN Circulation Manager and Circulation Advisory Board meetings and keeps our team updated on the latest circulation procedures and processes. Toward that end, we are very pleased to announce that Victoria has been elected to the SWAN Circulation Advisory Board. Victoria will serve a 2 year term on this committee, along with other Circulation Managers from SWAN libraries. The committee meets 6 times a year and to discuss changes and implementation of circulation policies and procedures.

In September, Victoria launched the first campaign, in recent years, for National Library Card Sign Up month. Annually, National Library Card Sign up month takes place in September as a way to encourage children and their families to sign up for library cards as the school year commences. Features of her campaign featured daily Facebook posts related to the "value of your library card," an in-house lobby display, and visits to RF schools.

In October, Victoria completed the Management Association of Illinois' Manager's Boot Camp program. This 3-day session provides training for emerging managers on employment law basics, interviewing, coaching, and mentoring techniques, and other human resources/management topics. Victoria will be presenting to the Board at the January 2018 meeting.

Rachel Newlin and Sue Young have been assisting with resident outreach. Rachel sends new residents "Welcome to the RFPL" letters and Susie delivers gently used books to the train station monthly. Both continue to provide excellent customer service and have been helpful in welcoming and training our new staff members.

Our technical services clerk, Lisa Engoren, has added nearly 3,500 items to our library collections. Lisa has been working with materials selectors to repair and re-label items so they are attractive and easy to locate on our shelves. Our pages, Barb Croom and Alyx Muraiti, have been working hard to keep our shelves neat and assisting departments with weeding and shelf shifting efforts.

As we have previously reported, the automatic renewals service was launched by SWAN in June. Materials services staff did an excellent job educating patrons on this new service. Patron feedback has been overwhelmingly positive and we are pleased to offer this convenient service. We are reporting a 30% decrease in fine revenue over last year as a result of automatic renewals, but believe this service has resulted in more positive interactions at the Circulation desk.

Although fine income is down, patrons are still financially responsible for any lost or damaged library materials. In order to allow patrons to pay for their lost/damaged items we have installed a credit card reader at the circulation desk as that seems to be the preferred method of payment at this point in time.

We are looking forward to continuing to serve the patrons of the River Forest Public Library and the community at large.

Respectfully,

Joanna Bertucci
Materials and Business Services Manager