



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
Tuesday, June 18, 2019 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: May 21, 2019
 - b. May 2019 Warrants
 - c. May 2019 Revenue and Expense reports
 - d. May 31, 2019 Balance Sheet
 - e. Non-resident Library Card Resolution
 - f. Policy Revisions: Staff I. Employment; Staff II. Tiers and Benefits
 - g. New Policy: Patrons V. Security Camera
5. Staff Visit: Mary Kay Stiff, Adult & Teen Services Manager
6. Communications
 - a. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. VRF Collaboration Committee Liaison
 - v. RFPL Foundation Liaison
10. Old Business
11. Executive Session
12. Adjournment

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

Meeting Minutes: Regular Board Meeting: May 21, 2019

Call to Order: At 7:51 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests:

- Andy Dogan, Williams Architects

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 16, 2019
- b. April 2019 Warrants
- c. April 2019 Revenue and Expense reports
- d. April 30, 2019 Balance Sheet

Trustee Hill made a motion to approve items a.-d. on the Consent Agenda. Trustee Hopkinson seconded the motion and questions were taken.

Trustee Long asked why the professional development budget line (budgeted at \$10,000) was not fully expended. Director Quinn answered that the budget included expenses for a full time staff member to travel to a professional conference and the staff member elected not to travel due to personal reasons.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

Director's Report

- Director Quinn reported that staff participated in active shooter and dementia training in April and May 2019. Director Quinn thanked RFPL Assistant Materials Services Manager, Victoria Muraiti, for recommending Michelle Dennis and Jill Osmond-Groell of the Hedgeberg Public Library in Janesville, WI who administered our training. Officer Ben Ransom of the VRF Police Department was also present for the training. In May, Adult Programming Librarian, Meghan O'Keefe, coordinated with Right at Home, a senior home care service company, to administer a hands-on dementia awareness and sensitivity training experience. Both training sessions were well received by staff.
- A new Adult/Teen Services Associate was hired in early May. Brittany Burns is a welcome addition to our team. Mary Kay Stiff, Adult Services Manager, is hoping to have a second Adult/Teen Services Associate hired by the end of May. Joanna Bertucci, Materials and Business Services Manager, interviewed candidates for a summer position in the Material's Services Department and is hoping to have a new staff member in place the first week of June.

- Director Quinn and Ms. Bertucci will be attending a program on 5/31 presented by HR Source (formerly the Management Association of Illinois) on the minimum wage increase law recently passed in Illinois. The session will address how libraries are planning for this increase.
- Director Quinn obtained a report from Chuck Crowley of C.E. Crowley & Associates, Inc. on the condition of the library's roofing systems. Director Quinn will share the full report with the Facilities Committee at their next meeting.

President's Report

- RFPL will be hosting a Trustee Training session on Saturday, August 10th. A staff member from RAILS will be presenting on the roles and responsibilities of Library Trustees. All RFPL Trustees are encouraged to attend. Details regarding sign up will be forth coming.

New Business

- Facility Committee
 - No report.
- Finance Committee
 - No report.
- Policy Committee
 - A policy committee meeting will be scheduled for June 2019 to begin review of staff policies
- VRF Collaboration Committee Liaison
 - No report.
- RFPL Foundation Liaison
 - No report.
- Circulation Area Renovation Project:
 - President Smedinghoff introduced the issue by giving a recap of the bidding for the circulation area renovation project to date, as follows:

 After the Board rejected the low base bid of \$338,000 in February, the architect reconfigured the project in an effort to reduce the cost. The result was a configuration he estimated in March would result in a base bid of \$268,900 – i.e., approximately \$69,000 below the original low bid. Accordingly, the Board authorized a second round of bidding for the project in March. In the second round of bidding the base bid by the low bidder (determined by looking at the total package including the alternates) was \$292,000 – i.e., approximately \$23,000 above the architect's estimate, but still \$46,000 below the bid previously rejected by the Board. When that base bid is combined with the two preferred

alternates (\$8,000 for the soffit above circulation desk and art glass windows) as well as the two alternates for the children's room project which will be paid by the Foundation (\$23,500 for carpet and painting), the total contact price for the low bidder comes to \$323,500. This amount does not include the other two alternate bids (for remodeling the two bathrooms) due to the \$16,000 cost and the fact that this part of the project could be done separately and at a lower cost (see below).

President Smedinghoff noted that he, the Director, and the architect were all recommending that the Board award the contract on that basis. President Smedinghoff also pointed out that the proposed bid award of \$323,500 includes a \$15,000 construction contingency. Additionally, he noted that Mr. Dogan of Williams Architects recommends that the Board allocate and approve an additional \$15,000 owner's contingency. He pointed out that if not otherwise needed, a portion of that amount could be used to pay the cost of remodeling the two bathrooms, as the Director had already spoken with one local contractor who indicated he could do the two bathrooms for under \$10,000.

- Mr. Dogan noted that for the base bid there were 3 low bidders within \$2,000 of each other. He confirmed that, after discussion and the selection of alternates with RFPL administration, he is recommending that the RFPL Board accept J.A. Watts as the low bidder at \$323,500, which includes the base construction bid and alternates #3 (drywall soffit in lobby ceiling), #4 (art glass windows), #6 (Children's Room carpet replacements) and #7 (Children's Room wall painting).
- Mr. Dogan acknowledged that the lowest bid was roughly \$20,000 over his March estimate. He attributed the reduction in anticipated savings to the low number of electrical contractors giving estimates to general contractors and the general contractors' consequent need to include an estimate for the electrical work that anticipated the possible impact of potential tariffs on the steel industry. .
- Mr. Dogan also reported that J.A. Watts received an excellent reference from the Berwyn Park District. If the Board accepts their bid, construction would start September 10th and RFPL could expect substantial completion by November 15th.
- Trustee Calabrese-Berry moved to award the construction contract to low bidder J.A. Watts for the Base Bid plus alternates #3, 4, 6 and 7 for a total amount of \$323,500, and to allocate and approve an additional Owners Construction contingency not to exceed \$15,000. Trustee Hill seconded and Trustees discussed.
 - Trustee Bevan stated that she was uncomfortable with the project's cost. She estimated that with all of the other costs involved (including those already paid in the prior fiscal year) the total cost for the project will be close to \$400,000. Thus, she felt that completing the project at the currently bid price point, coupled with additional capital expenditures for other items that may be required over the next several years, would run

the risk of depleting the Library's capital reserve fund and spending down some of its mid-term operations reserve. In the event of a financial crisis, Trustee Bevan felt that the library could be at risk.

