



# River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda\*  
October 20, 2020 7:00 PM

**Meeting Location: River Forest Village Hall - 1st Floor Community Room,  
400 Park Avenue, River Forest, IL 60305**

**This meeting will also be hosted virtually via phone or computer via Zoom due to capacity limits  
in the Village of River Forest Community Room.**

Public comments and any responses will be read into the public meeting record.

You may submit your public comments via email in advance of the meeting to Sue Quinn, [squinn@rflib.org](mailto:squinn@rflib.org).

You may listen to the meeting by participating in a telephone conference call as follows,  
dial-in number: 312-626-6799 with meeting ID: 846 8316 5204.

Questions may be submitted online during the meeting to [squinn@rflib.org](mailto:squinn@rflib.org).

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Resolution honoring retiring Library Director, Sue Quinn
5. Consent Agenda
  - a. Minutes of the Regular Board Meeting: September 15, 2020
  - b. Minutes of the Special Board Meeting: September 30, 2020
  - c. September 2020 Revenue and Expense reports
  - d. September 2020 Warrant List
  - e. September 30, 2020 Balance Sheet
  - f. Updated Library Director Job Description
  - g. Policy Revisions I. Oversight III. Investment of Public Funds
  - h. Resolution for Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
  - a. 2020 River Forest Public Library Levy Resolution
  - b. Committees: (Report/Discussion/Action)
    - i. Facility Committee
      - Air Handler replacement project discussion
    - ii. Finance Committee
    - iii. Policy Committee
    - iv. Library Director Search Task Force
    - v. VRF Collaboration Committee Liaison
    - vi. RFPL Foundation Liaison
10. Old Business
11. Adjournment

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

## Meeting Minutes: Regular Board Meeting: September 15, 2020

**Call to Order:** At 7:01 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Operations Manager)

President Hill made the following announcement at the start of the September 15, 2020 meeting. Governor Pritzker signed Bill 2135, which specifies requirements for meetings of public bodies while Illinois is under a state of emergency and disaster declaration due to the COVID-19 pandemic. The bill states that if an in person meeting is not practical or prudent, members of the public body can call into a meeting as long as one Trustee or the Chief Executive Officer are present at the public body's physical location. All votes must be roll call votes and the meeting must be recorded.

In order to comply with this law, Director Quinn is present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

### Visitors and Guests

- Cathy Ruggeri

### Consent Agenda:

- a. Minutes of the Regular Meeting: July 21, 2020
- b. Minutes of the Special Board Meeting: August 13, 2020
- c. July 2020 Revenue and Expense reports
- d. July 2020 Warrant List
- e. July 31, 2020 Balance Sheet
- f. August 2020 Revenue and Expense reports
- g. August 2020 Warrant List
- h. August 31, 2020 Balance Sheet
- i. Policy Revisions: Oversight: II. Fiscal Accountability
- j. Group 2 Computer Replacement, Versatile Computer Services, Inc. \$13,103.79 – Capital Improvement Fund.

President Hill asked if Trustees would like any items taken off the consent agenda. Trustees did not request any items be removed from the consent agenda and did not have any questions.

Trustee Smedinghoff moved to approve the consent agenda, items a.-j. Trustee Long seconded. A roll call vote was taken.

### Roll Call Vote:

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

### Director's Report

- Director Quinn shared the following updates with the Board:
  - Victoria Muraiti was promoted to Materials Services Department Manager in August 2020. Victoria has been the Assistant Materials Services Manager since 2016. Joanna Bertucci, Operations Manager, will continue to supervise Victoria and manage the Technical Services Department.
  - Amy Grossman, Children's Services Manager, will be co-presenting a session at the annual ILA conference on October 20, 2020.
  - The most recent REALM study results have indicated that the COVID-19 virus was still present on DVDs and audiobooks after 6 days of testing. In response to this development, RAILS has asked that all member libraries quarantine items for 7 days upon return. RFPL is complying with this recommendation.
  - Joanna Bertucci submitted a grant request to the Illinois State Library in the amount of \$500 for PPE in response to the COVID-19 pandemic. Additionally, RFPL has submitted a reimbursement request of \$5,100 to the Village of River Forest to be included in their FEMA grant request.
  - The library's new service model and open hours seem to be working well. Patrons are grateful that the library is open and we have had few comments about reduced hours.
  - The audit fieldwork was completed at the end of July. Director Quinn, President Hill, and Trustee Bevan spoke with the auditors regarding the Foundation. The audit is currently under partner review at Sikich. The Finance committee will schedule an upcoming meeting to review the audit.
  - The Facilities Committee met in August. Davis Tree Care was onsite in early September to complete tree trimming. A window was broken by the crew during this work. A glass company has been hired to replace the window and Davis Tree Care will cover the cost. S&D will be out to power wash the exterior of the building next week. Director Quinn will be soliciting quotes for masonry repairs to the exterior retaining walls in the coming weeks.
  - The Fall BookPlate will be in homes by the end of September.

### **President's Report**

- President Hill stated that she is pleased to hear that reopening is going well and that the library's open hours are working well.

### **New Business**

- Contract with HR Source, not to exceed \$15,000, for Library Director Search
  - Trustee Bevan shared a report from the Director Search Team.

