



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
February 18, 2020 7:30 PM

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: January 21, 2020
 - b. January 2020 Warrant List
 - c. January 2020 Revenue and Expense reports
 - d. January 31, 2020 Balance Sheet
 - e. December 2019 Revenue and Expense reports
 - f. Policy Revisions: II. Operations: I. Collection Management; II. Reference Services
III. Patrons: XII. Donations of Non-Library Materials
IV. Staff: I. Employment
5. Communications
 - a. Patron Suggestions
 - b. Director's Report
 - c. Staff Visit: Shannon Gruber, Adult and Teen Services Manager
6. President's Report
7. New Business
 - a. Process for appointing new trustee to vacating position
 - b. Committees: (Report/Discussion/Action)
 - i. Facility Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. VRF Collaboration Committee Liaison
 - v. RFPL Foundation Liaison
 - c. 2021 (Draft) Operating and Capital Budget review
8. Old Business
9. 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*

Meeting Minutes: Regular Board Meeting: January 21, 2020

Call to Order: At 7:32 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The attendance roll was taken:

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

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 19, 2019
- b. November 2019 Revenue and Expense reports
- c. November 2019 Warrant List
- d. November 30, 2019 Balance Sheet
- e. December 2019 Revenue and Expense reports
- f. December 2019 Warrant List
- g. December 31, 2019 Balance Sheet
- h. Policy Revisions: II. Operations: III. Programs; III. Patrons: VII. Exhibits and Displays

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be taken off the consent agenda.

Trustee Hill moved to approve the consent agenda, items a.-h. Trustee Long seconded. Trustees did not have any questions or comments about the consent agenda. A roll call vote was taken.

Roll Call Vote:

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

Patron Suggestions

- Director Quinn addressed patron suggestions from November and December 2019.

Director's Report

- Director Quinn announced that Assistant Children's Services Manager, Melissa Funfsinn, resigned from RFPL in early January to accept a position at another library. Danielle Moore has been hired as Melissa's replacement.
- Both the Children's Department and Material Services Departments are in the process of hiring new staff members.
- ILA will be hosting their annual Legislative Meet-Up Event on Monday, February 3rd. Interested Trustees should contact Director Quinn.

President's Report

- President Smedinghoff recognized Trustee Calabrese-Berry, who announced her intention to resign from the RFPL Library Board effective after the April 21, 2020 Board meeting. Trustee Calabrese-Berry indicated that she planned to call into the February and March meetings and attend the April meeting in person. She also stated that she has enjoyed her time on RFPL's board and is proud of all RFPL has been able to achieve over the last 11 years. President Smedinghoff thanked Trustee Calabrese-Berry for her service and several Trustees noted that Trustee Calabrese-Berry will be missed.
- President Smedinghoff noted that he, Trustee Hill, and Director Quinn would work, in consultation with RFPL's attorney, Greg Smith, to prepare a procedure to be followed to appoint an individual to serve out the remainder of Trustee Calabrese-Berry's term, which expires in 2021. He also noted that Director Quinn had prepared a preliminary draft which they would use as a starting point. President Smedinghoff will present the procedure for appointing a new Trustee at the February 2020 Regular Meeting.
- President Smedinghoff noted that, every year at the January Regular Board Meeting, Trustees are scheduled to do their semi-annual review of the closed session minutes and vote whether or not any of those closed session minutes could be released to the public view and posted on the website. President Smedinghoff reported that as of January 2020, the RFPL Board did not have any closed session minutes to review. The next semi-annual review period will take place in July 2020.

New Business

- Memorandum of Understanding between RFPL and RFPL Foundation
 - President Smedinghoff presented the proposed Memorandum of Understanding (MOU) between RFPL and RFPL Foundation to Trustees. The MOU allows the Foundation to fundraise in the name of RFPL, and provides that RFPL will provide certain assistance and support to the Foundation, at its discretion.
 - Trustee Hill moved to approve the Memorandum of Understanding between RFPL and RFPL Foundation, Trustee Bevan seconded. The motion passed unanimously.
- Facility Committee
 - Trustee Calabrese-Berry reported the committee met in December 2019.
 - Mr. Chuck Crowley provided an overview of the roof repair project work that was completed in the Fall. Mr. Crowley shared 3 options for the replacement of the skylight. It is estimated that the skylight has roughly 3-5 years of service life remaining. Mr. Crowley outlined the replacement options as follows:

1. Option 1: Retrofit existing grid structure/frame and install new gabled sloped skylight windows with an estimated cost of \$12,000.
 2. Option 2: Remove the existing grid structure/frame, install new frame and larger skylight windows. This would allow for more space between the individual skylights, making them easier and safer to maintain. Estimated cost, \$25,000.
 3. Option 3: Replace existing structure with a custom one-piece skylight. This would require additional interior structural support to be installed. Estimated cost \$40,000-50,000.
- Mr. Crowley also noted that the flat, EPDM roof will likely need maintenance in the next 5 years in order to extend its useful life.
 - Heritage Technology Solutions completed the security camera installation in December.
 - Southwest Fireplace completed repairs to the south fireplace in December.
 - Director Quinn and Ms. Bertucci will be putting together an RFP for landscaping maintenance service.
 - The RF War Memorial plaques were re-located to RFPL's foyer last week.
- Finance Committee
 - Report of audit for FY ending 4/30/19
 - Trustee Bevan reported that the FY 18-19 audit is complete. The delay in the completion of the audit was due to IMRF allocation field work testing that needed to be completed by the Village's auditors. If Trustees have specific questions about the audit, please reach out to Trustee Bevan or Director Quinn.
 - Trustee Bevan reported that auditors from Sikich believe that the RFPL Foundation is a component unit of RFPL and accordingly reported it as such in the notes to the audit, notwithstanding that prior auditors did not reach this conclusion. They took this view because the Foundation's 501(c)(3) filing with the IRS stated that it was established to support the library. The Sikich partner contended that in his view, if the Foundation were to dissolve, the assets of the Foundation would revert to RFPL. Nonetheless, the Foundation's financials are not listed in the audit for FY 18-19, as it was determined that they did not meet the 10% materiality threshold. Trustee Bevan noted that as the Foundation continues to grow and receive more donations, the Foundation may meet the materiality criteria. Trustee Hill questioned why the prior auditors did not raise this issue in connection with previous audits. President Smedinghoff noted continuing disagreement with the auditor's conclusion, and recommended further study of this issue.

- Transfer remaining 2019 excess operating revenues in the amount of \$51,118 to Capital Improvement Fund.
 - Trustee Bevan reported that the excess revenues over expenditures for FY 18-19 were \$101,118. \$50,000 of the excess was transferred to the Capital Improvement Fund in November to cover recent capital project costs. Trustee Bevan moved to transfer the remaining \$51,118 in excess funds to the capital fund. Trustee Hill seconded and a roll call vote was taken:
 - Roll Call Vote:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

- Amend 2019-20 Capital budget
 - In March 2019 the Board approved the FY 19-20 capital budget. Since that approval date, capital project priorities have shifted due to the unexpected need to make significant repairs to the slate roof. As a result of the expenses for the roof repair project, it is anticipated that the Library may exceed the amount budgeted for capital expenses. Accordingly, the Finance Committee made a motion to amend the 2019-20 capital budget from \$501,000 to \$513,600. A roll call vote was taken:
 - Roll Call Vote:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
 - Director Quinn will send the amended capital budget document to the VRF for inclusion in their annual budget amendment.

- Committee Update
 - The Finance Committee met in January to review the FY 2018-2019 audit, FY 20-21 draft operating and capital budgets, and review operating and capital budget projections through FY 23-24. The committee will meet again before the end of the fiscal year to begin to develop a reserve analysis plan and work from “what if” scenarios for funding the capital reserve and operating budget.

- Policy Committee
 - Trustee Hill reported that the Policy Committee’s next meeting is scheduled for February 10, 2020.

- VRF Collaboration Committee Liaison
 - Trustee Long reported that the VRF Collaboration Committee does not have a future meeting scheduled.

- RFPL Foundation Liaison

- Trustee Long reported that the Foundation had a good year and accomplished a lot.

Old Business

- None

Adjournment

- At 8:12 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,
Alice Calabrese-Berry
Secretary

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Numb	Date	Name	Memo	Account	Paid Amount
	1/10/2020		Service Charge	BYLINE Capital 00805669202	
TOTAL			Service Charge	Misc. Expenses	-1.54
					-1.54
16951	1/9/2020	ANDERSON ELEVATOR CO...		BYLINE Operations 00805669201	
INV-223...	1/7/2020		January Elevator Maintenance	Maintenance - Service	-196.27
TOTAL					-196.27
16976	1/21/2020	AT&T - Electronic Gateway		BYLINE Operations 00805669201	
S66041...	1/21/2020		Monthly Internet	Automation - Internet	-299.84
TOTAL					-299.84
16952	1/9/2020	BAKER & TAYLOR L 50769...		BYLINE Operations 00805669201	
203497...	1/7/2020		Adult books	Books - Adult	-34.16
203497...	1/7/2020		Adult books	Books - Adult	-19.72
203497...	1/7/2020		Adult books	Books - Adult	-16.23
203497...	1/7/2020		Adult books	Books - Adult	-16.23
203495...	1/7/2020		Adult books	Books - Adult	-16.79
203495...	1/7/2020		Adult books	Books - Adult	-37.11
203495...	1/7/2020		Adult books	Books - Adult	-33.04
203503...	1/9/2020		Adult books	Books - Adult	-68.34
203503...	1/9/2020		Adult books	Books - Adult	-34.17
TOTAL					-275.79
16977	1/21/2020	BAKER & TAYLOR L 50769...		BYLINE Operations 00805669201	
203500...	1/21/2020		Adult books	Books - Adult	-16.80
203501...	1/21/2020		Adult books	Books - Adult	-49.83
203501...	1/21/2020		Adult books	Books - Adult	-84.00
TOTAL					-150.63
16953	1/9/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805669201	
201590...	1/7/2020		Adult books	Books - Adult	-316.08
TOTAL					-316.08

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
16978	1/21/2020	BAKER & TAYLOR C0260133		BYLINE Operations 00805669201	
201596...	1/21/2020		Adult books	Books - Adult	-136.82
TOTAL					-136.82
16979	1/21/2020	Beth Kirchenberg		BYLINE Operations 00805669201	
	1/21/2020		Half ALA Dues - B.Kirchenberg	Membership Dues - Library	-74.00
TOTAL					-74.00
16954	1/9/2020	Buildingstars Operations, L...		BYLINE Operations 00805669201	
2097976	1/7/2020		Daily Cleaning Service - Jan 20	Maintenance - Service	-1,999.00
TOTAL					-1,999.00
DM	1/7/2020	CardConnect		BYLINE Operations 00805669201	
TOTAL			Credit card fees	Misc. Expenses	-31.85
DM	1/23/2020	CardConnect		BYLINE Operations 00805669201	
TOTAL			Refund LOST item BATCH 539	Lost Books Reimbursed	-8.00
16980	1/21/2020	Children's Plus		BYLINE Operations 00805669201	
181506	1/21/2020		Children's Non Fic	Books- Juv	-624.79
TOTAL					-624.79
16955	1/9/2020	Comcast		BYLINE Operations 00805669201	
877120...	1/7/2020		Monthly Internet/Telephone	Automation - Administration	-547.84
TOTAL					-547.84
16956	1/9/2020	Communication Revolving ...		BYLINE Operations 00805669201	
T2011935	1/7/2020		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00