- Trustee Calabrese-Berry was comfortable with the amount of the bid, and felt strongly that the Board should approve the project, noting that the Board has been working on this project for nearly 10 years. Trustee Calabrese-Berry felt that the staff sorely needed an improved workspace and that the new model for the circulation desk will promote better staff and patron engagement.
- Trustee Stierwalt queried Mr. Dogan about the exact estimates for the electrical sub-contractor. Mr. Dogan explained that the bids are not that specific as to be able to identify which parts of the project might be driving a higher bid price.
- President Smedinghoff asked Mr. Dogan why the estimated furniture budget increased from \$25,000 to \$32,000. Mr. Dogan explained that the furniture would be bid as a separate project and increased costs were a result of transferring items from the construction bid to the furniture bid. Mr. Dogan said his team would look at alternates for furniture selection in hopes of achieving some cost savings for the library.
- Trustee Long felt that the library needed to spend down its reserves and that the lobby/circulation project is something that needs to be done.
- Trustee Bevan expressed a desire to look at goals for the building in the future and make decisions from a point of knowledge. Trustee Bevan also expressed the view that capital projects categorized as Imperative and Essential should be funded by taxpayer dollars, and that any capital projects the RFPL Foundation considers funding should be limited to those that are categorized as Desirable.
- President Smedinghoff acknowledged that there was a motion on the table and asked for a roll call vote:
 - Ayes: Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, Stierwalt
 - Nays: Bevan
- Mr. Dogan explained that next steps include notifying J.A. Watts of the bid award and signing the contract. All other bidders would be notified of the result. Mr. Dogan noted that the Library's attorney had previously reviewed the contract and it was part of the bid packet available to all interested parties. A pre-construction meeting will be scheduled with RFPL, Williams and J.A. Watts.

Adjournment

- At 9:26 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Long seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,

Alice Calabrese-Berry
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 May 2019

Num	Date	Name	Memo	Account	Paid Amount
16578	5/13/2019	Alarm Detection Services	177096	CB OPRF Operations 008...	
177096	5/8/2019		Fire Alarm monitoring Jun-August	Maintenance - Service	-227.49
TOTAL					-227.49
16579	5/13/2019	ANDERSON ELEVATOR CO...		CB OPRF Operations 008...	
INV-121...	5/8/2019		May - Elevator Maintenance	Programs - Juv	-196.27
TOTAL					-196.27
16598	5/25/2019	ANDERSON ELEVATOR CO...		CB OPRF Operations 008...	
INV-125...	5/21/2019		Category 1 Annual Elevator Test	Maintenance - Service	-700.00
TOTAL					-700.00
16580	5/13/2019	AT&T - Electronic Gateway		CB OPRF Operations 008...	
S66041...	5/13/2019		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
16581	5/13/2019	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203453...	5/13/2019		Adult books	Books - Adult	-67.19
203453...	5/13/2019		Adult Luck Day books	Books - Adult	-67.19
TOTAL					-134.38
16599	5/25/2019	BAKER & TAYLOR L 50769...		CB OPRF Operations 008...	
203455...	5/21/2019		Adult books	Books - Adult	-33.60
203455...	5/21/2019		Adult books	Books - Adult	-84.00
TOTAL					-117.60
16582	5/13/2019	BAKER & TAYLOR C0260133		CB OPRF Operations 008...	
501549...	5/13/2019		Adult books	Books - Adult	-221.80
TOTAL					-221.80

**River Forest Public Library
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May 2019**

Num	Date	Name	Memo	Account	Paid Amount
16583	5/13/2019	Buildingstars Operations, I...		CB OPRF Operations 008...	
1065428	5/13/2019		May - Daily cleaning service	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
16577	5/13/2019	Card Services - MB Finan...		CB OPRF Operations 008...	
TOTAL			See last page of Warrant List for April credit...	MB Financial Credit Card	-4,990.55
DM	5/28/2019	CardConnect		CB OPRF Operations 008...	
TOTAL			Credit card machine refund BATCH 449	Misc Income	-2.00
DM	5/3/2019	CardConnect		CB OPRF Operations 008...	
TOTAL			Credit card fees	Misc. Expenses	-62.54
16584	5/13/2019	Chicago Tribune Media Gro...		CB OPRF Operations 008...	
006095...	5/13/2019		AD for Renovation Project/Forest Leaves	Consultant/Legal Fees	-292.36
TOTAL					-292.36
16600	5/25/2019	Classic Cinemas		CB OPRF Operations 008...	
TOTAL			Summer Reading movie pass prizes	Programs-Teen	-480.00
			Summer Reading movie pass prizes	Programs - Juv	-75.00
					-555.00
16573	5/8/2019	CRAIN'S CHICAGO BUSINE...		CB OPRF Operations 008...	
TOTAL			Crain's annual renewal	Periodicals - Adult	-35.00
					-35.00

**River Forest Public Library
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Num	Date	Name	Memo	Account	Paid Amount
16601	5/25/2019	Elite Custom Interiors		CB OPRF Operations 008...	
1190514...	5/21/2019		Balance on Roller Shade project	Equipment & Furniture	-1,100.00
TOTAL					-1,100.00
16574	5/8/2019	FINANCIAL TIMES		CB OPRF Operations 008...	
114757...	5/8/2019		Annual Financial Times subscription	Periodicals - Adult	-612.00
TOTAL					-612.00
16602	5/25/2019	Heinemann Publishing		CB OPRF Operations 008...	
7068899	5/21/2019		Fountas & Pinnell Leveled Reader Book dat...	Automation - Administration	-25.00
TOTAL					-25.00
16562	5/1/2019	Hoopla		CB OPRF Operations 008...	
TOTAL			VOID:		0.00
16585	5/13/2019	HR Source		CB OPRF Operations 008...	
TOTAL			VOID:		0.00
16595	5/13/2019	HR Source		CB OPRF Operations 008...	
FY20-5...	5/8/2019		Annual Membership dues	Membership Dues - Library	-1,040.00
TOTAL					-1,040.00
16603	5/25/2019	HR Source		CB OPRF Operations 008...	
9332	5/25/2019		Annual LACONI Salary survey	Consultant/Legal Fees	-100.00
TOTAL					-100.00
16604	5/25/2019	Hulen Landscaping Contra...		CB OPRF Operations 008...	
15818	5/25/2019		Summer Planters	Maintenance - Service	-400.00
TOTAL					-400.00

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Num	Date	Name	Memo	Account	Paid Amount
16586	5/13/2019	ILLINOIS ALARM		CB OPRF Operations 008...	
12764	5/8/2019	Burglar Alarm Monitoring Jun-Aug 2019		Maintenance - Service	-110.85
TOTAL					-110.85
dln	5/28/2019	IMRF		CB OPRF Operations 008...	
		EE IMRF Contribution		Employee Compensation	-1,895.01
		ER IMRF Contribution		IMRF	-3,823.41
TOTAL					-5,718.42
16563	5/1/2019	Ingram Library Services	VOID:	CB OPRF Operations 008...	
TOTAL					0.00
16587	5/13/2019	Ingram Library Services		CB OPRF Operations 008...	
62573333	5/13/2019	J Books		Books- Juv	-104.53
62573331	5/13/2019	MS Books		Books - Middle School	-140.42
62573332	5/13/2019	Teen books		Books - Teen	-284.06
62573335	5/13/2019	Adult books		Books - Adult	-9.61
62573334	5/13/2019	Adult books		Books - Adult	-472.71
67080861	5/13/2019	J Books		Books-- Juv	-10.69
67080862	5/13/2019	Adult books		Books - Adult	-23.66
62572467	5/13/2019	Adult books		Books - Adult	-31.84
TOTAL					-1,077.52
16605	5/25/2019	Ingram Library Services		CB OPRF Operations 008...	
67084121	5/21/2019	Adult books		Books - Adult	-16.70
67084606	5/21/2019	Adult books		Books - Adult	-31.24
62575256	5/21/2019	Adult books		Books - Adult	-18.04
62574485	5/21/2019	Adult books		Books - Adult	-58.79
62574486	5/21/2019	Adult books		Books - Adult	-307.61
62574482	5/21/2019	Adult books		Books - Adult	-53.56
62574054	5/21/2019	Adult books		Books - Adult	-58.79
62574053	5/21/2019	Adult books		Books - Adult	-18.04
62574583	5/21/2019	Teen books		Books - Teen	-23.07
62574582	5/21/2019	MS Books		Books - Middle School	-10.18
62573803	5/21/2019	MS Books		Books - Middle School	-21.94
62574912	5/21/2019	J Books		Books-- Juv	-33.96
67084120	5/21/2019	J Books		Books- Juv	-11.82
62574911	5/21/2019	J Books		Books- Juv	-10.47