- The RFPL Director Search Team is comprised of Trustees Bevan and Long and RFPL Operations Manager, Joanna Bertucci. The team interviewed 3 search firms, all with different strengths and weaknesses.
- The team is recommending that the Board approve 2 contracts with HR Source. The team determined that HR Source will offer Trustees an organized and consistent process and give Trustees the flexibility needed to meet our needs. HR Source bills at an hourly rate, which will allow RFPL to control costs as needed.
- HR Source is proposing two contracts.
  - The first contract, is for HR Source to engage all RFPL staff members, individually, in a 15-minute interview to solicit feedback to get a better sense of the staff's perspective.
  - The second contract is for the Director Search process. The first step in this process would be a launch meeting with the Board to go through timeline, process, job description, and qualities in a new Director. HR Source believes the process, from posting the position to making an offer, will take approximately four months. HR Source will post the position and actively recruit candidates whom they will screen, with the goal of narrowing the pool of qualified candidates to be interviewed by the Board. The Board can expect to complete two rounds of interviews.
- Trustee Bevan recommended that RFPL approve 2 contracts with HR Source, not to exceed \$15,000. President Hill seconded and questions were taken.
  - Trustee Smedinghoff asked if the library's attorney reviewed the contracts with HR Source. President Hill shared that the contracts were not sent to the attorney. HR Source removed insurance requirements from the contract as this work will be completed remotely.
  - Trustee Stierwalt asked how RFPL can keep a pulse of the costs of the search. Trustee Bevan explained that HR Source will bill biweekly to help us manage costs.
  - A roll call vote was taken:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

## Committee Reports

### Facilities Committee

- Trustee Calabrese-Berry gave a report from the Facilities Committee
  - The Facilities Committee met on August 27<sup>th</sup>. The Committee reviewed the capital asset tracking document. Director Quinn reviewed the 2020-21 capital projects with the Committee. Projects for 2020-21 include the air compressor replacement, group 2 computer and firewall replacement, and masonry work in the library garden.
  - In 2024, the library can anticipate replacing the skylight. It is estimated this project will cost roughly \$25,000 to complete.

#### Finance Committee

- No report.

#### Policy Committee

- The Policy Committee will meet next in January 2021.

#### RF Collaborative Committee

- Trustee Long reached out to Village of River Forest Trustee Tom Cargie about the future of the committee and has not heard back yet. Trustee Long will follow-up with Jon Pape at the Village of River Forest as well.

#### Foundation Liaison

- Trustee Long shared that Foundation Directors Long, Hopkinson, and Stierwalt met to begin work on the annual campaign. An insert will be included in RFPL's Fall BookPlate themed, "Connecting to our Community." Residents will be encouraged to place the enclosed sign in their window to show their support for the library.
- The Foundation has received one grant request from RFPL and another is expected shortly.

#### Old Business

- None

#### Executive Session

- At 7:48 PM, President Hill asked for a motion to enter Executive Session pursuant to 5 ILCS 120/2(c)1, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
  - Trustee Long moved to approve entering executive session, Trustee Smedinghoff seconded and a roll call vote was taken:
    - Roll Call Vote:
      - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  - The Zoom recording was disabled.
- The Board returned to Open Session at 8:12pm and the Zoom recording was enabled. President Hill stated that the Board discussed the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body during the closed session.
  - President Hill asked for a motion to approve, but not release, the July 15<sup>th</sup> Executive Session Minutes. Trustee Smedinghoff made a motion to approve, Trustee Long seconded, and a roll call vote was taken.
    - Roll Call Vote:
      - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

- President Hill asked for a motion to approve, but not release, the August 13<sup>th</sup> Executive Session Minutes. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to appoint Joanna Bertucci, Operations Manager, and Amy Grossman, Children’s Services Manager, to serve as Interim Co-Directors starting when Sue Quinn leaves the library on approximately October 21<sup>st</sup> until a new Director is hired. Trustee Calabrese-Berry made a motion to approve, Trustee Smedinghoff seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to provide each of the Interim Co-Directors an increase in salary per month or portion of month served at the rate of \$1,000 per month on top of their existing salary. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.
  
- President Hill asked for a motion to retain Sue Quinn as an independent contractor for approximately 8 hours per month at the rate of \$100 per hour to support the Interim Co-Directors until a new Director is hired. Trustee Smedinghoff made a motion to approve, Trustee Calabrese-Berry seconded, and a roll call vote was taken.
  - Roll Call Vote:
    - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

**Adjournment**

- At 8:27 Trustee Smedinghoff moved, and Trustee Long seconded, that the Regular Meeting be adjourned. A roll call vote was taken:
  - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Respectfully submitted,  
 Jim Hopkinson  
 Secretary

## Meeting Minutes: Special Board Meeting: September 30, 2020

**Call to Order:** At 9:01 am President Hill called the special meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Bevan, Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also Present: Joanna Bertucci (RFPL Operations Manager), Mary Cherry (HR Source), and Cathy Parker (HR Source)

President Hill made the following announcement at the start of the September 30, 2020 meeting. Governor Pritzker signed Bill 2135, which specifies requirements for meetings of public bodies while Illinois is under a state of emergency and disaster declaration due to the COVID-19 pandemic. The bill states that if an in person meeting is not practical or prudent, members of the public body can call into a meeting as long as one Trustee or the Chief Executive Officer are present at the public body's physical location. All votes must be roll call votes and the meeting must be recorded.

In order to comply with this law, Trustee Eleanor Long is present at the River Forest Public Library building (735 Lathrop Ave., River Forest, Illinois) and the meeting is being recorded via Zoom.