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 January 2020

Num	Date	Name	Memo	Account	Paid Amount
16981	1/21/2020	Communication Revolving ...		BYLINE Operations 00805669201	
T2014784	1/21/2020		Monthly Internet	Automation - Internet	-240.00
TOTAL					-240.00
16982	1/21/2020	Danielle Moore		BYLINE Operations 00805669201	
	1/21/2020		Mileage to Indian Trials PL., 1/10/20, ...	Misc. Expenses	-26.56
TOTAL					-26.56
16983	1/21/2020	Don Skoog		BYLINE Operations 00805669201	
	1/21/2020		Chicago Arab Music Ensemble Progr...	Programs - Adult	-500.00
TOTAL					-500.00
16957	1/9/2020	EnvisionWare, Inc		BYLINE Operations 00805669201	
INV-US...	1/7/2020		Self Check License (Children's & Adu...	Automation - Administration	-340.00
TOTAL					-340.00
16958	1/9/2020	EZMail Services		BYLINE Operations 00805669201	
7062	1/7/2020		BookPlate sorting fee	Postage	-90.00
TOTAL					-90.00
16996	1/22/2020	Faronics - Deep Freeze		BYLINE Operations 00805669201	
00169068	1/22/2020		3 YR Deep Freeze Renewal	Automation - Administration	-346.56
TOTAL					-346.56
16974	1/13/2020	Fifth Third Bank		BYLINE Operations 00805669201	
			December 2019 Credit Card Bill	5/3 Financial Credit Card	-2,320.96
TOTAL					-2,320.96

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
16959	1/9/2020	GE Money Bank/Amazon		BYLINE Operations 00805669201	
604578...	1/7/2020		New toys for children's play area	Equipment & Furniture	-35.78
			New toys for children's play area	Equipment & Furniture	-6.46
			New toys for children's play area	Equipment & Furniture	-47.58
			New toys for children's play area	Equipment & Furniture	-159.05
			Rack for mugs	Supplies - Library	-36.97
			American flag outdoor flagpole	Maintenance - Supply	-15.80
			Nintendo Switch & accessories	Strategic Initiatives	-503.62
			Supplies for J program - baking cups	Programs - Juv	-10.89
			Laminator refill	Supplies - Library	-57.32
			Socks for Connections craft project	Connection - ASK Programs	-21.71
TOTAL					-895.18
16960	1/9/2020	Hoopla		BYLINE Operations 00805669201	
98418328	1/9/2020		December Hoopla Checkouts	Hoopla	-1,216.13
TOTAL					-1,216.13
16961	1/9/2020	ID LABEL, INC.		BYLINE Operations 00805669201	
013154...	1/7/2020		Library barcode labels	Supplies - Library	-100.20
TOTAL					-100.20
16984	1/21/2020	ILA		BYLINE Operations 00805669201	
172753	1/21/2020		ILA Annual Membership Dues	Membership Dues - Library	-225.00
TOTAL					-225.00
DM	1/31/2020	IMRF		BYLINE Operations 00805669201	
			Employee Compensation	Employee Compensation	-1,926.07
			Employee Compensation	IMRF	-4,682.47
TOTAL					-6,608.54

River Forest Public Library WARRANT LIST DETAIL

January 2020

Num	Date	Name	Memo	Account	Paid Amount
16962	1/9/2020	Ingram Library Services		BYLINE Operations 00805669201	
62622712	1/7/2020	Adult books	Adult books	Books - Adult	-64.69
62622699	1/7/2020	Adult books	Adult books	Books - Adult	-33.25
62623309	1/7/2020	Adult books	Adult books	Books - Adult	-16.34
62622710	1/7/2020	Adult books	Adult books	Books - Adult	-18.04
62623311	1/7/2020	Adult books	Adult books	Books - Adult	-16.34
62622711	1/7/2020	Adult books	Adult books	Books - Adult	-15.21
62623310	1/7/2020	Adult books	Adult books	Books - Adult	-131.18
62623313	1/7/2020	Adult books	Adult books	Books - Adult	-51.42
62622700	1/7/2020	Adult books	Adult books	Books - Adult	-15.78
62621437	1/7/2020	Adult books	Adult books	Books - Adult	-7.18
6261670	1/7/2020	Adult books	Adult books	Books - Adult	-7.18
62621689	1/7/2020	Adult books	Adult books	Books - Adult	-7.18
62621690	1/7/2020	Adult books	Adult books	Books - Adult	-9.37
62621589	1/7/2020	Adult books	Adult books	Books - Adult	-11.26
62621436	1/7/2020	Adult books	Adult books	Books - Adult	-13.18
62621591	1/7/2020	Adult books	Adult books	Books - Adult	-14.69
62621673	1/7/2020	Adult books	Adult books	Books - Adult	-15.19
62621669	1/7/2020	Adult books	Adult books	Books - Adult	-16.91
62621672	1/7/2020	Adult books	Adult books	Books - Adult	-18.61
62621671	1/7/2020	Adult books	Adult books	Books - Adult	-28.88
62621688	1/7/2020	Adult books	Adult books	Books - Adult	-75.29
62621503	1/7/2020	Teen books	Teen books	Books - Teen	-14.38
62621502	1/7/2020	Teen books	Teen books	Books - Teen	-11.38
62621501	1/7/2020	J Books	J Books	Books- Juv	-13.76
62623312	1/7/2020	J Books	J Books	Books- Juv	-224.03
6261592	1/7/2020	J Books	J Books	Books- Juv	-9.58
62621590	1/7/2020	J Books	J Books	Books- Juv	-12.70
6261438	1/7/2020	J Books	J Books	Books- Juv	-10.54
62623194	1/9/2020	Adult books	Adult books	Books - Adult	-16.90
62623697	1/9/2020	Adult books	Adult books	Books - Adult	-64.47
62623692	1/9/2020	Adult books	Adult books	Books - Adult	-16.34
62623693	1/9/2020	Adult books	Adult books	Books - Adult	-6.73
62623695	1/9/2020	Adult books	Adult books	Books - Adult	-11.99
62623694	1/9/2020	Adult books	Adult books	Books - Adult	-16.35
62623769	1/9/2020	Adult books	Adult books	Books - Adult	-16.35
67158816	1/9/2020	Adult books	Adult books	Books - Adult	-30.65
62623195	1/9/2020	Adult books	Adult books	Books - Adult	-89.12
62623191	1/9/2020	Adult books	Adult books	Books - Adult	-15.78
62623193	1/9/2020	Adult books	Adult books	Books - Adult	-16.34
62624205	1/9/2020	Adult books	Adult books	Books - Adult	-16.34
62624202	1/9/2020	Adult books	Adult books	Books - Adult	-34.35
62624200	1/9/2020	Adult books	Adult books	Books - Adult	-49.05
62623192	1/9/2020	J Books	J Books	Books- Juv	-6.73
62623696	1/9/2020	J Books	J Books	Books- Juv	-8.38
TOTAL					-1,299.41

River Forest Public Library
WARRANT LIST DETAIL

January 2020

Num	Date	Name	Memo	Account	Paid Amount
16985	1/21/2020	Ingram Library Services		BYLINE Operations 00805669201	
67164664	1/21/2020	Adult books	Adult books	Books - Adult	-13.18
67164360	1/21/2020	Adult books	Adult books	Books - Adult	-15.22
62626179	1/21/2020	Adult books	Adult books	Books - Adult	-15.09
62626176	1/21/2020	Adult books	Adult books	Books - Adult	-11.38
62626177	1/21/2020	Adult books	Adult books	Books - Adult	-110.03
62625907	1/21/2020	Adult books	Adult books	Books - Adult	-28.05
62625909	1/21/2020	Adult books	Adult books	Books - Adult	-16.78
62625908	1/21/2020	Adult books	Adult books	Books - Adult	-107.19
62625659	1/21/2020	Adult books	Adult books	Books - Adult	-17.63
62625657	1/21/2020	Adult books	Adult books	Books - Adult	-12.38
62625656	1/21/2020	Adult books	Adult books	Books - Adult	-23.38
62625654	1/21/2020	Adult books	Adult books	Books - Adult	-16.91
62625655	1/21/2020	Adult books	Adult books	Books - Adult	-150.30
67162440	1/21/2020	Adult books	Adult books	Books - Adult	-34.53
62624577	1/21/2020	Adult books	Adult books	Books - Adult	-29.94
62625360	1/21/2020	Adult books	Adult books	Books - Adult	-32.74
62625366	1/21/2020	Adult books	Adult books	Books - Adult	-18.01
62625361	1/21/2020	Adult books	Adult books	Books - Adult	-16.35
62625363	1/21/2020	Adult books	Adult books	Books - Adult	-75.53
62625359	1/21/2020	Adult books	Adult books	Books - Adult	-28.14
62625364	1/21/2020	Adult books	Adult books	Books - Adult	-15.66
62625357	1/21/2020	Adult books	Adult books	Books - Adult	-16.18
62625358	1/21/2020	Adult books	Adult books	Books - Adult	-20.87
67161522	1/21/2020	Adult books	Adult books	Books - Adult	-28.92
67161523	1/21/2020	Adult books	Adult books	Books - Adult	-18.01
62625179	1/21/2020	Adult books	Adult books	Books - Adult	-16.88
62625053	1/21/2020	Adult books	Adult books	Books - Adult	-16.34
62625180	1/21/2020	Adult books	Adult books	Books - Adult	-16.19
62625054	1/21/2020	Adult books	Adult books	Books - Adult	-375.39
62625052	1/21/2020	Adult books	Adult books	Books - Adult	-16.34
62624028	1/21/2020	Adult books	Adult books	Books - Adult	-16.95
62624024	1/21/2020	Adult books	Adult books	Books - Adult	-308.06
62624026	1/21/2020	Adult books	Adult books	Books - Adult	-20.86
62624575	1/21/2020	Adult books	Adult books	Books - Adult	-18.04
62624025	1/21/2020	Adult books	Adult books	Books - Adult	-16.35
62624576	1/21/2020	Adult books	Adult books	Books - Adult	-16.91
62624578	1/21/2020	Adult books	Adult books	Books - Adult	-58.66
67160493	1/21/2020	Adult books	Adult books	Books - Adult	-58.38
62624201	1/21/2020	Adult books	Adult books	Books - Adult	-33.60
62624203	1/21/2020	Adult books	Adult books	Books - Adult	-32.66
62624207	1/21/2020	Adult books	Adult books	Books - Adult	-16.01
62624204	1/21/2020	Adult books	Adult books	Books - Adult	-18.03
62622040	1/21/2020	Adult books	Adult books	Books - Adult	-16.22
62622039	1/21/2020	Adult books	Adult books	Books - Adult	-73.58
62622038	1/21/2020	Adult books	Adult books	Books - Adult	-7.18
62622037	1/21/2020	Adult books	Adult books	Books - Adult	-18.03