**River Forest Public Library
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May 2019**

Num	Date	Name	Memo	Account	Paid Amount
62575257	5/21/2019	J Books		Books- Juv	-10.56
67084119	5/21/2019	J Books		Books- Juv	-34.02
67084607	5/21/2019	J Books		Books- Juv	-13.46
62574487	5/21/2019	J Books		Books- Juv	-324.87
62574484	5/21/2019	J Books		Books- Juv	-15.48
62574483	5/21/2019	J Books		Books- Juv	-10.18
67083562	5/21/2019	J Books		Books- Juv	-36.76
62573941	5/21/2019	J Books		Books- Juv	-10.69
62573942	5/21/2019	J Books		Books- Juv	-338.60
67082391	5/21/2019	J Books		Books- Juv	-138.67
67081952	5/21/2019	J Books		Books- Juv	-10.34
62574313	5/25/2019	J Books		Books- Juv	-7.74
62573726	5/25/2019	J Books		Books- Juv	-8.47
62573725	5/25/2019	J Books		Books- Juv	-101.60
62576238	5/25/2019	J Books		Books- Juv	-11.25
62576392	5/25/2019	J Books		Books- Juv	-8.38
62576393	5/25/2019	J Books		Books- Juv	-19.74
62576394	5/25/2019	J Books		Books- Juv	-10.69
62575691	5/25/2019	J Books		Books- Juv	-20.92
67085714	5/25/2019	J Books		Books- Juv	-6.18
62575692	5/25/2019	J Books		Books- Juv	-6.78
62576976	5/25/2019	MS Books		Books - Middle School	-19.93
62576672	5/25/2019	MS Books		Books - Middle School	-23.07
62574884	5/25/2019	MS Books		Books - Middle School	-11.25
62574310	5/25/2019	MS Books		Books - Middle School	-21.94
62576977	5/25/2019	Teen books		Books - Teen	-10.56
62576298	5/25/2019	Teen books		Books - Teen	-11.25
62576605	5/25/2019	Teen books		Books - Teen	-109.04
62575289	5/25/2019	Teen books		Books - Teen	-24.43
62574920	5/25/2019	Teen books		Books - Teen	-11.25
62574885	5/25/2019	Teen books		Books - Teen	-11.25
62574311	5/25/2019	Teen books		Books - Teen	-13.18
62574646	5/25/2019	Adult books		Books - Adult	-16.91
62574647	5/25/2019	Adult books		Books - Adult	-178.36
62576847	5/25/2019	Adult books		Books - Adult	-16.90
62576846	5/25/2019	Adult books		Books - Adult	-13.16
62576848	5/25/2019	Adult books		Books - Adult	-13.16
62576849	5/25/2019	Adult books		Books - Adult	-120.54
62576850	5/25/2019	Adult books		Books - Adult	-30.38
62576851	5/25/2019	Adult books		Books - Adult	-16.90
62576852	5/25/2019	Adult books		Books - Adult	-16.32
62574312	5/25/2019	Adult books		Books - Adult	-61.01
67086763	5/25/2019	Adult books		Books - Adult	-38.60
62576239	5/25/2019	Adult books		Books - Adult	-32.69
62576396	5/25/2019	Adult books		Books - Adult	-56.10
62576390	5/25/2019	Adult books		Books - Adult	-38.54
62576391	5/25/2019	Adult books		Books - Adult	-33.80
62576389	5/25/2019	Adult books		Books - Adult	-16.35
62576388	5/25/2019	Adult books		Books - Adult	-91.74
				Books - Adult	-32.13

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

Num	Date	Name	Memo	Account	Paid Amount
62576395	5/25/2019		Adult books	Books - Adult	-398.95
62575689	5/25/2019		Adult books	Books - Adult	-317.82
62575690	5/25/2019		Adult books	Books - Adult	-2,074.07
67085713	5/25/2019		Adult books	Books - Adult	-70.57
62576297	5/25/2019		MS Books	Books - Middle School	-59.96
TOTAL					-5,818.54
16606	5/25/2019	KLEIN, THORPE & JENKIN...		CB OPRF Operations 008...	
202548	5/21/2019		Legal consult	Consultant/Legal Fees	-86.00
TOTAL					-86.00
16588	5/13/2019	Konica Minolta Business S...		CB OPRF Operations 008...	
900567...	5/13/2019		Copier usage	Copy Machine (usage, mai...	-181.76
TOTAL					-181.76
16607	5/25/2019	McIlroy, Jana		CB OPRF Operations 008...	
	5/21/2019		May Book Discussion Group	Programs - Adult	-50.00
TOTAL					-50.00
16575	5/8/2019	Michelle Dennis		CB OPRF Operations 008...	
	5/8/2019		Reimburse presenter for Active Shooter Tra...	Staff Training	-134.56
TOTAL					-134.56
16596	5/13/2019	Mid-America Graphics		CB OPRF Operations 008...	
19-2482...	5/13/2019		Spring/Summer 19 BookPlate	Printing	-1,535.00
TOTAL					-1,535.00
16589	5/13/2019	MIDWEST TAPE	VOID:	CB OPRF Operations 008...	
TOTAL					0.00