### Public Comments

- None

### New Business – Discussion of Director Position with HR Source representatives.

- Mary Cherry and Cathy Parker of HR Source introduced themselves to the Board and expressed their excitement to be working with RFPL.
- Ms. Cherry shared a document with the Board to help facilitate the process of refining the job description for the Library Director. The job description is used for legal compliance, classifying the job, determining essential functions, and also marketing the position. It is a foundation for the search process. Ms. Cherry recommended that the Board determine 4-5 “buckets” of duties and responsibilities relevant to the position. Trustee Bevan noted that HR Source provided the Board with a listing of potential responsibilities that can be considered to supplement our current job description.
- Trustee Long asked that Trustees agree on the big ideas for the position and build a job description that encompasses those ideas in 4-5 categories.
- Trustee Bevan asked Trustees what they felt were the most important duties and responsibilities the Board should seek in a new Director.
  - Trustee Bevan commented that the new Director should have strong communication skills and the ability to effectively interact with various groups of people (e.g. staff, patrons, Trustees, community leaders).
  - Trustee Long commented that it is important that the new Director have a strong sense of vision and strategic direction for the library.

- Trustee Hopkinson suggested that the new Director have experience with facilities management, particularly older buildings.
  - Trustee Berry expressed that the new Director should be able to be a strong team builder and keep abreast of trends in order to keep the library moving forward.
  - President Hill commented that strong communication skills are of the utmost importance. The new Director should be able to communicate effectively with various groups.
  - Trustee Smedinghoff expressed that the library Director needs to be a “jack of all trades” in areas of facilities maintenance, finance, community relations and management.
- President Hill asked Ms. Bertucci if she had any comments about duties and responsibilities for the job posting.
  - Ms. Bertucci expressed that the most important duty for the new Director is establishing vision and a strategic direction for the library going forward. Director Quinn has worked diligently to design an organizational structure that would support a new Director operationally in terms of finance, facilities, and personnel. Ms. Bertucci also commented that if there are tradeoffs to be considered in terms of candidates’ respective skills, perhaps soft skills (i.e. communication, working effectively with staff, board and patrons) may need to be prioritized over hard skills (i.e. financial experience, management of building repairs).
- After discussion, Ms. Cherry suggested that the board determine the top 4-5 key responsibilities to be included in the Library Director job description.
- Trustee Long expressed some frustration in that the Board cannot write the job description for the Director as a group. Trustee Long suggested that today’s time would have been more effectively spent coming to consensus about what qualities the Board is looking for in the new Director.
- Trustee Smedinghoff left the meeting at 9:58 am.
- Trustee Bevan asked if the Board would be comfortable with the Director Search Team drafting the Director job description for Board review. Trustees agreed and Trustee Bevan advised that a draft job description would be available by Friday, 10/2. Trustees agreed to review and comment over the weekend so as to allow the Director Search Team to remain on schedule for the Launch Meeting scheduled for 10/7.
- Trustee Stierwalt expressed concern regarding the nature of the meeting and had hoped it would be more productive. Trustee Stierwalt asked HR Source to more effectively communicate goals for future meetings.
- Ms. Parker apologized for the miscommunication about the intent of the meeting and stated that RFPL would be not charged for the meeting as Trustee’s expectations were not met.



**Adjournment**

- At 10:15 Trustee Bevan moved, and Trustee Hopkinson seconded, that the Special Meeting be adjourned. A roll call vote was taken:
  - Ayes: Bevan, Berry, Hill, Hopkinson, Long, and Stierwalt.

Respectfully submitted,  
Jim Hopkinson  
Secretary



**River Forest Public Library**  
**Fiscal Year: May 1, 2020 - April 30, 2021**  
**Revenue Report: September-20**

| Account:                             | September-20     | YTD               | 2020-2021           | % of Budget   |
|--------------------------------------|------------------|-------------------|---------------------|---------------|
| Property Taxes                       | \$ 27,814        | \$ 512,935        | 1,320,000.00        | 38.86%        |
| Connections Program Grant            | \$ -             | \$ -              | 8,400.00            | 0.00%         |
| Corp Property Replacement Taxes      | \$ -             | \$ 4,091          | 12,000.00           | 34.09%        |
| Lost Books Reimbursed                | \$ 317           | \$ 373            | 3,500.00            | 10.66%        |
| Copy Machine Revenue                 | \$ -             | \$ -              | 5,500.00            | 0.00%         |
| Rentals, Library Space, Meeting Room | \$ -             | \$ -              | 0.00                | 0.00%         |
| Interest                             | \$ 583           | \$ 5,421          | 9,000.00            | 60.23%        |
| Gifts from RFPL Foundation           | \$ -             | \$ 12,000         | 12,000.00           | 100.00%       |
| Gifts - other                        | \$ -             | \$ -              | 1,000.00            | 0.00%         |
| IL Per Capita Grant                  | \$ -             | \$ -              | 14,000.00           | 0.00%         |
| Grants, other                        | \$ -             | \$ 801            | 3,200.00            | 25.03%        |
| Community Foundation Endowment       | \$ -             | \$ -              | 3,800.00            | 0.00%         |
| Misc Income                          | \$ -             | \$ 1,285          | 600.00              | 214.17%       |
| <b>Total:</b>                        | <b>\$ 28,715</b> | <b>\$ 536,906</b> | <b>1,393,000.00</b> | <b>38.54%</b> |
|                                      |                  |                   |                     |               |
|                                      |                  |                   |                     |               |
|                                      |                  |                   |                     |               |
|                                      |                  |                   |                     |               |
| <b>Income:</b>                       | <b>\$ 28,715</b> | <b>\$ 536,906</b> | <b>1,393,000.00</b> | <b>38.54%</b> |
|                                      |                  |                   |                     |               |
|                                      |                  |                   |                     |               |
| <b>Expense:</b>                      | <b>\$ 91,961</b> | <b>\$ 441,816</b> | <b>1,393,000.00</b> | <b>31.72%</b> |



