

**River Forest Public Library
Regular Board Meeting
March 19, 2019
7:30 pm
Agenda***

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: February 19, 2019
 - b. February 2019 Warrants
 - c. February 2019 Revenue and Expense reports
 - d. February 28, 2019 Balance Sheet
 - e. 1 year (May 1, 2019-April 30, 2020) cleaning contract with Buildingstars in the amount of \$23,988
 - f. Policy Revisions: Patrons: IV. Equipment and Computer Use; Staff: VIII. Staff Computer Use
5. Communications
6.
 - a. Patron Suggestions
 - b. Director's Report
7. President's Report
8. New Business
 - a. Williams Architects-Andy Dogan
 - b. Vote on renovation project for public bidding
 - c. Accept RFPL Foundation donation for Children's room project and authorize Library Director to move forward with project planning.
 - d. Draft Strategic Plan Goals and Objectives 2.0
 - e. VRF Comprehensive Plan discussion
 - f. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee
9. Old Business
 - a. 2019-20 Operating Budget - vote
 - b. 2019-20 Capital Budget - vote
10. Adjournment

* All topics on the Agenda are potential Action Items.

Vote: 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: February 19, 2019

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, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Also Present: Sue Quinn (RFPL Director) and Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests

- Jim Hopkinson
- Karen Stierwalt

Consent Agenda

- Minutes of the Regular Board Meeting: January 15, 2019
- Minutes of the Special Board Meeting: February 7, 2019
- January 2019 Warrants
- January 2019 Revenue and Expense Reports
- January 31, 2019 Balance Sheet
- Boiler flue replacement in the amount of \$5,830.00 (Operating Fund – Bldg. Maint./Repairs)
- Self-check machine purchase in the amount of \$10,524.00 (Capital Improvement Fund)
- LED lighting upgrade in the amount of \$6,224.29 (Capital Improvement Fund)
- Policy Revisions: Patrons: XI. Public Comment;
- Trustee Bylaw Revisions

President Smedinghoff asked if Trustees would like any items removed from the consent agenda. Trustee Hill requested that item i. Policy Revisions: Patrons: XI. Public Comment; be removed from the consent agenda.

President Smedinghoff asked for a motion to approve the consent agenda, items a-h, j. Trustee Calabrese-Berry moved to approve the consent agenda, items a-h,j, Trustee O'Connor seconded. Questions were taken.

- Trustee Long had a question regarding the Card Connect bill in the amount of \$36.11. Ms. Bertucci explained that this bill is for fees related to the credit card machine.
- Trustee Long asked whether the annual \$249/yr license fee for the proposed Self Check machine purchase would remain constant for the life of the unit. Ms. Bertucci believed that the \$249/yr fee would be constant, but will reach out to the Bibliotheca rep to confirm.

A roll call vote was taken to approve the Consent Agenda:

- Ayes: Bevan, Dagli, Calabrese-Berry, Hill, Long, O'Connor, and Smedinghoff
- Abstain: Dagli from the 1/15/19 Minutes

Director's Report

- Director Quinn provided an additional update on the LIRA claim. The following bills will be paid by RFPL and will be reimbursed by our insurance company:
 - Fox Valley Fire & Equipment: \$8,251 – sprinkler system part replacement
 - Oak Brook Mechanical: \$6,764 – boiler circuit board replacement
 - S&D Prime Maintenance: roughly \$1,200 – various burst pipe repairs
- The following bills will be paid by LIRA:
- Service One Restoration: \$26,000 – mobile/temporary heating
 - Stanton Mechanical: \$955 – sewage ejector pump service

President's Report

- Monthly RFPL Board Packets are now fully searchable.
- The next RFPL Foundation meeting will be held on Wednesday, March 13, 2019.
- President Smedinghoff reached out to the attorney for the RF Women's Club. The attorney is still working on shutting down the Foundation and it will be some time before the RFPL Foundation receives the contemplated donation.

New Business:

Capital Budget review

- Trustee Bevan shared and reviewed the 2019-20 draft capital budget. Trustee Bevan noted that the 2019-20 budget includes revenues sources for the capital budget. Last year's capital budget did not include revenue sources. The capital budget will be voted on with the operating budget at the March 19, 2019 Regular Meeting.

Discontinue charging fines on overdue materials

- Trustees discussed RFPL administration's recommendation to discontinue charging fines on overdue materials.

Trustee Hill expressed concerns about eliminating overdue fines, particularly coupled with the automatic renewals program. Trustee Hill felt that without the consequence of overdue fines, users would keep items longer and RFPL wouldn't have enough items on the shelf. This undesirable effect would result in longer hold times and waitlists for items. Additionally, Trustee Hill noted that RFPL's collection development policies have made a commitment to ordering additional copies to meet hold lists and longer hold lists would result in greater expense. Trustee Hill asked that staff brainstorm other ideas to provide patrons with short-term amnesty. If approved, Trustee Hill expressed concern that fines could not be re-instated in the future.

- Trustee O'Connor asked if RFPL would be an outlier in the library community if the recommendation to discontinue fines was not approved. Ms. Bertucci responded that RFPL wouldn't be an outlier, but rather a trendsetter as fine free libraries are not standard practice.
- Trustees also discussed the possibility of shortening the length of time proposed by staff (42 days) between when an item comes due and before it goes to billing. Trustee Bevan noted that those decisions would be left to staff as they are at a procedural level.
- Trustee O'Connor felt that removing fines on physical items creates a discrepancy between the loan rules on physical vs. digital items. Trustee O'Connor noted that digital items do not renew automatically and disappear from a user account on their due date.
- After discussion, Trustee Calabrese-Berry made a motion to discontinue charging fines on overdue materials, Trustee Bevan seconded and a roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Dagli, Smedinghoff
 - Nays: Hill, Long, O'Connor

Director Quinn commented that RFPL Administration will carefully consider next steps regarding discontinuing overdue fines.

Draft Strategic Plan Goals and Objectives

- Director Quinn presented Trustees with draft strategic plan goals and objectives and discussed the planning process and survey results. Director Quinn noted that the survey accomplished four goals: allowing the community an opportunity to give feedback, marketing our services to residents, outreach to non-users, and a tool to get a sense of what library programs and services were important to the community.
- Trustees discussed the specific draft goals. Trustee Bevan felt that the draft goals are too broad and that the plan overall is missing a goal specific to serving young children through early literacy initiatives. Trustee Bevan was also concerned that the draft plan does not hone the library's focus in the way the previous plan did.
- Trustee O'Connor suggested that perhaps the draft "Grow Community" and "Support Diversity, Equity, and Inclusion" goals could be combined as they seem to be connected.
- Trustees felt that the "Grow Collections" goal was too board.
- Director Quinn suggested that the Board and Administration might benefit from a planning day after the next Board meeting to continue fleshing out the goals and objectives.

Committee Reports

- Facilities Committee
 - Trustee Calabrese-Berry reported for the Facilities Committee.
 - The flue piping project work will take place on Friday, March 1st. The library will be closed to the public as the building heat will be shut off in order to complete the work.

- Director Quinn and Ms. Bertucci will be meeting with Andy Dogan of Williams Architects to discuss next steps for the lobby renovation project on 2/20.

- **Finance Committee**

- Trustee Bevan reported for the Finance Committee.
 - Trustee Bevan had previously asked Director Quinn to provide a historical revenue and expense analysis. In response she prepared the memo included in the 2/19 Board packet which provides 10 years of historical data to help Trustees better understand RFPL's current financial position.
 - Trustee Bevan explained that RFPL's revenues have grown slowly in the past 10 years and sources of income, other than property taxes, have been steadily declining. Additionally, operating expenses are increasing at a faster rate, particularly in the personnel and facility maintenance budget lines.
 - Trustee Bevan would like the RFPL Foundation to address planned giving to RFPL as all donations, that were previously additional income for the library, are now being directed to the Foundation.
 - Additionally, RFPL will have to review its pay grade and scale structure in light of the 2/19 passing of the IL minimum wage increase.

- **Policy Committee**

- Trustee Hill reported for the Policy Committee.
 - Trustee Hill explained her request to pull item i. Policy Revisions: Patrons: XI. Public Comment; from the 2/19/19 Consent Agenda. After attending a Village of River Forest Board Meeting, Trustee Hill feels that the Policy Committee should re-work the Public Comment policy draft scheduled for a vote on 2/19.

- **Collaboration Committee**

- Trustee Long reported for the Collaboration Committee.
 - The community calendar (www.rfhappenings.com) is up and running. Trustee Long suggested that the Committee develop a bookmark to market the online calendar to residents. Additionally, the group brainstormed ideas for future collaborative projects.

Old Business

2019-20 draft Operating Budget

- There were no comments or questions regarding the 2019-20 draft operating budget.

Adjournment

- At 9:12 pm Trustee Bevan moved to adjourn the Regular Meeting. Trustee Long seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Joan O'Connor
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 February 2019

Num	Date	Name	Memo	Account	Paid Amount
16420	2/20/2019	Alarm Detection Services		CB OPRF Operations 008056...	
177096...	2/16/2019		177096 Quarterly Fire Alarm Monitoring	Maintenance - Service	-227.49
TOTAL					-227.49
16421	2/20/2019	ANDERSON ELEVATOR COMPANY		CB OPRF Operations 008056...	
INV-076...	2/16/2019		Feb. Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
16422	2/20/2019	AT&T - Electronic Gateway		CB OPRF Operations 008056...	
S86041...	2/16/2019		Monthly Telephone & Internet	Automation - Internet	-224.43
TOTAL					-224.43
16397	2/6/2019	BAKER & TAYLOR L 5076992		CB OPRF Operations 008056...	
203430...	2/6/2019		Adult print - Lucky Day	Books - Adult	-120.41
203430...	2/6/2019		Adult print	Books - Adult	-85.68
TOTAL					-206.09
16423	2/20/2019	BAKER & TAYLOR L 5076992		CB OPRF Operations 008056...	
203433...	2/16/2019		Adult Books - LD	Books - Adult	-67.20
203433...	2/16/2019		Adult books	Books - Adult	-67.20
TOTAL					-134.40
16424	2/20/2019	BAKER & TAYLOR C0260133		CB OPRF Operations 008056...	
501536...	2/16/2019		Adult books	Books - Adult	-143.94
TOTAL					-143.94
16425	2/20/2019	BAKER & TAYLOR L 3648782		CB OPRF Operations 008056...	
203433...	2/16/2019		Connections supplies	Connection - ASK Programs	-55.54
TOTAL					-55.54

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Num	Date	Name	Memo	Account	Paid Amount
16398	2/6/2019	BayScan Technologies		CB OPRF Operations 008056...	
59417	2/5/2019		Receipt paper for thermal paper	Office Supplies	-250.00
TOTAL					-250.00
16426	2/20/2019	Beth Kirchenberg		CB OPRF Operations 008056...	
TOTAL	2/16/2019		Mileage to Normal, IL Lincoln Award Nom. ...	Misc. Expenses	-143.84
16419	2/13/2019	Card Services - MB Financial Bank		CB OPRF Operations 008056...	
TOTAL			January Credit Card payment	MB Financial Credit Card	-1,853.52
DM	2/4/2019	CardConnect		CB OPRF Operations 008056...	
TOTAL			Credit card fees	Fines, Service Charges	-30.83
16427	2/20/2019	Chicago Tribune Media Group		CB OPRF Operations 008056...	
003992...	2/16/2019		Legal AD Chicago Trib Project Bid AD	Consultant/Legal Fees	-279.56
TOTAL					-279.56
16399	2/6/2019	Cleanique Services		CB OPRF Operations 008056...	
8562	2/5/2019		Snow and ice removal	Maintenance - Service	-200.00
TOTAL					-200.00
16428	2/20/2019	Comcast		CB OPRF Operations 008056...	
877120...	2/16/2019		Monthly Internet	Automation - Internet	-521.60
TOTAL					-521.60
16400	2/6/2019	Communication Revolving Fund		CB OPRF Operations 008056...	
T1916275	2/5/2019		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00