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May 2019**

Num	Date	Name	Memo	Account	Paid Amount
16597	5/13/2019	MIDWEST TAPE		CB OPRF Operations 008...	
97364605	5/13/2019	Adult Luck Day Dvds		Non-Print Adult	-25.29
97364603	5/13/2019	Adult DVDS		Non-Print Adult	-26.04
97364601	5/13/2019	Adult CD Audiobooks		Non-Print Adult	-88.48
97364604	5/13/2019	Adult DVDS		Non-Print Adult	-25.29
97364606	5/13/2019	J DVDS		Non-Print Juvenile	-78.12
97358871	5/13/2019	Adult CD Audiobook		Non-Print Adult	-39.24
97358318	5/13/2019	Adult CD Audiobooks		Non-Print Adult	-33.24
97358870	5/13/2019	Adult DVDS		Non-Print Adult	-70.62
97358870	5/13/2019	Adult DVDS		Non-Print Adult	-52.08
97347085	5/13/2019	Adult DVDS		Non-Print Adult	-16.54
97329754	5/13/2019	Adult DVDS		Non-Print Adult	-34.09
97333258	5/13/2019	Adult DVDS		Non-Print Adult	-34.74
97333259	5/13/2019	Adult CD Audiobooks		Non-Print Adult	-49.24
97337802	5/13/2019	Adult CD Music		Non-Print Adult	-14.54
97337800	5/13/2019	Adult DVDS		Non-Print Adult	-26.04
97337801	5/13/2019	Adult DVDS		Non-Print Adult	-20.79
97329751	5/13/2019	Adult DVDS		Non-Print Adult	-46.83
97329752	5/13/2019	Adult DVDS		Non-Print Adult	-64.53
97329753	5/13/2019	Adult DVDS		Non-Print Adult	-28.54
TOTAL					-774.28
16608	5/25/2019	MIDWEST TAPE		CB OPRF Operations 008...	
97418840	5/21/2019	Adult DVDS		Non-Print Adult	-20.79
97418409	5/21/2019	Adult DVDS		Non-Print Adult	-14.79
97418407	5/21/2019	Adult CD Audiobooks		Non-Print Adult	-182.72
97396831	5/21/2019	J DVDS		Non-Print Juvenile	-18.54
97385898	5/21/2019	J DVDS		Non-Print Juvenile	-29.79
97385896	5/21/2019	Adult CD Audiobooks		Non-Print Adult	-44.24
97385895	5/21/2019	Adult DVDS		Non-Print Adult	-26.04
97361684	5/21/2019	Adult CD Replacement disc		Non-Print Adult	-9.99
TOTAL					-346.90
16609	5/25/2019	Murati, Victoria		CB OPRF Operations 008...	
	5/21/2019		Mileage to RAILS Burr Ridge, IL SWAN Cir...	Misc. Expenses	-18.21
TOTAL					-18.21

**River Forest Public Library
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May 2019**

Num	Date	Name	Memo	Account	Paid Amount
16610	5/25/2019	NICOR GAS		CB OPRF Operations 008...	
898234...	5/21/2019	Gas bill		Heat	-662.04
TOTAL					-662.04
16564	5/1/2019	OverDrive	VOID:	CB OPRF Operations 008...	
TOTAL					0.00
16590	5/13/2019	OverDrive		CB OPRF Operations 008...	
01658C...	5/8/2019	Adult eBooks		eContent - Adult	-133.99
01658C...	5/8/2019	Children's eBooks		eContent - Juvenile	-256.20
01658C...	5/8/2019	Teen eBooks		eContent - Teen	-353.63
TOTAL					-743.82
16611	5/25/2019	OverDrive		CB OPRF Operations 008...	
01658C...	5/21/2019	Adult eBooks		eContent - Adult	-16.99
TOTAL					-16.99
DM	5/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			5/15 Payroll	Employee Compensation	-20,467.45
dm	5/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Employee Tax deduction ER FICA ER Medicare	Employee Compensation FICA Medicare Exp	-4,964.69 -1,636.83 -382.81
DM	5/15/2019	PAYLOCITY		CB OPRF Operations 008...	
TOTAL			Payroll service 5/15/19	Payroll Service	-111.83
TOTAL					-111.83

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

Num	Date	Name	Memo	Account	Paid Amount
dm	5/31/2019	PAYLOCITY	Employee Compensation 5/31	CB OPRF Operations 008...	-20,101.64
TOTAL				Employee Compensation	-20,101.64
dm	5/31/2019	PAYLOCITY	Employee Tax deduction Employer FICA portion Employer Medicare portion	CB OPRF Operations 008...	-4,856.47 -1,592.06 -372.34
TOTAL				Employee Compensation	-6,820.87
dm	5/31/2019	PAYLOCITY	Payroll processing 5/31/19	CB OPRF Operations 008...	-136.83
TOTAL				Payroll Service	-136.83
16591	5/13/2019	Rivistas	J Periodical subscription	CB OPRF Operations 008...	-261.92
9052	5/13/2019		Professional development periodical subscri...	Periodicals - Juv	-200.35
9053	5/13/2019		Adult Periodical subscriptions	Professional Development	-67.00
9068	5/13/2019		Professional development periodicals	Periodicals - Adult	-2,696.00
TOTAL				Professional Development	-170.13
16592	5/13/2019	S & D Prime Maintenance, I...	Down payment for outdoor book drop install	CB OPRF Operations 008...	-2,444.00
TOTAL	5/8/2019			Maintenance - Service	-2,444.00
16593	5/13/2019	SCHOLASTIC INC	J Summer Reading prize books	CB OPRF Operations 008...	-1,053.45
19340876	5/13/2019			Programs - Juv	-1,053.45
TOTAL					-1,053.45
16565	5/1/2019	Staples	VOID:	CB OPRF Operations 008...	0.00
TOTAL					0.00

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

Num	Date	Name	Memo	Account	Paid Amount
16572	5/2/2019	Terry Sullivan		CB OPRF Operations 008...	
	5/2/2019		5/3/19 Concert	Programs - Adult	-425.00
TOTAL					-425.00
16576	5/8/2019	The Week - magazine subs...		CB OPRF Operations 008...	
	5/8/2019		The Week Magazine - 1 yr renewal	Periodicals - Adult	-101.21
TOTAL					-101.21
16594	5/13/2019	VERSATILE COMPUTER S...		CB OPRF Operations 008...	
15456	5/8/2019		Tech Support May 2019	Technical Support	-750.00
TOTAL					-750.00
16612	5/25/2019	VERSATILE COMPUTER S...		CB OPRF Operations 008...	
15470	5/21/2019		Merikai Antenna	Equipment - Technology	-247.03
TOTAL					-247.03
16613	5/25/2019	VILLAGE OF RIVER FOREST		CB OPRF Operations 008...	
May He...	5/25/2019		Employee Health & Dental Insurance portion	Employee Compensation	-1,902.37
			Employer Health Insurance portion	Health Insurance	-3,248.53
			Employer Dental Insurance portion	Dental	-257.38
TOTAL					-5,408.28

