



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, April 16, 2019, 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Recognition of service—Outgoing Trustees Ates Dagli and Joan O'Connor
5. Trustee Emerita Resolution—Joan O'Connor
6. Consent Agenda
 - a. Minutes of the Regular Board Meeting: March 19, 2019
 - b. March 2019 Warrants
 - c. March 2019 Revenue and Expense reports
 - d. March 31, 2019 Balance Sheet
 - e. IT upgrades in the amount of \$3,533.87 from Capital Improvement Fund: Replace wireless access points.
 - f. Policy Revisions:
 - Section I. Oversight: I. Board Responsibilities; II. Fiscal Accountability
 - Section II. Patrons: II. Circulation; XI. Public Comment Policy
 - Section III. Staff: V. Employee Reimbursements
7. Communications
8.
 - a. Patron Suggestions
 - b. Director's Report
9. President's Report
10. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RF Collaborative Committee
11. Old Business
 - a. Strategic Plan Goals and Objectives vote
 - b. Security Camera Installation vote
12. Executive Session: Library Director Annual Performance Review
13. 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: March 19, 2019

Call to Order: At 7:30 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Dagli, Hill, Long, O'Connor, and Smedinghoff
- Trustee present by electronic means, non-voting : Calabrese-Berry
- Also present: Sue Quinn (RFPL Director), Joanne Bertucci(RFPL Materials and Business Services Manager)

President Smedinghoff clarified Trustees participation in Board meetings by electronic means. The Board of Trustees must have a quorum without the electronically participating Trustee, and the Board shall have approved such participation. Trustees may participate and vote if illness or work-related issues prevent the Trustee from being physically present. Ms. Calabrese-Berry does not meet those criteria. Therefore, Ms. Calabrese-Berry may participate and contribute to discussion, but she is unable to vote.

President Smedinghoff also researched the participation of the general public by electronic means. It is legally agreed such participation is not possible.

Visitors and Guests: Andy Dogan, Williams Architects

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, 2010) cleaning contract with Buildingstars in the amount of \$23,988
- f. Policy Revisions: Patrons: IV. Equipment and Computer Use; Staff: VIII. Staff Computer Use

President Smedinghoff asked for a motion to approve the Consent Agenda, items a-f. Trustee Hill made a motion to approve the Consent Agenda, items a-f. Trustee Bevan seconded the motion. Questions were taken.

- Trustee Dagli questioned the language in paragraph three of VIII. Computer Use regarding RFPL staff members saving work. The Trustees agreed that the language in the policy should be modified to read "RFPL staff members are encouraged to save all documents to a network or cloud-based drive or a portable storage device."
- Trustee Bevan wondered about the application of the cleaning contract to the proposed construction. Mr. Dogan clarified that the contractor would be responsible for cleaning during the construction and at its completion.
- Trustee Long questioned the clause about assigning the cleaning contract to a franchise. Director Quinn noted that the contract was for one year and was not concerned about the contract being directed to a franchise.

- Trustee Calabrese-Berry commented that in the future such contracts, given the amount of money to be expended, should be pulled from the Consent Agenda, and voted separately.

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

- Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

Director's Report

- Director Quinn added comments to her written Director's Report. She stated that 2.5% of Operations Fund would be transferred to the Capital fund in the 2019-20 fiscal year. She expected an excess of \$60,000 in the 2018-19 Operations Fund, with excess funds coming from the salaries and IMRF budget lines.
- Trustee Hill asked if any expenses resulting from the polar vortex and subsequent damage to RFPL were not covered by insurance. Director Quinn responded that insurance paid for all repairs and the RFPL paid its \$1,000 deductible.

President's Report

- The evaluation of the Director will be considered in an Executive Session at the April meeting. President Smedinghoff will send the forms using a scale of 1-4. He requests that Trustees respond in a timely fashion.
- President Smedinghoff asked that each Trustee submit individual responses about the Library as presented in the Village's proposed Comprehensive Plan. Trustees Dagli and Long will draft a response to the Plan based on Trustee feedback. The Village Board will vote on the Plan at the May meeting.

New Business

a. Renovation of Circulation and Staff Area:

- Williams Architects' Andy Dogan presented a revised proposal to renovate the circulation and staff areas. Earlier bids for this renovation were higher in cost than anticipated. The revision has achieved cost savings by leaving a supporting column in place, reducing the cost of lighting, and determining an easier process for contractors to enter and work in the building. As a result of these revisions, the staff lounge will be larger with direct access to the wellness room and bathrooms. To mitigate bathroom noise, acoustic panels will be installed.
- The bid will include 5 alternates: installation of art glass windows in the lobby, drywall soffit above circulation desk, 3 year warranty, remodeling of one bathroom and remodeling of both bathrooms.
- Mr. Dogan also increased his original estimate general contractor overhead and profit from 10% to 20% given current market conditions.
- The staff has reviewed and accepts the changes to the original plan. Mr. Dogan recommended that Trustees achieve consensus so that Williams Architects can go forward to request bids for the project by the end of April, accepting the bids in May with construction to begin in the Fall of 2019.

- President Smedinghoff asked for a motion to authorize Williams Architects to send revised scope of renovation out to bid. Trustee Hill made a motion to authorize Williams Architects to request bids for the project. Trustee Dagli seconded the motion. The motion passed unanimously.

b. Foundation Donation:

- President Smedinghoff asked for a motion to accept the \$50,000 donation from the RFPL Foundation to RFPL to kick start the update so that an architectural plan can be developed for bidding purposes, and once bid, the Foundation will close the gap between the \$50,000 and the \$65,000 projected need to complete the Children's Room update either through additional fund-raising or the use of Foundation reserves.
- Trustee Dagli made the motion to accept the donation, seconded by Trustee Long.
A roll call vote was taken:
Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

c. Draft Strategic Plan 2019-2022 Goals and Objectives

- Trustees discussed revisions to the Plan following the February meeting.
- Trustees Hill and Bevan commented they approved of the changes as the Plan was now much clearer.
- Trustee Long asked if the Plan should address funding of the Library going forward, commenting that the Park District's Strategic Plan addresses future needs.
- Director Quinn responded that the Plan is an operational plan for determining how the administration delivers services to the community. Trustee Calabrese-Berry reinforced that assertion. Trustees Calabrese-Berry and Bevan stated that the Board has the responsibility to determine funding.
- As an aside to funding issues, Trustee Hill reminded the Board that the Library's lease with the Park District expires in 2023.
- President Smedinghoff asks Trustees to send comments about the Strategic Plan to Director Quinn by April 2 so that the Board can vote on the Plan at the April meeting of the Board.

d. Committee Reports

- The Policy Committee's request to approve the Patron Policy for Equipment and Computer Use and the Staff Policy for Computer Use was voted upon in the Consent Agenda.
- There were no other Committee Reports.

Old Business

a. 2019-2020 Operating Budget

- President Smedinghoff asked for a motion to approve the Operating Budget for 2019-2020. A motion was made by Trustee Hill, seconded by Trustee Bevan. A roll call vote was taken:
 - Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

b. 2019-2020 Capital Budget

- President Smedinghoff asked for a motion to approve the Capital Budget for 2019-2020. A motion was made by Trustee Hill, seconded by Trustee Bevan. A roll call vote was taken:
 - Ayes: Bevan, Dagli, Hill, Long, O'Connor, Smedinghoff

Adjournment:

- The meeting was adjourned at 9:32 pm following a motion by Trustee Hill, seconded by Trustee Bevan.

Respectfully submitted,
Joan O'Connor
Secretary

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

Num	Date	Name	Memo	Account	Paid Amount
16462	3/20/2019	Adalbert Afable		CB OPRF Operations 008...	
	3/20/2019		Anirne Mania Program	Programs-Teen	-100.00
TOTAL					-100.00
16463	3/20/2019	ANDERSON ELEVATOR CO...		CB OPRF Operations 008...	
09221-...	3/11/2019		Monthly Elevator Maint. March 2019	Maintenance - Service	-196.27
TOTAL					-196.27
16464	3/20/2019	Arthur J. Gallagher & Co.		CB OPRF Operations 008...	
2416059	3/16/2019		Government Crime Policy Installment 2 of 3	Insurance	-681.00
TOTAL					-681.00
16465	3/20/2019	AT&T 708 R06-2125 1364		CB OPRF Operations 008...	
S66041...	3/11/2019		Monthly Telephone/Internet	Automation - Internet	-299.84
TOTAL					-299.84
16444	3/4/2019	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203436...	2/27/2019		Adult Books - Lucky Day	Books - Adult	-101.92
203436...	2/27/2019		Adult books	Books - Adult	-84.56
203436...	2/27/2019		Adult books	Books - Adult	-35.85
203434...	2/27/2019		Adult books	Books - Adult	-31.33
203434...	2/27/2019		Adult books	Books - Adult	-31.33
203434...	2/27/2019		Adult books	Books - Adult	-132.67
203437...	3/4/2019		Adult print	Books - Adult	-35.85
TOTAL					-453.51
16466	3/20/2019	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203437...	3/11/2019		Adult books	Books - Adult	-34.74
203437...	3/11/2019		Adult books	Books - Adult	-32.46
203437...	3/11/2019		Adult books	Books - Adult	-34.74
203439...	3/16/2019		Adult books	Books - Adult	-118.17
203439...	3/16/2019		Adult Books	Books - Adult	-13.95
203439...	3/16/2019		Adult Books Lucky Day	Books - Adult	-152.34
TOTAL					-386.40