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Num	Date	Name	Memo	Account	Paid Amount
dm	2/14/2019	Community Bank of Oak Park River Forest		CB OPRF Operations 008056...	
TOTAL			Deposit Slip error correction	Fines, Service Charges	-38.00
16401	2/6/2019	Complete Cleaning Company		CB OPRF Operations 008056...	
C08847	2/5/2019		Daily Cleaning Service Feb 2019	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
16429	2/20/2019	Dorothy F. Houllihan		CB OPRF Operations 008056...	
	2/16/2019		FFF Treats	Programs - Adult	-13.28
	2/19/2019		Coffee for breakroom	Office Supplies	-30.66
TOTAL					-43.94
16402	2/6/2019	DRESSEL'S ACE HARDWARE		CB OPRF Operations 008056...	
27028	2/5/2019		Ice melt	Maintenance - Supply	-59.96
TOTAL					-59.96
16418	2/9/2019	EBSCO Information Services		CB OPRF Operations 008056...	
1574676	2/9/2019		Flipster renewal	Flipster	-4,939.31
TOTAL					-4,939.31
168	2/20/2019	Fox Valley Fire & Safety		CB OPRF Capital 00805669202	
IN0024...	2/19/2019		New backflow preventer device; sprinkler s...	Capital Reserve Fund	-8,251.00
TOTAL					-8,251.00
16417	2/6/2019	GE Money Bank/Amazon		CB OPRF Operations 008056...	
604578...	2/6/2019		J Non print	Non-Print Juvenile	-34.95
			Laminator refill	Office Supplies	-40.25
			T Video games	Non-print -Teen	-102.83
			Connections program supplies	Connection - ASK Programs	-105.29
			Connections program supplies	Connection - ASK Programs	-6.98
TOTAL					-280.30

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Num	Date	Name	Memo	Account	Paid Amount
16430	2/20/2019	Greg Borzo		CB OPRF Operations 008056...	
	2/19/2019		Chicago "L" Program	Programs - Adult	-250.00
TOTAL					-250.00
16431	2/20/2019	Hoopla		CB OPRF Operations 008056...	
96938603	2/16/2019		January Checkouts Hoopla	Hoopla	-1,681.30
TOTAL					-1,681.30
16403	2/6/2019	ILLINOIS ALARM		CB OPRF Operations 008056...	
11684	2/5/2019		Burgular Alarm Monitoring 3/1-531	Maintenance - Service	-110.85
TOTAL					-110.85
DM	2/5/2019	IMRF		CB OPRF Operations 008056...	
			Employee Contribution - IMRF Adjustment	Employee Compensation	-605.57
			Employer Contribution - IMRF Adjustment	IMRF	-1,481.64
TOTAL					-2,087.21
DM	2/26/2019	IMRF		CB OPRF Operations 008056...	
			EE IMRF Deduction - Feb	Employee Compensation	-1,844.02
			ER IMRF Contribution - Feb	IMRF	-3,749.51
TOTAL					-5,593.53
16404	2/6/2019	Ingram Library Services		CB OPRF Operations 008056...	
62549367	2/6/2019		MS Books	Books - Middle School	-11.82
62548704	2/6/2019		MS Books	Books - Middle School	-8.99
62548943	2/6/2019		MS Books	Books - Middle School	-12.64
62548405	2/6/2019		MS Books	Books - Middle School	-11.25
62548406	2/6/2019		MS Books	Books - Middle School	-10.69
62549366	2/6/2019		Teen books	Books - Teen	-11.82
62549368	2/6/2019		Teen books	Books - Teen	-11.25
62548703	2/6/2019		Teen books	Books - Teen	-37.40
62548944	2/6/2019		Teen books	Books - Teen	-23.07
62548705	2/6/2019		Teen books	Books - Teen	-34.76
67044224	2/6/2019		Adult books - Lucky Day	Books - Adult	-16.34
62549587	2/6/2019		Adult books Lucky Day	Books - Adult	-1,007.28
62549588	2/6/2019		Adult books	Books - Adult	-1,266.98

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February 2019

Num	Date	Name	Memo	Account	Paid Amount
67044226	2/6/2019		Adult books	Books - Adult	-118.16
67044228	2/6/2019		Adult books	Books - Adult	-10.48
62549187	2/6/2019		Adult books	Books - Adult	-16.35
62549185	2/6/2019		Adult books	Books - Adult	-17.38
62549188	2/6/2019		Adult books	Books - Adult	-11.96
62549432	2/6/2019		Adult books	Books - Adult	-27.03
62548433	2/6/2019		Adult books	Books - Adult	-7.18
62548431	2/6/2019		Adult books	Books - Adult	-16.34
62548430	2/6/2019		Adult books	Books - Adult	-15.22
62548700	2/6/2019		Adult books	Books - Adult	-436.18
62549186	2/6/2019		Adult books	Books - Adult	-20.25
62548429	2/6/2019		Adult books	Books - Adult	-6.73
67041801	2/6/2019		J Books	Books - Adult	-26.55
62550483	2/6/2019		Adult books	Books - Juv	-17.25
62550920	2/6/2019		Adult books	Books - Adult	-16.35
62550484	2/6/2019		Adult books	Books - Adult	-66.47
62550485	2/6/2019		Adult books	Books - Adult	-16.34
62550488	2/6/2019		Adult books	Books - Adult	-16.22
62550487	2/6/2019		Adult books	Books - Adult	-16.34
62550486	2/6/2019		Adult books	Books - Adult	-11.98
62550482	2/6/2019		Adult books	Books - Adult	-13.16
62550919	2/6/2019		Adult books	Books - Adult	-18.03
62550921	2/6/2019		Adult books	Books - Adult	-72.99
62550922	2/6/2019		Adult books	Books - Adult	-13.95
TOTAL					-3,473.16
18432	2/20/2019	Ingram Library Services		CB OPRF Operations 008056...	
62555030	2/16/2019		MS Books	Books - Middle School	-10.69
62553339	2/16/2019		MS Books	Books - Middle School	-19.55
62553338	2/16/2019		MS Books	Books - Middle School	-14.65
62553073	2/16/2019		MS Books	Books - Middle School	-21.38
62550295	2/16/2019		MS Books	Books - Middle School	-17.92
62551361	2/16/2019		MS Books	Books - Middle School	-11.25
62550876	2/16/2019		MS Books	Books - Middle School	-12.58
62550452	2/16/2019		MS Books	Books - Middle School	-10.69
62553463	2/16/2019		J Books	Books - Juv	-30.37
67049662	2/16/2019		J Books	Books - Juv	-12.16
62553464	2/16/2019		J Books	Books - Juv	-226.57
62552790	2/16/2019		J Books	Books - Juv	-159.63
62552789	2/16/2019		J Books	Books - Juv	-72.00
62551833	2/16/2019		J Books	Books - Juv	-11.25
67048826	2/16/2019		J Books	Books - Juv	-10.69
62551221	2/16/2019		J Books	Books - Juv	-166.71
62551218	2/16/2019		J Books	Books - Juv	-225.59
62549416	2/16/2019		J Books	Books - Juv	-5.60
67047037	2/16/2019		J Books	Books - Juv	-21.54
62552745	2/16/2019		Teen Books	Books - Teen	-11.82

River Forest Public Library WARRANT LIST DETAIL February 2019

Num	Date	Name	Memo	Account	Paid Amount
625523...	2/16/2019		Teen Books	Books - Teen	-11.25
62553072	2/16/2019		Teen Books	Books - Teen	-11.25
62553337	2/16/2019		Teen books	Books - Teen	-11.50
62551773	2/16/2019		Teen books	Books - Teen	-35.08
62550451	2/16/2019		Teen books	Books - Teen	-32.94
62550453	2/16/2019		Teen Books	Books - Teen	-10.56
62550877	2/16/2019		Teen Books	Books - Teen	-11.25
62550875	2/16/2019		Teen Books	Books - Teen	-23.64
62551360	2/16/2019		Teen Books	Books - Teen	-11.25
62554525	2/19/2019		Teen Books	Books - Teen	-23.07
62553835	2/19/2019		Teen books	Books - Teen	-46.30
62554532	2/19/2019		J Books	Books- Juv	-10.85
62554039	2/19/2019		J Books	Books- Juv	-9.56
62554042	2/19/2019		J Books	Books- Juv	-11.25
67052619	2/19/2019		Adult books	Books - Adult	-9.58
62554531	2/19/2019		Adult books	Books - Adult	-15.78
62554044	2/19/2019		Adult books	Books - Adult	-15.66
62554038	2/19/2019		Adult books	Books - Adult	-15.78
62554040	2/19/2019		Adult books	Books - Adult	-34.36
62554041	2/19/2019		Adult books	Books - Adult	-28.89
62554043	2/19/2019		Adult books	Books - Adult	-19.17
62553470	2/19/2019		Adult books	Books - Adult	-15.38
62553471	2/19/2019		Adult books	Books - Adult	-14.18
62553462	2/19/2019		Adult books	Books - Adult	-32.42
62552183	2/19/2019		Adult books	Books - Adult	-10.69
62552326	2/19/2019		Adult books	Books - Adult	-15.22
62553467	2/19/2019		Adult books	Books - Adult	-16.58
62553473	2/19/2019		Adult books	Books - Adult	-17.14
62553472	2/19/2019		Adult books	Books - Adult	-16.02
62553469	2/19/2019		Adult books	Books - Adult	-15.45
62553468	2/19/2019		Adult books	Books - Adult	-14.32
62553465	2/19/2019		Adult books LD	Books - Adult	-16.34
62553466	2/19/2019		Adult books	Books - Adult	-63.46
62552788	2/19/2019		Adult books	Books - Adult	-16.35
62552794	2/19/2019		Adult books	Books - Adult	-16.02
62552793	2/19/2019		Adult books	Books - Adult	-15.45
62552737	2/19/2019		Adult books	Books - Adult	-11.96
62552738	2/19/2019		Adult books	Books - Adult	-17.47
62552182	2/19/2019		Adult books	Books - Adult	-47.88
62552184	2/19/2019		Adult books	Books - Adult	-15.22
62552185	2/19/2019		Adult books	Books - Adult	-15.09
62552325	2/19/2019		Adult books	Books - Adult	-15.19
62552792	2/19/2019		Adult books	Books - Adult	-29.77
62551829	2/19/2019		Adult books LD	Books - Adult	-16.90
62551826	2/19/2019		Adult books	Books - Adult	-23.69
62551828	2/19/2019		Adult books	Books - Adult	-17.45
62551827	2/19/2019		Adult books	Books - Adult	-37.21
62551830	2/19/2019		Adult books	Books - Adult	-98.70
67048466	2/19/2019		Adult books	Books - Adult	-65.17

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WARRANT LIST DETAIL
 February 2019