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
62622036	1/21/2020	Adult books	Adult books	Books - Adult	-18.04
62625788	1/21/2020	MS Books	MS Books	Books - Middle School	-10.69
62625743	1/21/2020	MS Books	MS Books	Books - Middle School	-21.38
62623186	1/21/2020	MS Books	MS Books	Books - Middle School	-10.12
62623187	1/21/2020	MS Books	MS Books	Books - Middle School	-10.69
62622804	1/21/2020	MS Books	MS Books	Books - Middle School	-21.38
62624189	1/21/2020	MS Books	MS Books	Books - Middle School	-29.79
62624188	1/21/2020	MS Books	MS Books	Books - Middle School	-32.88
62626491	1/21/2020	Teen books	Teen books	Books - Teen	-34.88
62626490	1/21/2020	Teen books	Teen books	Books - Teen	-17.36
62626212	1/21/2020	Teen books	Teen books	Books - Teen	-12.38
62625789	1/21/2020	Teen books	Teen books	Books - Teen	-11.82
62625744	1/21/2020	Teen books	Teen books	Books - Teen	-13.18
62625745	1/21/2020	Teen books	Teen books	Books - Teen	-11.25
62623188	1/21/2020	Teen books	Teen books	Books - Teen	-14.08
62625176	1/21/2020	Teen books	Teen books	Books - Teen	-11.38
62623189	1/21/2020	Teen books	Teen books	Books - Teen	-57.96
62624540	1/21/2020	Teen books	Teen books	Books - Teen	-11.25
62624541	1/21/2020	Teen books	Teen books	Books - Teen	-22.63
62625103	1/21/2020	Teen books	Teen books	Books - Teen	-11.82
62623804	1/21/2020	Teen books	Teen books	Books - Teen	-12.58
62623367	1/21/2020	Teen books	Teen books	Books - Teen	-23.07
62622467	1/21/2020	Teen books	Teen books	Books - Teen	-20.36
62622468	1/21/2020	Teen books	Teen books	Books - Teen	-35.36
62622469	1/21/2020	Teen books	Teen books	Books - Teen	-24.20
62624190	1/21/2020	Teen books	Teen books	Books - Teen	-45.52
62624192	1/21/2020	Teen books	Teen books	Books - Teen	-46.02
62624191	1/21/2020	Teen books	Teen books	Books - Teen	-45.00
62622805	1/21/2020	Teen books	Teen books	Books - Teen	-39.98
62626178	1/21/2020	J Books	J Books	Books- Juv	-88.60
62625658	1/21/2020	J Books	J Books	Books- Juv	-11.82
62625365	1/21/2020	J Books	J Books	Books- Juv	-90.70
62625362	1/21/2020	J Books	J Books	Books- Juv	-5.60
62625178	1/21/2020	J Books	J Books	Books- Juv	-8.43
62624027	1/21/2020	J Books	J Books	Books- Juv	-21.41
62624206	1/21/2020	J Books	J Books	Books- Juv	-6.04
TOTAL					-2,952.71

199 BYLINE Capital 00805669202

J.A. Watts, Inc.

1/15/2020

Pay Ap... 1/15/2020
 TOTAL -91,885.20

Lobby/Staff Area Renovation Novemb... Capital Reserve Fund

**River Forest Public Library
WARRANT LIST DETAIL
January 2020**

Num	Date	Name	Memo	Account	Paid Amount
16963	1/9/2020	Konica Minolta Business S...		BYLINE Operations 00805669201	
900639...	1/7/2020		Dec Copier Usage	Copy Machine (usage, maint.)	-166.33
TOTAL					-166.33
16964	1/9/2020	Konica Minolta Premier Fin...		BYLINE Operations 00805669201	
403027...	1/7/2020		Monthly Copier Lease	Equipment - Copier Lease nonpub	-216.10
TOTAL					-216.10
16975	1/20/2020	LEAGUE OF WOMEN VOTE...		BYLINE Operations 00805669201	
	1/20/2020		Great Decisions materials for progra...	Programs - Adult	-96.00
TOTAL					-96.00
16986	1/21/2020	LEAGUE OF WOMEN VOTE...		BYLINE Operations 00805669201	
	1/21/2020		Honorarium for Census Program Part...	Programs - Adult	-100.00
TOTAL					-100.00
16987	1/21/2020	Library Furniture Internatio...		BYLINE Operations 00805669201	
6776	1/21/2020		Custom Corner Filler piece Children's...	Equipment & Furniture	-275.00
TOTAL					-275.00
16965	1/9/2020	MIDWEST TAPE		BYLINE Operations 00805669201	
98414295	1/7/2020		Adult DVDs	Non-Print Adult	-26.04
98414296	1/7/2020		Adult BluRay & DVD	Non-Print Adult	-33.34
98414297	1/7/2020		Adult DVD	Non-Print Adult	-116.11
98414470	1/7/2020		Adult CD Audiobook	Non-Print Adult	-49.24
98414298	1/7/2020		Adult CD Music	Non-Print Adult	-16.54
98383996	1/7/2020		J DVDs	Non-Print Juvenile	-20.54
98321010	1/7/2020		Adult DVD	Non-Print Adult	-26.04
98383999	1/7/2020		Adult DVDs	Non-Print Adult	-26.04
98383998	1/7/2020		Adult DVDs	Non-Print Adult	-25.29
98386350	1/7/2020		Adult DVDs	Non-Print Adult	-25.29
98321008	1/7/2020		Adult DVDs	Non-Print Adult	-88.12
98321009	1/7/2020		Adult DVDs	Non-Print Adult	-26.04
98321011	1/7/2020		Adult DVDs	Non-Print Adult	-26.04
98321012	1/7/2020		Adult DVDs	Non-Print Adult	-26.04
98321013	1/7/2020		Adult CD audiobook	Non-Print Adult	-49.24

River Forest Public Library WARRANT LIST DETAIL

January 2020

Num	Date	Name	Memo	Account	Paid Amount
98358071	1/1/2020		Adult DVDs	Non-Print Adult	-52.83
98357088	1/1/2020		Adult CD Audiobook	Non-Print Adult	-44.24
98358070	1/1/2020		Adult CD Audiobook	Non-Print Adult	-39.24
98357089	1/1/2020		Adult DVDs	Non-Print Adult	-26.04
98357086	1/1/2020		Adult CD Music	Non-Print Adult	-54.62
98357085	1/1/2020		J Dvd	Non-Print Juvenile	-18.54
TOTAL					-815.46
16988	1/21/2020	MIDWEST TAPE		BYLINE Operations 00805669201	
98476770	1/21/2020		J DVDs	Non-Print Juvenile	-14.79
98475258	1/21/2020		Adult DVD	Non-Print Adult	-26.79
98475256	1/21/2020		Adult CD Audiobook	Non-Print Adult	-49.24
98475253	1/21/2020		Adult CDs	Non-Print Adult	-20.54
98475254	1/21/2020		Adult CD Music	Non-Print Adult	-69.16
98475259	1/21/2020		Adult DVDs	Non-Print Adult	-104.91
98476601	1/21/2020		Adult DVDs	Non-Print Adult	-73.62
98475257	1/21/2020		Adult DVDs	Non-Print Adult	-43.83
98444228	1/21/2020		J DVDs	Non-Print Juvenile	-26.04
98444227	1/21/2020		Adult DVDs	Non-Print Adult	-22.29
TOTAL					-451.21
16989	1/21/2020	MPLC		BYLINE Operations 00805669201	
504258...	1/21/2020		Movie License	Special Programs	-204.93
TOTAL					-204.93
16966	1/9/2020	NICOR GAS		BYLINE Operations 00805669201	
898234...	1/7/2020		Gas bill	Heat	-820.39
TOTAL					-820.39
16990	1/21/2020	NICOR GAS		BYLINE Operations 00805669201	
89-82-3...	1/21/2020		Monthly Gas bill	Heat	-836.55
TOTAL					-836.55
16991	1/21/2020	O'Keefe, Meghan		BYLINE Operations 00805669201	
	1/21/2020		Half ALA Personal Membership M.O'...	Membership Dues - Library	-37.00
TOTAL					-37.00

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
16967	1/9/2020	OverDrive		BYLINE Operations 00805669201	
01658C...	1/7/2020		Children's eBooks & eAudiobooks	eContent - Juvenile	-843.98
01658C...	1/7/2020		Adult eBooks & eAudiobooks	eContent - Adult	-88.55
01658C...	1/7/2020		Adult eBooks & eAudiobooks	eContent - Adult	-286.50
01658C...	1/7/2020		Adult eBooks	eContent - Adult	-256.99
01658D...	1/7/2020		Teen eBooks	eContent - Teen	-17.99
01658C...	1/7/2020		Adult eBooks & eAudiobooks	eContent - Adult	-1,107.43
01658C...	1/7/2020		Adult eBooks & eAudiobooks	eContent - Adult	-767.90
01658C...	1/7/2020		Teen eBooks & eAudiobooks	eContent - Teen	-324.94
01658C...	1/7/2020		Adult eBooks & eAudiobooks	eContent - Adult	-289.96
H-0063...	1/9/2020		Content Credit/Consortium Fee	Other Online eContent	-3,000.00
TOTAL					-6,984.24
16992	1/21/2020	OverDrive		BYLINE Operations 00805669201	
01658C...	1/21/2020		Adult eBooks & eAudiobooks	eContent - Adult	-778.90
01658C...	1/21/2020		Adult eBooks & eAudiobooks	eContent - Adult	-727.98
TOTAL					-1,506.88
DM	1/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
TOTAL			Employee Comp -- 1/15/20 Payroll	Employee Compensation	-19,631.64
					-19,631.64
DM	1/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
TOTAL			1/15/20 Payroll processing	Payroll Service	-125.68
					-125.68
DM	1/15/2020	PAYLOCITY		BYLINE Operations 00805669201	
TOTAL			Employee Tax deductions Employer Medicare e Employer FICA	Employee Compensation Medicare Exp FICA	-4,567.05 -364.29 -1,557.67 -6,489.01
DM	1/31/2020	PAYLOCITY		BYLINE Operations 00805669201	
TOTAL			1/31/2020 Payroll Processing	Payroll Service	-120.28
					-120.28

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
DM	1/31/2020	PAYLOCITY	Employee Compensation Connections Employee Compensation	BYLINE Operations 00805669201	-21,130.46 -97.50
TOTAL					-21,227.96
DM	1/31/2020	PAYLOCITY	Employee Tax Deduction Connections Employee tax deductions Employer Medicare - Employees Employer Medicare - Connections E... Employer FICA - Employees Employer FICA - Connections Emplo...	BYLINE Operations 00805669201	-4,926.44 -13.11 -389.40 -1.41 -1,664.99 -6.05
TOTAL					-7,001.40
16993	1/21/2020	PENWORTHY COMPANY	F:1130886-1	BYLINE Operations 00805669201	
055953...	1/21/2020		Children's books	Books- Juv	-161.25
TOTAL					-161.25
16994	1/21/2020	Rhonda's Rhythms		BYLINE Operations 00805669201	
TOTAL	1/21/2020		African Fusion Dance Program 2/1/20	Programs - Adult	-50.00 -50.00
16968	1/9/2020	S & D Prime Maintenance, I...		BYLINE Operations 00805669201	
83962	1/7/2020		Gutter cleaning labor	Maintenance - Service	-585.00
83968	1/7/2020		Gutter cleaning materials 12/2 & 12/16 Maintenance Visits Materials men's pushbutton opener	Maintenance - Supply Maintenance - Service Maintenance - Supply	-26.15 -550.00 -251.23
TOTAL					-1,412.38
16969	1/9/2020	Signplace		BYLINE Operations 00805669201	
36815	1/7/2020		Print and Install RFPL wall decal	Capital Reserve Fund	-3,000.00
TOTAL					-3,000.00