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Num	Date	Name	Memo	Account	Paid Amount
16467	3/20/2019	BAKER & TAYLOR L 3648782		CB OPRF Operations 008...	
203439...	3/1/2019		Teen SR Prize books	Programs-Teen	-468.31
TOTAL					-468.31
16468	3/20/2019	Beth Kirchenberg		CB OPRF Operations 008...	
	3/20/2019		Half ALA Dues B.Kirchenberg	Membership Dues - Library	-72.20
TOTAL					-72.20
16460	3/1/2019	Card Services - MB Finan...		CB OPRF Operations 008...	
				MB Financial Credit Card	-720.03
TOTAL					-720.03
DM	3/4/2019	CardConnect		CB OPRF Operations 008...	
			Credit card fees	Fines, Service Charges	-36.91
TOTAL					-36.91
16445	3/4/2019	Cintas Fire Protection		CB OPRF Operations 008...	
0F9456...	3/4/2019		Annual fire extinguisher inspection	Maintenance - Service	-186.00
TOTAL					-186.00
16446	3/4/2019	Comcast		CB OPRF Operations 008...	
877120...	3/4/2019		Monthly Telephone & Internet	Automation - Internet	-521.60
TOTAL					-521.60
16447	3/4/2019	Communication Revolving ...		CB OPRF Operations 008...	
T1919430	2/27/2019		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
16469	3/20/2019	Communication Revolving ...		CB OPRF Operations 008...	
T1922567	3/20/2019		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00

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Num	Date	Name	Memo	Account	Paid Amount
16448	3/4/2019	Complete Cleaning Company		CB OPRF Operations 008...	
C09178	2/27/2019		Cleaning Service - March 2019	Maintenance - Service	-2,195.00
TOTAL					-2,195.00
16470	3/20/2019	Dorothy F. Houlihan		CB OPRF Operations 008...	
	3/11/2019		Foreign Film Forum snacks Tween time snacks	Programs - Adult Programs-Teen	-14.48 -13.99
TOTAL					-28.47
16449	3/4/2019	DRESSEL'S ACE HARDWA...		CB OPRF Operations 008...	
27028	2/27/2019		Ice Melt	Maintenance - Supply	-30.98
TOTAL					-30.98
16458	3/7/2019	EBSCO Information Services		CB OPRF Operations 008...	
100007...	3/7/2019		New Tiles added to Flipster	Flipster	-91.17
TOTAL					-91.17
16459	3/11/2019	Elite Custom Interiors		CB OPRF Operations 008...	
E19030...	3/11/2019		Down Payment - Roller Shades, 2nd Floor east side windows (l...	Equipment & Furniture	-1,100.00
TOTAL					-1,100.00
16457	3/7/2019	GE Money Bank/Amazon		CB OPRF Operations 008...	
604578...	3/7/2019		Teen video game Linen bags for J kits De-Icer Teen video game Headphones - J Computers J Video games	Non-print -Teen Non-Print Juvenile Office Supplies Non-print -Teen Supplies - Library Non-Print Juvenile	-47.99 -12.99 -17.00 -59.99 -10.99 -86.94
TOTAL					-235.90
16471	3/20/2019	Hoopla		CB OPRF Operations 008...	
97057987	3/11/2019		Hoopla checkouts February 2019	Hoopla	-1,494.25
TOTAL					-1,494.25

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Num	Date	Name	Memo	Account	Paid Amount
16472	3/20/2019	ILLINOIS LIBRARY ASSOCI...		CB OPRF Operations 008...	
160972	3/16/2019		Elevate 2019 Conference J.Bertucci	Professional Development	-100.00
TOTAL					-100.00
DM	3/28/2019	IMRF		CB OPRF Operations 008...	
			Employee IMRF Contribution	Employee Compensation	-1,917.82
			Employer IMRF Contribution	IMRF	-3,771.43
TOTAL					-5,689.25
16450	3/4/2019	Ingram Library Services		CB OPRF Operations 008...	
62556301	2/27/2019		MS Books	Books - Middle School	-10.69
62555158	2/27/2019		MS Books	Books - Middle School	-17.99
62555627	2/27/2019		MS Books	Books - Middle School	-54.04
62556223	2/27/2019		Adult books Lucky Day	Books - Adult	-91.27
62556224	2/27/2019		Adult books	Books - Adult	-83.12
62556225	2/27/2019		Adult books	Books - Adult	-16.78
62556222	2/27/2019		Adult books	Books - Adult	-32.13
62556221	2/27/2019		Adult books	Books - Adult	-23.69
62556220	2/27/2019		Adult books	Books - Adult	-63.66
62555997	2/27/2019		Adult books Lucky Day	Books - Adult	-184.86
62555837	2/27/2019		Adult books - Lucky Day	Books - Adult	-33.36
62555834	2/27/2019		Adult books	Books - Adult	-16.35
62555998	2/27/2019		Adult books	Books - Adult	-102.36
62555996	2/27/2019		Adult books	Books - Adult	-164.69
62555835	2/27/2019		Adult books	Books - Adult	-16.91
62555163	2/27/2019		Adult books	Books - Adult	-7.18
67054007	2/27/2019		Adult books	Books - Adult	-20.38
62554543	2/27/2019		Adult books	Books - Adult	-17.47
62554541	2/27/2019		Adult books	Books - Adult	-17.47
62554542	2/27/2019		Adult books	Books - Adult	-16.35
62554968	2/27/2019		Adult books	Books - Adult	-15.78
62554967	2/27/2019		Adult books	Books - Adult	-15.78
62554966	2/27/2019		Adult books	Books - Adult	-91.90
62554969	2/27/2019		Adult books	Books - Adult	-14.36
62554970	2/27/2019		Adult books	Books - Adult	-121.73
62555838	2/27/2019		J Books	Books - Juv	-4.98
62555836	2/27/2019		J Books	Books - Juv	-29.75
62555161	2/27/2019		J Books	Books - Juv	-11.25
62554540	2/27/2019		J Books	Books - Juv	-10.69
62556302	2/27/2019		Teen books	Books - Teen	-11.25
62556303	2/27/2019		Teen books	Books - Teen	-71.71
62555157	2/27/2019		Teen books	Books - Teen	-11.50

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Num	Date	Name	Memo	Account	Paid Amount
62555628	2/27/2019	Teen books		Books - Teen	-10.56
62555629	2/27/2019	Teen books		Books - Teen	-41.44
67054008	3/4/2019	Memory kit supplies		Programs - Adult	-36.98
62555162	3/4/2019	Memory kit supplies		Programs - Adult	-17.36
62556835	3/4/2019	Teen books		Books - Teen	-11.85
62556834	3/4/2019	Teen books		Books - Teen	-11.82
62556833	3/4/2019	MS Books		Books - Middle School	-21.38
TOTAL					-1,552.82
16473	3/20/2019	Ingram Library Services		CB OPRF Operations 008...	
62558210	3/11/2019	Teen books		Books - Teen	-64.67
62557220	3/11/2019	MS Books		Books - Middle School	-11.25
62558697	3/11/2019	J Books		Books- Juv	-17.98
62558698	3/11/2019	J Books		Books- Juv	-126.85
67057901	3/11/2019	J Books		Non-Print Juvenile	-10.69
67057902	3/11/2019	J Books		Books- Juv	-29.32
62558142	3/11/2019	J Kits		Non-Print Juvenile	-35.23
62558141	3/11/2019	J Books		Books- Juv	-68.92
67058164	3/11/2019	J Books		Books- Juv	-121.08
62558147	3/11/2019	J Books		Books- Juv	-6.04
62557892	3/11/2019	J Books		Books- Juv	-9.54
62557893	3/11/2019	J Books		Books- Juv	-10.69
62557413	3/11/2019	J Books		Books- Juv	-281.61
62557414	3/11/2019	J Books		Books- Juv	-108.31
67056187	3/11/2019	J Books		Books- Juv	-8.66
67056185	3/11/2019	J Books		Books- Juv	-116.50
62558699	3/11/2019	Adult books		Books - Adult	-34.19
62558700	3/11/2019	Adult Books		Books - Adult	-15.46
62558143	3/11/2019	Adult Books - LD		Books - Adult	-44.12
62558149	3/11/2019	Adult Books		Books - Adult	-15.26
62558144	3/11/2019	Adult Books		Books - Adult	-16.19
62558148	3/11/2019	Adult Books		Books - Adult	-76.78
62558145	3/11/2019	Adult Books		Books - Adult	-12.59
62558146	3/11/2019	Adult Books		Books - Adult	-10.16
62558140	3/11/2019	Adult Books		Books - Adult	-31.56
62558139	3/11/2019	Adult Books		Books - Adult	-33.25
67058165	3/11/2019	Adult Books		Books - Adult	-35.19
62557063	3/11/2019	Adult books		Books - Adult	-15.78
67056186	3/11/2019	Adult Books		Books - Adult	-76.28
62557065	3/11/2019	Adult Books		Books - Adult	-12.58
62557066	3/11/2019	Adult Books		Books - Adult	-1,507.14
62557064	3/11/2019	Adult Books - LD		Books - Adult	-16.34
62557895	3/11/2019	Adult Books		Books - Adult	-16.32
62557898	3/11/2019	Adult Books		Books - Adult	-106.32
62557894	3/11/2019	Adult Books		Books - Adult	-35.39
62557896	3/11/2019	Adult Books		Books - Adult	-11.99
				Books - Adult	-15.78