Num	Date	Name	Memo	Account	Paid Amount
67048467	2/19/2019		Adult books	Books - Adult	-47.76
62551832	2/19/2019		Adult books	Books - Adult	-168.29
62551835	2/19/2019		Adult books	Books - Adult	-82.59
62551834	2/19/2019		Adult books	Books - Adult	-16.34
67048468	2/19/2019		Adult books	Books - Adult	-17.36
62551831	2/19/2019		Adult books	Books - Adult	-82.83
62551219	2/19/2019		Adult books LD	Books - Adult	-16.48
62551217	2/19/2019		Adult books	Books - Adult	-18.03
62551220	2/19/2019		Adult books	Books - Adult	-28.48
62551216	2/19/2019		Adult books	Books - Adult	-15.22
62551624	2/19/2019		Adult books	Books - Adult	-20.87
67047038	2/19/2019		Adult books	Books - Adult	-8.18
62549415	2/19/2019		Adult books	Books - Adult	-16.88
62549417	2/19/2019		Adult books	Books - Adult	-33.30
62549750	2/19/2019		Adult books - LD	Books - Adult	-15.78
62549752	2/19/2019		Adult books	Books - Adult	-17.80
62549751	2/19/2019		Adult books	Books - Adult	-47.35
62549749	2/19/2019		Adult books	Books - Adult	-15.78
62550325	2/19/2019		Adult books	Books - Adult	-33.23
62550324	2/19/2019		Adult books	Books - Adult	-16.35
62550327	2/19/2019		Adult books	Books - Adult	-130.02
62550326	2/19/2019		Adult books - LD	Books - Adult	-32.13
62552781	2/19/2019		Adult books - LD	Books - Adult	-15.46
62553836	2/19/2019		MS Books	Books - Middle School	-34.32
TOTAL					-3,110.16
16405	2/6/2019	Inside Edge		CB OPRF Operations 008056...	
IE 2019-5	2/5/2019			Consultant/Legal Fees	-100.00
TOTAL					-100.00
16433	2/20/2019	Irish American Heritage Center		CB OPRF Operations 008056...	
	2/19/2019		Irish American Heritage Concert	Programs - Adult	-600.00
TOTAL					-600.00
16406	2/6/2019	Joanna Bertucci		CB OPRF Operations 008056...	
	2/5/2019		Pencils/index cards	Office Supplies	-10.07
			Crazy glue	Maintenance - Supply	-5.99
TOTAL					-16.06

River Forest Public Library
WARRANT LIST DETAIL
 February 2019

Num	Date	Name	Memo	Account	Paid Amount
16434	2/20/2019	KLEIN, THORPE & JENKINS, LTD		CB OPRF Operations 008056...	
200650	2/19/2019		Consult RE: Public protest and remodel bid...	Consultant/Legal Fees	-1,548.79
TOTAL					-1,548.79
16435	2/20/2019	Konica Minolta Business Solutions		CB OPRF Operations 008056...	
900538...	2/16/2019		January Copier Usage	Copy Machine (usage, maint.)	-148.87
TOTAL					-148.87
16407	2/6/2019	Konica Minolta Premier Finance		CB OPRF Operations 008056...	
376727...	2/5/2019		Copier Lease	Equipment - Copier Lease non...	-199.00
TOTAL					-199.00
16436	2/20/2019	McIlroy, Jana		CB OPRF Operations 008056...	
	2/19/2019		Book Discussion March & April	Programs - Adult	-100.00
TOTAL					-100.00
16442	2/26/2019	Mid-America Graphics		CB OPRF Operations 008056...	
18-2474...	2/20/2019		Business cards V.Muraiti	Printing	-93.29
18-2432...	2/21/2019		Summer BookPlate	Printing	-1,435.00
TOTAL					-1,528.29
16408	2/6/2019	MIDWEST TAPE		CB OPRF Operations 008056...	
96510834	2/5/2019		Audiobook replacement disc	Non-Print Adult	-9.98
96621207	2/6/2019		Adult DVDs	Non-Print Adult	-362.01
96624015	2/6/2019		Adult DVDs	Non-Print Adult	-78.12
96621201	2/6/2019		Adult DVDs	Non-Print Adult	-33.34
96624012	2/6/2019		Adult DVDs	Non-Print Adult	-23.54
96621208	2/6/2019		Adult DVDs	Non-Print Adult	-139.20
96621209	2/6/2019		Adult CD Books	Non-Print Adult	-49.24
96621203	2/6/2019		Adult DVD	Non-Print Adult	-26.04
96621204	2/6/2019		Adult DVD	Non-Print Adult	-44.54
96621205	2/6/2019		Adult CD Audiobook	Non-Print Adult	-44.24
96624013	2/6/2019		J BluRay	Non-Print Juvenile	-27.64
96621202	2/6/2019		J DVDs	Non-Print Juvenile	-78.87
966892241	2/6/2019		Adult DVDs	Non-Print Adult	-20.79
966892240	2/6/2019		Adult DVD	Non-Print Adult	-37.83

River Forest Public Library WARRANT LIST DETAIL February 2019

Num	Date	Name	Memo	Account	Paid Amount
96892242	2/6/2019		Adult BluRay	Non-Print Adult	-18.54
96892018	2/6/2019		Adult CD Audiobook	Non-Print Adult	-49.24
96881521	2/6/2019		Adult DVD	Non-Print Adult	-48.74
96881459	2/6/2019		Adult CD Audiobook	Non-Print Adult	-39.24
TOTAL					-1,132.15
16437	2/20/2019	MIDWEST TAPE		CB OPRF Operations 008056...	
96855270	2/16/2019		Adult Lucky Day	Non-Print Adult	-156.24
96855269	2/16/2019		Adult Lucky Day	Non-Print Adult	-100.02
96855271	2/16/2019		Adult DVDs	Non-Print Adult	-210.61
96855276	2/16/2019		Adult DVD	Non-Print Adult	-50.83
96855273	2/16/2019		Adult DVD	Non-Print Adult	-46.83
96855274	2/16/2019		Adult DVD	Non-Print Adult	-18.54
96855277	2/16/2019		Adult Music CDs	Non-Print Adult	-17.54
96855272	2/16/2019		Adult CD Audiobook	Non-Print Adult	-226.20
96855268	2/16/2019		Adult CD Audiobook	Non-Print Adult	-63.48
96837009	2/16/2019		Adult Replacement CDs	Non-Print Adult	-49.95
96855275	2/16/2019		Adult BluRay	Non-Print Adult	-33.34
96852425	2/16/2019		Adult DVD	Non-Print Adult	-18.54
96883462	2/16/2019		Adult DVDs	Non-Print Adult	-127.72
96886387	2/16/2019		Adult DVDs	Non-Print Adult	-59.37
96886385	2/16/2019		Adult CD Books	Non-Print Adult	-88.48
96886384	2/16/2019		Adult DVDs	Non-Print Adult	-64.08
96886383	2/16/2019		Lucky Day DVDS	Non-Print Adult	-52.08
96883467	2/16/2019		Lucky Day BluRay	Non-Print Adult	-22.29
96883466	2/16/2019		Adult BluRay	Non-Print Adult	-22.29
96883465	2/16/2019		Adult DVDs	Non-Print Adult	-20.79
96883464	2/16/2019		Adult DVDs	Non-Print Adult	-20.79
96883461	2/16/2019		Adult DVDs	Non-Print Adult	-133.40
96883460	2/16/2019		Lucky Day DVDS	Non-Print Adult	-154.53
96883019	2/16/2019		Adult DVDs	Non-Print Adult	-166.32
96885437	2/16/2019		Adult audiobook replacement disc	Non-Print Adult	-9.99
TOTAL					-1,933.25
16409	2/6/2019	NICOR GAS		CB OPRF Operations 008056...	
89-82-3...	2/5/2019		Heat	Heat	-865.09
TOTAL					-865.09
16438	2/20/2019	Oak Brook Mechanical Services, Inc.		CB OPRF Operations 008056...	
14873	2/16/2019		Boiler outage 1/31/19	Maintenance - Service	-6,764.11
TOTAL					-6,764.11

River Forest Public Library
WARRANT LIST DETAIL
 February 2019

Num	Date	Name	Memo	Account	Paid Amount
16410	2/8/2019	OAK PARK TOWNSHIP YOUTH SERVICES		CB OPRF Operations 008056...	
TOTAL	1/24/2019	2nd Quarter Youth Interventionist Contract ...		Youth Interventionist Contract	-888.57
16439	2/20/2019	OverDrive		CB OPRF Operations 008056...	-888.57
01658C...	2/16/2019		Teen eBooks & eAudiobooks	eContent - Teen	-399.33
01658C...	2/16/2019		Adult eBooks	eContent - Adult	-1,359.75
01658D...	2/16/2019		Teen eBooks	eContent - Teen	-86.47
01658C...	2/16/2019		Childrens eBooks & eAudiobooks	eContent - Juvenile	-303.95
TOTAL					-2,149.50
dim	2/15/2019	PAYLOCITY		CB OPRF Operations 008056...	
TOTAL			Employee Compensation	Employee Compensation	-20,013.49
			Connections Employee Compensation	Connection - ASK Salaries	-26.75
					-20,040.24
dim	2/15/2019	PAYLOCITY		CB OPRF Operations 008056...	
TOTAL			Employee Tax Deductions	Employee Compensation	-4,938.07
			Connections EE Tax Deductions	Connection - ASK Salaries	-3.86
			Library Portion FICA - Employees	FICA	-1,591.71
			Library Portion FICA - Connections Employ...	Connection - ASK FICA	-1.90
			Library Portion Medicare - Employees	Medicare Exp	-372.26
			Library Portion Medicare - Connections Em...	Connection - ASK Medicare	-0.44
					-6,908.24
dim	2/15/2019	PAYLOCITY		CB OPRF Operations 008056...	
TOTAL			2/15 Payroll Processing	Payroll Service	-117.87
			2018 Year End W2 Processing	Payroll Service	-224.00
					-341.87
DMI	2/26/2019	PAYLOCITY		CB OPRF Operations 008056...	
TOTAL			Payroll Run 2/28/19	Payroll Service	-114.35
					-114.35

**River Forest Public Library
WARRANT LIST DETAIL
February 2019**

Num	Date	Name	Memo	Account	Paid Amount
DM	2/26/2019	PAYLOCITY	Employee Compensation	CB OPRF Operations 008056... Employee Compensation	-20,281.71
TOTAL					-20,281.71
DM	2/26/2019	PAYLOCITY	Employee Tax deduction Employer FICA portion Employer Medicare portion	CB OPRF Operations 008056... Employee Compensation FICA Medicare Exp	-4,926.58 -1,622.14 -379.37
TOTAL					-6,928.09
16411	2/6/2019	PeopleFacts	Background check	CB OPRF Operations 008056... Payroll Service	-47.28
34181-0...	2/5/2019				-47.28
TOTAL					
16440	2/20/2019	S & D Prime Maintenance, Inc.	Bimonthly Maintenance Visits	CB OPRF Operations 008056... Maintenance - Service	-550.00
80300	2/16/2019		Maintenance supplies	Maintenance - Supply	-64.77
80541	2/16/2019		Emergency Visit - Burst pipe	Maintenance - Service	-658.49
TOTAL					-1,273.26
16412	2/6/2019	Smithereen Pest Management	Bi-monthly pest control	CB OPRF Operations 008056... Maintenance - Service	-46.00
1916355	2/5/2019				-46.00
TOTAL					
16413	2/6/2019	Staples	Paper towels, Toilet paper, duster Labels, salt & pepper, batteries, ink, paper... Copy paper	CB OPRF Operations 008056... Maintenance - Supply Office Supplies Copier supplies	-189.12 -206.76 -82.98
100552...	2/5/2019				-478.86
TOTAL					
16441	2/20/2019	Steven Cooper	1960s TV Memories Program	CB OPRF Operations 008056... Programs - Adult	-170.00
2/19/2019					-170.00
TOTAL					