River Forest Public Library  
 Fiscal Year: May 1, 2020 - April 30, 2021  
 Expense Report: Sep-20

9/30/20      Fiscal YTD      Actual % Budget      20-21 Budget  
 42% as of 9/30/20

**Expenses**  
**Personnel**

|                                   |                  |                   |               |                      |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries                  | \$ 52,422        | \$ 260,932        | 36.24%        | \$ 720,000.00        |
| Medical Health Insurance Coverage | \$ 3,520         | \$ 17,524         | 30.48%        | \$ 57,500.00         |
| IMRF                              | \$ 4,435         | \$ 18,178         | 30.81%        | \$ 59,000.00         |
| Medicare/FICA                     | \$ 5,000         | \$ 19,366         | 35.19%        | \$ 55,000.00         |
| Staff Training                    | \$ 220           | \$ 890            | 35.59%        | \$ 2,500.00          |
| Membership Dues                   | \$ 75            | \$ 1,468          | 36.70%        | \$ 4,000.00          |
| Professional Development          | \$ 274           | \$ 2,979          | 33.10%        | \$ 9,000.00          |
| <b>Total Personnel</b>            | <b>\$ 65,946</b> | <b>\$ 321,326</b> | <b>35.43%</b> | <b>\$ 907,000.00</b> |

**Support Services**  
**Printing and Advertising**

|   |             |               |               |                    |
|---|-------------|---------------|---------------|--------------------|
| Printing/Bookplate                      | \$ -        | \$ 296        | 5.38%         | \$ 5,500.00        |
| Advertising                             | \$ 7        | \$ 584        | 19.46%        | \$ 3,000.00        |
| <b>Total Printing and Advertisement</b> | <b>\$ 7</b> | <b>\$ 880</b> | <b>10.35%</b> | <b>\$ 8,500.00</b> |

**Programming**

|  |                 |                 |               |                     |
|--|-----------------|-----------------|---------------|---------------------|
| Children's Programs                        | \$ 141          | \$ 2,552        | 19.63%        | \$ 13,000.00        |
| Teen Programs                              | \$ 545          | \$ 2,007        | 26.76%        | \$ 7,500.00         |
| Adult Programs                             | \$ 224          | \$ 515          | 5.15%         | \$ 10,000.00        |
| Special Programs                           | \$ -            | \$ 120          | 3.43%         | \$ 3,500.00         |
| Connections Programs                       | \$ 213          | \$ 358          | 4.26%         | \$ 8,400.00         |
| Total Programs                             | \$ 1,124        | \$ 5,551        | 13.09%        | \$ 42,400.00        |
| <b>Total Support Services and Programs</b> | <b>\$ 1,131</b> | <b>\$ 6,431</b> | <b>12.63%</b> | <b>\$ 50,900.00</b> |

**Other Support Services**

|                                      |                 |                  |               |                     |
|--------------------------------------|-----------------|------------------|---------------|---------------------|
| ILL and RB Services (SWAN Libraries) | \$ -            | \$ 13            | 1.29%         | \$ 1,000.00         |
| Technical Support                    | \$ 1,500        | \$ 3,750         | 34.09%        | \$ 11,000.00        |
| Automation Administration            | \$ 3,815        | \$ 10,428        | 28.18%        | \$ 37,000.00        |
| Consultant Fees/Legal Fees           | \$ 198          | \$ 1,017         | 14.53%        | \$ 7,000.00         |
| Postage & Delivery                   | \$ 18           | \$ 596           | 14.91%        | \$ 4,000.00         |
| Audit Fees                           | \$ -            | \$ 6,000         | 80.00%        | \$ 7,500.00         |
| Payroll and Employment Services      | \$ 235          | \$ 1,200         | 34.29%        | \$ 3,500.00         |
| Youth Interventionist Contract       | \$ -            | \$ 1,891         | 45.02%        | \$ 4,200.00         |
| Telephone/Internet                   | \$ 1,141        | \$ 5,773         | 38.49%        | \$ 15,000.00        |
| Trustee Training and Memberships     | \$ 225          | \$ 225           | 22.50%        | \$ 1,000.00         |
| Copy Machine Leases                  | \$ 216          | \$ 1,081         | 38.59%        | \$ 2,800.00         |
| <b>Total Other Support Services</b>  | <b>\$ 7,349</b> | <b>\$ 31,974</b> | <b>34.01%</b> | <b>\$ 94,000.00</b> |

**Library Materials**

|       |          |           |        |              |
|-------|----------|-----------|--------|--------------|
| Books | \$ 6,697 | \$ 20,822 | 27.40% | \$ 76,000.00 |
|-------|----------|-----------|--------|--------------|

|  |    |               |    |               |  |               |    |                   |
|--|----|---------------|----|---------------|--|---------------|----|-------------------|
| Print Periodicals (Magazines)                          | \$ | -             | \$ | 2,964         |  | 45.60%        | \$ | 6,500.00          |
| Online Learning Tools & Data Base Subscriptions        | \$ | -             | \$ | 2,475         |  | 32.99%        | \$ | 7,500.00          |
| Online E-Content - elect. books/magazines/movies/music | \$ | 4,272         | \$ | 20,678        |  | 32.31%        | \$ | 64,000.00         |
| In-House Audio Visual (DVDs, CDs, etc.)                | \$ | 1,293         | \$ | 4,937         |  | 18.28%        | \$ | 27,000.00         |
| <b>Total Library Materials</b>                         | \$ | <b>12,263</b> | \$ | <b>51,876</b> |  | <b>28.66%</b> | \$ | <b>181,000.00</b> |