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March 2019**

Num	Date	Name	Memo	Account	Paid Amount
62559445	3/16/2019	Adult books		Books - Adult	-32.24
62559440	3/16/2019	Adult books		Books - Adult	-15.94
62559446	3/16/2019	Adult books		Books - Adult	-13.53
62559441	3/16/2019	Adult books		Books - Adult	-33.57
62559442	3/16/2019	Adult books		Books - Adult	-165.47
62559443	3/16/2019	Adult books		Books - Adult	-79.05
67059949	3/16/2019	Adult books		Books - Adult	-46.28
67059950	3/16/2019	Adult books		Books - Adult	-16.98
62559886	3/16/2019	Adult books		Books - Adult	-19.45
62559887	3/16/2019	Adult books		Books - Adult	-16.88
62559889	3/16/2019	Adult books		Books - Adult	-27.62
62559888	3/16/2019	Adult books		Books - Adult	-16.34
62560429	3/16/2019	Adult books		Books - Adult	-16.35
62560428	3/16/2019	Adult books		Books - Adult	-16.34
62560430	3/16/2019	Adult books		Books - Adult	-20.15
62560426	3/16/2019	Adult books		Books - Adult	-16.35
62560427	3/16/2019	J Books		Books - Juv	-21.98
67060783	3/16/2019	J Books		Books - Juv	-51.64
67060782	3/16/2019	J Kit materials		Books - Juv	-8.38
62559438	3/16/2019	J Books		Non-Print Juvenile	-74.74
67060531	3/16/2019	J Books		Books - Juv	-16.38
67060532	3/16/2019	J Books		Books - Juv	-22.64
62559444	3/16/2019	J Books		Books - Juv	-10.73
62559439	3/16/2019	J Books		Books - Juv	-226.43
67059948	3/16/2019	J Books		Books - Juv	-47.91
62560308	3/16/2019	MS Books		Books - Middle School	-29.72
62559396	3/16/2019	MS Books		Books - Middle School	-21.38
62560309	3/16/2019	Teen books		Books - Teen	-29.68
62559913	3/16/2019	Teen books		Books - Teen	-11.82
62559397	3/16/2019	Teen books		Books - Teen	-45.73
62560760	3/20/2019	Adult books		Books - Adult	-16.90
62560759	3/20/2019	Adult books		Books - Adult	-16.90
62560758	3/20/2019	Adult books		Books - Adult	-16.91
62560516	3/20/2019	Adult books		Books - Adult	-38.34
62560521	3/20/2019	Adult books		Books - Adult	-30.36
62560518	3/20/2019	Adult books		Books - Adult	-11.99
62560519	3/20/2019	Adult books		Books - Adult	-18.04
62560520	3/20/2019	J Kit Books		Books - Juv	-136.34
62560517	3/20/2019	J Books		Books - Juv	-11.38
62560469	3/20/2019	MS Books		Books - Middle School	-21.43
62560470	3/20/2019	Teen books		Books - Teen	-23.07
TOTAL					-4,679.37
16474	3/20/2019	KLEIN, THORPE & JENKIN...		CB OPFR Operations 008...	-866.10
201318	3/20/2019	Attorney consult		Consultant/Legal Fees	-866.10
TOTAL					-866.10

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

Num	Date	Name	Memo	Account	Paid Amount
16475	3/20/2019	Konica Minolta Business S...		CB OPRF Operations 008...	
900547...	3/1/2019		Copier Usage Feb 2019	Copy Machine (usage, mai...	-131.22
TOTAL					-131.22
16451	3/4/2019	Konica Minolta Premier Fin...		CB OPRF Operations 008...	
379123...	3/4/2019		Monthly copier lease	Equipment - Copier Lease ...	-199.00
TOTAL					-199.00
16476	3/20/2019	Mango Languages		CB OPRF Operations 008...	
004557	3/20/2019		Annual Mango Language subscription	Automated - Subscription	-1,603.61
TOTAL					-1,603.61
16477	3/20/2019	Mary Katherine Stiff		CB OPRF Operations 008...	
	3/1/2019		Treats for Angalia Bianca program	Programs - Adult	-35.42
	3/1/2019		Magazines for Lucky Day collectoin	Books - Adult	-49.96
TOTAL					-85.38
16452	3/4/2019	MIDWEST TAPE		CB OPRF Operations 008...	
97041487	3/4/2019		Memory Kit supplies	Programs - Adult	-54.28
97048962	3/4/2019		Adult DVD	Non-Print Adult	-28.54
97040928	3/4/2019		J DVD	Non-Print Juvenile	-46.87
97041486	3/4/2019		Adult DVDs	Non-Print Adult	-84.62
97041540	3/4/2019		Adult DVD	Non-Print Adult	-39.33
97041542	3/4/2019		Adult BluRay and DVD	Non-Print Adult	-37.09
97041488	3/4/2019		Adult CD Audiobook	Non-Print Adult	-85.48
97041543	3/4/2019		Adult Lucky Day BluRay & DVD	Non-Print Adult	-59.39
97041541	3/4/2019		Adult DVD Lucky Day	Non-Print Adult	-72.87
97041544	3/4/2019		Adult DVD Lucky Day	Non-Print Adult	-18.54
97017031	3/4/2019		Adult DVD	Non-Print Adult	-20.79
97017032	3/4/2019		J DVD	Non-Print Juvenile	-26.04
97017033	3/4/2019		Adult DVDs	Non-Print Adult	-153.78
97017034	3/4/2019		Adult DVDs Lucky Day	Non-Print Adult	-66.68
97011980	3/4/2019		Adult CD Audiobook	Non-Print Adult	-39.24
97010263	3/4/2019		Adult DVDs	Non-Print Adult	-18.54
97010268	3/4/2019		Adult DVDs	Non-Print Adult	-26.04
97010266	3/4/2019		Adult DVDs	Non-Print Adult	-145.91
97010265	3/4/2019		Adult DVDs	Non-Print Adult	-203.44
97010269	3/4/2019		Adult BluRay	Non-Print Adult	-29.79

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

Num	Date	Name	Memo	Account	Paid Amount
97010267	3/4/2019		Adult DVDs Lucky Day	Non-Print Adult	-124.95
97010264	3/4/2019		Adult DVDs Lucky Day	Non-Print Adult	-41.74
TOTAL					-1,423.95
16478	3/20/2019	MIDWEST TAPE		CB OPRF Operations 008...	
97072785	3/11/2019		Adult DVDs	Non-Print Adult	-115.95
97073293	3/11/2019		Adult BluRays	Non-Print Adult	-33.34
97073290	3/11/2019		Adult DVDs	Non-Print Adult	-66.12
97072789	3/11/2019		Adult DVDs	Non-Print Adult	-92.91
97072786	3/11/2019		Adult DVDs	Non-Print Adult	-38.54
97073291	3/11/2019		Adult CD Audiobooks	Non-Print Adult	-70.24
97072788	3/11/2019		Memory Kit DVD	Programs - Adult	-39.74
97072787	3/11/2019		J DVD	Non-Print Juvenile	-16.29
97082945	3/11/2019		Adult BluRay	Non-Print Adult	-295.21
97082943	3/11/2019		Adult Audiobooks	Non-Print Adult	-93.48
97082946	3/11/2019		Adult DVDs	Non-Print Adult	-292.98
97112204	3/16/2019		Adult Audiobooks	Non-Print Adult	-44.24
97111634	3/16/2019		Adult Audiobooks	Non-Print Adult	-49.24
97111632	3/16/2019		Adult Audiobooks	Non-Print Adult	-299.68
97111203	3/16/2019		J DVDs	Non-Print Juvenile	-26.79
97111201	3/16/2019		Adult LD DVDs	Non-Print Adult	-42.24
97111202	3/16/2019		Adult Lucky Day DVDs	Non-Print Adult	-52.83
97111204	3/16/2019		Adult DVDs	Non-Print Adult	-140.49
97111205	3/16/2019		Adult CD Music	Non-Print Adult	-17.54
97111207	3/16/2019		Adult BluRays	Non-Print Adult	-110.52
97112200	3/16/2019		Adult DVDs	Non-Print Adult	-49.74
97112202	3/16/2019		Adult BluRay Lucky Day	Non-Print Adult	-22.29
97112203	3/16/2019		Adult DVDs	Non-Print Adult	-20.79
97112201	3/16/2019		Adult BluRay	Non-Print Juvenile	-14.79
97112139	3/16/2019		J DVDs	Non-Print Adult	-95.24
97112137	3/16/2019		Memory Kit supplies	Programs - Adult	-77.16
97108367	3/16/2019		Adult Memory kit supplies	Non-Print Adult	-9.99
TOTAL			Adult Replacement audiobook disc		-2,228.37
16453	3/4/2019	NICOR GAS		CB OPRF Operations 008...	
89-82-3...	2/27/2019		Heat	Heat	-967.67
TOTAL					-967.67