River Forest Public Library
WARRANT LIST DETAIL
 February 2019

Num	Date	Name	Memo	Account	Paid Amount
16414	2/6/2019	Sue Quinn		CB OPRF Operations 008056...	
	2/5/2019		Ice melt	Maintenance - Supply	-28.59
TOTAL					-28.59
TOTAL					0.00
169	2/28/2019	Verde Sustainable Solutions L3C	VOID:	CB OPRF Operations 008056...	
	2/28/2019	Verde Sustainable Solutions L3C	Deposit for ComEd 2nd Floor Lighting upgr...	CB OPRF Capital 00805669202 Capital Reserve Fund	-3,112.15
TOTAL					-3,112.15
16415	2/6/2019	VERSATILE COMPUTER SERVICES, INC.		CB OPRF Operations 008056...	
15391	2/5/2019		Feb IT Support	Technical Support	-750.00
TOTAL					-750.00
16416	2/6/2019	VILLAGE OF RIVER FOREST		CB OPRF Operations 008056...	
001116-...	2/5/2019		Water Bill Nov and Dec 2018	Water	-242.44
TOTAL					-242.44
16443	2/26/2019	VILLAGE OF RIVER FOREST		CB OPRF Operations 008056...	
Feb Be...	2/26/2019		Employee Benefits deduction Employer Health portion Employer Dental portion	Employee Compensation Health Insurance Dental	-1,902.37 -3,248.53 -257.38
TOTAL					-5,408.28
167	2/6/2019	Williams Architects		CB OPRF Capital 00805669202	
0018961	2/5/2019		Construction Documents Phase	Capital Reserve Fund	-2,671.63
TOTAL					-2,671.63

River Forest Public Library

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Register: MB Financial Credit Card

From 01/07/2019 through 01/31/2019

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge C	Payment	Balance
01/07/2019		Snackcrats.com	Teen Expenses:Programs-Teen		49.00 X		1,140.23
01/08/2019		Positive Promotions	Office Expenses:Advertisement		70.95 X		1,211.18
01/08/2019		PANERA BREAD	Adult Expenses:Programs - Adult		40.97 X		1,252.15
01/08/2019		C2E2	Professional Expenses:Professional ...		34.85 X		1,287.00
01/12/2019		Crayola.com	Juvenile Expenses:Programs - Juv		91.65 X		1,378.65
01/13/2019		PAYPAL	Adult Expenses:Programs - Adult		38.00 X		1,416.65
01/14/2019		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv		57.23 X		1,473.88
01/14/2019		Jewel Foods	Juvenile Expenses:Programs - Juv		23.74 X		1,497.62
01/14/2019		CHICAGO TRIBUNE	Adult Expenses:Periodicals - Adult		32.50 X		1,530.12
01/14/2019		Fast Signs	Office Expenses:Advertisement		169.25 X		1,699.37
01/15/2019		Etsy.com	Adult Expenses:Programs - Adult		30.00 X		1,729.37
01/15/2019		PAYPAL	Adult Expenses:Programs - Adult		35.00 X		1,764.37
01/16/2019		AMAZON.COM	Adult Expenses:Programs - Adult		74.60 X		1,838.97
01/18/2019		PANERA BREAD	Adult Expenses:Programs - Adult		11.99 X		1,850.96
01/21/2019		PANERA BREAD	Adult Expenses:Programs - Adult		31.98 X		1,882.94
01/21/2019		PANERA BREAD	Adult Expenses:Programs - Adult		24.49 X		1,907.43

River Forest Public Library

3/4/2019 2:21 PM

Register: MB Financial Credit Card

From 01/07/2019 through 01/31/2019

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge C	Payment	Balance
01/21/2019	16377	Card Services - MB Financial ...	CB OPRF Operations 00805669201		X	1,091.23	816.20
01/22/2019		ORIENTAL TRADING	Connection - ASK.Connection - AS...		X	109.69	925.89
01/22/2019		Stamps.com	Office Expenses:Postage		X	15.99	941.88
01/22/2019		AMAZON.COM	Adult Expenses:Books - Adult		X	151.51	1,093.39
01/24/2019		Eventbrite.com	Professional Expenses:Professional ...		X	25.00	1,118.39
01/24/2019		PAYPAL	Adult Expenses:Programs - Adult		X	65.84	1,184.23
01/24/2019		Jewel Foods	-split- Programs-Teen	Food for programs	X	71.02	1,255.25
			Connection - ASK Programs	Food for programs		46.67	
						24.35	
01/24/2019		BOOK TABLE	Adult Expenses:Books - Adult		X	128.56	1,383.81
01/24/2019		Fast Signs	Office Expenses:Advertisement		X	169.25	1,553.06
01/25/2019		TechSoup	Capital Expenditures:Equipment - ...		X	110.00	1,663.06
01/27/2019		AMAZON.COM	Adult Expenses:Books - Adult		X	23.59	1,686.65
01/31/2019		Facebook	Office Expenses:Advertisement		X	17.87	1,704.52
01/31/2019		StoryBlocks	Automation Expenses:Automation - ...		X	149.00	1,853.52



River Forest Public Library
 Fiscal Year: May 1, 2018 - April 30, 2019
 Revenue Report -February 2019

<u>Account:</u>	<u>February-19</u>	<u>YTD</u>	<u>2018-2019</u>	<u>% of Budget</u>
Property Taxes	\$ 182,460	\$ 768,011	1,270,000.00	60.47%
Connections Program Grant	\$ -	\$ 6,049	7,800.00	77.55%
Corp Property Replacement Taxes	\$ -	\$ 8,803	14,000.00	62.88%
Fines, Service Charges	\$ 1,056	\$ 5,305	7,000.00	75.78%
Lost Books Reimbursed	\$ 171	\$ 2,446	3,000.00	81.53%
Book Sales	\$ 46	\$ 548	500.00	109.53%
Copy Machine Revenue	\$ 613	\$ 4,237	4,000.00	105.93%
Rentals, Library Space, Meeting Room	\$ -	\$ 510	300.00	170.00%
Interest	\$ 1,142	\$ 13,981	12,000.00	116.51%
Gifts	\$ 57	\$ 1,279	12,000.00	10.66%
IL Per Capita Grant	\$ -	\$ 13,965	8,600.00	162.38%
Grants, other	\$ -	\$ 3,445	4,000.00	86.13%
Community Foundation Endowment	\$ -	\$ -	3,300.00	0.00%
Misc Income	\$ 11	\$ 501	500.00	100.24%
Total:	\$ 185,556	\$ 829,079	1,347,000.00	61.55%
Income:	\$ 185,556	\$ 829,079	1,347,000.00	61.55%
Expense:	\$ 106,968	\$ 964,112	1,347,000.00	71.57%



River Forest Public Library - Expense Report - February 2019
Fiscal Year: May 1, 2018 - April 30, 2019

February 2019 **Fiscal YTD** **Actual % Budget** **18-19 Budget**
 83% as of 2/28/19

Expenses
Personnel

Wages & Salaries	\$ 53,239	\$ 528,638	77.17%	\$ 685,000.00
Medical Health Insurance Coverage	\$ 3,507	\$ 33,243	59.36%	\$ 56,000.00
IMRF	\$ 5,231	\$ 42,643	74.81%	\$ 57,000.00
Medicare/FICA	\$ 3,965	\$ 39,661	74.83%	\$ 53,000.00
Staff Training	\$ -	\$ 1,476	49.20%	\$ 3,000.00
Membership Dues	\$ -	\$ 2,691	79.15%	\$ 3,400.00
Professional Development	\$ -	\$ 4,523	45.23%	\$ 10,000.00
Total Personnel	\$ 65,942	\$ 652,875	75.27%	\$ 867,400.00

Support Services

Printing and Advertising

Printing/Bookplate	\$ 1,528	\$ 4,470	89.41%	\$ 5,000.00
Advertising	\$ -	\$ 1,279	42.63%	\$ 3,000.00
Total Printing and Advertisement	\$ 1,528	\$ 5,749	71.87%	\$ 8,000.00

Programming

Children's Programs	\$ 491	\$ 10,789	89.91%	\$ 12,000.00
Teen Programs	\$ 49	\$ 3,302	47.17%	\$ 7,000.00
Adult Programs	\$ 1,416	\$ 8,252	82.52%	\$ 10,000.00
Special Programs	\$ -	\$ 792	39.60%	\$ 2,000.00
Connections Programs	\$ 219	\$ 4,127	52.92%	\$ 7,800.00
Total Programs	\$ 2,174	\$ 27,262	70.26%	\$ 38,800.00
Total Support Services and Programs	\$ 3,703	\$ 33,012	70.54%	\$ 46,800.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ (230)	\$ (328)	-40.98%	\$ 800.00
Technical Support	\$ 750	\$ 7,500	62.50%	\$ 12,000.00
Automation Administration	\$ (50)	\$ 21,762	66.96%	\$ 32,500.00
Consultant Fees/Legal Fees	\$ 1,928	\$ 4,487	74.79%	\$ 6,000.00
Postage & Delivery	\$ 66	\$ 3,213	89.25%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,750	96.43%	\$ 7,000.00
Payroll and Employment Services	\$ 504	\$ 2,660	88.66%	\$ 3,000.00
Youth Interventionist Contract	\$ 889	\$ 2,760	60.00%	\$ 4,600.00
Telephones/Internet	\$ 986	\$ 10,236	70.59%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 290	29.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 1,990	79.60%	\$ 2,500.00
Total Other Support Services	\$ 5,041	\$ 61,320	70.08%	\$ 87,500.00

Library Materials

Books	\$ 7,068	\$ 52,469	72.37%	\$ 72,500.00
Print Periodicals (Magazines)	\$ -	\$ 5,843	89.90%	\$ 6,500.00

Online Learning Tools & Data Base Subscriptions	\$	-	\$	12,330	79.55%	\$	15,500.00
Online E-Content - elect. books/magazines/movies/music	\$	8,770	\$	35,042	64.89%	\$	54,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,203	\$	24,131	73.12%	\$	33,000.00
Total Library Materials	\$	19,041	\$	129,815	71.52%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	538	\$	2,272	54.10%	\$	4,200.00
Library Supplies	\$	-	\$	2,500	50.01%	\$	5,000.00
Copy And Printing Supplies	\$	83	\$	778	59.82%	\$	1,300.00
Misc Expenses (includes Patron Relations)	\$	200	\$	1,509	60.36%	\$	2,500.00
Total Office Supplies	\$	821	\$	7,059	54.30%	\$	13,000.00
Total Library Materials & Supplies	\$	19,862	\$	136,874	70.37%	\$	194,500.00

Strategic Initiatives

Strategic Initiatives	\$	-	\$	4,929	98.58%	\$	5,000.00
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**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	371	\$	3,131	65.23%	\$	4,800.00
Total Facility Supplies	\$	371	\$	3,131	65.23%	\$	4,800.00

Facility Services

Insurance	\$	-	\$	9,899	89.99%	\$	11,000.00
Maintenance and Custodial Service	\$	11,064	\$	48,061	80.10%	\$	60,000.00
Water	\$	242	\$	1,355	67.77%	\$	2,000.00
Natural Gas	\$	965	\$	5,871	65.24%	\$	9,000.00
Copier Maintenance and Usage	\$	149	\$	2,107	84.30%	\$	2,500.00
Total Facility Services	\$	12,421	\$	67,295	79.64%	\$	84,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	-	\$	4,574	48.15%	\$	9,500.00
Technology Misc.	\$	-	\$	1,617	80.84%	\$	2,000.00
Total Equipment and Furniture	\$	-	\$	6,191	53.84%	\$	11,500.00

Total Facilities Management	\$	12,421	\$	75,103	74.51%	\$	100,800.00
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Total Operating Expenses	\$	106,968	\$	964,112	74.05%	\$	1,302,000.00
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Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	45,000.00
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Total Expenses	\$	106,968	\$	964,112	71.57%	\$	1,347,000.00
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Total Income	\$	185,556	\$	829,079	61.55%	\$	1,347,000.00
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River Forest Public Library -Capital Reserve Fund - February 2019
Fiscal Year: May 1, 2018 - April 30, 2019

Capital Reserve Account Balances as of 2/2019

ICS Capital Reserve 379,921.01

CB OPRF Capital Checking 810.94

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	
167	2/6/2019	William Architects	2,671.63
168	2/20/2019	Fox Valley Fire & Safety	8,251.00
169	2/28/2019	Verde Sustainable Solutions	3,112.15
			<hr/> 14,034.78
Income			
Interest	2/28/2019		373.04