**Library and Office Supplies**

|   |    |               |    |               |  |               |    |                   |
|---|----|---------------|----|---------------|--|---------------|----|-------------------|
| Office Supplies                               | \$ | 149           | \$ | 1,068         |  | 26.71%        | \$ | 4,000.00          |
| Library Supplies                              | \$ | 114           | \$ | 1,820         |  | 36.39%        | \$ | 5,000.00          |
| Copy And Printing Supplies                    | \$ | 11            | \$ | 240           |  | 24.04%        | \$ | 1,000.00          |
| Misc Expenses (includes Patron Relations)     | \$ | 22            | \$ | 169           |  | 6.74%         | \$ | 2,500.00          |
| Total Office Supplies                         | \$ | 296           | \$ | 3,297         |  | 26.37%        | \$ | 12,500.00         |
| <b>Total Library Materials &amp; Supplies</b> | \$ | <b>12,559</b> | \$ | <b>55,172</b> |  | <b>28.51%</b> | \$ | <b>193,500.00</b> |

**Strategic Initiatives**

|                       |    |     |    |     |  |        |    |          |
|-----------------------|----|-----|----|-----|--|--------|----|----------|
| Strategic Initiatives | \$ | 150 | \$ | 856 |  | 17.12% | \$ | 5,000.00 |
|-----------------------|----|-----|----|-----|--|--------|----|----------|

**Facilities Management  
Facility Supplies**

|                                |    |            |    |              |  |                |    |                 |
|--------------------------------|----|------------|----|--------------|--|----------------|----|-----------------|
| Building Materials & Supplies  | \$ | 664        | \$ | 3,977        |  | 113.63%        | \$ | 3,500.00        |
| <b>Total Facility Supplies</b> | \$ | <b>664</b> | \$ | <b>3,977</b> |  | <b>113.63%</b> | \$ | <b>3,500.00</b> |

**Facility Services**

|                                   |    |              |    |               |  |               |    |                  |
|-----------------------------------|----|--------------|----|---------------|--|---------------|----|------------------|
| Insurance                         | \$ | -            | \$ | 681           |  | 4.70%         | \$ | 14,500.00        |
| Maintenance and Custodial Service | \$ | 4,025        | \$ | 17,094        |  | 28.49%        | \$ | 60,000.00        |
| Water                             | \$ | -            | \$ | 105           |  | 5.27%         | \$ | 2,000.00         |
| Natural Gas                       | \$ | 442          | \$ | 2,349         |  | 26.10%        | \$ | 9,000.00         |
| Copier Maintenance and Usage      | \$ | 92           | \$ | 399           |  | 15.35%        | \$ | 2,600.00         |
| <b>Total Facility Services</b>    | \$ | <b>4,559</b> | \$ | <b>20,628</b> |  | <b>23.41%</b> | \$ | <b>88,100.00</b> |

**Equipment & Furniture**

|                                      |    |            |    |              |  |               |    |                  |
|--------------------------------------|----|------------|----|--------------|--|---------------|----|------------------|
| Equipment (Equipment & Furniture)    | \$ | 191        | \$ | 3,865        |  | 55.22%        | \$ | 7,000.00         |
| Technology Misc.                     | \$ | 38         | \$ | 782          |  | 26.07%        | \$ | 3,000.00         |
| <b>Total Equipment and Furniture</b> | \$ | <b>229</b> | \$ | <b>4,647</b> |  | <b>46.47%</b> | \$ | <b>10,000.00</b> |

|                                    |    |              |    |               |  |               |    |                   |
|------------------------------------|----|--------------|----|---------------|--|---------------|----|-------------------|
| <b>Total Facilities Management</b> | \$ | <b>4,826</b> | \$ | <b>26,058</b> |  | <b>25.65%</b> | \$ | <b>101,600.00</b> |
|------------------------------------|----|--------------|----|---------------|--|---------------|----|-------------------|

|                                 |    |               |    |                |  |               |    |                     |
|---------------------------------|----|---------------|----|----------------|--|---------------|----|---------------------|
| <b>Total Operating Expenses</b> | \$ | <b>91,961</b> | \$ | <b>441,816</b> |  | <b>32.68%</b> | \$ | <b>1,352,000.00</b> |
|---------------------------------|----|---------------|----|----------------|--|---------------|----|---------------------|

|                                  |    |   |    |   |  |       |    |           |
|----------------------------------|----|---|----|---|--|-------|----|-----------|
| Capital Improvement Reserve Fund | \$ | - | \$ | - |  | 0.00% | \$ | 41,000.00 |
|----------------------------------|----|---|----|---|--|-------|----|-----------|

|                       |    |               |    |                |  |               |    |                     |
|-----------------------|----|---------------|----|----------------|--|---------------|----|---------------------|
| <b>Total Expenses</b> | \$ | <b>91,961</b> | \$ | <b>441,816</b> |  | <b>31.72%</b> | \$ | <b>1,393,000.00</b> |
|-----------------------|----|---------------|----|----------------|--|---------------|----|---------------------|

|                     |    |               |    |                |  |               |    |                     |
|---------------------|----|---------------|----|----------------|--|---------------|----|---------------------|
| <b>Total Income</b> | \$ | <b>28,715</b> | \$ | <b>536,906</b> |  | <b>38.54%</b> | \$ | <b>1,393,000.00</b> |
|---------------------|----|---------------|----|----------------|--|---------------|----|---------------------|