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

Num	Date	Name	Memo	Account	Paid Amount
16454	3/4/2019	Oak Brook Mechanical Ser...		CB OPRF Operations 008...	
15003	2/27/2019	Air Handler repair		Maintenance - Service	-223.50
991973	3/4/2019	Flue pipe replacement		Maintenance - Service	-5,830.00
TOTAL					-6,053.50
16479	3/20/2019	OverDrive		CB OPRF Operations 008...	
01658C...	3/1/2019	Adult eBooks	Adult eBooks	eContent - Adult	-35.98
01658C...	3/1/2019	Adult eBooks & eAudiobooks	Adult eBooks & eAudiobooks	eContent - Adult	-426.98
01658C...	3/1/2019	Adult eBooks	Adult eBooks	eContent - Adult	-345.96
01658C...	3/1/2019	Adult eBooks	Adult eBooks	eContent - Adult	-226.98
01658C...	3/1/2019	Adult eBooks & eAudiobooks	Adult eBooks & eAudiobooks	eContent - Adult	-975.47
TOTAL					-2,011.37
DM	3/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Compensation		-19,848.02
DM	3/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Tax Deduction Employer FICA contribution Employer Medicare contribution		-4,803.61 -1,600.08 -374.21 -6,777.90
DM	3/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Payroll service 3/15/19	Payroll Service	-129.35 -129.35
DM	3/28/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee compensation 3/28/19	Employee Compensation	-19,655.56 -19,655.56

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

Num	Date	Name	Memo	Account	Paid Amount
dm	3/28/2019	PAYLOCITY	Employee Tax deduction Employer FICA contribution Employer Medicare contribution	CB OPRF Operations 008...	-4,737.63 -1,572.33 -367.72
TOTAL					-6,677.68
DM	3/28/2019	PAYLOCITY	Payroll process 3/28/19	CB OPRF Operations 008...	-116.87
TOTAL					-116.87
16455	3/4/2019	PeopleFacts	New hire background check	CB OPRF Operations 008...	-47.28
34181-0...	3/4/2019			Payroll Service	-47.28
TOTAL					-47.28
16461	3/16/2019	RIVER FOREST PARK DIST...	Memorial Day 2019 Parade entrance fee	CB OPRF Operations 008...	-50.00
TOTAL				Special Programs	-50.00
16456	3/4/2019	S & D Prime Maintenance, L...	2/4 & 2/18 Maintenance visits Maintenance supplies Burst pipe repair due to building freeze	CB OPRF Operations 008...	-550.00 -34.37 -1,592.85
80833	2/27/2019			Maintenance - Service	-550.00
80753	2/27/2019			Maintenance - Supply	-34.37
TOTAL				Maintenance - Service	-1,592.85
16480	3/20/2019	Staples	Trash bags, windex, gloves, toilet paper Copy paper Labels, markers, tape dispenser, legal pads	CB OPRF Operations 008...	-162.33 -69.38 -75.35
100652...	3/11/2019			Maintenance - Supply	-162.33
TOTAL				Copier supplies	-69.38
				Office Supplies	-75.35
					-307.06
16481	3/20/2019	VERSATILE COMPUTER S...	Tech Support - March 2019	CB OPRF Operations 008...	-750.00
15415	3/11/2019			Technical Support	-750.00
TOTAL					-750.00

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

Num	Date	Name	Memo	Account	Paid Amount
16482	3/20/2019	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
0001974	3/20/2019		Annual Elevator Inspection and Permit Fee	Maintenance - Service	-50.00
March ...	3/20/2019		Employee Health/Dental deduction	Employee Compensation	-1,902.37
			Health Insurance	Health Insurance	-3,248.53
			Dental Insurance	Dental	-257.38
TOTAL					-5,458.28
170	3/14/2019	Williams Architects		CB OPRF Capital 0080566...	
0019022	2/27/2019		Construction docs & bidding phase	Capital Reserve Fund	-8,276.31
TOTAL					-8,276.31

River Forest Public Library

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Register: MB Financial Credit Card
 From 02/13/2019 through 03/01/2019
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
02/13/2019		PANERA BREAD	Adult Expenses:Programs - Adult		11.99	X		1,865.51
02/13/2019		AMAZON.COM	Building Expenses:Maintenance - S...		22.90	X		1,888.41
02/13/2019	16419	Card Services - MB Financial ...	CB OPRE Operations 00805669201	January Credit Card pay...		X	1,853.52	34.89
02/27/2019		PAYPAL	Adult Expenses:Programs - Adult		30.40	X		65.29
02/27/2019		Etsy.com	Adult Expenses:Programs - Adult		79.70	X		144.99
02/27/2019		Jewel Foods	Connection - ASK:Connection - AS...		17.95	X		162.94
02/27/2019		Snackcrate.com	Teen Expenses:Programs-Teen		49.00	X		211.94
02/27/2019		Jewel Foods	Juvenile Expenses:Programs - Juv		18.78	X		230.72
02/27/2019		PANERA BREAD	Adult Expenses:Programs - Adult		24.49	X		255.21
02/27/2019		USPS	Office Expenses:Postage		50.00	X		305.21
02/27/2019		Southwest Fireplace	Building Expenses:Maintenance - S...		116.00	X		421.21
02/27/2019		Stamps.com	Office Expenses:Postage		15.99	X		437.20
02/27/2019		AMAZON.COM	Adult Expenses:Programs - Adult		33.36	X		470.56
02/27/2019		AMAZON.COM	Adult Expenses:Programs - Adult		12.76	X		483.32
02/27/2019		AMAZON.COM	Adult Expenses:Programs - Adult		59.63	X		542.95
02/27/2019		AMAZON.COM	Adult Expenses:Programs - Adult		24.98	X		567.93

River Forest Public Library

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Register: MB Financial Credit Card

From 02/13/2019 through 03/01/2019

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
02/27/2019		AMAZON.COM	Adult Expenses:Programs - Adult		5.39	X		573.32
02/27/2019		StoryBlocks	Automation Expenses:Automation - ...			X	50.00	523.32
02/28/2019		Oak Park Bakery	Teen Expenses:Programs-Teen		45.36	X		568.68
02/28/2019		Facebook	Office Expenses:Advertisement		10.64	X		579.32
03/01/2019		Shelfwiz	Supplies - Library		140.71	X		720.03



River Forest Public Library
Fiscal Year: May 1, 2018 - April 30, 2019
Revenue Report: March-19

Account:	March-19	YTD	2018-2019	% of Budget
Property Taxes	\$ 459,562	\$ 1,227,573	1,270,000.00	96.66%
Connections Program Grant	\$ 2,179	\$ 8,228	7,800.00	105.48%
Corp Property Replacement Taxes	\$ 606	\$ 9,409	14,000.00	67.21%
Fines, Service Charges	\$ 398	\$ 5,703	7,000.00	81.47%
Lost Books Reimbursed	\$ 149	\$ 2,595	3,000.00	86.49%
Book Sales	\$ 10	\$ 558	500.00	111.53%
Copy Machine Revenue	\$ 34	\$ 4,271	4,000.00	106.77%
Rentals, Library Space, Meeting Room	\$ -	\$ 510	300.00	170.00%
Interest	\$ 1,744	\$ 15,725	12,000.00	131.04%
Gifts	\$ -	\$ 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	\$ 16,275	\$ 16,777	500.00	3355.33%
Total:	\$ 480,957	\$ 1,310,036	1,347,000.00	97.26%
Income:	\$ 480,957	\$ 1,310,036	1,347,000.00	97.26%
Expense:	\$ 132,071	\$ 1,096,654	1,347,000.00	81.41%

LIRA Reimbursement (\$16,275.45)
 Damage/Freeze claim



River Forest Public Library
Fiscal Year: May 1, 2018 - April 30, 2019
Expense Report: Mar-19

March 2019 Fiscal YTD Actual % Budget
 92% as of 3/31/19

Expenses
Personnel

Wages & Salaries	\$ 52,865	\$ 581,503	84.89%	\$ 685,000.00
Medical Health Insurance Coverage	\$ 3,507	\$ 36,749	65.62%	\$ 56,000.00
IMRF	\$ 3,771	\$ 46,415	81.43%	\$ 57,000.00
Medicare/FICA	\$ 3,914	\$ 43,575	82.22%	\$ 53,000.00
Staff Training	\$ -	\$ 1,476	49.20%	\$ 3,000.00
Membership Dues	\$ 191	\$ 2,882	84.77%	\$ 3,400.00
Professional Development	\$ 816	\$ 5,339	53.39%	\$ 10,000.00
Total Personnel	\$ 65,065	\$ 717,939	82.77%	\$ 867,400.00

Support Services
Printing and Advertising

Printing/Bookplate	\$ (20)	\$ 4,450	89.01%	\$ 5,000.00
Advertising	\$ 662	\$ 1,952	65.06%	\$ 3,000.00
Total Printing and Advertisement	\$ 642	\$ 6,402	80.02%	\$ 8,000.00