River Forest Public Library

Balance Sheet

As of February 28, 2019

ASSETS

	<u>2/28/2019</u>
Current Assets	
CHECKING/SAVINGS - OPERATIONS ACCOUNT	
Operations Current	
ICS Operltions 805669201	342,834.41
CB OPRF Operations 805669201	38,258.12
Pety Cash	40.00
TOTAL Operations Current	381,132.53
Operations Midterm Reserves	
OP CD 26 WK 1022295981	75,786.54
OP CD 1 YEAR 1021700556	153,741.51
TOTAL Operations Midterm Reserves	229,528.05
Operations Long Term Reserves	
OP CD 2 YEAR 1020448543	61,395.97
OP CD 3 YEAR 1020448578	61,570.31
OP CD 3 YEAR 1021670576	60,847.89
OP CD 5 YEAR 1020450904	61,871.72
OP CD 5 YEAR 1021670738	60,897.15
TOTAL Operations Long Term Reserves	306,583.04
TOTAL OPERATIONS ACCOUNT	917,243.62
CHECKING/SAVINGS - CAPITAL ACCOUNT	
ICS Capital 805669202	379,921.01
CB OPRF Capital 805669202	810.94
TOTAL CAPITAL ACCOUNT	380,731.95
TOTAL CURRENT CHECKING/SAVINGS	<u>1,297,975.57</u>
TOTAL CURRENT ASSETS	<u>1,297,975.57</u>
TOTAL ASSETS	<u>1,297,975.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(741.11)
Total Accounts Payable	<u>(741.11)</u>
Credit Cards	
MB Financial Credit Card	995.50
Total Credit Cards	<u>995.50</u>
Total Current Liabilities	<u>254.39</u>
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	678,498.55
Net Income	(202,661.52)
	<u>1,297,721.18</u>
TOTAL LIABILITIES & EQUITY	<u>1,297,975.57</u>

4:13 PM
03/05/19

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 02/28/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 02/28/2019						40.00
Ending Balance						40.00

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Materials and Business Services Manager
Date: March 11, 2019
RE: 2019-2020 RFPL cleaning contract award recommendation

On April 30, 2019, RFPL's two year contract with Complete Cleaning Company expires. In an effort to potentially reduce the cost of cleaning services, Director Quinn asked that I put out an RFP to cleaning companies.

We sent the RFP to 5 firms and received 4 responses. The bidders and their quotes are listed below:

Quality Maintenance Systems	\$17,880/ year
Buildingstars Operations, Inc.	\$23,988/year
Complete Cleaning Company	\$29,220/year
Cleanique Services	\$86,000/year

After checking references on the two low bidders, I am recommending that RFPL award the 2019-2020 cleaning contract to Buildingstars Operations, Inc. Although they were not the lowest bidder, their reference check ranked higher than the lowest bidder, Quality Maintenance Systems.

Director Quinn sent the contract to Greg Smith of Klein, Thorpe and Jenkins for attorney review and his changes are incorporated into the attached contract.

Awarding the contract to Buildingstars Operations, Inc. will result in a \$5,232 savings for the maintenance – service budget line for FY 19-20.

BUILDINGSTARS SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is made this _____ day of _____, 2019 by and between Buildingstars Operations, Inc. or its assigns, 1401 Branding Avenue, Downers Grove, Illinois 60515 ("Buildingstars") and the Board of Library Trustees of the Village of River Forest, an Illinois local library, 735 Lathrop Avenue, River Forest, Illinois 60305 ("Customer").

1. PERFORMANCE OF SERVICES

- 1.1 Buildingstars shall perform the "Cleaning Services," as defined in below in this Section 1.1, six (6) time(s) per week beginning the _____ day of _____, 2019 at the following location: 735 Lathrop Avenue, River Forest, Illinois 60305. The premises at this location making up the working area under this Agreement ("Areas Serviced") are further defined in the cleaning schedule, attached hereto and by this reference made a part of this Agreement ("Cleaning Schedule," which together with the Areas Serviced are the "Cleaning Services").
- 1.2 Buildingstars agrees to furnish, at its cost, all equipment, tools, and cleaning supplies necessary for the performance of its duties under this Agreement. The Customer shall provide, at its cost, consumable supplies such as: toilet tissue, hand towels, trash can liners and soap.

2. PAYMENT OF SERVICES

- 2.1. Customer shall pay to Buildingstars in full the amount set forth on the invoice within the time required by the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*, as amended. Past due invoices shall accrue interest at the rate set forth in the Illinois Local Government Prompt Payment Act, as amended, until paid.
- 2.2. Customers serviced five (5) times per week or more shall pay for the following six (6) major holidays, or days designated as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (together the "Holidays"). There shall be no service rendered on these days nor will there be any credit on Customer's Invoice for these Holidays. If Customer requests services to be provided on any of these Holidays, Customer will be charged the regular rate for the Holiday plus an extra fee of \$ 150.00.
- 2.3. In the event any substantial changes are made in the number, size, character, appearance, or use of the Areas Serviced by Customer, the rates for Buildingstars services shall be increased by Buildingstars accordingly on a *pro rata* basis, and Customer agrees to pay such increase. In the event it shall become necessary for Buildingstars to clean up after or during construction, remodeling, the work of craftsmen or tradesmen, vandalism, burglary, or after any other activity not normally conducted on the Areas Serviced, Customer shall be charged additional amounts, and agrees to pay, for such service based on Buildingstars' then current pricing policies, which are attached hereto and made a part hereof.
- 2.4. In the event payment of an invoice is not received within the time required under the Illinois Local Government Prompt Payment Act, as amended, in addition to any other remedies available, Buildingstars may suspend services to Customer until such payment is received.
- 2.5. Applicable sales or service taxes will be added to the invoice, where required by state and/or local jurisdictions.

3. INDEPENDENT BUSINESS RELATIONSHIP

- 3.1. Buildingstars has the right to assign this Agreement, or any or all of its rights or obligations under this Agreement including, but not limited to, its cleaning obligations, to any of its franchisees.
- 3.2. Customer agrees that during the term of this Agreement Customer will not employ or hire any employees, agents, or representatives of Buildingstars or Buildingstars' franchisees to perform Cleaning Services without the express written consent of Buildingstars, which Buildingstars may withhold for any reason.

4. TERM OF AGREEMENT: TERMINATION

- 4.1. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin, as stated in Section 1.1, and may be extended and renewed for additional one (1) year periods on each anniversary date on the same terms and conditions, if Customer gives written notice by overnight or certified mail, as described herein, of its intent to renew the Agreement at least thirty (30) days prior to such anniversary date. Notwithstanding the foregoing, Buildingstars shall have the right to immediately terminate this Agreement for Customer's breach of this Agreement, and Customer shall have the right to terminate this Agreement for "Non-Performance" as defined below.
- 4.2. For purposes of this Agreement, "Non-Performance" is defined as Buildingstars' failure, neglect, or refusal to perform any item as outlined in the Cleaning Schedule.

5. GENERAL PROVISIONS

5.1. Buildingstars shall not incur any liability for failure to provide services hereunder or prevented by Act of God, fire, strike, riot, war, or any other cause beyond Buildingstars' control. Buildingstars shall not be responsible for loss of Customer's property if placed in or on top of waste containers.

5.2 [Intentionally left blank]

5.3 All notices under this Agreement will be considered as duly given if in writing and either hand delivered, sent by courier, or sent by certified mail, return receipt requested, to the other party at its address set forth herein or to such other address as may be designated by notice given as herein required. All notices shall be effective when placed in the United States mail or courier, or upon receipt or refusal of delivery (if personally delivered).

5.4. This Agreement and attachments constitutes the sole and entire agreement between the parties, and supersedes all other bids or agreements between the parties, whether written or oral, relating to the subject matter hereof. There are no covenants, assurances or representations, either express or implied, other than those expressly stated herein. Except as otherwise expressly provided in this Agreement, no modification, rescission or waiver of this Agreement, or any provision thereof, shall be binding on either party unless evidenced by an instrument in writing duly signed by an authorized officer or employee of such party.

5.5. The failure of either party to insist in any one or more instances upon performance of any of the provisions of this Agreement or to take advantage of any of its rights hereunder, will not be construed as a waiver of any such provisions or the relinquishment of any such rights and the same will continue and remain in full force and effect. No single or partial exercise by either party of any right or remedy will preclude other or further exercise thereof or the exercise of any other right or remedy.

5.6. This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of Illinois. Any legal action with respect to this Agreement shall be brought in the State courts of Illinois.

5.7. [Intentionally left blank]

5.8 This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective legal and personal representatives, estates, heirs and voluntary and involuntary successors and permitted assigns.

6. PRICING SCHEDULE

12,704 sq. ft. serviced 6 times per week for a charge of: \$1,999.00 monthly.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

**Board of Library Trustees of the
Village of River Forest**

Buildingstars Operations, Inc.

By: _____
Signature

By: _____
Signature

Print Name and Title

Print Name and Title

IV. Equipment and Computer Use

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. These computers require a login with a current RFPL card in good standing. A limited number of guest passes may be issued at any one time to non-residents. Some computers may be designated for use by specific patron age groups. Patrons may not use another River Forest resident's card to circumvent any computer use policies, or to gain extra time on RFPL computers. RFPL reserves the right to limit, refuse, and/or ban any patron from using RFPL equipment and computers.

Public computers are configured such that hard drives are wiped and restored at the end of each session. RFPL patrons may use portable storage devices to save and store their data. Documents and data are not saved after a session ends.

There is a charge for printing from RFPL computers. At the discretion of RFPL staff, RFPL patrons may use personal paper to print specialized documents such as resumes. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held liable for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL may only be connected to the RFPL network by wireless connection, except for storage devices such as USB drives. RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test taking may be downloaded by RFPL staff, on a case by case basis, at the discretion of the Manager of Adult Services.

RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of our networks for our patrons. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held liable

VIII. Computer Use

A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held liable for any loss arising from the use of hardware, software, or from human error.

RFPL staff members are responsible for notifying RFPL Managers of any known failure or security issue with RFPL hardware or software. Staff should inform RFPL Managers if there are needed updates on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a shared drive or a portable storage format. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff (with the exception of pages) are assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the internet that they find to be offensive.

Use of RFPL's computers must be for legal, acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- Harassment of others, including but not limited to sexual harassment;
- Defamation of others;
- Violation of copyright law;
- Violation of licensing or access agreements with online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;

Administration

- I attended the SWAN quarterly meeting on March 7th. Our 2020 membership fees will increase by 12% to \$24,019. SWAN expenses are not increasing, but there is a decrease in RAILS funding support for SWAN. The grant amount each SWAN library receives from RAILS Local Library Automation program (LLSAP grants) for participating in a library consortia has decreased by 12% as new library consortiums have formed in northern Illinois and the available RAILS grant funds are now being spread across a larger pool of libraries.
- Joanna attended the Community Manager's Business meeting on March 6th and I met with the other administrators of River Forest taxing bodies on March 12th.
- Library trustees and library management will be emailed a link to complete their Cook County Statement of Economic Interest form in the next month.

Staffing

- We have welcomed 2 new part-time staff members in 2019. Emily Roth is our new Children's Library Associate and Larissa Pepke is our new Materials Services Associate.
- Sarah Udzielak's last day at RFPL was March 2nd as she accepted a full-time librarian position at the Indian Trails Public Library. We will be hiring a new Library Associate to work 15 hours week in the Adult & Teen Services department.