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
16995	1/21/2020	Sikich		BYLINE Operations 00805669201	
418844	1/21/2020		FY 18-19 Final Audit payment	Audit Fees	-1,000.00
TOTAL					-1,000.00
16970	1/9/2020	Staples		BYLINE Operations 00805669201	
100552...	1/9/2020		Clocks Soap for bathroom Batteries, Labels, Folders	Supplies - Library Maintenance - Supply Office Supplies	-124.17 -5.97 -202.09
TOTAL					-332.23
16971	1/9/2020	SWAN		BYLINE Operations 00805669201	
7188	1/7/2020		SWAN Quarterly Fee	Automation - Administration	-6,004.75
TOTAL					-6,004.75
16972	1/9/2020	VERSATILE COMPUTER S...	VOID:	BYLINE Operations 00805669201	
TOTAL					0.00
16973	1/9/2020	VERSATILE COMPUTER S...		BYLINE Operations 00805669201	
15567	1/7/2020		January 2020 Tech Support	Technical Support	-750.00
15575	1/7/2020		Replacement motherboard Lenovo la...	Equipment - Technology	-385.00
TOTAL					-1,135.00
16997	1/27/2020	VERSATILE COMPUTER S...		BYLINE Operations 00805669201	
15433/1...	1/27/2020		4 optical scanners	Technical Support	-910.64
TOTAL					-910.64
16998	1/27/2020	VILLAGE OF RIVER FOREST		BYLINE Operations 00805669201	
Jan He...	1/27/2020		Employee health & dental premium Employer health premium Employer dental premium	Employee Compensation Health Insurance Dental	-1,882.90 -3,243.24 -238.49
TOTAL					-5,364.63

River Forest Public Library
WARRANT LIST DETAIL
 January 2020

Num	Date	Name	Memo	Account	Paid Amount
200	1/21/2020	Williams Architects		BYLINE Capital 00805669202	
0019635	1/21/2020		Final Payment to William's Architects...	Capital Reserve Fund	-390.17
TOTAL					-390.17

River Forest Public Library

2/3/2020 3:36 PM

Register: 5/3 Financial Credit Card

From 12/04/2019 through 01/03/2020

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
12/04/2019		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		29.99	X		2,404.33
12/06/2019		AMAZON.COM	Juvenile Expenses:Non-Print Ju...		186.90	X		2,591.23
12/09/2019		ScreenCloud	Automation Expenses:Automati...		15.00	X		2,606.23
12/11/2019		FedEx	Office Expenses:Postage		16.80	X		2,623.03
12/11/2019		Universal Yums	Teen Expenses:Programs-Teen		429.00	X		3,052.03
12/12/2019		Creativita	-split-		210.00	X		3,262.03
12/13/2019		Pro Panels	Capital Expenditures:Strategic I...		763.00	X		4,025.03
12/16/2019		AMAZON.COM	Supplies - Library		70.37	X		4,095.40
12/16/2019	16931	Fifth Third Bank	BYLINE Operations 00805669...	November Credit Car...		X	2,374.34	1,721.06
12/17/2019		AMAZON.COM	Office Expenses:Office Supplies		8.99	X		1,730.05
12/19/2019		FedEx	Office Expenses:Postage		8.40	X		1,738.45
12/19/2019		Jewel Foods	Juvenile Expenses:Programs - J...		61.56	X		1,800.01
12/20/2019		ORIENTAL TRADING	Juvenile Expenses:Programs - J...		222.13	X		2,022.14
12/20/2019		USPS	Office Expenses:Postage		50.00	X		2,072.14
12/23/2019		Stamps. com	Office Expenses:Postage		17.99	X		2,090.13
12/26/2019		ORIENTAL TRADING	Connection - ASK:Connection ...		58.17	X		2,148.30
12/31/2019		AMAZON.COM	Adult Expenses:Programs - Adult		17.12	X		2,165.42
01/02/2020		Facebook	Office Expenses:Advertisement		8.00	X		2,173.42
01/02/2020		AMAZON.COM	Building Expenses:Maintenanc...		6.80	X		2,180.22
01/03/2020		AMAZON.COM	Supplies - Library		140.74	X		2,320.96



River Forest Public Library
Fiscal Year: May 1, 2019 - April 30, 2020
Revenue Report: January-20

Account:	January-20		YTD	2019-2020		% of Budget
Property Taxes	\$	525	\$ 605,396	1,289,000.00		46.97%
Connections Program Grant	\$	-	-	8,000.00		0.00%
Corp Property Replacement Taxes	\$	2,286	12,760	12,000.00		106.34%
Fines, Service Charges	\$	40	192	0.00		
Lost Books Reimbursed	\$	492	3,081	3,000.00		102.72%
Copy Machine Revenue	\$	19	3,564	4,400.00		81.00%
Rentals, Library Space, Meeting Room	\$	-	-	300.00		0.00%
Interest	\$	1,362	14,556	10,000.00		145.56%
Gifts	\$	-	1,437	2,000.00		71.85%
IL Per Capita Grant	\$	-	13,965	14,000.00		99.75%
Grants, other	\$	-	1,845	3,000.00		61.50%
Community Foundation Endowment	\$	-	-	3,200.00		0.00%
Misc Income	\$	-	578	100.00		578.33%
Total:	\$	4,724	\$ 657,376	1,349,000.00		48.73%
Income:	\$	4,724	\$ 657,376	1,349,000.00		48.73%
Expense:	\$	104,695	\$ 899,855	1,349,000.00		66.71%



River Forest Public Library
Fiscal Year: May 1, 2019 - April 30, 2020
Expense Report: Jan-20

	1/31/2020	Fiscal YTD	Actual % Budget 75% as of 1/31/2020	19-20 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 53,429	\$ 497,300	70.74%	\$ 703,000.00
Medical Health Insurance Coverage	\$ 3,482	\$ 31,467	56.19%	\$ 56,000.00
IMRF	\$ 4,682	\$ 34,922	70.55%	\$ 49,500.00
Medicare/FICA	\$ 3,976	\$ 37,042	68.60%	\$ 54,000.00
Staff Training	-	\$ 791	39.54%	\$ 2,000.00
Membership Dues	\$ 336	\$ 2,313	74.60%	\$ 3,100.00
Professional Development	\$ 489	\$ 2,514	29.93%	\$ 8,400.00
Total Personnel	\$ 66,394	\$ 606,348	69.22%	\$ 876,000.00

Support Services				
Printing and Advertising				
Printing/Bookplate	\$ -	\$ 3,070	55.82%	\$ 5,500.00
Advertising	\$ 8	\$ 1,014	33.80%	\$ 3,000.00
Total Printing and Advertising	\$ 8	\$ 4,084	48.05%	\$ 8,500.00

Programming				
Children's Programs	\$ 511	\$ 7,258	60.48%	\$ 12,000.00
Teen Programs	\$ 44	\$ 3,980	56.86%	\$ 7,000.00
Adult Programs	\$ 942	\$ 4,754	52.82%	\$ 9,000.00
Special Programs	\$ 210	\$ 1,413	70.66%	\$ 2,000.00
Connections Programs	\$ 160	\$ 1,195	14.94%	\$ 8,000.00
Total Programs	\$ 1,867	\$ 18,600	48.95%	\$ 38,000.00
Total Support Services and Programs	\$ 1,875	\$ 22,684	48.78%	\$ 46,500.00

Other Support Services				
ILL and RB Services (SWAN Libraries)	\$ -	\$ 568	142.12%	\$ 400.00
Technical Support	\$ 1,661	\$ 7,991	72.64%	\$ 11,000.00
Automation Administration	\$ 7,254	\$ 26,385	72.29%	\$ 36,500.00
Consultant Fees/Legal Fees	-	\$ 3,071	43.88%	\$ 7,000.00
Postage & Delivery	\$ 167	\$ 1,985	55.13%	\$ 3,600.00
Audit Fees	\$ 1,000	\$ 7,000	100.00%	\$ 7,000.00
Payroll and Employment Services	\$ 246	\$ 2,580	73.71%	\$ 3,500.00
Youth Interventionist Contract	-	\$ 1,301	32.52%	\$ 4,000.00
Telephone/Internet	\$ 800	\$ 8,631	59.52%	\$ 14,500.00
Trustee Training and Memberships	\$ 90	\$ 90	9.00%	\$ 1,000.00
Copy Machine Leases	\$ 216	\$ 1,729	69.15%	\$ 2,500.00
Total Other Support Services	\$ 11,433	\$ 61,331	67.40%	\$ 91,000.00

Library Materials				
Books	\$ 5,917	\$ 51,546	67.82%	\$ 76,000.00

Print Periodicals (Magazines)	\$	-	\$	5,567	85.65%	\$	6,500.00
Online Learning Tools & Data Base Subscriptions	\$	-	\$	6,742	67.42%	\$	10,000.00
Online E-Content - elect. books/magazines/movies/music	\$	9,707	\$	40,459	62.92%	\$	64,300.00
In-House Audio Visual (DVDs, CDs, etc.)	\$	1,267	\$	19,324	78.23%	\$	24,700.00
Total Library Materials	\$	16,891	\$	123,638	68.12%	\$	181,500.00

Library and Office Supplies

Office Supplies	\$	202	\$	3,122	78.05%	\$	4,000.00
Library Supplies	\$	474	\$	4,404	88.09%	\$	5,000.00
Copy And Printing Supplies	\$	-	\$	662	66.25%	\$	1,000.00
Misc Expenses (includes Patron Relations)	\$	60	\$	2,212	88.48%	\$	2,500.00
Total Office Supplies	\$	736	\$	10,401	83.21%	\$	12,500.00
Total Library Materials & Supplies	\$	17,627	\$	134,039	69.09%	\$	194,000.00

Strategic Initiatives

Strategic Initiatives	\$	957	\$	1,926	38.51%	\$	5,000.00
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**Facilities Management
Facility Supplies**

Building Materials & Supplies	\$	306	\$	3,421	97.75%	\$	3,500.00
Total Facility Supplies	\$	306	\$	3,421	97.75%	\$	3,500.00

Facility Services

Insurance	\$	-	\$	11,255	97.87%	\$	11,500.00
Maintenance and Custodial Service	\$	3,330	\$	40,091	66.82%	\$	60,000.00
Water	\$	-	\$	2,066	103.32%	\$	2,000.00
Natural Gas	\$	1,657	\$	4,677	49.23%	\$	9,500.00
Copier Maintenance and Usage	\$	134	\$	1,560	62.39%	\$	2,500.00
Total Facility Services	\$	5,122	\$	59,649	69.76%	\$	85,500.00

Equipment & Furniture

Equipment (Equipment & Furniture)	\$	518	\$	11,613	89.33%	\$	13,000.00
Technology Misc.	\$	385	\$	1,133	56.65%	\$	2,000.00
Total Equipment and Furniture	\$	903	\$	12,746	84.98%	\$	15,000.00

Total Facilities Management	\$	6,409	\$	73,528	70.70%	\$	104,000.00
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Total Operating Expenses	\$	104,695	\$	899,855	68.35%	\$	1,316,500.00
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Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	32,500.00
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Total Expenses	\$	104,695	\$	899,855	66.71%	\$	1,349,000.00
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Total Income	\$	4,724	\$	657,376	48.73%	\$	1,349,000.00
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River Forest Public Library