Programming

Children's Programs	\$ 255	\$ 11,044	92.03%	\$ 12,000.00
Teen Programs	\$ 746	\$ 4,093	58.47%	\$ 7,000.00
Adult Programs	\$ 667	\$ 8,919	89.19%	\$ 10,000.00
Special Programs	\$ 50	\$ 842	42.10%	\$ 2,000.00
Connections Programs	\$ -	\$ 4,127	52.92%	\$ 7,800.00
Total Programs	\$ 1,718	\$ 29,025	74.81%	\$ 38,800.00
Total Support Services and Programs	\$ 2,360	\$ 35,427	75.70%	\$ 46,800.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ (145)	-18.07%	\$ 800.00
Technical Support	\$ 750	\$ 8,250	68.75%	\$ 12,000.00
Automation Administration	\$ 100	\$ 21,862	67.27%	\$ 32,500.00
Consultant Fees/Legal Fees	\$ 866	\$ 5,353	89.22%	\$ 6,000.00
Postage & Delivery	\$ 66	\$ 3,279	91.08%	\$ 3,600.00
Audit Fees	\$ -	\$ 6,750	96.43%	\$ 7,000.00
Payroll and Employment Services	\$ 294	\$ 2,953	98.44%	\$ 3,000.00
Youth Interventionist Contract	\$ -	\$ 2,760	60.00%	\$ 4,600.00
Telephone/Internet	\$ 1,301	\$ 11,537	79.57%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ 290	29.00%	\$ 1,000.00
Copy Machine Leases	\$ 199	\$ 2,189	87.56%	\$ 2,500.00
Total Other Support Services	\$ 3,576	\$ 65,079	74.38%	\$ 87,500.00

Library Materials

Books	\$ 7,013	\$ 59,482	82.04%	\$ 72,500.00
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Print Periodicals (Magazines)	\$	-	\$	5,843	89.90%	\$	6,500.00
Online Learning Tools & Data Base Subscriptions	\$	1,604	\$	13,933	89.89%	\$	15,500.00
Online E-Content - elect. books/magazines/movies/music	\$	3,597	\$	38,639	71.55%	\$	54,000.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	3,648	\$	27,779	84.18%	\$	33,000.00
Total Library Materials	\$	15,862	\$	145,677	80.26%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	92	\$	2,364	56.29%	\$	4,200.00
Library Supplies	\$	152	\$	2,732	55.64%	\$	5,000.00
Copy And Printing Supplies	\$	69	\$	847	65.16%	\$	1,300.00
Misc Expenses (includes Patron Relations)	\$	-	\$	1,652	66.08%	\$	2,500.00
Total Office Supplies	\$	313	\$	7,645	58.81%	\$	13,000.00
Total Library Materials & Supplies	\$	16,175	\$	153,322	78.83%	\$	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	\$	256	\$	3,387	70.56%	\$	4,800.00
Total Facility Supplies	\$	256	\$	3,387	70.56%	\$	4,800.00

Facility Services

Insurance	\$	681	\$	10,580	96.18%	\$	11,000.00
Maintenance and Custodial Service	\$	10,940	\$	59,001	98.33%	\$	60,000.00
Water	\$	-	\$	1,355	67.77%	\$	2,000.00
Natural Gas	\$	968	\$	6,839	75.99%	\$	9,000.00
Copier Maintenance and Usage	\$	131	\$	2,239	89.55%	\$	2,500.00
Total Facility Services	\$	12,720	\$	80,014	94.69%	\$	84,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	1,100	\$	5,674	56.74%	\$	10,000.00
Technology Misc.	\$	-	\$	1,597	106.46%	\$	1,500.00
Total Equipment and Furniture	\$	1,100	\$	7,271	63.23%	\$	11,500.00

Total Facilities Management	\$	13,820	\$	88,882	88.18%	\$	100,800.00
Total Operating Expenses	\$	100,996	\$	1,065,579	81.84%	\$	1,302,000.00
Capital Improvement Reserve Fund	\$	31,075	\$	31,075	69.06%	\$	45,000.00

Total Expenses	\$	132,071	\$	1,096,654	81.41%	\$	1,347,000.00
Total Income	\$	480,957	\$	1,310,036	97.26%	\$	1,347,000.00



River Forest Public Library -Capital Reserve Fund - March 2019
Fiscal Year: May 1, 2018 - April 30, 2019

Capital Reserve Account Balances as of 3/31/2019

ICS Capital Reserve 401,451.35
CB OPRF Capital Checking 2,534.65

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>
170	3/15/2019	William Architects

Income
Interest

2/28/2019

8,276.31
<hr/>
8,276.31
455.36

River Forest Public Library

Balance Sheet

As of March 31, 2019

ASSETS

	3/31/2019
Current Assets	
CHECKING/SAVINGS - OPERATIONS ACCOUNT	
Operations Current	
ICS Opertions 805669201	711,033.43
CB OPRF Operations 805669201	44,658.36
Pety Cash	40.00
TOTAL Operations Current	755,731.79
Operations Midterm Reserves	
OP CD 26 WK 1022295981	75,921.83
OP CD 1 YEAR 1021700556	154,042.12
TOTAL Operations Midterm Reserves	229,963.95
Operations Long Term Reserves	
OP CD 2 YEAR 1020448543	61,472.15
OP CD 3 YEAR 1020448578	61,656.13
OP CD 3 YEAR 1021670576	60,982.40
OP CD 5 YEAR 1020450904	61,974.27
OP CD 5 YEAR 1021670738	61,039.54
TOTAL Operations Long Term Reserves	307,124.49
TOTAL OPERATIONS ACCOUNT	1,292,820.23
CHECKING/SAVINGS - CAPITAL ACCOUNT	
ICS Capital 805669202	401,451.35
CB OPRF Capital 805669202	2,534.65
TOTAL CAPITAL ACCOUNT	403,986.00
TOTAL CURRENT CHECKING/SAVINGS	1,696,806.23
TOTAL CURRENT ASSETS	1,696,806.23
TOTAL ASSETS	1,696,806.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(741.11)
Total Accounts Payable	(741.11)
Credit Cards	
MB Financial Credit Card	2,994.33
Total Credit Cards	2,994.33
Total Current Liabilities	2,253.22
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	678,498.55
Net Income	194,170.31
	1,694,553.01
TOTAL LIABILITIES & EQUITY	1,696,806.23

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04/11/19

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 03/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance					40.00
Cleared Balance					40.00
Register Balance as of 03/31/2019					40.00
Ending Balance					40.00

MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Director
Date: April 1, 2019
RE: IT upgrades

Over the past few months, I have been meeting with Dan Graham to discuss his recommendations for improvements to our network security. I am asking the Board to approve expenditures in the amount of \$3,533.87 from the capital improvement fund for hardware upgrades to our IT network. Any additional labor costs associated with the work will be paid from the operating budget.

We use a product called Carbonite to back up our server to the cloud. Versatile has recommended that we add another layer to our configuration and install a local backup drive. Our Carbonite subscription would allow for us to back up both the server and the external storage device to the cloud.

We have 6 Aerohive wireless access points that enable our patrons to connect to our public wifi network. There are 3 on the first floor, 2 on the second floor and one outside in the garden. The interior access points were installed in 2013 (garden in 2014) and were on the list of capital upgrades scheduled for 2018-19. Versatile is recommending that we switch to Meraki wireless access points and management system as they prefer the Meraki security protocols.

Upgrade	Cost
Cisco Meraki 1 outdoor wireless access point	\$990.24
Meraki Dual band sector antennae (outdoor)	\$247.03
Cisco Meraki 5 indoor wireless access points	<u>\$2,296.60</u>
	\$3,533.87

The River Forest Public Library is governed by a variety of Federal and State Statutes, Laws, and Rules (collectively, the “Governing Acts”). If any provision contained in this Policy Manual conflicts with the Governing Acts, the Governing Acts shall control.

I. Board Responsibilities

The River Forest Public Library (“RFPL”) is governed by a Board created and maintained in compliance with Chapter 75 ILCS 5/4-7.

Additionally, the Board maintains the following oversight practices. The Board:

- Has written bylaws, reviewed bi-annually, that outline its purpose and, operational procedures, and address conflict-of-interest issues;
- Adheres to the United for Libraries Public Library Trustee Ethics Statement (See Appendix);
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act;
- Keeps written or recorded minutes of each meeting, makes approved minutes available for public inspection, and retains minutes in compliance with the State Records Act;
- Has authority to establish an annual operating budget and a capital improvements budget according to state law;
- Maintains adequate insurance coverage for RFPL, including property/casualty, general liability, cyber liability, government crime, and workmen’s compensation policies;
- Monitors the revenue collection, expenditures, investments and fund balances to ensure that meet short-term and long-term financial needs of RFPL will be met;
- Has a Board-approved mission statement and strategic plan;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address;
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Adopts policies that are consistent with the Code of Ethics of the American Library Association (See Appendix);

~~• Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address;~~

- Conducts an annual review of the Director.

RFPL is a member of an Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing. The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.

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- Has a Board-approved mission statement and strategic plan;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address;
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Adopts policies that are consistent with the Code of Ethics of the American Library Association (See Appendix);

- Conducts an annual review of the Director.

RFPL is a member of an Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing. The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of the RFPL operating budget. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has a Board-approved written line item budget. Expenditures may not exceed appropriations at the fund level. This budget is developed annually as a cooperative process between the Board, the Director, and additional staff members with responsibility for budgetary elements. The overall responsibility for the assumptions and timely preparations of materials and presentations throughout the process rests with the Director.

Changes to the approved budget may be made mid-cycle. Transfers between line items of more than \$5,000 require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues (property taxes, grants, fines and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess funds to other funds.