Facilities

- Joanna and Sue met with Andy Dogan and Brad Moser of Williams Architects on February 28th, and then again on March 6th to discuss alternate design options for the staff area remodel. Williams is confident that they can make some minor changes to the configuration of the staff break room/rest room area and to the lighting in the lobby in order to bring the cost of the project down significantly. Andy Dogan will present the updated plan to the Board of Trustees at the March 19th meeting.
- The library was closed on March 1st while the flue piping (that vents the boiler) was replaced with new stainless steel piping. We removed the book sale shelves from the lobby while we were closed.
- We submitted the deposit to Verde Energy Efficiency Experts for the 2nd floor lighting project in late February. We are waiting for approval from ComEd.
- The fireplaces appeared to be malfunctioning in late February and we did not turn them on for a few weeks while we waited for a very busy repairman from Southwest Fireplace to inspect them. It was a battery issue with the automatic pilot and they are back in service. We will keep them lit through the end of the month.

Finance

- We received \$182,460 from first quarter property tax distributions in February. Through March 14th, we have received \$405,702 from the Cook County Treasurer. CBOPRF has increased the interest rate on the Operating and Capital ICS accounts from 1.25% to 1.4%.
- The 2019-20 Operating and Capital Budgets are included in the March packet. Total budget amounts remain unchanged but line items have been adjusted in the operating budget to reflect updated information.

Automation Expense reflects increase in annual SWAN membership fees.	+\$2,500.00
Technical Support expenses have been decreased from \$12,000 to \$11,000.	-\$1,000.00
IMRF expense line has been decreased to reflect lower rate.	-\$500.00
Maintenance supplies has been decreased.	-\$500.00

Technology

- The new Bibliotheca self-check machine has arrived. We hope to have the machine in service by early April.

Strategic Planning

- Joanna and I worked to incorporate trustee feedback during the February 19th Board meeting into the strategic planning draft goals and objectives. A copy of the updated document is included in the March Board packet for further discussion and input.

Marketing and Public Relations

- Meghan, Mary Kay and Fran have been working on the annual Celebrating Seniors Week for the past month. RFPL hosted the photo shoot for the "60 over 60" publication in our Meeting Room. We have a strong lineup of programs for the week of May 2nd-9th and will have two ads in the print brochure. New this year, RFPL will provide sponsorship for the "Pet Pals in the Park" program which will be held on Saturday, May 3rd directly after the BlazeATrail 5K run/walk. Fran Arnold and another library staff member will man a table at Keystone Park with handouts on senior related services.

Community Partnerships

- On Tuesday, February 20th, I attended a meeting with administrators from District 90, District 97, District 200 at a session hosted by the Oak Park Public Library to discuss opportunities for leveraging our work in equity with that of other organizations and initiatives in our communities, communicating together about the work we're doing, and providing additional opportunities for teachers and school district leaders to be informed about library resources. At our next meeting, scheduled for April 10, we will discuss how our individual organizations can best participate within the OPRF Community Foundation's "Success of All Youth" framework.
- Joanna attended a session at the Oak Park River Forest Community Foundation called "Beyond Diversity: Creating an Equitable and Inclusive Social Sector." The presenters, Nina D. Sanchez and Ian Martin, work for Enrich Chicago, a non for profit that works to address racial equity in the arts. The session provided resources for RFPL to complete a stakeholder analysis and assessment of our organization.
- The library will once again partner with District 90 on their annual One District One Book event. We have purchased multiple copies of the book *The End of Average: How we Succeed in a World that Values Sameness* by Todd Rose and will promote the title to our users, including our book discussion groups. Both of our children's librarians will be participating in the evening discussion session at Roosevelt Middle School on Wednesday April 3rd, and an additional library staff member will assist elementary school staff in providing on-site supervision and programming for any young children who attend with their parents.

Respectively submitted,

Sue Quinn
March 13, 2019

February 2019 Key Performance Indicators

Total Circulation	Feb-18	YTD 2018-2019	Last YTD 2017-2018	Change over Last FY
Preschool Collection	3,228	37,898	34,427	10.1%
Juvenile Collection	4,356	49,345	44,701	10.4%
Middle School Collection	406	5,561	5,603	-0.7%
Teen Collection	642	9,708	8,250	17.7%
Adult Fiction	3,888	42,970	41,824	2.7%
Adult Non-Fiction	2,933	32,619	33,306	-2.1%
Adult Media	2,498	29,314	30,539	-4.0%
Adult Other	160	1,898	1,728	9.8%
Non SWAN ILL	21	207	304	-31.9%
Webpac Renewals	46	456	3,382	-86.5%
Total Circulation	18,178	209,976	204,064	2.9%

Programs & Meeting Room Use				
Older Adults				
Programs	11	83	94	-11.7%
Attendance	171	1,744	1,756	-0.7%
Middle School				
Programs	11	116	110	5.5%
Attendance	130	2,617	2,823	-7.3%
Children/Family Programs				
Programs	26	324	349	-7.2%
Elementary School Age Attendance	206	6,950	5,679	22.4%
Preschool Attendance	354	6,405	6,534	-2.0%
Other Programs				
Programs	0	0	0	0.0%
Attendance	0	0	0	0.0%
Outside Groups				
Barbara Hall Meeting Room Use	10	144	93	54.8%

Cardholders & Visits				
Monthly Visitors	6,987	78,213	82,506	-5.2%
New Cardholders Added	25	529	556	-4.9%
Total Number Cardholders	8,289			
Cardholders as % of Population*	74%			

Note: Closed 6 days due to mechanical issues

* RF Population is 11,172 Per 2010 Census Data

River Forest Public Library Board of Trustees Report – March 2019

Following further analysis of the bids received for the project last month, our team has been working to actively reduce costs for the project as discussed at the February 7 board meeting. We have met with Sue and Joanna twice since early February to share ideas and potential changes to the plan that we believe will substantially reduce costs. A floor plan, images, and updated Estimate of Construction Cost are attached to this Report.

Some of the items we have changed in the project in order to reduce costs are as follows:

- Allow for entrance to the library during construction through the meeting room. This will allow contractors to perform more of the project in a single phase, accelerating the work and reducing multiple mobilizations by contractors as would be required in a phased approach.
- Upon learning of the costs of the cove lighting and pendant lighting products our engineer specified, we have created an alternate ceiling and lighting design for the lobby and desk that uses substantially less expensive fixtures while maintaining the overall look and character of the originally proposed project and maintaining quality. We have also optimized other lighting fixtures and placement throughout the staff area to realize further reductions in overall number of lighting fixtures, which we believe will save significant costs.
- The new ceiling and lighting layout in the lobby greatly minimizes the need to perform mechanical (HVAC) work in order to accommodate the new layout. (New, brighter ceiling tiles will still replace the existing ceiling tile in the entire lobby)
- We have created an alternate layout for the staff break room which will eliminate the need to move the existing column currently near the restrooms. This will eliminate the need to remove the existing column, temporarily shore the structure, create a new concrete footing, and provide a new steel column. This will also eliminate the need to move and modify other elements overhead which will realize even further savings.
- We have made minor adjustments in the design of the service desk, half-wall between the service desk and circulation services manager workspace, lobby trim and paneling, and other built-in cabinets to reduce costs.

We believe these adjustments will result in anywhere between \$60,000 and \$100,000 of savings from the bid results originally received, which will put the project on budget.

Additionally, we are recommending changing the project alternates in response to the new scope of work. Previously, we received alternate bids for renovation of both staff restrooms, pendant lighting over the desks, art glass windows in the lobby, and roller shades for existing windows. Based on the bid results received, we believe that the Library would be better served to work directly with a window treatment company to do new window treatments, so we are recommending removing that portion of the work from the project scope. The new pendant lights we are recommending are substantially less expensive, so we suggest including them in the base bid. We do recommend maintaining alternates for the lobby art glass, a drywall soffit above the new desk, and for renovation of the bathrooms. We plan to ask for separate pricing to renovate just one bathroom and both bathrooms to allow for greater flexibility based on bid results.

Finally, we have modified our original cost estimate to account for these changes. Although we made some quantity and unit price changes to account for the changes in design and market conditions, we have also changed the general contractor overhead and profit markup to 20 percent to account for contractors' perceived complexity of the project. Further, we are maintaining a contingency allowance of \$15,000 in the contractor's bid and an additional owner's construction contingency of \$15,000 to account for unforeseen conditions during construction.

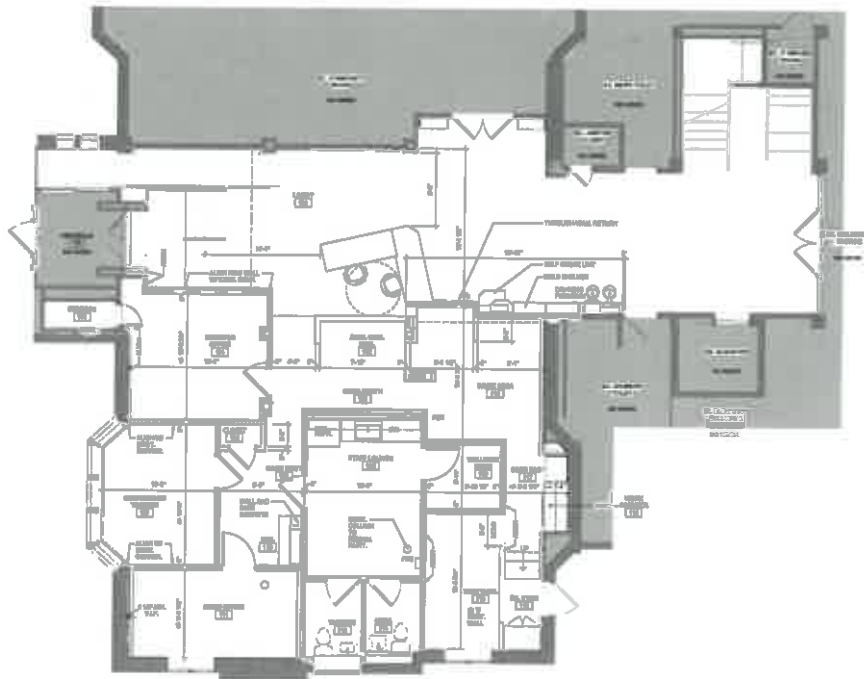
With regard to schedule, assuming these changes and scope are acceptable to the Board of Trustees we plan to re-issue the project to bid at the end of this month with bids received at the end of April for construction to start September 10 and conclude in November.

After speaking with professionals in the construction industry and our product vendors, we are confident that these changes to the overall plan will result in an on-budget project that will achieve most (if not all) of the original goals of the project. We look forward to further discussion at the Board meeting on Tuesday, March 19.

Sincerely,

A handwritten signature in blue ink that reads "Andy". The signature is written in a cursive style and is positioned above a solid blue horizontal line.