River Forest Public Library

6/10/2019 4:46 PM

Register: MB Financial Credit Card
From 04/06/2019 through 05/01/2019

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
04/06/2019		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...		250.00	X		3,728.01
04/06/2019	16508	Card Services - MB Financial ...	CB OPRF Operations 00805669201			X	3,478.01	250.00
04/08/2019		Carbonite Online Back Up	Automation Expenses:Automation -...		909.99	X		1,159.99
04/08/2019		Carbonite Online Back Up	Automation Expenses:Automation -...		799.99	X		1,959.98
04/08/2019		Carbonite Online Back Up	Automation Expenses:Automation -...			X	799.99	1,159.99
04/10/2019		4IMPRINT	Misc. Expenses		243.02	X		1,403.01
04/10/2019		ORIENTAL TRADING	Juvenile Expenses:Programs - Juv		59.06	X		1,462.07
04/10/2019		Uprinting.com	Office Expenses:Advertisement		136.52	X		1,598.59
04/11/2019		ILA	Professional Expenses:Membership ...		200.00	X		1,798.59
04/11/2019		AMAZON.COM	Adult Expenses:Programs - Adult		11.99	X		1,810.58
04/12/2019		Target	-split- Programs-Teen	Family Trivia Snacks	23.46	X		1,834.04
04/12/2019		Target	Programs - Adult	Family Trivia and FFF s...	7.00			
04/12/2019		Target	Programs - Adult		16.46			
04/12/2019		Eventbrite.com	Professional Expenses:Professional ...		65.00	X		1,899.04
04/12/2019		Armand's	-split- Programs - Adult	Family Trivia Night Pizza	92.71	X		1,991.75
04/12/2019		Armand's	Programs-Teen	Family Trivia Night Pizza	46.34			
04/12/2019		Armand's	Programs-Teen		46.37			
04/14/2019		San Antonio Spurs	Misc. Expenses		579.01	X		2,570.76

River Forest Public Library

6/10/2019 4:46 PM

Register: MB Financial Credit Card

From 04/06/2019 through 05/01/2019

Sorted by: Date, Type, Number/Ref

Date	Ref	Payee	Account	Memo	Charge	C	Payment	Balance
04/14/2019	0	San Antonio Spurs	Misc. Expenses		1,012.21	X		3,582.97
04/16/2019		USPS	Office Expenses:Postage		50.00	X		3,632.97
04/16/2019		Discount School Supply	Juvenile Expenses:Programs - Juv		342.01	X		3,974.98
04/17/2019		AMAZON.COM	Adult Expenses:Programs - Adult		9.89	X		3,984.87
04/18/2019		4IMPRINT, Inc.	Special Programs		285.12	X		4,269.99
04/18/2019		AMERICAN LIBRARY ASSOC...	Professional Expenses:Professional ...		350.00	X		4,619.99
04/18/2019		AC Supply/Midco	Teen Expenses:Periodicals - Teen		139.75	X		4,759.74
04/18/2019		ILA	Professional Expenses:Trustee Trai...		100.00	X		4,859.74
04/18/2019		PANERA BREAD	Adult Expenses:Programs - Adult		11.99	X		4,871.73
04/18/2019		ORIENTAL TRADING	Teen Expenses:Programs-Teen		178.97	X		5,050.70
04/18/2019		ILA	Professional Expenses:Professional ...		150.00	X		5,200.70
04/19/2019		AMAZON.COM	Professional Expenses:Trustee Trai...		39.98	X		5,240.68
04/19/2019		AMAZON.COM	Adult Expenses:Programs - Adult		291.95	X		5,532.63
04/22/2019		Stamps.com	Office Expenses:Postage		17.99	X		5,550.62
04/23/2019		USPS	Office Expenses:Postage		100.00	X		5,650.62
04/25/2019		DEMCO, INC.	Juvenile Expenses:Programs - Juv		472.18	X		6,122.80

River Forest Public Library

6/10/2019 4:46 PM

Register: MB Financial Credit Card
 From 04/06/2019 through 05/01/2019
 Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
04/27/2019		Wild Onion Tied House	Professional Expenses:Staff Training		337.20	X		6,460.00
04/30/2019		Snackrate.com	Teen Expenses:Programs-Teen		49.00	X		6,509.00
04/30/2019		Facebook	Office Expenses:Advertisement		12.77	X		6,521.77
04/30/2019		MB Financial Bank	Misc. Expenses			X	1,012.21	5,509.56
04/30/2019		MB Financial Bank	Misc. Expenses			X	579.01	4,930.55
05/01/2019		LACONI	Professional Expenses:Professional ...		60.00	X		4,990.55



River Forest Public Library
Fiscal Year: May 1, 2019 - April 30, 2020
Revenue Report: May-19

<u>Account:</u>	<u>May-19</u>	<u>YTD</u>	<u>2019-2020</u>	<u>% of Budget</u>
Property Taxes	\$ 6,502	\$ 6,502	1,289,000.00	0.50%
Connections Program Grant	\$ -	\$ -	8,000.00	0.00%
Corp Property Replacement Taxes	\$ 3,662	\$ 3,662	12,000.00	30.52%
Fines, Service Charges	\$ 24	\$ 24	0.00	
Lost Books Reimbursed	\$ 239	\$ 239	3,000.00	7.97%
Copy Machine Revenue	\$ 632	\$ 632	4,400.00	14.36%
Rentals, Library Space, Meeting Room	\$ -	\$ -	300.00	0.00%
Interest	\$ 1,681	\$ 1,681	10,000.00	16.81%
Gifts	\$ 1,100	\$ 1,100	2,000.00	55.00%
IL Per Capita Grant	\$ -	\$ -	14,000.00	0.00%
Grants, other	\$ 1,005	\$ 1,005	3,000.00	33.50%
Community Foundation Endowment	\$ -	\$ -	3,200.00	0.00%
Misc Income	\$ 5	\$ 5	100.00	5.00%
Total:	\$ 14,850	\$ 14,850	1,349,000.00	1.10%
Income:	\$ 14,850	\$ 14,850	1,349,000.00	1.10%
Expense:	\$ 95,188	\$ 95,188	1,349,000.00	7.06%



River Forest Public Library
Fiscal Year: May 1, 2019 - April 30, 2020
Expense Report: May-19

May 2019 Fiscal YTD Actual % Budget
 8% as of 5/30/19 19-20 Budget

Expenses
Personnel

Wages & Salaries	\$ 53,551	\$ 53,551	7.62%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,507	\$ 3,507	6.26%	\$ 56,000.00
IMRF	\$ 3,823	\$ 3,823	7.72%	\$ 49,500.00
Medicare/FICA	\$ 3,984	\$ 3,984	7.38%	\$ 54,000.00
Staff Training	\$ 260	\$ 260	13.00%	\$ 2,000.00
Membership Dues	\$ 1,040	\$ 1,040	33.55%	\$ 3,100.00
Professional Development	\$ 563	\$ 563	6.70%	\$ 8,400.00
Total Personnel	\$ 66,728	\$ 66,728	7.62%	\$ 876,000.00

Support Services
Printing and Advertising

Printing/Bookplate	\$ 1,535	\$ 1,535	27.91%	\$ 5,500.00
Advertising	\$ 258	\$ 258	8.60%	\$ 3,000.00
Total Printing and Advertisement	\$ 1,793	\$ 1,793	21.09%	\$ 8,500.00

Programming

Children's Programs	\$ 1,444	\$ 1,444	12.03%	\$ 12,000.00
Teen Programs	\$ 555	\$ 555	7.93%	\$ 7,000.00
Adult Programs	\$ 658	\$ 658	7.31%	\$ 9,000.00
Special Programs	\$ -	\$ -	0.00%	\$ 2,000.00
Connections Programs	\$ -	\$ -	0.00%	\$ 8,000.00
Total Programs	\$ 2,657	\$ 2,657	6.99%	\$ 38,000.00
Total Support Services and Programs	\$ 4,450	\$ 4,450	9.57%	\$ 46,500.00