A minimum of 3 months of operating expenses is maintained in the Operating Fund. Any expenditure that would bring the Operating Fund below this threshold must be approved by Board resolution and accompanied by a written plan to return the Operating Fund to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to ILCS Sec 5-8, RFPL has accumulated and set aside reserve funds for capital repairs or improvements. The Capital Improvement Fund provides funding for acquiring or updating long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement Fund. Any capital expenditures not included in the annual capital budget will require approval by a

roll call vote of the Board. Expenditures from this fund are restricted by State Statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of annual tax receipts will be transferred after the end of the fiscal year to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.

C. Reporting

RFPL maintains records of RFPL financial operations. Those records are presented by the ~~Treasurer~~ Director or designee of the Director (“Designee”) at each Board meeting and indicate the financial position of RFPL. In addition to fund balances, records of the current position of each budgetary line item, including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget are presented. Roll call action is taken by the Board on all financial matters.

RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL’s website.

D. Authority to Spend

1. Routine Banking

The Director, or ~~the~~ Designee, of the Director is authorized to make deposits into the operating fund accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, tax receipts and other sources of income.

The Director, or ~~the~~ Designee, of the Director is authorized to transfer monies from one RFPL operating account to another RFPL operating account for payment of monthly RFPL expenditures. Upon authorization of the Board, the Director or, ~~the~~ Designee, of the Director is authorized to transfer monies into the Capital Improvement Fund.

The President, Vice President, Treasurer and Director are authorized to sign checks for the RFPL Operating Fund and Capital Improvement Fund accounts.

Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director, or ~~designee-Designee~~, is authorized to pay all budgeted expenditures (invoices, warrants, voucher and payroll and personnel) and all invoices for contracts and agreements previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws.

The Director is authorized to spend up to \$5000 on any single (budgeted or unbudgeted) expenditure without the prior approval of the Board. Purchases in this category are typically routine purchases of materials, supplies and services.

The Director may stipulate a “not to exceed” dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director, or ~~the dDesignee, of the Director~~ for approval. The Director, or ~~the dDesignee, of the Director~~, is responsible for determining whether: (a) an item is budgeted,; (b) adequate funds are available,; and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. All procedures for obtaining, receiving and posting of bills will be developed by the Director with department managers being responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$5,000 but less than \$20,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$5,000 should be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$5,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$20,000

Expenditures exceeding \$20,000 should be presented to the Board for roll call approval. In accordance with Chapter 75 ILCS5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$20,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$20,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call approval. If a doubt exists as to whether a competitive bid process is required, RFPL’s attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

E. Credit Card Use

1. Authorized Purchases

The Board authorizes the Director and up to 3 additional staff designated by the Director ("Authorized Cardholders") to use RFPL credit cards ("Library Credit Cards") for RFPL authorized purchases only ("Authorized Purchases"). Authorized Purchases include, but are not limited to, library supplies and materials, and food for RFPL events and programs, in an amount that does not exceed an aggregate amount of \$6,000 per month. Purchases may be made in person, online, or by telephone. Authorized Cardholders shall submit all receipts for purchases to the Director, or Designee, (or the Director's designated employee) within 7 days after making a purchase. Library Credit Card statements will be included on a monthly basis in the Board packet. Any benefit received from Library Credit Card usage will accrue to the RFPL.

2. Purchases Requiring Director Approval

- Any single purchase in excess of \$1,000 must be authorized in advance by the Director ("Single Purchase Limit").
- Any equipment and travel expenses must be authorized in advance by the Director ("Equipment/Travel Purchase").

3. Unauthorized Purchases

- Authorized Cardholders may not charge expenses that are not for Authorized Purchases to the Library Credit Cards.
- Absent Director approval, Authorized Cardholders may not charge a single purchase in excess of the Single Purchase Limit or an Equipment/Travel Purchase to the Library Credit Card.
- Alcohol is not an Authorized Purchase.
- Any purchase that is not an Authorized Purchase shall be deemed the responsibility of the party so charging such purchase and shall be reimbursed to RFPL on or before the date payment for same is due.
- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment and may form the basis for criminal charges to be brought.

- The Board and/or the Director may revoke a Library Credit Card at any time.

4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

F. Travel Expenses

IL Public Act 99-0604 requires that RFPL regulate the reimbursement of all Trustees, management, and employee travel expenses as set forth below.

1. Reimbursable Rates

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incident to official RFPL business travel by Trustees, Director, or employees of RFPL.

- a. The Board will post the Maximum Allowable Reimbursements for food, lodging, and transportation in the office of the Director. The Board shall use the following overriding principles to determine the maximum:
 - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- b. The total maximum allowed for any one trip for RFPL purposes is \$2000.00.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee, Director, or employee submits said expenses on RFPL's Reimbursement Request form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

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RFPL shall not reimburse any Trustee, Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other places of public or private entertainment or amusement.

4. RFPL Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the RFPL:

- Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted under Section B of this policy.
- Any reimbursable expense of an RFPL Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

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RFPL shall comply with all other requirements of the Local Government Travel Expense Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the Local Government Travel Expense Act, the Act shall control.

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5. Compliance with Act

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MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Director
Date: April 5, 2019
RE: Circulation policy update

At the February 19th Board Meeting, the Board approved the elimination of overdue fines. In April, the Policy Committee met to review the Circulation policy subsequent to the Board's approval. Language related to fine collection has been removed. The Materials Services Department has an established schedule of loan and billing rules:

Category	Loan Period	Renewal Period	Automatic Renewals Allowed	Item Checkout Limit (Total Checkout Limit is 100 items)
Books	3 weeks	3 weeks	2	
Audiobooks	3 weeks	3 weeks	2	
DVDs	2 weeks	2 weeks	2	
Magazines	3 weeks	3 weeks	2	
eReader	3 weeks	3 weeks	2	
Video games	2 weeks	2 weeks	2	3
WiFi Hotspots	2 weeks	2 weeks	2	
Lucky Day Book	2 weeks	0	0	2
Lucky Day DVD	2 weeks	0	0	2

Under the new fine free procedures, if a patron has 4 overdue items their account, the account will be blocked from additional checkouts until at least one of the items is returned. In the event that a patron does not return their item(s), they will be billed for the item's replacement cost at 42 days past the due date. At which point patrons can return the item, without penalty, or pay the item's replacement cost. Replacement costs for RFPL items are based on the item's list price. RFPL also has a schedule for other fees as outlined below.

Category	Fee
Damaged/Lost audiovisual case	\$5.00
Lost CD (as part of an audiobook)	\$10.00
Damaged item fee (item may require a new cover, barcode, or other repair caused by damage outside of normal wear and tear)	\$5.00
OCLC item postage fee (fee for postage on items obtained from a library outside of Illinois)	\$3.00

II. Circulation

A. Loans and Reserves

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type that include the length of loan, number of loans allowed, and number of renewals allowed. Patrons may reserve materials that are not immediately available for use.

B. Interlibrary Loans

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system and the Online Computer Library Center (“OCLC”). Materials obtained through interlibrary loan are the responsibility of the patron who borrows them, and are subject to the loan rules, fees, and fines of the library from which the materials are checked out.

C. Lost, Damaged, and Overdue Materials

Materials borrowed via any mechanism are the responsibility of the patron. [Patrons with overdue materials may be subject to penalties.](#) Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established ~~schedules of fines and penalties~~ [fees for overdue](#), lost, or damaged materials owned by RFPL.

D. Hours of Operation

RFPL maintains consistent, posted hours during which all services of RFPL are available to patrons. Those hours are:

Monday-Thursday: 9:00AM – 9:00PM

Friday-Saturday 9:00AM – 5:00PM

Sunday: 1:00PM – 5:00PM (Closed Memorial Day weekend-Labor Day)

Approved by the River Forest Public Library Board of Trustees on June 19, 2018.

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XI. Public Comment

The Board welcomes public comment and meets the requirements of the Open Meetings Act (State of Illinois Public Act 96-1473 effective January 1, 2011), which provides in relevant part:

“Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

Members of the public may address the Board during the “Visitors and Guests” portion of the Agenda.

- Each speaker shall provide his or her name;
- Comments should be brief ~~and specific, specific, and shall not exceed three (3) minutes in length;~~
- ~~Arguments and repetitive comments are discouraged;~~
- The Board President has the discretion to limit the ~~total time~~ ~~and devoted to public comment to thirty (30) minutes and to limit~~ the number of times a person may speak ~~as well as the number of persons who may speak to the same issue;~~
- Though Board members may respond to public comments, an immediate response is not required nor should it be expected;
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments.

~~Approved by the RFPL Board of Trustees on September 18, 2018.~~

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- Arguments and repetitive comments are discouraged;
- The Board President has the discretion to limit the total time devoted to public comment to thirty (30) minutes and to limit the number of times a person may speak;
- Though Board members may respond to public comments, an immediate response is not required nor should it be expected;
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments.

Approved by the RFPL Board of Trustees on September 18, 2018.

MEMO

To: RFPL Board of Trustees

From: Sue Quinn, Director

Date: April 5, 2019

RE: Expense reimbursement policy updates

In April, the Policy committee met to draft an Expense Reimbursement policy subsequent to the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5) that went into effect January 1, 2019. Previously, RFPL had internal procedures for expense reimbursement, but not a Board approved policy.