Andy Dogan
Associate Principal



Renovation Floor Plan

RIVER FOREST PUBLIC LIBRARY River Forest Public Library
Lobby & Staff Area Renovation



100 N. W. 10th St., Suite 201
Miami, FL 33136
Phone: (305) 371-1111
www.williamsarchitects.com
P.O. Box 100000, Miami, FL 33101



PROPOSED BASE BID - LOBBY AT ENTRANCE



PROPOSED ALTERNATE BID - LOBBY AT ENTRANCE



PROPOSED BASE BID - LOBBY AT DESK



PROPOSED ALTERNATE BID – LOBBY AT DESK





PROPOSED ALTERNATE BID - LOBBY TOWARDS ENTRANCE

Date: March 13, 2019
 Project: River Forest Public Library
 First Floor Renovation
 WAF#: 2018-038
 By: ARD



IVER FOREST PUBLIC
 LIBRARY
 200 Park Boulevard, Suite 100
 Downers Grove, IL 60515



WILLIAMS
 ARCHITECTS
 P.O. Box 281 9512
 Downers Grove, IL 60515
 www.williams-architects.com

PRELIMINARY OPINION OF CONSTRUCTION COST - REVISED SCOPE

Item	quantity	unit	\$/unit	multiplier	subtotals	totals
0 DEMOLITION/PREPARATION						
1 Temporary construction partition	300	SF	\$ 7.00	1.2800	\$2,648.00	
2 Interior demolition/haul-off	1	LS	\$ 10,000.00	1.2800	\$12,800.00	\$15,248
1 SITEWORK/EARTHWORK						
1 None required	0	LS	\$ 0.00	1.2800	\$ 0.00	\$ 0
2 FOUNDATIONS						
1 None required	0	LS	\$ 0.00	1.2800	\$ 0.00	\$ 0
3 STRUCTURAL STEEL						
1 None required	0.00	LS	\$ 0.00	1.2800	\$ 0.00	\$ 0
4 CARPENTRY						
1 Interior partitions (5/8" GWB, 3-5/8" mt stud, sound batt)	2,000	SF	\$ 10.00	1.2800	\$ 25,200.00	
2 New doors and hardware	7	LS	\$ 1,500.00	1.2800	\$ 13,280.00	
3 Lay-in ceiling and grid - new areas	1,250	SF	\$ 5.00	1.2800	\$ 7,875.00	
4 Replacement ceiling tile - lobby	800	SF	\$ 3.00	1.2800	\$ 3,024.00	
5 New drywall ceilings	26	SF	\$ 20.00	1.2800	\$ 630.00	
6 Wall and corner protection allowance	1,000	SF	\$ 1.50	1.2800	\$ 1,890.00	
7 New wood paneling	100	SF	\$ 25.00	1.2800	\$ 3,150.00	
8 Fire extinguisher cabinets	2	LS	\$ 350.00	1.2800	\$ 882.00	
9 New solid surface countertops	32	SF	\$ 50.00	1.2800	\$ 2,016.00	
10 Code-required signage	1	LS	\$ 250.00	1.2800	\$ 315.00	
11 New tack surfaces and trim at display walls	250	SF	\$ 12.50	1.2800	\$ 3,937.50	
12 Misc. carpentry allowance	2,000	SF	\$ 2.00	1.2800	\$ 5,040.00	
13 New service desk	1	LS	\$ 16,000.00	1.2800	\$ 20,160.00	
14 New base cabinets	18	LF	\$ 350.00	1.2800	\$ 7,056.00	
15 New wall cabinets	18	LF	\$ 200.00	1.2800	\$ 4,788.00	\$99,194
5 ROOFING						
1 None required	0	LS	\$ 0.00	1.2800	\$ 0.00	\$ 0
6 ALUMINUM/GLASS						
1 New clerestory glass at training room top of wall	80	SF	\$ 35.00	1.2800	\$ 2,648.00	\$2,648
7 FLOORING						
1 Floor preparation allowance	1,225	SF	\$ 2.00	1.2800	\$ 3,057.00	
2 Carpet tile (offices, work areas, wellness room)	1,165	SF	\$ 5.00	1.2800	\$ 7,399.50	
3 Vinyl tile flooring (staff lounge)	180	SF	\$ 10.00	1.2800	\$ 2,016.00	\$12,443
8 PAINTING						
1 Interior walls	3,500	SF	\$ 2.00	1.2800	\$ 8,820.00	
2 Interior ceilings	300	SF	\$ 2.00	1.2800	\$ 756.00	\$9,576

Date: March 13, 2019
 Project: River Forest Public Library
 First Floor Renovation
 WA#: 2018-038
 By: ARD



RIVER FOREST PUBLIC
 LIBRARY



PRELIMINARY OPINION OF CONSTRUCTION COST - REVISED SCOPE

Item	quantity	unit	\$/ unit	multiplier	subtotals	totals
9 PLUMBING						
1 New drinking fountain/bottle filler at lobby	1	LS	\$ 5,000.00	1.2800	\$ 6,300.00	
2 New rough plumbing to staff lounge	1	LS	\$ 7,500.00	1.2800	\$ 9,450.00	
3 New sink & trim at staff lounge	1	LS	\$ 2,500.00	1.2800	\$ 3,160.00	
						\$18,900
10 HVAC						
1 Gross area allowance - duct rework and new registers	1,250	SF	\$ 15.00	1.2800	\$ 23,625.00	
						\$23,625
11 ELECTRICAL / TECHNOLOGY						
1 New lighting (gross area allowance)	2,160	SF	\$ 13.00	1.2800	\$ 35,217.00	
2 New wiring, power (gross area allowance)	1,250	SF	\$ 10.00	1.2800	\$ 15,750.00	
3 Fire alarm system modifications	1,250	SF	\$ 3.00	1.2800	\$ 4,725.00	
4 Low voltage (data) wiring	1,250	SF	\$ 5.00	1.2800	\$ 7,875.00	
5 Sprinkler system modifications	1,250	SF	\$ 5.50	1.2800	\$ 8,882.50	
						\$72,230
2 CONSTRUCTION TOTAL						\$253,859
2.5 CONTINGENCY ALLOWANCES INCLUDED IN BASE BID						\$15,000
BASE BID TARGET						\$268,859
3 CONTINGENCIES AND FEES						
1 General Contractor Overhead & Profit			20.0%	1.2000 - Included in multiplier above		
2 Design Contingency			5.0%	1.0500 - Included in multiplier above		
				1.2800		
4 ALLOWANCE FOR NEW FURNITURE, WINDOW TREATMENTS, AND WALL GRAPHICS (PURCHASED/BID SEPARATELY)						\$ 32,000
6 TOTAL PROJECT COST - CONSTRUCTION + FURNITURE						\$ 300,859
8 WILLIAMS ARCHITECTS FEE NOT YET INVOICED						\$8,455
7 OWNER'S CONSTRUCTION CONTINGENCY						\$15,000
8 TOTAL PROJECT BUDGET						\$324,314
9 RECOMMENDED ALTERNATES						
1 Drywall soffit above desk & surrounding cgl replacement	1	LS	\$ 4,500.00	1.2800	\$5,670.00	
2 Remodeling of one bathroom	1	LS	\$ 5,000.00	1.2800	\$6,300.00	
3 Remodeling of both bathrooms (in addition to alt #2)	1	EA	\$ 5,000.00	1.2800	\$6,300.00	
4 Art glass windows and trim	1	LS	\$ 3,000.00	1.2800	\$3,780.00	
10 TOTAL PROJECT BUDGET WITH ALTERNATES						\$346,364

NOTES AND QUALIFICATIONS:

- 1) This opinion of construction cost assumes a general contractor bid scenario with at least five bidders bidding in April 2019. Fewer bidders will affect results.
- 2) This opinion of construction cost represents the Architect's opinion of costs based on the scope of this project and recent bid results. It is not a guarantee or warranty of costs as increases in material and labor costs may occur between now and the time of bidding that are beyond the Architect's control.
- 3) Costs of any remediation of hazardous materials, if discovered, are not included in this estimate.
- 4) Moving of Owner's furniture to temporary office/deck location is not included in this estimate.
- 5) This opinion of construction cost assumes a phasing scenario in which the meeting room will be used as the entrance during construction, the meeting room will be utilized as temporary staff office space while construction occurs, and that a temporary desk will be created to serve patrons while the project is under construction. Any additional phasing required will result in additional costs attributable to moving and temporary protection from construction work.

Date	Name	Bill Amount	Professional Services Fees	Reimbursable Expenses	Billing Phase
08/27/2018	Williams Architects	1,686.12	\$ 1,350.00	\$ 336.12	Kick-off, Data collect, schematic design, 30%
09/18/2018	Williams Architects	1,087.31	\$ 900.00	\$ 187.31	Kick-off, Data collect, schematic design, 50%
11/01/2018	Williams Architects	2,311.10	\$ 2,250.00	\$ 61.10	Kick-off, Data collect, schematic design, 100%
12/08/2018	Williams Architects	2,454.04	\$ 2,341.05	\$ 112.99	Design development, 30%
12/19/2018	Williams Architects	5,571.24	\$ 5,462.44	\$ 108.80	Design development, 100%
02/06/2019	Williams Architects	2,671.73	\$ 2,276.02	\$ 395.71	Construction documents, 25%
03/13/2019	Williams Architects	8,276.31	\$ 7,475.34	\$ 797.97	Construction documents 75%; Bidding 50%

Total paid to date: \$ 22,054.85 \$ 2,000.00

Still owed: \$ 8,456.78 \$ -

Billing Phases:

	Billable Amount	Completion
Kick-off, data collect, schematic design	\$ 4,500.00	100% Complete and billed
Design development	\$ 7,803.49	100% Complete and billed
Construction documents	\$ 9,104.07	100% Complete and billed
Bidding & Negotiations	\$ 1,300.58	50% complete and billed
Construction administration	\$ 7,803.49	
	\$ 30,511.63	

Reimbursable Maximum \$ 2,000.00

MEMO

To: RFPL Board of Trustees

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

Date: March 14, 2019

RE: Updates to draft Strategic Plan

We are attaching a second draft -- Strategic Plan 2.0-- for Trustee Review

We have worked to incorporate the Library Trustee feedback provided during the first round of discussions at the February 19, 2019 Board meeting.

- Removed the potential "action steps" from the draft as it was noted that the document was very wordy. The action steps will be in our internal staff working doc--but not the one we share out.
- Added in the ways that we might measure objectives.
- Combined the equity, diversity and inclusivity language into the first goal of Engaging the Community
- Worked "collections" (a community survey emphasis) into other goals.
- Added in a goal about learning and growth with breakouts by audience, thereby allowing us to specifically address library focus on early literacy and service to children.
- Some of the objectives in draft 2.0 are not new initiatives --but things we will "continue" to focus on delivering. There was concern expressed by Trustees that we would discontinue current programs or partnerships as they were not listed in the previous draft. By including "continue" objectives, it allows us to share out what we already do for those that might not know that we have things like technology training, et al and it acknowledges that certain programs require a lot of staff time and will continue to be a core objective.

We look forward to continued discussion with Trustees as we craft a new Strategic Plan that will accurately define RFPL priorities and orient our work for the coming years.

Strategic Plan 2019-2022 Goals and Objectives (2.0 Draft) March 14, 2019

Priority 1: Community Engagement

RFPL offers library programs and services to promote strong connections in our community.

Engagement Objective 1: RFPL actively engages with community groups in support of shared goals.

Actions

- Develop new programs, collections and a trained staff to support our Village's designation as a Dementia Friendly Community
- Create comprehensive campaigns for National Library Card Sign Up month to generate more users and build relationships with local businesses through the recently launched "show your card" program.
- Participate in one new offsite event annually where library services can be promoted and library card sign-up can be offered.
- Sustain partnership with the River Forest Park District and Forest Preserve of Cook County to offer large scale off-site programming for children and their families.
- Continue to visit the D90 schools to promote library card usage and participation in the summer reading program
- Maintain partnership with RF Township to promote services and deliver programming to our senior population.
- Continue to participate in Success of All Youth to support the development of our youth.

Engagement Objective 2: RFPL promotes and provides for local opportunities for civic engagement and discourse.

Actions

- Expand partnerships with local organizations to enrich our program offerings around civic engagement.
- Connect with local organizations via social media channels and cross promote events and services.
- Maintain programs that explore matters of global impact and seek out additional programming opportunities on this topic.
- Continue to offer meeting room space to community groups and list their programs on our library calendar.

Engagement Objective 3: RFPL demonstrates the principles of diversity, equity, and inclusion within our collections and programs.

Actions

- Develop collections and displays that showcase a diversity of voices.
- Offer early literacy and children's programming at times accessible to working parents and caregivers.

- Actively seek high quality program performers and lecturers who offer diverse views and voices.
- Create promotional materials that reflect diversity.
- Identify underserved segments of the community and develop ways to connect them with library services.

Engagement Objective 4: Our policies and internal operating procedures reflect equitable practices.