Other Support Services

ILL and RB Services (SWAN Libraries)	\$ -	\$ -	0.00%	\$ 400.00
Technical Support	\$ 750	\$ 750	6.82%	\$ 11,000.00
Automation Administration	\$ 625	\$ 625	1.71%	\$ 36,500.00
Consultant Fees/Legal Fees	\$ 478	\$ 478	6.83%	\$ 7,000.00
Postage & Delivery	\$ 18	\$ 18	0.50%	\$ 3,600.00
Audit Fees	\$ -	\$ -	0.00%	\$ 7,000.00
Payroll and Employment Services	\$ 249	\$ 249	7.11%	\$ 3,500.00
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,000.00
Telephone/Internet	\$ 300	\$ 300	2.07%	\$ 14,500.00
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000.00
Copy Machine Leases	\$ -	\$ -	0.00%	\$ 2,500.00
Total Other Support Services	\$ 2,420	\$ 2,420	2.66%	\$ 91,000.00

Library Materials

Books	\$ 7,388	\$ 7,388	9.92%	\$ 74,500.00
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Print Periodicals (Magazines)	\$	3,706	\$	3,706		57.02%	\$	6,500.00
Online Learning Tools & Data Base Subscriptions	\$	-	\$	-		0.00%	\$	12,500.00
Online E-Content - elect. books/magazines/movies/music	\$	771	\$	771		1.31%	\$	58,800.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	1,121	\$	1,121		3.84%	\$	29,200.00
Total Library Materials	\$	12,986	\$	12,986		7.15%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	-	\$	-		0.00%	\$	4,000.00
Library Supplies	\$	156	\$	156		3.12%	\$	5,000.00
Copy And Printing Supplies	\$	-	\$	-		0.00%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	81	\$	81		3.24%	\$	2,500.00
Total Office Supplies	\$	237	\$	237		1.90%	\$	12,500.00
Total Library Materials & Supplies	\$	13,223	\$	13,223		6.82%	\$	194,000.00

Strategic Initiatives

Strategic Initiatives	\$	-	\$	-		0.00%	\$	5,000.00
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Facilities Management

Building Materials & Supplies	\$	18	\$	18		0.51%	\$	3,500.00
Total Facility Supplies	\$	18	\$	18		0.51%	\$	3,500.00

Facility Services

Insurance	\$	-	\$	-		0.00%	\$	11,500.00
Maintenance and Custodial Service	\$	5,881	\$	5,881		9.80%	\$	60,000.00
Water	\$	-	\$	-		0.00%	\$	2,000.00
Natural Gas	\$	662	\$	662		6.97%	\$	9,500.00
Copier Maintenance and Usage	\$	182	\$	182		7.28%	\$	2,500.00
Total Facility Services	\$	6,725	\$	6,725		7.87%	\$	85,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	1,100	\$	1,100		8.46%	\$	13,000.00
Technology Misc.	\$	271	\$	271		13.55%	\$	2,000.00
Total Equipment and Furniture	\$	1,371	\$	1,371		9.14%	\$	15,000.00

Total Facilities Management	\$	8,366	\$	8,367		8.05%	\$	104,000.00
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Total Operating Expenses	\$	95,188	\$	95,188		7.23%	\$	1,316,500.00
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Capital Improvement Reserve Fund	\$	-	\$	-		0.00%	\$	32,500.00
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Total Expenses	\$	95,188	\$	95,188		7.06%	\$	1,349,000.00
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Total Income	\$	14,850	\$	14,850		1.10%	\$	1,349,000.00
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River Forest Public Library -Capital Reserve Fund - May 2019
Fiscal Year: May 1, 2019 - April 30, 2020

Capital Reserve Account Balances as of 05/31/2019

ICS Capital Reserve 382,365.96
CB OPRF Capital Checking 4,229.24

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor/Description</u>	
Income			
Interest	4/30/2019		\$ 457.08

River Forest Public Library Balance Sheet

As of May 31, 2019

ASSETS

	5/31/2019
Current Assets	
CHECKING/SAVINGS - OPERATIONS ACCOUNT	
Operations Current	
ICS Opertions 805669201	537,520.41
CB OPRF Operations 805669201	19,513.72
Pety Cash	40.00
TOTAL Operations Current	557,074.13
Operations Midterm Reserves	
OP CD 26 WK 1022295981	76,188.74
OP CD 1 YEAR 1021700556	154,635.36
TOTAL Operations Midterm Reserves	230,824.10
Operations Long Term Reserves	
OP CD 2 YEAR 1020448543	61,622.32
OP CD 3 YEAR 1020448578	61,825.34
OP CD 3 YEAR 1021670576	61,247.94
OP CD 5 YEAR 1020450904	62,176.57
OP CD 5 YEAR 1021670738	61,320.71
TOTAL Operations Long Term Reserves	308,192.88
TOTAL OPERATIONS ACCOUNT	1,096,091.11
CHECKING/SAVINGS - CAPITAL ACCOUNT	
ICS Capital 805669202	382,365.96
CB OPRF Capital 805669202	4,229.24
TOTAL CAPITAL ACCOUNT	386,595.20
TOTAL CURRENT CHECKING/SAVINGS	<u>1,482,686.31</u>
TOTAL CURRENT ASSETS	<u>1,482,686.31</u>
TOTAL ASSETS	1,482,686.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(741.11)
Total Accounts Payable	(741.11)
Credit Cards	
MB Financial Credit Card	1,713.63
Total Credit Cards	1,713.63
Total Current Liabilities	972.52
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	739,455.59
Net Income	(79,625.95)
	1,481,713.79
TOTAL LIABILITIES & EQUITY	1,482,686.31

4:44 PM
06/10/19

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 05/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 05/31/2019						40.00
Ending Balance						40.00

It might be nice to have a small books-for-sale table to replace the large bookcase. Oftentimes readers can find a treasure, like a hand-bound special edition.

Thank you for your comment. We certainly understand the appeal of locating that “special” volume. Please know that the Library discontinued the book sale permanently when we learned that we were not supposed to be selling books on an ongoing basis unless we collected and remitted the appropriate amounts of sales tax to our local governmental units. We encourage you to patronize the Little Free Libraries located throughout the community, local used book stores and to attend the ongoing or annual book sales put on by the Friends organizations of our neighboring libraries to search for new treasures. Please ask a staff member if you need any information on finding the locations and dates for these sales.

The so-called History Room apparently still houses the 2 River Forest bronze tablets honoring RF dead in WW I and WWII. Bring them back into a prominent place in the library.

Thank you for your interest in the Roll of Honor plaques, created by local Eagle Scouts to recognize the local residents who served in the World Wars. Due to our ongoing space constraints, the History Room was repurposed for library storage three years ago. The bulk of the Library’s local history archives were donated to the Oak Park River Forest Historical Society and are part of the permanent collection of the Oak Park River Forest Museum. We agree that the Roll of Honor plaques should be prominently displayed and are working to find a permanent public location for them where they can be seen and enjoyed by all.