Balance Sheet

As of January 31, 2020

ASSETS

	<u>1/31/2020</u>
Current Assets	
CHECKING/SAVINGS - OPERATIONS ACCOUNT	
Operations Current	
ICS Operations 805669201 1.4% Interest Rate	326,915.23
Byline Operations 805669201	35,098.68
Petty Cash	40.00
TOTAL Operations Current	362,053.91
Operations Midterm Reserves	
OP CD 26 WEEKS 1022921556	156,690.88
	<u>CD Maturity Date</u> 2/20/2020
TOTAL Operations Midterm Reserves	156,690.88
Operations Long Term Reserves	
OP CD 3 YEAR 1020448578	62,509.69
OP CD 3 YEAR 1021670576	62,326.18
OP CD 5 YEAR 1020450904	62,995.72
OP CD 5 YEAR 1021670738	62,463.08
OP CD 5 YEAR 1022865745	62,367.36
TOTAL Operations Long Term Reserves	312,662.03
TOTAL OPERATIONS ACCOUNT	831,406.82
CHECKING/SAVINGS - CAPITAL ACCOUNT	
ICS Capital 805669202 1.4% Interest Rate	112,515.34
Byline Capital 805669202	9,225.59
TOTAL CAPITAL ACCOUNT	121,740.93
TOTAL CURRENT CHECKING/SAVINGS	953,147.75
TOTAL CURRENT ASSETS	953,147.75
TOTAL ASSETS	953,147.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(741.11)
Total Accounts Payable	(741.11)
Credit Cards	
MB Financial Credit Card	1,448.90
Total Credit Cards	1,448.90
Total Current Liabilities	707.79
Equity	
Opening Bal Equity	821,884.15
Retained Earnings	739,610.54
Net Income	(609,054.73)
Total Equity	952,439.96
TOTAL LIABILITIES & EQUITY	953,147.75



River Forest Public Library -Capital Reserve Fund - January 2020
Fiscal Year: May 1, 2019 - April 30, 2020

Capital Reserve Account Balances as of 01/31/2020

ICS Capital Reserve 112,515.34
CB OPRF Capital Checking 9,225.59

Expenses

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	
199	1/15/2020	J.A. Watts	\$ 91,885.20 Renovation payment #03
200	1/21/2020	Williams Architects	\$ 390.17 100% work complete
			<u>\$ 92,275.37</u>

Income

Interest 1/31/2020 \$ 162.57

11:38 AM
02/04/20

River Forest Public Library
Reconciliation Detail
Petty Cash, Period Ending 01/31/2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>N...</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						40.00
Cleared Balance						40.00
Register Balance as of 01/31/2020						40.00
Ending Balance						40.00

I. Collection Management

A. Introduction

RFPL uses its Collection Management Policy to develop, manage, and maintain a collection of materials to support RFPL's service goals as identified in the current strategic plan. Responsibility for this policy rests with the Board. The Board endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (See Appendix).

The Board delegates responsibility for implementing this policy and managing RFPL's collection to the Director and staff.

B. Criteria for Selection

1. Materials will be selected with an emphasis on:

- Popular demand
- Relevance to the strategic plan

Additional factors for consideration include:

- Input gathered from critical reviews and standard selection sources
 - Currency of the material
 - Authority of the author or publisher
 - Shelf space
 - Price
 - Physical features and format
2. An effort will be made to include materials representing multiple viewpoints. No material will be excluded based on the race, nationality, gender identity, religion, sexual orientation, or political or social views of the author.
3. Materials will not be excluded from the collection solely because the frankness of presentation may be objectionable to some or because the materials may not be suitable for all patrons. RFPL will not label items with content warnings but may label items to note collection and location.
4. RFPL places no age restrictions on patron borrowing. The responsibility for monitoring materials used by a minor rests with their parent or guardian.
5. Due to the quickly changing nature of technology, RFPL will focus on purchasing current formats of materials, with consideration for emerging formats. Collections of materials in outdated formats will not be actively developed and may be removed.

6. Due to budget and space constraints, RFPL cannot purchase all materials available or requested. RFPL participates in interlibrary loan in an effort to obtain materials for patrons that are not held within RFPL's collection.

C. Retention of Library Materials

A current, attractive, and useful collection is maintained through the continual selection, replacement, and removal of materials. Materials in the collection are assessed on an ongoing basis. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, disuse, obsolete format, or lack of interest.

Materials removed from the collection may be donated to local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

D. Gifts and Donations of Materials

Gifts of cash for Memorial/Honor books are accepted. Specific subject areas or titles may be suggested by donors. However, the final decision on specific titles acquired will reside with RFPL staff. Memorial/Honor books will not be retained in perpetuity and will be subject to the same retention criteria as the general collection.

Donations of books and other materials may be accepted by RFPL as long as these items are given unconditionally and become the property of RFPL.

RFPL reserves the right to refuse to include a donated item in the collection and to donate or dispose of the item as RFPL management sees fit.

It is not within RFPL's purview to assess the financial value of donated materials. No valuations or appraisals will be made by RFPL staff on gifts or donations to RFPL.

E. Reconsideration of Materials Policy

In the event a patron questions the appropriateness of materials, RFPL management is available to discuss concerns and to identify alternate materials. If concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of materials.

The Board has adopted procedures for the formal reconsideration of material. A patron submitting a reconsideration request must be a resident of River Forest and hold a valid RFPL library card.

The material in question will remain in the collection and available to patrons during the reconsideration process. The decision on the reconsideration of a specific title will remain in effect for three years.

If the patron wishes to submit a formal reconsideration request after a discussion with RFPL management staff:

1. Staff will provide the patron with the Request for Reconsideration of Library Resources (“Request”) along with a copy of RFPL’s Collection Development Policy.
2. When the form is completely filled out and returned to RFPL, the appropriate Manager, in consultation with the Director, will review the completed Request and the material.
3. The Manager will respond in writing to the patron. The letter will include a statement inviting the patron to RFPL to discuss the matter with the Manager and Director.
4. After a meeting with the Manager and Director, a patron desiring further action can make a request in writing for a hearing before the Board, which has final authority.

Approved by the RFPL Board on February 18, 2020

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a

responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and

manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

I. Collection Management

A. Introduction

RFPL uses its Collection Management Policy to ~~manage~~, develop, manage, and maintain a collection of materials to support RFPL's service goals as identified ~~from time to time~~ in the ~~governing~~current strategic plan (~~"Service Goals"~~). Responsibility for this policy rests with the Board. The Board endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (See Appendix).

The Board delegates responsibility for implementing this policy and managing RFPL's collection to the Director and staff.

B. Criteria for Selection

1. Materials will be selected with an emphasis on:

- ~~Relevance to Service Goals~~
- Popular demand
- Relevance to the strategic plan

Additional factors for consideration include:

- Input gathered from critical reviews and standard selection sources
 - ~~Shelf space~~
 - Currency of the material
 - Authority of the author or publisher
 - Shelf space
 - Price
 - Physical features and format
2. An effort will be made to include materials representing multiple viewpoints. No material will be excluded ~~because of~~based on the race, nationality, gender identity, religion, sexual orientation, or political or social views of the author.
3. Materials will not be excluded from the collection solely because the frankness of presentation may be objectionable to some or because the materials may not be suitable for all patrons. RFPL will not label items with content warnings but may label items to note collection and location.

4. RFPL places no age restrictions on patron borrowing. The responsibility for monitoring materials used by a minor rests with ~~his or her~~their parent or guardian.
5. Due to the quickly changing nature of technology, RFPL will focus on purchasing current formats of materials, with consideration for emerging formats. Collections of materials in outdated formats will not be actively developed and may be removed.
6. Due to budget and space constraints, RFPL cannot purchase all materials available or requested. RFPL participates in interlibrary loan in an effort to obtain materials for patrons that are not held within RFPL's collection.

C. ~~Weeding and Disposition~~Retention of Library Materials

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Materials removed from the collection may be ~~discarded, recycled, sold by RFPL,~~ donated to local non-profit groups, ~~or~~ sent to book recycling/selling organizations, or discarded at the discretion of the Director.

D. Gifts and Donations of Materials

~~Gifts or donations of books and other materials may be accepted by RFPL as long as these items are given unconditionally and become the property of RFPL.~~

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It is not within RFPL's purview to assess the financial value of ~~donation or gift~~donated materials. No valuations or appraisals will be made by RFPL staff on gifts or donations to RFPL.

E. Reconsideration of Materials Policy

In the event ~~patrons question materials that do not conform to certain tastes or viewpoints~~ a patron questions the appropriateness of materials, RFPL management is available to discuss concerns and to identify alternate materials. If concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of materials may be requested.

The Board has adopted procedures for the formal reconsideration of material. A patron submitting a reconsideration request must be a resident of River Forest and hold a valid borrower's RFPL library card.

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Approved by the RFPL Board on February ~~20, 2018~~ 18, 2020

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Adopted June 19, 1939.

Amended by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; ~~and~~ January 23, 1980; ~~inclusion~~ January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996, ~~by the ALA Council.~~

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

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1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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II. Reference Services

RFPL provides reference services to patrons through the use of print and online resources by professional librarians and other trained staff members. Reference services and materials are available to everyone regardless of age, race, gender identity, social, or economic status, and RFPL adheres to the American Library Association's Code of Ethics. Questions and transactions that occur between patrons and staff are treated confidentially and with respect, and are not disclosed outside a professional context.

Reference services provide:

- Assistance with the use of RFPL resources;
- Information in response to a patron's question;
- Assistance with locating library materials; and
- Reading, listening, and viewing suggestions to patrons.

Reference services are available during RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons at RFPL, over the phone, online, or at offsite events. Requests will generally be handled in the order in which they were received. More complex questions may require follow up at a later time. Follow up responses to more complex questions may be conveyed in the manner of the patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

Staff may limit the amount of time and level of response when providing reference services. Reference services do not include, and staff will not provide, services such as: typing or translation services; appraisals of books; career-counseling advice; entering of personal or credit card information in online forms; or providing medical, legal, copyright, financial, or tax advice. IT support on personal devices and hardware is not available.

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Reference services provide:

- ~~Provide assistance~~ Assistance with the use of RFPL resources;;
- ~~Provide information~~ Information in response to a patron's question;;
- ~~Provide assistance~~ Assistance with locating library materials; and
- ~~Provide reading~~ Reading, listening, and viewing suggestions to patrons.

Reference services ~~and materials~~ are available during RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons at RFPL, over the phone, ~~or online, or at offsite events~~. Requests will generally be handled in the order in which they were received. More complex questions may require follow up at a later time. Follow up responses to more complex questions may be conveyed in the manner of the patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

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XII. Donations—Non Library Materials

A. Donations

RFPL welcomes donations in the form of cash, real and personal property, stocks, and bonds. All donations are subject to the approval of the Director and/or Board, and may be transferred to the RFPL Foundation.

B. Use of Donations

All donations may be used, sold, or disposed of in the best interest of RFPL. All donations are accepted only if, as determined in the discretion of the Director and/or the Board, such donations are in the best interests of RFPL.

C. Tax Issues

RFPL does not appraise the value of a donation. RFPL will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. Whether a donation to RFPL qualifies as tax deductible is for the donor to determine.

XII. Donations—Non Library Materials

A. Donations

RFPL welcomes donations in the form of cash, real and personal property, stocks, and bonds. All donations are subject to the approval of the Director and/or Board. ~~All donations, and~~ may be ~~used, sold, or disposed of in~~ transferred to the ~~best interest of~~ RFPL Foundation.

~~**B. Valuation**~~

~~**B. Use of Donations**~~

All donations may be used, sold, or disposed of in the best interest of RFPL. All donations are accepted only if, as determined in the discretion of the Director and/or the Board, such donations are in the best interests of RFPL.

C. Tax Issues

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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 that may include 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. 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 use, sale, or possession of narcotics, drugs (other than as directed by a physician), 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 distribution or consumption of alcoholic beverages by any RFPL employee is prohibited during working hours. The possession, distribution, or consumption of cannabis by any RFPL employee is prohibited during working hours. Employees will not be permitted to work while under the influence of drugs, alcohol, or cannabis. Individuals found using drugs, alcohol, or cannabis will be subject to disciplinary action that may include termination.