**River Forest Public Library  
WARRANT LIST DETAIL  
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| Num        | Date      | Name                      | Memo                           | Account                    | Paid Amount |
|------------|-----------|---------------------------|--------------------------------|----------------------------|-------------|
| 17282      | 9/19/2020 | ANDERSON ELEVATOR CO...   |                                | BYLINE Operations 00805... |             |
| INV-321... | 9/19/2020 |                           | September Elevator Maintenance | Maintenance - Service      | -196.27     |
| TOTAL      |           |                           |                                |                            | -196.27     |
| 17283      | 9/19/2020 | AT&T - Electronic Gateway |                                | BYLINE Operations 00805... |             |
| S66041...  | 9/19/2020 |                           | Monthly Internet               | Automation - Internet      | -299.84     |
| TOTAL      |           |                           |                                |                            | -299.84     |
| 17263      | 9/4/2020  | BAKER & TAYLOR L 50769... |                                | BYLINE Operations 00805... |             |
| 203541...  | 8/27/2020 |                           | Adult books                    | Books - Adult              | -34.16      |
| 203539...  | 8/27/2020 |                           | Adult books                    | Books - Adult              | -51.54      |
| 203543...  | 9/1/2020  |                           | Adult books                    | Books - Adult              | -17.36      |
| 203543...  | 9/1/2020  |                           | Adult print                    | Books - Adult              | -17.34      |
| 203544...  | 9/2/2020  |                           | Adult books                    | Books - Adult              | -34.14      |
| 203544...  | 9/2/2020  |                           | Adult books                    | Books - Adult              | -41.68      |
| 203533...  | 9/4/2020  |                           | Adult books                    | Books - Adult              | -16.24      |
| TOTAL      |           |                           |                                |                            | -212.46     |
| 17284      | 9/19/2020 | BAKER & TAYLOR L 50769... |                                | BYLINE Operations 00805... |             |
| 203545...  | 9/19/2020 |                           | Adult bookd                    | Books - Adult              | -56.31      |
| 203547...  | 9/19/2020 |                           | Adult books                    | Books - Adult              | -70.54      |
| 203534...  | 9/19/2020 |                           | Adult books                    | Books - Adult              | -86.83      |
| TOTAL      |           |                           |                                |                            | -213.68     |
| 17264      | 9/4/2020  | BAKER & TAYLOR C0260133   |                                | BYLINE Operations 00805... |             |
| 5016333... | 9/1/2020  |                           | Adult print                    | Books - Adult              | -79.56      |
| TOTAL      |           |                           |                                |                            | -79.56      |
| 17265      | 9/4/2020  | BAKER & TAYLOR L 3648782  |                                | BYLINE Operations 00805... |             |
| 203542...  | 8/27/2020 |                           | Books                          | Connection - ASK Programs  | -165.02     |
| TOTAL      |           |                           |                                |                            | -165.02     |

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| Num       | Date      | Name                           | Memo                                  | Account                     | Paid Amount |
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| 17285     | 9/19/2020 | BAKER & TAYLOR L 3648782       |                                       | BYLINE Operations 00805...  |             |
| 203547... | 9/19/2020 |                                | Books for In-Betweeners Book group    | Connection - ASK Programs   | -48.14      |
| TOTAL     |           |                                |                                       |                             | -48.14      |
| 17286     | 9/19/2020 | Beth Kirchenberg               |                                       | BYLINE Operations 00805...  |             |
| TOTAL     | 9/19/2020 |                                | Haunted Cookie Houses                 | Programs-Teen               | -29.74      |
| 17287     | 9/19/2020 | Buildingstars Operations, L... |                                       | BYLINE Operations 00805...  |             |
| 3145910   | 9/19/2020 |                                | Daily Cleaning Service September 2020 | Maintenance - Service       | -1,999.00   |
| TOTAL     |           |                                |                                       |                             | -1,999.00   |
| DM        | 9/9/2020  | CardConnect                    |                                       | BYLINE Operations 00805...  |             |
| TOTAL     |           |                                | Credit card machine service fee       | Misc. Expenses              | -22.45      |
| 17266     | 9/4/2020  | Comcast                        |                                       | BYLINE Operations 00805...  |             |
| 877120... | 9/1/2020  |                                | Monthly Telephone & Internet          | Automation - Internet       | -601.39     |
| TOTAL     |           |                                |                                       |                             | -601.39     |
| 17288     | 9/19/2020 | Communication Revolving ...    |                                       | BYLINE Operations 00805...  |             |
| T2100385  | 9/19/2020 |                                | Monthly Internet                      | Automation - Internet       | -240.00     |
| TOTAL     |           |                                |                                       |                             | -240.00     |
| 17289     | 9/19/2020 | DEMCO, INC.                    |                                       | BYLINE Operations 00805...  |             |
| 6839466   | 9/19/2020 |                                | Labels and media cases                | Supplies - Library          | -101.55     |
| TOTAL     |           |                                |                                       |                             | -101.55     |
| 17290     | 9/19/2020 | EBSCO Information Services     |                                       | BYLINE Operations 00805...  |             |
| 100001... | 9/19/2020 |                                | Library Aware Annual Renewal          | Automation - Administration | -945.00     |
| TOTAL     |           |                                |                                       |                             | -945.00     |