We just celebrated the 100th anniversary of WWI and will celebrate the 75th anniversary of D-Day (6 June 1944) next week.

You will be happy to know that the library regularly displays books and movies all through the year which highlight the significant contributions of those who have served our country in the military and to mark momentous anniversaries. We currently have a display on our second floor about the D-Day invasion.

Administration

- Joanna and I attended a training session on May 31st delivered by HR Source covering the new IL Minimum Wage (\$15 by 2025) and personnel law updates. HR Source presented some suggestions on how to phase in the wage increases between now and 2025 and how to address the potential wage compression between existing job levels.
- Joanna completed the FY 18-19 Illinois Public Library Annual Report (IPLAR) and submitted the report to the Illinois State Library.
- RFPL responded to three FOIA requests in May:
 - Smart Procure - requested vendor payments from January 31 - May 1, 2019
 - Carpenters Union - requested lobby/interior renovation project bid results.
 - Better Government Association - requested payroll expenditures for the 2018 calendar year.

Staffing

- Carolyn Horyn joined the Materials Services team in early June. Carolyn will be working approximately 12 hours/week as an additional shelver and Circulation desk associate over the summer months. The Adult/Teen Services department has hired a part-time Library Associate (18 hours/week) who will be starting here on July 1st.

Facilities

- Amy Grossman and I met with Williams Architects to choose carpet and wall colors for the upcoming Children's Room project. Williams has also provided us with 2 renderings of the redesigned space which we will display as part of our fundraising campaign through the River Forest Public Library Foundation. Joanna and I will meet with the representatives from JA Watts in July to discuss the project details.
- Hulen Landscaping removed the dead boxwood bushes from the Anne Smedinghoff garden this week. We will replace some bushes in the corners of each and the bushes in front and fill in the box with some low grasses and flowering perennials.
- The Facilities Committee will meet on June 19th at 4pm. Chuck Crowley, the roofing engineer will be present to discuss his recommendations for repairs to the slate roof and other items in the report he compiled with projections for ongoing maintenance and long-term replacement of all of our roofing structures.

Finance

- The Finance Committee will meet on June 20th.

Technology

- The new wireless access points were installed on Sunday, June 9th while the library was closed to the public.

Strategic Planning

- The management team met on June 6th for a ½ day planning session. We are midway through the process of creating measurable, time-sensitive goals to meet the priorities of our new strategic plan. The outline of our implementation plan will be included in the July Board packet.

Marketing and Public Relations

- On June 3rd, Chicagotribune.com published an article (and accompanying photo) about the experiential dementia training that our library staff members completed in May.

Community Partnerships

- Library staff members will be supporting the Oak Park River Forest Food pantry over the summer by providing craft activities at six of the "Meet Up and Eat Up" free lunch programs for kids hosted at St. Catherine St. Lucy parish in Oak Park.
- We will be partnering with the Oak Park and River Forest Township Youth Services and the Oak Park Public Library on a School Supply Drive for local students. Donations will be collected in the lobbies of both libraries from June 17th through August 7th.

Respectively submitted,

Sue Quinn
June 13, 2019

May 2019 Key Performance Indicators

Total Circulation	May-19	YTD 2019-2020	Last YTD 2018-2019	Change over Last FY
Preschool Collection	3,366	3,366	3,522	-5%
Juvenile Collection	4,374	4,374	3,502	20%
Middle School Collection	469	469	531	-13%
Teen Collection	864	864	961	-11%
Adult Fiction	4,439	4,439	4,321	3%
Adult Non-Fiction	3,249	3,249	3,469	-7%
Adult Media	2,813	2,813	3,071	-9%
Adult Other	194	194	187	4%
Non SWAN ILL	21	21	19	10%
Webpac Renewals	51	51	41	20%
Total Circulation	19,840	19,840	19,624	1%
Programs & Meeting Room Use				
Older Adults				
Programs	15	15	11	27%
Attendance	286	286	105	63%
Middle School				
Programs	6	6	13	-117%
Attendance	75	75	241	-221%
Children/Family Programs				
Programs	16	16	20	-25%
Elementary School Age Attendance	205	205	600	-193%
Preschool Attendance	291	291	358	-23%
Other Programs				
Programs	0	0	1	
Attendance	0	0	1	
Outside Groups				
Barbara Hall Meeting Room Use	20	20	16	20%
Cardholders & Visits				
Monthly Visitors	8,108	8,108	7,992	1%
New Cardholders Added	23	23	44	-91%
Total Number Cardholders	8,389		8,078	4%
Cardholders as % of Population*	75%			

RFPL did not host Connections

Programming in May

Summer Reading school visits took place in 5/18 for FY 18-19.

For FY 19-20 school visits took place in 6/19

* RF Population is 11,172 Per 2010 Census Data

Resolution 06.18.19 Non –Resident Library Card

2019 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the River Forest Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the River Forest Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing July 1, 2019 and ending June 30, 2020 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY AS FOLLOWS:

Section 1: Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$299.98, calculated according to the box which is checked-off below:

General Mathematical Formula (23 Ad. Code 3050.60(a));

Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the River Forest Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the River Forest Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Resolution 06.18.19 Non –Resident Library Card

Section 4: The River Forest Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The River Forest Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the River Forest Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the River Forest Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the River Forest Public Library.

ADOPTED this 18th day of June, 2019 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and Board of Library Trustees of the River Forest Public Library.

Tom Smedinghoff, President

ATTEST

Deborah Hill, Vice President

I. Employment

A. Pre-Employment Guidelines

1. The Director is responsible for approving the employment of all staff members. Applicants are considered on the basis of qualifications for an available position relative to experience, training, knowledge, and abilities.
2. All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972.
3. United States citizenship is not a requirement for RFPL employment.
4. All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the Federal Credit Report Act (FCRA) and any applicable Illinois state laws.
5. Any applicant who provides false, misleading, or willfully deceptive information on their job application, resume, or during an interview will not be considered for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline up to and including discharge.
6. Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during their term of service. An immediate family member is defined as a spouse, partner, parent, child or sibling.

B. Employment Guidelines

In accordance with Illinois State Law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any form of employment, other than on an "at will" basis, must be in writing and approved by the Board.

1. Compliance

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Form I-9 that shall be kept as a part of permanent personnel records. New employees will file Employment Eligibility Verification (Form I-9) prior to employment.

RFPL complies with federal and state labor laws.

2. Drug and Alcohol Use

The illegal use, sale, or possession of narcotics, drugs or controlled substances while on the job or on RFPL property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or consumption of alcoholic beverages by any RFPL employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action that may include termination. Employees will not be permitted to work while under the influence of illegal drugs or alcohol.

Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance, or which could jeopardize the safety of other employees, the public, or RFPL facilities, or where such usage adversely affects the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action up to and including termination.

Employees who are arrested for illegal use of drugs or alcohol while off-the-job may be considered in violation of this policy. Employees are required to notify the Director within five days of any arrest in connection with the unlawful use, sale, or possession of alcohol or illegal drugs. If the Director faces such arrest, the Director is required to notify the Board within five days. In deciding what action to take, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.