Off-the-job drug, alcohol, or cannabis use, which could adversely affect an employee's job performance, jeopardize workplace safety, or adversely affect the public trust in the ability of RFPL to carry out its responsibilities, is also cause for disciplinary action that may include termination.

If an individual is suspected of being under the influence of drugs (other than as directed by a physician), alcohol, or cannabis while on the job, their manager will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees who wish to report other employees' drug, alcohol, or cannabis use in violation of this policy should contact their Manager. RFPL will make a reasonable good faith effort to protect anonymity.

Employees who are arrested for use of drugs, alcohol, or cannabis 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 drugs, alcohol, or cannabis. 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.

RFPL will assist and support employees who voluntarily seek help for drug, alcohol or cannabis problems. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law.

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.

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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.

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

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- 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.

Post a sign near copy machine that says copies are \$.0.10.

Thank you for bringing this to our attention. We have updated the poster above the copy/printers so that the cost of the printing (\$.10 for black/white and \$.50 for color print) is more visible.

When librarians see people put their feet on the tables, chairs, etc., do they ever ask them to refrain from doing so?

Thank you for your comment. Please be assured that we want our furniture to remain in good, clean condition so that the community may continue to enjoy the use of our spaces. Our staff members regularly walk through the building and, when required, do ask people to refrain from putting their feet on the furniture. Please let a 2nd floor staff member know if there is someone who needs to be reminded to put their feet on the floor.

Staff News

- We are pleased to welcome two new staff members to our team this month. Megan Noone will be working as a Materials Services Associate and Caryn Green as a Children's Services Associate.
- Meghan O'Keefe, Adult Programming Librarian will be attending the Public Library Association 2020 conference in Nashville from February 26-29th.

Administration

- Joanna has been attending the HR Source Library Roundtable and consulting with their attorneys regarding cannabis in the workplace. Library administration submitted changes to the Policy committee to update the employment policy regarding drug and alcohol use. In addition, we have developed procedures for documenting specific behaviors that indicate employee impairment, questions for interviewing an employee who appears to be under the influence of alcohol or drugs, and next steps to be taken by library management to address the situation.
- Trustees Elan Long, Jim Hopkinson and I attended the ILA annual Legislative lunch on February 7th. A handout from that session listing the top issues affecting libraries at the state and federal level is attached to this report.
- The River Forest Township Youth Services Committee has approved our entire funding request for the 2020-21 after-school Connections grant.

Finance

- In January, we made the final payment to Williams Architects for their services on the lobby remodel and the third payout to JA Watts for the work completed in November of 2019. We estimate that there is not more than \$36,500 due to JA Watts for work that has been completed. We are still negotiating the price on a few items (including the art glass window installation) and waiting for a few minor punch list items to be completed. We will be installing some new directional signage in the lobby in March which will be charged against the remaining balance of the construction contingency.
- The 2020-21 draft budget and transmittal memo is included in the February Board packet. Also included is information about our 5-year projected operations and capital reserve balances and the FY 2020-21 Salary Grade and Scale range.

Facilities

- Oak Brook Mechanical was on site in early February to install a thermostat staff conference room and to replace a VAV valve regulating the flow of heat/cooling to the meeting room.

Strategic Plan Progress

- In support of our objective to demonstrate the principles of diversity, equity and inclusion within our program offerings, we are actively seeking out a wide array of diverse performers and presenters. We were pleased to welcome 20 participants to the African Dance Fusion class on February 1st and 70 attendees to listen to and learn from the Chicago Arabic Music Ensemble on February 9th. We are anticipating a strong turnout for Marlene Rivero's performance in "Harriet Tubman Speaks" on Sunday, March 1st to kick off the start of Women's History month.
- In support of our objective to promote and provide for local opportunities for civic engagement and discourse, we are continuing to offer programs that explore matters of global impact. The Adult Services staff members are taking turns in leading the discussion groups for the 8 sessions of the Great Decisions world affairs program that meet bi-weekly from February through May. On a local level, the Census program is being held on February 16th and we are working with the River Forest Sustainability Commission to present a program on March 22nd about how to eliminate the use of pesticides and other chemicals in resident lawn care routines.

Respectively submitted,

Sue Quinn
February 13, 2019

2019-2020
Capital
Budget
Amended

Total
Project Cost

Project Expenses

Project Expenses
PAID as of 1/31/2020

UNPAID

Total
Over/Under
Budget

Staff Area/Lobby Remodel	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	JA Watts September (paid in October)	\$ 130,374.75		
	JA Watts October (paid in November)	\$ 64,800.00	JA Watts December	\$ 36,440.25
	JA Watts November (paid in January)	\$ 65,085.00		
	Ailamira Art Glass / Stained glass window restore	\$ 1,230.00		
	Herricksen / Staff furniture	\$ 27,110.15		
	Williams Architects / Construction Management	\$ 8,118.28		
	Wall decal	\$ 3,000.00		
	Total:	\$ 299,718.18	Total:	\$ 36,440.25
			\$ 336,158.43	98.87%

Children's Room Shelving Project	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Library Furniture International / Children's Room Furn.	\$ 18,870.00		
	Library Furniture International / Children's Room Furn.	\$ 18,871.00		
	William's Architects / Children's Project Design	\$ 4,950.00		
	JA Watts November (paid in January)	\$ 26,800.00		
	Total:	\$ 69,491.00	Total:	\$ -
			\$ 69,491.00	99.27%

HVAC component replacement	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Air Compressor	\$ 1,876.00		
	Exhaust Fan replacement/repair project	\$ 5,539.00		
	Chilled water pump seal replacement	\$ 4,082.81		
	Total:	\$ 11,497.81	Total:	\$ 11,497.81
				95.82%

Technology	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Versatile / 13 staff computers	\$ 14,800.08		
	Total:	\$ 14,800.08	Total:	\$ 14,800.08
				100.00%

Security Camera Installation	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Heritage Technology Solutions/Security camera	\$ 3,395.53	Security Camera final payment	\$ 344.37
	Total:	\$ 3,395.53	Total:	\$ 3,739.90
				98.42%

Contingency for unplanned upgrade opportunities and/or emergency repairs	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Oak Electric / Exterior Light Install	\$ 1,685.00		
	Total:	\$ 1,685.00	Total:	\$ 1,685.00
				11.23%

Roof Repair	Project Expenses PAID as of 1/31/2020	UNPAID	Total Project Cost	Over/Under Budget
	Chuck Crowley Roof Study and Report	\$ 3,500.00	Chuck Crowley Roof Project Facilitation #3	\$ 1,555.10
	Chuck Crowley Roof Project Facilitation #1	\$ 1,769.90		
	Chuck Crowley Roof Project Facilitation #2	\$ 3,325.00	10% Retainage/ Seal out application outstanding	\$ 4,762.00
	Mortenson Roofing Co., Inc.	\$ 42,858.00		
	Total:	\$ 51,452.90	Total:	\$ 6,317.10
				99.60%

Total Capital Expenses Budget:	Encumbered:	Estimated to Spend without exhausting contingency:
\$ 513,600.00	\$ 43,101.72	\$ 456,142.22
		96.41%

101st Illinois General Assembly

| 2020 Spring Session |

FUND LIBRARIES

Fully fund fiscal year 2021 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur due to the mandated minimum wage increase.

OPPOSE ADDITIONAL UNFUNDED MANDATES

Hundreds of unfunded mandates have been imposed on units of local government, only one of which is the minimum wage increase. Libraries are among the smallest property tax recipients, and opportunities to raise other sources of revenue to address mandate imposition are virtually non-existent. Consequently, unfunded mandates often result in library service reductions, exacerbating the strain that has been placed on our schools, parks, and other community organizations.

PRESERVE LIBRARY FUNDING SOURCES

Public libraries' primary funding source is local property taxes. A statewide property tax freeze preempts local control. Local library trustees' primary duty is to manage local revenues and expenditures. A freeze nullifies this most basic responsibility. Attempts to reform the property tax system must protect our ability to raise local funds for local needs. A freeze is especially harmful when accompanied by unfunded mandates.



Illinois Library Association

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Chicago, IL 60654
phone: 312-644-1896
fax: 312-644-1899
e-mail: ila@ila.org
www.ila.org

SUPPORT CONSISTENT LIBRARY TRUSTEE QUALIFICATIONS

In 2018, Public Act 100-1476/HB 2222 updated trustee eligibility to those who had lived in the district for at least one year, those who are not "in arrears in the payment of a tax or other indebtedness due to the library district," and those who have not been convicted of a crime. ILA seeks first to change "payment of a tax or other indebtedness due to the library district" to "payment of a property tax;" primarily over concerns about breaching patron privacy. Second, we seek to have this law also apply to the Local Library Act so that municipal libraries and district libraries are treated consistently.

PROTECT NET NEUTRALITY

Following the FCC's lifting of regulations protecting net neutrality, legislation has been introduced in the Illinois General Assembly: First, in 2018, to prevent the state from doing business with internet service providers that engaged in activities that abridge net neutrality, such as throttling content or offering faster connectivity to sites based on content or content creator; then in 2019, to allow the state to do business with such providers, as long as practices were disclosed. Neither advanced, pending resolution of a federal lawsuit brought by the ACLU, coalition partners, and several state (including Illinois) attorneys general against the FCC. The D.C. Court of Appeals ruled in 2019 that the lifting of regulations could stand, but a prohibition against states taking action was lifted. ILA supports legislation that protects net neutrality for Illinoisans.

SCHOOL LIBRARIANS ARE MEDIA LITERACY EXPERTS

ILA continues to work with our partner organization, the Association of Illinois School Library Educators (AISLE) on an eventual goal to have a licensed school librarian in all Illinois schools. ILA and AISLE recognize this is a long-term goal. In the meantime, we support legislation introduced in spring 2019 creating a Media Literacy Task Force, and advocate for the addition of a licensed school librarian as one of the appointees.

116th U.S. Congress

| Second Session |

FUND LIBRARIES

The Institute of Museum and Library Services (IMLS) administers the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries. The LSTA provides more than \$195 million for libraries, including \$6 million here in Illinois. We urge full funding for LSTA and for the Innovative Approaches to Literacy (IAL) grant program authorized in the Every Student Succeeds Act (ESSA), the Library of Congress, the National Library of Medicine, and the Federal Depository Library Program in fiscal year 2021.

COPYRIGHT, LICENSING, AND COMPETITION

Libraries rely on balanced and flexible copyright policy to enable vital library services, and on fair licenses and market practices in order to provide access to digital content such as e-books. We support any necessary federal and state scrutiny of unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs. We urge the preservation of the Librarian of Congress' authority to manage and oversee the Copyright Office.

EQUITABLE ACCESS TO HIGH-SPEED INTERNET

Modern library services depend on high-speed internet. We support continued funding for the E-rate program, reduced complexity in applying for E-rate and increased support for applicants from the Universal Service Administrative Company. ILA supports the Access Broadband Act.

Net neutrality principles are at the core of libraries' mission to provide information without artificial barriers such as throttling or speeding up access to particular websites by internet service providers. ILA supports the Save the Internet Act, and the Digital Equity Act.

2020 CENSUS

Libraries are essential, trusted partners in achieving a complete count in the 2020 Census. Libraries deliver information about the Census and host community outreach activities; provide internet access and enable respondents to complete the Census form online; serve as trusted messengers, including in hard-to-count communities; and train data users and provide access to Census statistics for businesses and community members.