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| Num       | Date      | Name                          | Memo   | Account   | Paid Amount  |
|-----------|-----------|-------------------------------|--|---|--|
| 17281     | 9/11/2020 | Fifth Third Bank              | August Credit card bill  | BYLINE Operations 00805...<br>5/3 Financial Credit Card   | -5,298.36  |
| TOTAL     |           |                               |  |   | -5,298.36  |
| 17267     | 9/4/2020  | GE Money BankAmazon           | Juice box for program kit<br>Walkie talkies<br>Rechargeable batteries and charger<br>phone cord<br>Paper bags for kits<br>Rechargeable batteries | BYLINE Operations 00805...<br>Programs - Juv<br>Equipment - Technology<br>Office Supplies<br>Office Supplies<br>Programs - Juv<br>Office Supplies | -7.92<br>-37.99<br>-74.95<br>-7.46<br>-29.99<br>-13.49 |
| 604578... | 9/2/2020  |                               |  |   | -171.80  |
| TOTAL     |           |                               |  |   | -171.80  |
| 17268     | 9/4/2020  | Heritage Technology Soluti... | Annual Security Camera Maintenance   | BYLINE Operations 00805...<br>Maintenance - Service   | -399.00  |
| 216327    | 9/1/2020  |                               |  |   | -399.00  |
| TOTAL     |           |                               |  |   | -399.00  |
| 17291     | 9/19/2020 | Hoopla                        | September Hoopla Checkouts   | BYLINE Operations 00805...<br>Hoopla  | -2,011.06  |
| 99329304  | 9/19/2020 |                               |  |   | -2,011.06  |
| TOTAL     |           |                               |  |   | -2,011.06  |
| 17269     | 9/4/2020  | Hulen Landscaping Contra...   | August lawn/garden maintenance   | BYLINE Operations 00805...<br>Maintenance - Service   | -266.50  |
| 16709     | 8/27/2020 |                               |  |   | -266.50  |
| TOTAL     |           |                               |  |   | -266.50  |
| DM        | 9/30/2020 | IMRF                          | EE IMRF Contribution<br>ER IMRF Contribution   | BYLINE Operations 00805...<br>Employee Compensation<br>IMRF   | -1,890.68<br>-4,596.42                                 |
| TOTAL     |           |                               |  |   | -6,487.10  |

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| Num       | Date      | Name                    | Memo                          | Account                    | Paid Amount |
|-----------|-----------|-------------------------|-------------------------------|----------------------------|-------------|
| 17270     | 9/4/2020  | Ingram Library Services |                               | BYLINE Operations 00805... |             |
| DP0011... | 8/27/2020 |                         | Duplicate credit memo applied |                            |             |
| 62658287  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -33.06      |
| 62658284  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -38.66      |
| 62658283  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -15.78      |
| 62658282  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -7.18       |
| 62658446  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -30.97      |
| 62658442  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -16.38      |
| 62658971  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -33.25      |
| 62658971  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -17.47      |
| 62658968  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -11.98      |
| 62658967  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -15.78      |
| 62658970  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -15.78      |
| 62657964  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -23.66      |
| 62657960  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -16.76      |
| 62657963  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -764.23     |
| 62657918  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -16.35      |
| 62657647  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -33.17      |
| 62657646  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -15.78      |
| 62657154  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -30.05      |
| 62657155  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -34.95      |
| 62656827  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -316.85     |
| 62656830  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -7.18       |
| 62658286  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -50.74      |
| 62658285  | 8/27/2020 |                         | Adult books                   | Books - Adult              | -16.01      |
| 62658443  | 8/27/2020 |                         | J Books                       | Books - Juv                | -103.42     |
| 62658444  | 8/27/2020 |                         | J Books                       | Books - Juv                | -8.30       |
| 62658445  | 8/27/2020 |                         | J Books                       | Books - Juv                | -12.38      |
| 62658445  | 8/27/2020 |                         | J Books                       | Books - Juv                | -11.25      |
| 67217772  | 8/27/2020 |                         | J Books                       | Books - Juv                | -1.25       |
| 62658969  | 8/27/2020 |                         | J Books                       | Books - Juv                | -10.76      |
| 62657961  | 8/27/2020 |                         | J Books                       | Books - Juv                | -11.25      |
| 62657919  | 8/27/2020 |                         | J Books                       | Books - Juv                | -52.32      |
| 62657962  | 8/27/2020 |                         | J Books                       | Books - Juv                | -61.94      |
| 62657156  | 8/27/2020 |                         | J Books                       | Books - Juv                | -6.58       |
| 62656529  | 8/27/2020 |                         | J Books                       | Books - Juv                | -5.98       |
| 62656528  | 8/27/2020 |                         | J Books                       | Books - Juv                | -79.94      |
| 62656829  | 8/27/2020 |                         | J Books                       | Books - Juv                | -38.90      |
| 62657933  | 8/27/2020 |                         | J Books                       | Books - Juv                | -320.39     |
| 62658411  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -59.84      |
| 62658410  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -15.58      |
| 62658059  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -13.78      |
| 62658436  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -11.82      |
| 62657932  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -11.98      |
| 62658058  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -1.38       |
| 67215944  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -25.16      |
| 62657402  | 8/27/2020 |                         | Teen books                    | Books - Teen               | -166.21     |
|           |           |                         | Teen books                    | Books - Teen               | -10.18      |