Employees who wish to report other employees' drug and alcohol use in violation of this policy should contact the Director. RFPL will make a reasonable good faith effort to protect anonymity.

3. Performance

Managers will conduct formal performance evaluations on an annual basis. The Director may amend an evaluation.

Performance reviews are part of the permanent record of the employee in RFPL's personnel records, and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

4. Raises

Employees are eligible for merit raises. Raises are recommended by Managers and are approved by the Director.

5. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may request to inspect their own files up to two times per year and receive copies

of the contents. If an employee disagrees with something in their file, they can request a correction, and if no correction is made, they can submit written objections to the Director, with a request that these written objections be added to their file.

6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve.

I. Employment Policies

A. Pre-Employment Guidelines

1. The Director is responsible for approving the employment of all staff members. Applicants are considered on the basis of qualifications for an available position relative to experience, training, knowledge, and abilities.
2. All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972.
3. United States citizenship is not a requirement for RFPL employment.
4. All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the Federal Credit Report Act (FCRA) and any applicable Illinois state laws.
5. Any applicant who provides false, misleading, or willfully deceptive information on ~~his or her~~their job application, resume, or during an interview will not be considered for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline up to and including discharge.
6. Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during ~~his or her~~their term of service. An immediate family member is defined as a spouse, partner, parent, child or sibling, ~~including persons having such status both biologically and by adoption.~~

B. Employment Guidelines

In accordance with Illinois State Law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any form of employment, other than on an "at will" basis, must be in writing and approved by the Board.

1. Compliance

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Form I-9 that shall be kept as a part of permanent personnel records. New employees will file Employment Eligibility Verification (Form I-9) prior to employment.

RFPL complies with federal and state labor laws.

2. Drug and Alcohol Use

The illegal use, sale, or possession of narcotics, drugs or controlled substances while on the job or on RFPL property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or consumption of alcoholic beverages by any RFPL employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action that may include termination. Employees will not be permitted to work while under the influence of illegal drugs or alcohol.

Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance, or which could jeopardize the safety of other employees, the public, or RFPL facilities, or where such usage adversely affects the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action up to and including termination.

Employees who are arrested for illegal use of drugs or alcohol while off-the-job may be considered in violation of this policy. Employees are required to notify the Director within five days of any arrest in connection with the unlawful use, sale, or possession of alcohol or illegal drugs. If the Director faces such arrest, the Director is required to notify the Board within five days. In deciding what action to take, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.

Employees who wish to report other employees' drug and alcohol use in violation of this policy should contact the Director. RFPL will make a reasonable good faith effort to protect anonymity.

3. Performance

~~Supervisors~~Managers will conduct formal performance evaluations on an annual basis. The Director may amend an evaluation.

Performance reviews are part of the permanent record of the employee in RFPL's personnel records, and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

4. Raises

Employees are eligible for merit raises ~~at the commencement of the second fiscal year of employment.~~ Raises are recommended by ~~Supervisors~~Managers and are ~~made at the discretion of~~approved by the Director.

5. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may

request to inspect ~~his or her~~their own files up to two times per year and, ~~at the employee's expense, at the regular RFPL rate,~~ receive copies of the contents. If an employee disagrees with something in ~~his or her~~their file, ~~he or she~~they can request a correction, and if no correction is made, ~~he or she~~they can submit written objections to the Director, with a request that these written objections be added to ~~his or her~~their file.

6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve.

II. Tiers and Benefits

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

A. Nonexempt Employees

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

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

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

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

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

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0841, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered

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

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

3. Nonexempt employees regularly scheduled for 30-37.5 hours

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

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be made for unused accrued sick leave. Per IL Public Act 99-0841, employees may use sick leave for absences due to illness, injury, or medical appointments, including those concerning the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-children, or step-parent.
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- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. Overtime hours: Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. Health insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the

PPO. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

B. Exempt Employees

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

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- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. **Compensatory time off:** It is implicit in the nature of exempt professional positions that time beyond the regular work schedule is occasionally spent on the job. If an extraordinary and extended amount of work has been required of an exempt employee beyond their normally scheduled workweek (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. **Health insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to

the PPO. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

II. Tiers and Benefits

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

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

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

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

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

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

3. Nonexempt employees regularly scheduled for 30-37.5 hours

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

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- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. Overtime hours: Pursuant to FLSA, a 40 hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a work week or through compensatory time off at a rate of 1½ hours for each hour worked in excess of 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. Health insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the

PPO. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium-regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

B. Exempt Employees

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

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- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday and will not reduce the employee's paid vacation. Compensation will be made for unused accrued vacation time upon cessation of employment.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day which happens to coincide with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. **Compensatory time off:** It is implicit in the nature of exempt professional positions that time beyond the regular work schedule is occasionally spent on the job. If an extraordinary and extended amount of work has been required of an exempt employee beyond their normally scheduled workweek (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at the convenience of RFPL at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. **Health insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to

the PPO. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the premium. regular dental premium. Employees may elect spouse or family coverage and are responsible for 100% of the premium.

V. Security Cameras

RFPL has installed security cameras for the safety and security of RFPL users, staff, and property. The security camera installation consists of dedicated cameras which provide monitoring through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal activities and, when necessary, to provide a record of such activities in accordance with applicable federal, state, and local laws, regulations and requirements regarding the confidentiality of library records.

A. Public Notice

RFPL shall post and maintain signs at the entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the RFPL property.

B. Camera Location

Cameras are positioned to monitor public areas of RFPL such as entrances and outdoor areas. Under no circumstances shall cameras monitor areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

C. Access to Digital Images

Video data is recorded and stored digitally. Recorded data will be treated as confidential and secure. Access to live feeds of images and recorded video data will be limited to authorized RFPL staff designated by the Director.

D. Unauthorized Access and/or Disclosure

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about library users or the circulation records of library users. All requests for disclosure of recorded images, except as stated above for law enforcement purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Director. The Director shall review the requested images and determine if the images contain any information protected by the Illinois Library Records Confidentiality Act. As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, RFPL shall attempt to redact the exempt images and make the remaining images available for inspection or copying. Only authorized employees will be provided access to view and/or export video footage. Unauthorized copying or recording of video footage through cell phones, portable devices, or any other means is prohibited. Any RFPL employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

E. Retention of Digital Images

Recordings shall be kept for approximately 21 days, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area. In the Director's discretion, stored still images may be shared with staff library-wide.

F. Patron Privacy

Video monitoring records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity on RFPL property, suspected violation of RFPL Code of Conduct policy, or incidents where there is reasonable basis to believe a claim may be made against RFPL. RFPL may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on RFPL property. Law enforcement officials or agencies may be provided access to the recorded data when allowed under the law, such as pursuant to a court order, upon giving a sworn statement of imminent danger of physical harm, or as otherwise permitted by law. Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and RFPL's policies.

G. Disclaimer of Liability

A copy of this policy will be shared with any patron or staff member upon request. This policy shall be posted on the RFPL website. RFPL disclaims any liability for use of the video data in accordance with the terms of this policy.