According to the law, employers “will reimburse staff for all necessary expenses that are directly related to services performed for the employer within the scope of employment.” These expenses include, but are not limited to, supplies for programs and materials intended to circulate in the library’s collections.

Additionally, the law takes into consideration the use of personal devices for work-related reasons. At this time, RFPL Administration is proposing a \$30/month stipend, to be paid to eligible employees on a quarterly basis to cover those employees who use their personal devices regularly for work related purposes. Employees eligible for a quarterly stipend to reimburse personal device use include:

- Library Director
- Materials and Business Services Manager – designated person in charge
- Assistant Materials Services Manager – staff supervisor responsible for department scheduling
- Adult Services Manager - designated person in charge
- Children’s Services Manager - designated person in charge
- Assistant Children’s Services Manager – 2nd on burglar alarm phone call list
- Middle School/Teen Librarian – serves as RFPL webmaster
- PR/Marketing Specialist – member of the crisis response plan

For all other reimbursable expenses, employees must submit their receipt(s) and a completed request for reimbursement form to their Manager for approval, who will then submit to the Materials and Business Services Manager for reimbursement.

The Board approved a travel and expense reimbursement policy in March 2017 that handles reimbursement for pre-approved expenses (travel, accommodations, and meals) for professional development activities for staff. The 2019 updated rate schedule for reimbursement is attached.



The maximum reimbursable rates for travel are set forth as follows*:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	\$.58/mile (IRS standard mileage rate)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$40.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	n/a
DuPage, Kane, Lake, McHenry, and Will Counties	n/a
All other Illinois Counties	\$200.00 / night
Outside Illinois	\$200.00/night or as approved by Board

Approved 3.21.17 by the RFPL Board of Trustees.

Mileage rate updated by RFPL Staff:

- 1/11/18
- 1/1/19

*Rates will be reviewed annually.

V. Expense Reimbursement

A. Necessary Expenses

In accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), RFPL will reimburse staff for all necessary expenses that are directly related to services performed for RFPL within the scope of employment. Materials and supply purchases made by personal payment method will be reimbursed in accordance with the procedures in the employee handbook. Purchases in excess of \$300 made by personal payment and expenses not included in this policy manual should be approved in writing by the Director prior to being incurred, or reimbursement may be denied.

B. Personal Devices

RFPL recognizes that certain designated employees may be required to use personal devices for work-related reasons. To that end, RFPL will provide said employees with a quarterly stipend to compensate for the costs of such use. The Board will establish a list of designated employees and stipend rates.

*Please bring back sale of books. Tell me how I can support this idea.
Where can we now donate books and magazines beyond recycling?*

- Our book sale shelves were removed permanently after we learned that our library was not allowed to sell books on an ongoing basis unless we remitted the appropriate amounts of sales tax to the state, county, and village. We are not set up to collect and remit sales tax receipts, so we had to discontinue the sale. There are many Little Free Libraries located on private property in the village of River Forest where you can find (and donate) books. In addition, the Oak Park Public Library accepts donated materials, including books, movies and music in sellable condition at the Main Library to sell at the Friends of the Oak Park Public Library (OPPL) Annual Book Fair. This year, the book fair will be held August 2-4 at OPRF high school. Magazines are not accepted at OPPL so you may want to drop these off at a local nursing home or check with you doctor and dentist offices to see if they would like them for their waiting rooms.

Please consider for future programs re: Columbian Expo 1893, Century of Progress 1933-34, Loop Flood 1992, Chicago Fire 1871, perhaps O'Hare, Midway aviation disasters.

- Thank you for your input. We love to hear program suggestions from our library patrons and the ideas offered for exciting local history programs certainly hold a lot of community appeal. We will do some research to see if we can find a qualified person to present on one or more of these suggested topics.

15 minute computer needed at River Forest Library

- Thank you for your comment. We find the current computer reservation and print system working very well. There appear to be ample computers available for our adult patrons. Library staff is not aware of any notable backlog of users for public computers. Please ask to speak to the Adult/Teen Service Manager if you are in urgent need of a computer and we will do our best to accommodate your request at one of the other public computers in the building.

Administration

- We announced our fine-free policy on Facebook to kick off National Library Week, April 7-13. Outstanding overdue fines for RFPL cardholders were forgiven. Patron feedback has been 100% positive. Fran has created bookmarks to inform our patrons of our new loan rules and to encourage them to continue to care for their borrowed items and to return items on time.

Staffing

- Simon Czerwinskyj has accepted a full-time position as a Technical Services Librarian at Concordia University River Forest beginning May 1st. At the end of April we will be down two part-time staff members in the Adult/Teen Service department so we are in the process of trying to hire 2 new Library Associate to each work 15-18 hours weekly.

Facilities

- Williams Update: Joanna and I met with Andy Dogan and Brad Moser of Williams Architects on April 4th to review construction documents for the staff area/lobby renovation project. We accepted Williams cost-saving recommendation to paint the wall tiles in the restrooms instead of retiling. The floor will be retiled, and new fixtures installed. The project went out to bid Monday, April 8th. Notices have been placed in the local newspaper and on RFPL's website. The project will contain five alternates:

Alternate #1 – Renovate existing women's staff bathroom

Alternate #2 – Renovate existing men's staff bathroom

Alternate #3 – Drywall soffit over new desk

Alternate #4 – Art Glass Windows

Alternate #5 - Three year warranty

- Improvements to children's area were also discussed with Williams Architects. Mr. Dogan believes it is much more economical to do the Children's Room work at the same time as the staff/lobby renovation. He recommended that we add the painting and flooring to the scope of the lobby/staff area project rather than hiring a new general contractor to manage such a small amount of work. This idea was presented to the Facilities Committee on April 9th and met with their approval. An addendum will be issued to include the additional Children's Room work and the bid deadline will likely be extended until May 7th. These alternates will be listed as:

Alternate #5 - Children's Room carpet installation

Alternate #6 - Children's Room painting work

- Williams has provided a proposal for additional services as an amendment letter to the existing agreement. The interiors department will be onsite at RFPL Monday, April 15th to review color and carpet/flooring options with RFPL. We will bid the Children's Room shelving separately.

- The North side of the slate roof was repaired in March by L. Marshall roofing company to correct the leaking in the area of the roof over the 900s nonfiction stacks. The cost of the work was roughly \$2,700. Chuck Crowley, roofing consultant, recommends further work on the flashing where the slate roof connects to the skylight. Mr. Crowley is the roofing consultant for D90 and he will be sending RFPL a proposal for the cost of a complete roofing study that would access all the roofing systems (shingle, slate, EPDM, and skylight).
- On April 10th, new roller window shades were installed on the 2nd floor east side windows.
- The LED lighting replacement on the 2nd floor and in both mechanical rooms will be completed by Verde Energy Efficiency Experts on April 24th.

Finance

- We received about \$460,000 in 1st quarter 2018 property tax distributions in March. To date, we have received almost \$1,235,000 which is about \$8,000 short of the \$1,243,000 that I had projected. I am hoping that we will get another small distribution from Cook County before the end of the month.
- While we had budgeted for \$12,000 in interest income, higher rates have yielded over \$17,000 in interest income for the fiscal year.
- Our annual distribution of 4.25 % of the average balance in the Liebner endowment fund arrived in early April. This year's distribution of \$3,805.31 was \$500 more than what we had budgeted due to strong stock market performance in 2019.
- The March income statement reflects \$16,275 in miscellaneous income from the LIRA reimbursement for the pipe freeze claim. We will overspend the 2018-19 Maintenance and Custodial line due to the expenses incurred from the pipe freeze damage.
- We will expend only 90% of the Personnel line this year. While some of that is due to unused insurance benefits, our Wages and Salaries line will be less than 93% of budget due to open positions and an unpaid leave of absence.

Technology

- The new Bibliotheca self-check machine was installed in the lobby on April 9th. Patron and staff feedback has been very positive.
- We have purchased a new external backup device for our staff network server. Both the server and the on-site backup device will be backed up to the cloud.

Strategic Planning

- Trustees provided some very useful feedback to the draft Strategic Plan document presented to the Board in March. The updated Strategic Plan document is included in the Board packet.

- On April 4th, Alice Calabrese-Berry and I attended a lecture Oak Park Public Library given by Rich Harwood of the Harwood Institute about how individuals and organizations can come together to solve pressing problems in their communities. The first priority in our new strategic plan: Engage With our Community demonstrates RFPL's commitment to being a leader in bringing people together and in working with other community groups to provide greater shared impact.

Marketing and Public Relations

- The Bookplate went to the printer on April 9th. It should arrive in homes by May 1st.

Community Partnerships

- Joanna, Fran and I met with a representative from the Oak Park River Forest Food Pantry in late March to discuss an opportunity for RFPL to participate in the *Meet Up & Eat Up* program which provides free meals for kids and teens (without proof of income or application) during the summer months. A Children's Services team member and one additional staff member from another department will be visiting the site located at St. Catherine of Siena-St Lucy School six times over the summer to provide a story time and related literacy activities for the younger kids in attendance. We will promote the Meet UP and Eat Up lunchtime program to the community through our social media accounts.
- Amy and Melissa attend the District 90 *One District One Book* event on April 3rd while I volunteered to provide on-site supervision and programming for the children who attended the event with their parents.
- We are celebrating the theme of National Library Week, Libraries = Strong Communities by hosting a collection box in our lobby to provide cleaning supplies for the newly housed clients served by Housing Forward. Community response has been very good and we have filled the box to overflowing twice in the past week.
- I met with Meghan Traficano, the new Director of the Oak Park River Forest Township Youth Services, at the library on April 10th to discuss the Township's Youth Interventionist program. Meghan was able to meet our staff members and see the Middle School space in action during the after-school hours.