Actions

- Conduct a systematic review of patron and staff policies through an equity lens
- Recruit, hire and retain a diverse staff workforce.
- Partner with other libraries, D90 school district and/or other community organizations to share staff training and best practices for reducing implicit bias and creating inclusive practices within our organization.
- Support D90s commitment to equity and inclusivity initiatives by purchasing supporting materials for community reading/viewing and participating in the annual One District One Book program.
- Continue to provide a safe space and caring adult presence for children in the library during out of school hours.

Tools to Measure Success

- Meeting room use
- Program attendance
- Contacts with partner groups
- Employee satisfaction survey
- New Cardholders

Priority 2: Learning and Personal Growth

RFPL's collections, programs and services support the lifelong learning goals of all users and stimulate enjoyment of reading, listening, and viewing.

Learning Objective 1: RFPL's early literacy offerings support families so that young children arrive at kindergarten ready for formal learning.

Actions

- Develop a 1000 Books Before Kindergarten program to increase awareness of early literacy and promote library offerings to new parents
- Maintain a variety of storytime offerings inside and outside of the library
- Continue to provide space and toys for play, learning and discovery in our Children's Room

- Sustain and nurture partnerships with other child-serving agencies to offer resources for parent education.

Learning Objective 2: RFPL's collections and programs for school age children (K-12) stimulate enjoyment of reading, listening and viewing.

Actions

- Install additional face-out shelving in Children's room and other locations to promote browsing.
- Develop and promote staff-curated sets/kits of children's books for families looking to access a selection of books quickly.
- Maintain strong collections designed to delight children.
- Continue to offer Summer Reading programs for children from birth-18.
- Sustain after school and summer program offerings for Middle School Children during the week for creative expression and appreciation of literature.

Learning Objective 3: RFPL's services, collections, and programs support the enjoyment of reading, the lifelong learning and skill development of adults.

Actions

- Encourage and respond to user requests for materials and programs.
- Promote and expand home delivery service
- Provide support and staff expertise to community book groups.
- Sustain partnership with RF Township to meet the needs of our growing senior population including social and cultural programming and technology training
- Evaluate current digital collections and explore opportunities to provide new streaming services.
- Curate and promote Memory Kits to encourage interaction between dementia patients and their caregivers
- Continue to offer educational, cultural and reading-related programs
- Maintain digital and physical collections in relation to demand.

Tools to Measure Success

- Circulation statistics
- Program attendance/participation
- Partner feedback
- Patron feedback

Goal 3: Optimize Space

RFPL makes the most effective use of our library building, garden, and online presence to deliver library services and support the needs of our community.

Space Objective 1: RFPL continues to maximize existing spaces to meet user needs.

Actions

- Improve layout of the children's room that will better suit the needs of our various collections.
- Improve holds pickup area and materials display in lobby.
- Designate specific areas inside the library for stroller parking.
- Continue to review and reevaluate procedures and spaces to promote a positive library environment in the after school hours.
- Maintain use of the Library garden for seasonal programming.
- Continue to upgrade equipment in accordance with the Capital Asset replacement plan.

Space Objective 2: Evaluate opportunities for enhancements that our budget will allow.

Actions

- Upgrade lighting and HVAC equipment to be more energy efficient
- Explore opportunities for creating quiet, private study/meeting space.
- Create a small space for eating light snacks.
- Replace obsolete furniture with flexible, lightweight, modular furnishings.
- Purchase new tables with built-in charging stations

Space Objective 3: Have a strong online presence that connects the library to the community.

Actions

- Maintain a high quality website that is current, easy to use and mobile friendly.
- Implement a new library calendar system that will be more user friendly and will streamline the program registration and meeting room use requests.
- Evaluate current social media trends and their potential for connecting us to and bringing in more users.
- Develop new methods to strategically communicate the library's resources, services, and programs to different user populations.
- Continue to advocate for upgrades to the SWAN catalog.

Tools to Measure Success

- Circulation statistics
- Patron visits
- Patron satisfaction
- Meeting room use
- Social media engagement statistics

River Forest Public Library Budget 2019-20			
General Fund for Operation		Budget 2018-19	Budget 2019-20
Revenues			
	Property Taxes, for operating	\$ 1,270,000.00	\$1,289,000.00
	Connections Program	\$ 7,800.00	\$8,000.00
	Corp. Property Replacement Tax	\$ 14,000.00	\$12,000.00
	Fines Service Charges(Includes e-commerce)	\$ 7,000.00	\$0.00
	Lost Books Reimbursed	\$ 3,000.00	\$3,000.00
	Book Sale	\$ 500.00	\$0.00
	Copy Machine Revenues	\$ 4,000.00	\$4,400.00
	Rentals-Library Space	\$ 300.00	\$300.00
	Interest	\$ 12,000.00	\$10,000.00
	Gifts	\$ 12,000.00	\$2,000.00
	Illinois Per Capita Grant	\$ 8,600.00	\$14,000.00
	Grants, Other	\$ 4,000.00	\$3,000.00
	Community Fund Endowment distribution	\$ 3,300.00	\$3,200.00
	Miscellaneous Income	\$ 500.00	\$100.00
	Total Revenues	\$ 1,347,000.00	\$ 1,349,000.00
Expenses			
Personnel			
	Wages & Salaries	\$ 685,000.00	\$703,000.00
	Medical Health Insurance Coverage	\$ 56,000.00	\$56,000.00
	IMRF	\$ 57,000.00	\$49,500.00
	FICA, Medicare	\$ 53,000.00	\$54,000.00
	Staff Training and Recognitions	\$ 3,000.00	\$2,000.00
	Membership Dues	\$ 3,400.00	\$3,100.00
	Professional Development	\$ 10,000.00	\$8,400.00
	Total Personnel	\$ 867,400.00	\$ 876,000.00
		64.4%	64.9%
Support Services			
Printing and Advertising			
	Printing (Bookplate)	\$ 5,000.00	\$5,500.00
	Advertisement	\$ 3,000.00	\$3,000.00
	Total Printing and Advertising	\$ 8,000.00	\$ 8,500.00
Programming			
	Children's Programs	\$ 12,000.00	\$12,000.00
	Teen Programs	\$ 7,000.00	\$7,000.00
	Adult Programs	\$ 10,000.00	\$9,000.00
	Special Programs	\$ 2,000.00	\$2,000.00
	ASK/Connections Programs	\$ 7,800.00	\$8,000.00
	Total Programs	\$ 38,800.00	\$ 38,000.00
	Total Support Services-Programming	\$ 46,800.00	\$ 46,500.00
		3.5%	3.4%
Other Support Services			
	ILL and RB Services	\$ 800.00	\$400.00
	Technical Support (IT)	\$ 12,000.00	\$11,000.00
	Automation - SWAN / RAILS and Website	\$ 32,500.00	\$36,500.00
	Consultant / Legal	\$ 6,000.00	\$7,000.00
	Postage & Delivery	\$ 3,600.00	\$3,600.00
	Audit	\$ 7,000.00	\$7,000.00

	Payroll and employment services	\$ 3,000.00	\$3,500.00
	Youth Interventionist Contract	\$ 4,600.00	\$4,000.00
	Telephone/Internet	\$ 14,500.00	\$14,500.00
	Trustee Training and memberships	\$ 1,000.00	\$1,000.00
	Copy Machine Leases (pub and nonpub)	\$ 2,500.00	\$2,500.00
	Total Other Support Servies	\$ 87,500.00	\$ 91,000.00
		6.5%	6.7%
Library Materials			
	Books	\$ 72,500.00	\$74,500.00
	Print Periodicals	\$ 6,500.00	\$6,500.00
	Automated Subscriptions (Online learning, research)	\$ 15,500.00	\$12,500.00
	Online E-content (MOD, Flipster, hoopla)	\$ 54,000.00	\$58,800.00
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$ 33,000.00	\$29,200.00
	Total Library Materials	\$ 181,500.00	\$ 181,500.00
		13.5%	13.5%
Materials and Supples			
	Office Supples	\$ 4,200.00	\$ 4,000.00
	Library Supplies	\$ 5,000.00	\$ 5,000.00
	Copy And Printing Supples	\$ 1,300.00	\$ 1,000.00
	Misc Expenses	\$ 2,500.00	\$ 2,500.00
	Total Library and Office Supples	\$ 13,000.00	\$ 12,500.00
	Total Library Materials and Supples	\$ 194,500.00	\$ 194,000.00
		14.9%	14.7%
	Strategic Initiatives	\$ 5,000.00	\$5,000.00
		0.4%	0.4%
Facilities Management			
Facility Supplies			
	Building Materials & Supples	\$ 4,800.00	\$ 3,500.00
	Total Facility Supplies	\$ 4,800.00	\$ 3,500.00
Facility Services			
	Insurance	\$ 11,000.00	\$11,500.00
	Maintenance and Custodial Services	\$ 60,000.00	\$60,000.00
	Water	\$ 2,000.00	\$2,000.00
	Natural Gas	\$ 9,000.00	\$9,500.00
	Copler Maintenance and Usage	\$ 2,500.00	\$2,500.00
	Total Facilities Services	\$ 84,500.00	\$ 85,500.00
Equilment & Furniture*			
	Equipment & Furniture	\$ 10,000.00	\$13,000.00
	Technology misc.	\$ 1,500.00	\$2,000.00
	Equipment & furniture--paid from Cap. Expenditures		
	Total Equipment and Furniture	\$ 11,500.00	\$ 15,000.00
	Total Facilities Management	\$ 100,800.00	\$ 104,000.00
		7.5%	7.7%
	Total Operating Expenses	\$ 1,302,000.00	\$ 1,316,500.00
		96.7%	97.6%
	Levy for capital Improvement fund (minium of 2.5% of tax revenues)	\$ 45,000	\$32,500.00
	Total	\$ 1,347,000.00	\$ 1,349,000.00

River Forest Public Library Budget 2019-20

Capital Improvement Fund		Budget 2018-19	Projected 2018-19	Budget 2019-20
Revenues		*		
	Donations	0		\$ 80,000.00
	Minimum of 2.5% of projected tax receipts for FY 20	0	\$ 31,075.00	\$ 32,500.00
	Excess of revenues over expenditures for fiscal year	0	\$ 30,000.00	\$ 20,000.00
	Total Revenues	0	\$ 61,075.00	\$ 132,500.00
Expenses				
	Staff Area/Lobby Remodel	\$ 350,000.00	\$ 24,700.00	\$ 340,000.00
	Other Building Improvements	\$ 26,000.00	\$ -	\$ -
	Children's Room Shelving Project	\$ -	\$ -	\$ 65,000.00
	HVAC component replacement	\$ 5,000.00	\$ 4,820.00	\$ 20,000.00
	Engineering plans for Air Handler unit	\$ -		\$ 40,000.00
	Technology	\$ 35,000.00	\$ 17,500.00	\$ 17,500.00
	Security Camera Installation	\$ 10,000.00	\$ -	\$ 3,500.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 10,000.00	\$ 12,496.00	\$ 15,000.00
	Total Capital Expenses	\$ 436,000.00	\$ 59,516.00	\$ 501,000.00
	Capital Improvement Fund reserves to cover excess expenses over revenues in 2018-19 and 2019-20.			
	* Revenues not budgeted in 2018-19.			
				3/14/2019



LACONI TRUSTEE BANQUET

FRIDAY, MAY 10, 2019
6:00 - 9:00 PM

HOTEL ARISTA
2139 CITY GATE LANE
NAPERVILLE, IL 60563



WITH FEATURED SPEAKER
REBECCA VNUK
EXECUTIVE DIRECTOR AT
LIBRARYREADS DISCUSSING
"LIBRARIANS AS INFLUENCERS"

TICKETS AVAILABLE
ON EVENTBRITE FOR
\$65 PER PERSON WITH A CASH BAR
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