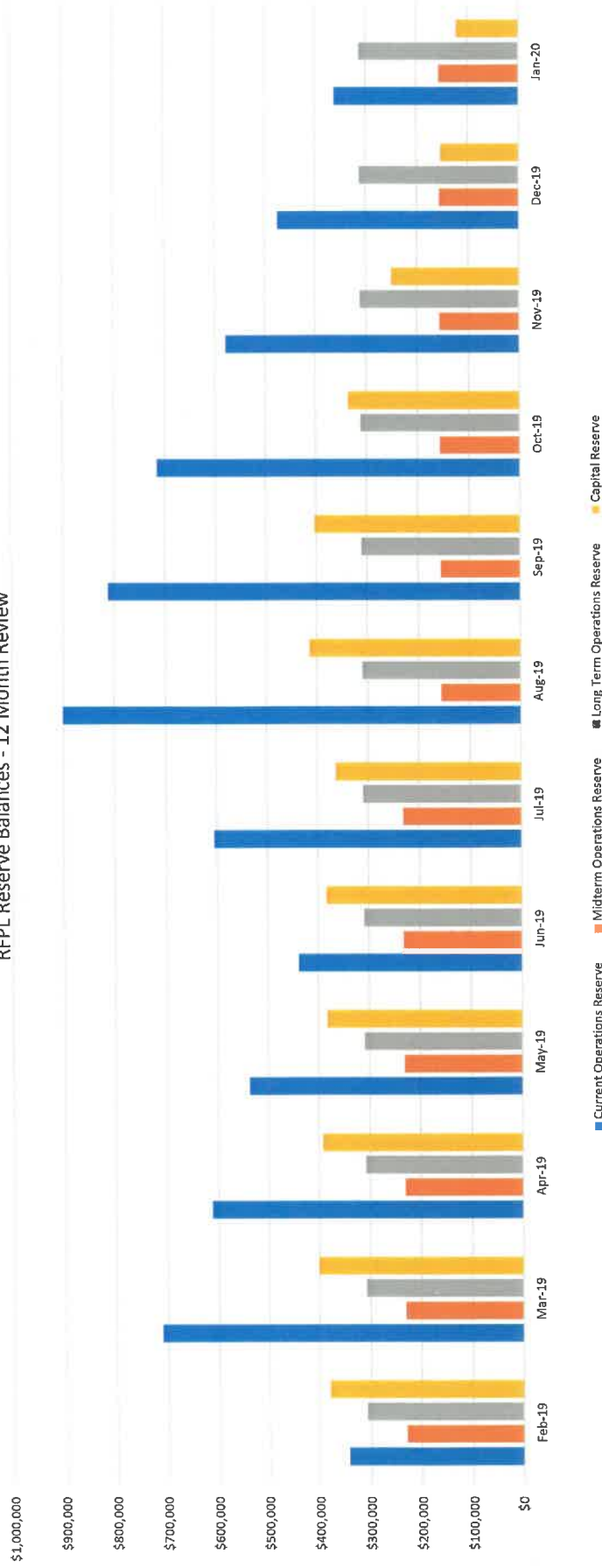
**ILLINOIS
LIBRARIES
TRANSFORM[®]**

January 2020 Key Performance Indicators

Total Circulation	Jan-20	YTD 19-20	Last YTD 18-19	Change over Last FY
Preschool Collection	3,859	34,293	34,670	-1%
Juvenile Collection	4,972	45,819	45,068	2%
Middle School Collection	593	5,853	5,155	12%
Teen Collection	735	7,626	9,066	-19%
Adult Fiction	4,524	40,296	39,082	3%
Adult Non-Fiction	3,753	29,925	29,686	1%
Adult Media	2,333	22,749	26,816	-18%
Adult Other	181	1,628	1,738	-7%
Non SWAN ILL	14	159	186	-17%
Webpac Renewals	60	588	410	30%
Total Circulation	21,024	188,936	191,877	-2%
Programs & Meeting Room Use				
Older Adults				
Programs	11	91	60	34%
Attendance	244	1,916	1,286	33%
Passive Programs	1	3		
Passive Program Participants	22	183		
Middle School				
Programs	12	75	94	-25%
Attendance	127	2,000	1,357	32%
Passive Programs	1	8		
Passive Program Participants	35	176		
Children's Programs				
Programs	25	215	272	-27%
Elementary School Age Attendance	75	3,345	6,847	-105%
Preschool Attendance	369	4,300	5,714	-33%
Passive Programs	3	15		
Elementary School Age Passive Program Participants	118	1,549		
Preschool Passive Program Participants	29	99		
Other Programs				
Programs	0	0	1	
Attendance	0	0	1	
Outside Groups				
Barbara Hall Meeting Room Use	17	134	242	-81%
Cardholders & Visits				
Monthly Visitors	8,832	70,655	71,226	-1%
New Cardholders Added	25	309	471	-52%
Total Number Cardholders	8,378		8,340	0%
Cardholders as % of Population*	75%			

* RF Population is 11,172 Per 2010 Census Data

RPPL Reserve Balances - 12 Month Review



5 Year Capital Budget Projections and Reserve Projections

Capital Improvement Fund		Final (Amended) Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Revenues						
	Donations	\$ 80,000.00			\$ 50,000.00	
	Minimum of 2.5% of projected tax receipts for FY 20	\$ 31,750.00	\$ 33,000.00	\$ 34,000.00	\$ 35,000.00	\$ 36,000.00
	Excess of revenues over expenditures from previous year	\$ 101,000.00	\$ 40,000.00	\$ 0.00	\$ -	\$ 0.00
	Total Revenues	\$ 132,500.00	\$ 73,000.00	\$ 34,000.00	\$ 85,000.00	\$ 36,000.00
Expenses						
	Staff Area/Lobby Remodel	\$ 340,000.00				
	Exterior Building Improvements	\$ -	\$ 3,000.00	\$ -		\$ 2,400.00
	Children's Room Shelving Project	\$ 70,000.00	\$ -	\$ -		
	HVAC component replacement	\$ 12,000.00		\$ 9,000.00	\$ 9,000.00	
	Air Handler unit work		\$ -	\$ 175,000.00	\$ -	
	Technology	\$ 14,800.00	\$ 36,000.00	\$ 12,000.00	\$ 15,000.00	\$ 12,500.00
	Security Camera Installation	\$ 3,800.00	\$ -	\$ -		
	Contingency for unplanned upgrade opportunities and/or emergency	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	Roof Repair	\$ 58,000.00	\$ -			
	Sewerage Ejector pump				\$ 9,000.00	
	Skylight and 2nd floor glass repairs					\$ 100,000.00
	Total Capital Expenses	\$ 513,600.00	\$ 54,000.00	\$ 211,000.00	\$ 39,000.00	\$ 129,900.00
Fund Balance Projections						
Funds for Capital Reserve		2019-20	2020-21	2021-22	2022-23	2023-24
	Capital Reserves May 1	\$ 388,477.00	\$ 7,745.00	\$ 26,745.00	\$ 30,745.00	\$ 26,745.00
	Transfer of excess operating revenues-previous year	\$ 101,118.00	\$ 40,000.00	\$ 6,000.00	\$ 0.00	\$ 0.00
	Budgeted transfer from operations (March)	\$ 31,750.00	\$ 33,000.00	\$ 34,000.00	\$ 35,000.00	\$ 36,000.00
	Additional transfer needed			\$ 175,000.00		
	Total	\$ 521,345.00	\$ 80,745.00	\$ 241,745.00	\$ 65,745.00	\$ 62,745.00
	Less Capital expenditures	\$ 513,600.00	\$ 54,000.00	\$ 211,000.00	\$ 39,000.00	\$ 129,900.00
	Balance April 30	\$ 7,745.00	\$ 26,745.00	\$ 30,745.00	\$ 26,745.00	\$ (67,155.00)

Fund for Operating Reserves	2019-20	2020-21	2021-22	2021-23	2023-24
Operations Reserves Fund Balance May 1	\$1,170,566.00	\$1,037,698.00	\$974,623.00	\$764,623.00	\$728,623.00
Excess transfer to capital reserves	\$101,118.00	\$29,075.00	\$0.00	\$0.00	\$0.00
Budgeted transfer to capital reserves (March)	\$31,750.00	\$34,000.00	\$35,000.00	\$36,000.00	\$0.00
Additional transfer to capital reserves		\$0.00	\$175,000.00	\$0.00	
Projected Operations fund balance April 30	\$1,037,698.00	\$974,623.00	\$764,623.00	\$728,623.00	\$728,623.00
# months operations reserve remaining	10.1	9.2	6.9	6.3	6.0

Date: February 7, 2020

To: Library Board of Trustees

From: Sue Quinn

RE: FY 2020-21 Draft Budget notes

The 2020-21 operating budget request is \$1,392,000, a 3.2% increase over 2019-20. Significant sources of revenue and areas of expense, or individual line items that have a variance from FY 2019-20 of greater than 20%, are noted.

Operating Revenues:

Property taxes comprise 95% of our total revenues. The 2019-20 levy is estimated at \$1,320,000. This is an increase of 2.4% over our prior year's levy and 2.9% over the prior year's actual levy extension of \$1,282,533. The 2019 Consumer Price Index for 2019 was 2.3% and we are hoping that there will be \$5 million of new property added to the tax rolls.

Interest revenue will decrease by about 10% as we transferred \$101,000 (the FY 2018-19 excess revenues over expenditures) from our short-term operating reserves to the capital improvement fund in January and will be transferring an additional \$32,000 (2.5% of FY 2019-20 tax receipts) in March 2020. Interest earned on the Capital Improvement Fund is not a source of operating revenue.

Gifts are projected to increase to \$12,500. The River Forest Public Library Foundation has committed \$12,000 from its 2019 fundraising receipts: \$4,000 of this amount is to fund Library Programs, \$5,000 to fund Strategic Initiatives, and \$3,000 towards the maintenance of the library garden. We also project gifts of \$500 for program sponsorship for summer reading (in addition to sponsorship amounts paid directly to vendors/performers and in-kind donations.)

Illinois Per Capita Grant funding should remain at the full \$1.25 per resident. The Illinois Library Association and RAILS are seeking support from IL lawmakers to increase the public library per capita appropriation to \$2.00+ as this rate has not been adjusted since the 1970s.

Operating Expenses:

Wages and Salaries will increase by 2.4%. This year, we will begin adjusting our lowest tier entry level wage upwards in order to begin phasing in the implementation of the \$15.00/hour minimum wage by June 1, 2025. A copy of the Library's 2020-21 Salary Grade and Scale schedule is included in the February 2020 Board Packet.

IMRF will increase by 19% due to increases in RFPL's monthly required contribution. Our contribution rate increased from 9.15% in 2019 to 10.94% in 2020. Contribution rates are set annually by IMRF based on the health of the fund. IMRF rates are set on a calendar year cycle and we are increasing this budget line to prepare for another possible increase in calendar year 2021.

Staff Training will increase by \$500.00 The State of Illinois passed the Workplace Transparency, which mandates that all employers provide sexual harassment training to all employees on annual basis starting in 2020. For calendar year 2020, this training will be conducted via webinar from HR Source, which is estimated to cost roughly \$750.

Automation Expenses will stay flat. Our SWAN membership fees increased by about \$500 for 2020-21, but we will not fully expend this line in FY 19-20.

Programs. Adult and Children's programs will increase by \$1,000, and Teen Programs by \$500 due to additional funding from the RFPL Foundation. \$1,500 from RFPL Foundation funding has been allocated to the Special Programs line for special events beyond the regular programming schedule.

Materials Expense will be maintained at a healthy 13.0% of budget. Illinois public library standards recommend that the library spend of minimum of 12% of its operating budget on materials for patrons, so our budget allocation is strong.