Respectively submitted,

Sue Quinn
April 11, 2019

March 2019 Key Performance Indicators

Total Circulation	Mar-19	YTD 2018-2019	Last YTD 2017-2018	Change over Last FY
Preschool Collection	3,997	41,895	38,126	9.9%
Juvenile Collection	5,120	54,589	49,135	11.1%
Middle School Collection	584	6,145	6,138	0.1%
Teen Collection	867	10,575	9,059	16.7%
Adult Fiction	4,728	47,726	46,177	3.4%
Adult Non-Fiction	3,510	36,129	36,907	-2.1%
Adult Media	3,225	32,602	33,845	-3.7%
Adult Other	191	2,089	1,916	9.0%
Non SWAN ILL	25	232	350	-33.7%
Webpac Renewals	110	566	3,439	-83.5%
Total Circulation	22,357	232,548	225,092	3.3%

Programs & Meeting Room Use				
Older Adults				
Programs	13	96	107	-10.3%
Attendance	331	2,075	1,950	6.4%
Middle School				
Programs	6	122	125	-2.4%
Attendance	138	2,755	3,001	-8.2%
Children/Family Programs				
Programs	35	359	388	-7.5%
Elementary School Age Attendance	317	7,495	6,036	24.2%
Preschool Attendance	516	6,921	7,100	-2.5%
Other Programs				
Programs	0	0	0	0%
Attendance	0	0	0	0%
Outside Groups				
Barbara Hall Meeting Room Use	16	160	104	53.8%

Cardholders & Visits				
Monthly Visitors	7,199	85,412	90,082	-5.2%
New Cardholders Added	39	568	581	-2.2%
Total Number Cardholders	8,330			
Cardholders as % of Population*	75%			

* RF Population is 11,172 Per 2010 Census Data

MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Library Director
Date: April 11, 2019
RE: Updates to draft Strategic Plan

The final of draft of our 2019-2022 Strategic Plan is attached.

Several trustees provided edits and suggestions to me via email about consistency of language and also valuable comments for strengthening the active language of the document. All of the recommendations were discussed with the library management team and we have done our best to incorporate trustee feedback into this final version.

We feel that the attached Strategic Plan that accurately defines RFPL current priorities and will effectively orient our work for the coming years.

Our Journey Continues

Strategic Priorities and Objectives

2019-2022

Priority 1: Engage with our Community

Offer library programs and services to promote strong connections with our patrons and our community.

Engagement Objective 1: Actively engage 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.
- 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 District 90 schools to promote library card usage and participation in the summer reading program
- Maintain partnership with the River Forest 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: Promote and provide 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 and seek additional programs that explore matters of global impact.
- Continue to offer meeting room space to community groups and list their programs on our library calendar.

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

Actions

- Develop collections and displays that showcase a diverse set 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 an inclusive environment.
- Support District 90’s commitment to equity and inclusivity initiatives by purchasing supporting materials for community reading/viewing and participating in the annual One District One Book program.
- Identify underserved segments of the community and develop ways to connect them with library services.

Engagement Objective 4: Adopt policies and internal operating procedures that 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, District 90 and/or other community organizations to share staff training and best practices for reducing implicit bias and creating inclusive practices within our organization.
- 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: Foster Learning and Personal Growth

Support the lifelong learning goals of all patrons and stimulate enjoyment of reading, listening and viewing through our Library's collections, programs and services

Learning Objective 1: Support families with early literacy offerings 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.
- Offer a variety of storytime offerings inside and outside of the library.
- 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: Stimulate enjoyment of reading, listening and viewing for school age children (ages 5-18) through collections, services and programs.

Actions

- Install new display 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.
- Curate strong collections designed to delight children.
- Engage children from birth to age 18 with our Summer Reading programs.
- Sustain after school and summer program offerings for Middle School Children during the week for creative expression and appreciation of literature.

Learning Objective 3: Support adults in their enjoyment of reading, lifelong learning and skill development through collections, services and programs

Actions

- Encourage and respond to user requests for materials and programs.
- Expand home delivery service.
- Provide support and staff expertise to community book groups.
- Sustain partnership with River Forest 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 those experiencing dementia and their caregivers.
- Offer engaging and relevant educational, cultural and reading-related programs.
- Manage digital and physical collections in relation to demand.

Tools to Measure Success

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

DRAFT

Priority 3: Optimize Space

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

Space Objective 1: 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 during the after school hours.
- Use the Library garden for seasonal programming.
- Upgrade equipment in accordance with the Capital Asset replacement plan.

Space Objective 2: Improve patron enjoyment of our spaces through enhancements that our budget will allow.

Actions

- Improve lighting throughout the building.
- 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: Build 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.
- Utilize social media to connect with and attract users while closely monitoring trends and effectiveness.
- Effectively communicate about 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

4/11/19

MEMO

To: RFPL Board of Trustees
From: Sue Quinn, Library Director
Date: April 9, 2019
RE: Installation of security cameras

Library administration is recommending the installation of 3 security cameras in the building. Two of those would be placed outside to film activity at the staff entrance on the north side of the building and the meeting room/children's door exits on the south side. One would be installed in the lobby pointed at the lobby entrance doors.

On November 23, 2016, Gallagher Bassett (our Libraries of Illinois Risk Agency (LIRA) agent) issued a report detailing the safety and risk control assessment their consultant performed at River Forest Public Library on October 3, 2016. In addition to making 4 recommendations to address potential physical hazards, the report included 10 recommendations for reducing our liability exposure. We have dealt with 8 of the following liability items over the past two years:

- Instituted background checks on all new hires
- Provided harassment and discrimination training for staff
- Obtain annual certificates of insurance for outside maintenance contracts.
- Created and maintain safety data sheets for all chemicals stored in the building.
- Installed finger guards on paper cutters
- Developed homeless assistance procedures.
- Asked employees to change their passwords on a regular basis.
- Verified vehicle insurance for employees using their own cars for work-related travel.

There are two outstanding liability issues remaining. One involves submitting our Meeting Room Use Agreement for legal review. We will address this when the Meeting Room policy is next updated and the Agreement is reviewed. The other outstanding item is in regards to installing security cameras. There are 51 public libraries in LIRA and 45 (88%) of the libraries have security cameras. The Gallagher report suggested that cameras should be placed to monitor unused doors in order to discourage vandalism and/or theft. While River Forest feels like a safe community, it is not immune to burglary and theft. In December of 2017, a copper downspout outside of the meeting room door was stolen. A camera in this area may have prevented the theft, or at least provided the police with a visual of the person(s) who stole our property.

In addition, the Gallaher report noted that adding cameras may discourage acts of violence. While we live and work in a lovely community, we have had instances of aggressive people

in our building who presented a threat to staff and patrons. A visual image of the offending person would have been helpful for the police and for staff members who were not present during the incident. In a January 2019 survey, over 75% of staff members indicated that the installation of a security camera inside the front lobby area and would make them feel safer at work and 94% wanted cameras outside the north and south side doors.

We recognize that cameras in the building might be seen by some people as intrusive and not in agreement with the Library's commitment to safeguarding patron privacy. However we feel that the privacy considerations must be balanced against safety issues. Controls can be put in place to achieve privacy while providing a record of individuals involved in public safety situations or criminal activity.

Our legal counsel has advised us that "there is no expectation of privacy in a public building", but we would use cameras sparingly to prevent them from being a barrier to library use. There would not be any audio feed on the cameras. The cameras would not be placed in any private areas (such as restrooms or work spaces), nor would they be positioned to capture any circulation transactions. The Policy Committee is capable of drafting a policy which delineates acceptable access to and use of camera footage and thereby adequately secures patron privacy.



Heritage Technology Solutions

13600 S. Kenton Ave
Crestwood, IL 60445
Phone: (708) 597-5005 Fax: (708) 597-5091
www.htspc.net

ESTIMATE

Number HTSQ2354
Date 1/3/2019

Your Sales Rep is Ron Valdez ron.valdez@htspc.net

River Forest Public Library - Cameras

This estimate is intended to be used as preliminary information for determining the feasibility of Camera System. Neither party is contractually bound by this estimate. A formal proposal can be provided at the request of the customer.

Qty	Item	Unit Price	Ext. Price
1	HX-N7608QP2T-8CH NVR POE 2SATA HDMI 2TB	\$454.99	\$454.99
3	HX-OD32V-3MP/VANDM/IR/3-12M/-30C/IP66	\$299.99	\$899.97
1	misc cable material - Wire, connectors and misc hardware	\$400.00	\$400.00
1	Wire, mount and point cameras. Program NVR and install 3 viewers	\$1,430.00	\$1,430.00
Please contact me if I can be of further assistance. Will need assistance and information from IT provider		Total	\$3,184.96

Labor includes:

949-305-6550

Contact Us



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DVR NVR Recorders ▾

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