Allocations to print materials increased slightly to cover increased costs of print books. We are continuing to cut back the In-House AV line as there is a marked drop in circulation in both the DVD and music CD collections. We attribute this decrease in circulation to greater patron use of streaming services such as Apple Music, Spotify, Netflix, Amazon Prime and Hulu. We will continue to buy physical audiobooks at current levels, but need to allocate more funds to meet the growing demand from patrons for Hoopla downloads and to purchase more eBooks and eAudiobooks through Overdrive.

Automated Subscriptions will decrease to \$7,500. Ancestry.com was discontinued in Fall 2019 due to low usage. We will benefit greatly from a new SWAN initiative which negotiated for the entire SWAN membership to receive an EBSCO database package (including Consumer Reports and Novelist Plus) at a 40% discount – an annual cost savings of \$2,500 for our library.

Strategic Initiatives is an unallocated line that allows management to take advantage of strategic mid-year opportunities. In this budget year, Strategic Initiatives funds have been used to support new Strategic Plan activities—funding for the new “1000 Books Before Kindergarten” program and the Local Spotlight display panels. In previous years we have used this line to upgrade our internet service, add new digital collections and to purchase additional technology equipment. The amount available annually for Strategic Initiatives depends on other fixed budget expenses. Due to rising expenses in other parts of the budget, the entire amount in the 2020-21 Strategic Initiatives line has been funded by the

gift from the RFPL Foundation. We plan to use half of this budget line in May 2020 to launch Kanopy, a new streaming movie service featuring documentaries, classics, and indie films.

Insurance Expense is projected to increase by 25% due to significantly higher Property/Casualty premiums in 2020. While the LIRA pool property/casualty losses remained low in 2019, the Midwest region sustained huge losses due to weather related (tornado and flooding) events. LIRA has advised its members to plan for sustained premium increases over the next several years.

Maintenance and Custodial Services will remain at its current allocation of \$60,000.

Equipment/Furniture expense has decreased to \$7,000. In 2019, we installed new window shades on the east side of the 2nd floor and paid for the staff break room appliances, chairs/tables and the upholstered lobby panels from this budget line. In 2020, we plan to replace some worn furniture on the 1st and 2nd floors.

Capital Budget

Capital Improvement Revenues are projected at \$73,000.

Excess Operating Revenues over Expenditures for the fiscal year ending April 30, 2020 are projected at \$40,000.00.

Tax Receipts: We will plan to transfer \$33,000.00 (2.5% of the projected FY 20-21 annual tax receipts) in March 2021 to the Capital Improvement fund.

Capital Expenses are projected to be \$54,000.

Technology expenditures of \$36,000 will include the purchase of 2 new Bibliotheca self-check machines for the Children's Room and Adult/Teen area and the scheduled replacement of Group 2 computers.

Exterior building: The concrete block planters which flank the building (and provide structural support to the building) will need some mortar work to extend their useful life. Other garden repairs will be paid from the maintenance/repair line in the operating fund.

Contingency: \$15,000 will be set aside for unexpected repairs/upgrades.

River Forest Public Library FY 20-21 Grade and Scale

Grade	FLSA	Position	Range Minimum	Range Midpoint	Range Maximum
12	E	Library Director	\$70,191	\$87,739	\$105,287
			\$36.00	\$44.99	\$53.99
11		HOLD FOR FUTURE RESTRUCTURING			
10	E	Materials and Business Services Manager	\$50,770	\$63,462	\$76,155
			\$26.04	\$32.54	\$39.05
9	E	Adult/Teen Services Manager	\$46,206	\$57,757	\$69,308
		Children's Services Manager	\$23.70	\$29.62	\$35.54
8	E	Middle School and Teen Librarian/Webmaster	38,168	\$47,710	\$57,252
	E	Children's Services Assistant Manager	\$19.57	\$24.47	\$29.36
	NE	Adult Services Programming Librarian			
7	NE	Adult and Teen Librarian(s) --PT	\$36,221	\$45,276	\$54,331
	NE	Materials and Business Services Assistant Manager	\$18.57	\$23.22	\$27.86
	NE	PR & Marketing Coordinator (PT)			
6		HOLD FOR FUTURE RESTRUCTURING			
5	NE	Technical Services Associate	\$26,472	\$33,089	\$39,707
		Library Associate	\$13.58	\$16.97	\$20.36
4		HOLD FOR FUTURE RESTRUCTURING			
3	NE	Materials Services Associate	\$21,450	\$26,536	\$31,843
			\$11.00	\$13.61	\$16.33
2		HOLD FOR FUTURE RESTRUCTURING			
1		HOLD FOR FUTURE RESTRUCTURING			

River Forest Public Library (Draft) Budget 2020-21

General Fund for Operation		Budget 2019-20	Budget 2020-21
Revenues			
Property Taxes, for operating		\$ 1,289,000.00	\$1,320,000.00
Connections Program		\$ 8,000.00	\$8,400.00
Corp. Property Replacement Tax		\$ 12,000.00	\$12,000.00
Lost Books Reimbursed		\$ 3,000.00	\$3,000.00
Copy Machine Revenues		\$ 4,400.00	\$6,000.00
Rentals-Library Space		\$ 300.00	\$0.00
Interest		\$ 10,000.00	\$10,000.00
Gifts		\$ 2,000.00	\$12,500.00
Illinois Per Capita Grant		\$ 14,000.00	\$14,000.00
Grants, Other		\$ 3,000.00	\$3,200.00
Community Fund Endowment distribution		\$ 3,200.00	\$3,800.00
Miscellaneous Income		\$ 100.00	\$100.00
Total Revenues		\$ 1,349,000.00	\$ 1,393,000.00
Expenses			
Personnel			
Wages & Salaries		\$ 703,000.00	\$720,000.00
Medical Health Insurance Coverage		\$ 56,000.00	\$58,500.00
IMRF		\$ 49,500.00	\$59,000.00
FICA, Medicare		\$ 54,000.00	\$55,000.00
Staff Training and Recognitions		\$ 2,000.00	\$2,500.00
Membership Dues		\$ 3,100.00	\$4,000.00
Professional Development		\$ 8,400.00	\$9,000.00
Total Personnel		\$ 876,000.00	\$ 908,000.00
		64.9%	65.2%
Support Services			
Printing and Advertising			
Printing (Bookplate)		\$ 5,500.00	\$5,500.00
Advertisement		\$ 3,000.00	\$3,000.00
Total Printing and Advertising		\$ 8,500.00	\$ 8,500.00
Programming			
Children's Programs		\$ 12,000.00	\$13,000.00
Teen Programs		\$ 7,000.00	\$7,500.00
Adult Programs		\$ 9,000.00	\$10,000.00
Special Programs		\$ 2,000.00	\$3,500.00
ASK/Connections Programs		\$ 8,000.00	\$8,400.00
Total Programs		\$ 38,000.00	\$ 42,400.00
Total Support Services-Programming		\$ 46,500.00	\$ 50,900.00
		3.4%	3.7%
Other Support Services			
ILL and RB Services		\$ 400.00	\$1,000.00
Technical Support (IT)		\$ 11,000.00	\$11,000.00
Automation - SWAN / RAILS and Website		\$ 36,500.00	\$35,000.00
Consultant / Legal		\$ 7,000.00	\$7,000.00
Postage & Delivery		\$ 3,600.00	\$4,000.00
Audit		\$ 7,000.00	\$7,500.00
Payroll and employment services		\$ 3,500.00	\$3,500.00
Youth Interventionist Contract		\$ 4,000.00	\$4,200.00

	Telephone/Internet	\$ 14,500.00	\$15,000.00
	Trustee Training and memberships	\$ 1,000.00	\$1,000.00
	Copy Machine Leases (pub and nonpub)	\$ 2,500.00	\$2,800.00
	Total Other Support Servies	\$ 91,000.00	\$ 92,000.00
		6.7%	6.6%
Library Materials			
	Books	\$ 74,500.00	\$ 76,000.00
	Print Periodicals	\$ 6,500.00	\$ 6,500.00
	Automated Subscriptions (Online learning, research)	\$ 12,500.00	\$ 7,500.00
	Online E-content (MOD, Flipster, hoopla)	\$ 58,800.00	\$ 64,000.00
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$ 29,200.00	\$ 27,000.00
	Total Library Materials	\$ 181,500.00	\$ 181,000.00
		13.5%	13.0%
Materials and Supplies			
	Office Supplies	\$ 4,000.00	\$ 4,000.00
	Library Supplies	\$ 5,000.00	\$ 5,000.00
	Copy And Printing Supplies	\$ 1,000.00	\$ 1,000.00
	Misc Expenses	\$ 2,500.00	\$ 2,500.00
	Total Library and Office Supplies	\$ 12,500.00	\$ 12,500.00
	Total Library Materials and Supplies	\$ 194,000.00	\$ 193,500.00
		14.7%	14.3%
	Strategic Initiatives	\$ 5,000.00	\$5,000.00
		0.4%	0.4%
Facilities Management			
Facility Supplies			
	Building Materials & Supplies	\$ 3,500.00	\$ 3,500.00
	Total Facility Supplies	\$ 3,500.00	\$ 3,500.00
Facility Services			
	Insurance	\$ 11,500.00	\$ 14,500.00
	Maintenance and Custodial Services	\$ 60,000.00	\$ 60,000.00
	Water	\$ 2,000.00	\$ 2,000.00
	Natural Gas	\$ 9,500.00	\$ 9,000.00
	Copier Maintenance and Usage	\$ 2,500.00	\$ 2,600.00
	Total Facilities Services	\$ 85,500.00	\$ 88,100.00
Equipment & Furniture*			
	Equipment & Furniture	\$ 13,000.00	\$7,000.00
	Technology misc.	\$ 2,000.00	\$3,000.00
	Equipment & furniture--paid from Cap. Expenditures		
	Total Equipment and Furniture	\$ 15,000.00	\$ 10,000.00
	Total Facilities Management	\$ 104,000.00	\$ 101,600.00
		7.7%	7.3%
	Total Operating Expenses	\$ 1,316,500.00	\$ 1,351,000.00
		97.6%	97.0%
	Levy for capital improvement fund (minium of 2.5% of tax revenues)	\$ 32,500	\$41,000.00
	Total	\$ 1,349,000.00	\$ 1,392,000.00
			2/10/2020

River Forest Public Library (Draft) Budget 2020-21

Capital Improvement Fund		Budget 2019-20	Budget 2020-21
Revenues			
	Donations	\$ 80,000.00	\$ -
	Minimum of 2.5% of projected tax receipts for FY 20	\$ 31,750.00	\$ 33,000.00
	Excess of revenues over expenditures for fiscal year	\$ 101,000.00	\$ 40,000.00
	Total Revenues	\$ 212,750.00	\$ 73,000.00
Expenses			
	Staff Area/Lobby Remodel	\$ 350,000.00	\$ -
	Children's Room Shelving Project	\$ 70,000.00	\$ -
	HVAC component replacement	\$ 12,000.00	\$ -
	Technology	\$ 14,800.00	\$ 36,000.00
	Security Camera Installation	\$ 3,800.00	\$ -
	Roof Repair	\$ 58,000.00	
	Exterior building/garden improvements	\$ -	\$ 3,000.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 15,000.00	\$ 15,000.00
	Total Capital Expenses	\$ 523,600.00	\$ 54,000.00
	Capital Improvement Fund reserves to cover excess expenses over revenues in 2018-19 and 2019-20.		
			2/13/2020