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| Num      | Date      | Name                    | Memo             | Account                    | Paid Amount |
|----------|-----------|-------------------------|------------------|----------------------------|-------------|
| 62657632 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -14.38      |
| 62657633 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -11.82      |
| 62657634 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -10.56      |
| 62657147 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -15.21      |
| 62657148 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -23.07      |
| 62656496 | 8/27/2020 | Teen books              | Teen books       | Books - Teen               | -11.25      |
| 62658409 | 8/27/2020 | MS Books                | MS Books         | Books - Middle School      | -11.25      |
| 62657931 | 8/27/2020 | MS Books                | MS Books         | Books - Middle School      | -32.63      |
| 62657401 | 8/27/2020 | MS Books                | MS Books         | Books - Middle School      | -22.50      |
| 62657631 | 8/27/2020 | MS Books                | MS Books         | Books - Middle School      | -12.07      |
| 62657146 | 8/27/2020 | MS Books                | MS Books         | Books - Middle School      | -21.94      |
| 62660105 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -9.56       |
| 62659651 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -13.19      |
| 62659654 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -31.25      |
| 62660108 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -16.95      |
| 62659723 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -18.03      |
| 62659724 | 9/2/2020  | Adult books             | Adult books      | Books - Adult              | -7.18       |
| 67221549 | 9/2/2020  | Teen Video games        | Teen Video games | Non-print -Teen            | -85.48      |
| 62659941 | 9/2/2020  | Teen books              | Teen books       | Books - Teen               | -33.54      |
| 62659942 | 9/2/2020  | Teen books              | Teen books       | Books - Teen               | -80.46      |
| 62659940 | 9/2/2020  | MS Print                | MS Print         | Books - Middle School      | -58.20      |
| 62660104 | 9/2/2020  | J books                 | J books          | Books - Juv                | -5.60       |
| 62659650 | 9/2/2020  | J books                 | J books          | Books - Juv                | -43.87      |
| 62660107 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -10.36      |
| 62660106 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -19.16      |
| 62659653 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -9.98       |
| 62659652 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -7.54       |
| 62659726 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -34.12      |
| 62659725 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -11.82      |
| 62645099 | 9/2/2020  | J Books                 | J Books          | Books - Juv                | -330.35     |
| 62660325 | 9/4/2020  | Adult books             | Adult books      | Books - Adult              | -17.47      |
| 62660393 | 9/4/2020  | Teen books              | Teen books       | Books - Teen               | -12.38      |
| 62660383 | 9/4/2020  | Teen books              | Teen books       | Books - Teen               | -11.25      |
| 62660392 | 9/4/2020  | MS Books                | MS Books         | Books - Middle School      | -21.94      |
| 62660327 | 9/4/2020  | J Books                 | J Books          | Books - Juv                | -9.56       |
| TOTAL    |           |                         |                  |                            | -3,708.53   |
| 17292    | 9/19/2020 | Ingram Library Services |                  | BYLINE Operations 00805... |             |
| 62663200 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -8.43       |
| 62663199 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -26.32      |
| 67226440 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -48.61      |
| 62662783 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -38.10      |
| 62660979 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -255.33     |
| 62660608 | 9/19/2020 | J Books                 | J Books          | Books - Juv                | -30.16      |
| 62662824 | 9/19/2020 | MS Books                | MS Books         | Books - Middle School      | -34.01      |
| 62662415 | 9/19/2020 | MS Books                | MS Books         | Books - Middle School      | -22.07      |
| 62662006 | 9/19/2020 | MS Books                | MS Books         | Books - Middle School      | -10.69      |

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| Num      | Date      | Name                      | Memo          | Account                    | Paid Amount |
|----------|-----------|---------------------------|---------------|----------------------------|-------------|
| 62660604 | 9/19/2020 |                           | MS Books      | Books - Middle School      | -10.25      |
| 62660870 | 9/19/2020 |                           | MS Books      | Books - Middle School      | -9.24       |
| 62662825 | 9/19/2020 |                           | Teen books    | Books - Teen               | -10.56      |
| 62662416 | 9/19/2020 |                           | Teen books    | Books - Teen               | -10.18      |
| 62663129 | 9/19/2020 |                           | Teen books    | Books - Teen               | -10.18      |
| 62662005 | 9/19/2020 |                           | Teen books    | Books - Teen               | -23.64      |
| 62662004 | 9/19/2020 |                           | Teen books    | Books - Teen               | -15.21      |
| 62660872 | 9/19/2020 |                           | Teen books    | Books - Teen               | -10.56      |
| 62660871 | 9/19/2020 |                           | Teen books    | Books - Teen               | -12.58      |
| 62663418 | 9/19/2020 |                           | Adult books   | Books - Adult              | -474.10     |
| 62663417 | 9/19/2020 |                           | Adult books   | Books - Adult              | -16.91      |
| 67226954 | 9/19/2020 |                           | Adult books   | Books - Adult              | -68.75      |
| 67226441 | 9/19/2020 |                           | Adult books   | Books - Adult              | -26.54      |
| 62663203 | 9/19/2020 |                           | Adult books   | Books - Adult              | -21.39      |
| 62663128 | 9/19/2020 |                           | Adult books   | Books - Adult              | -50.39      |
| 62663202 | 9/19/2020 |                           | Adult books   | Books - Adult              | -189.36     |
| 62663201 | 9/19/2020 |                           | Adult books   | Books - Adult              | -43.87      |
| 62663198 | 9/19/2020 |                           | Adult books   | Books - Adult              | -31.89      |
| 62663197 | 9/19/2020 |                           | Adult books   | Books - Adult              | -19.45      |
| 62662414 | 9/19/2020 |                           | Adult books   | Books - Adult              | -18.03      |
| 67225774 | 9/19/2020 |                           | Adult books   | Books - Adult              | -18.58      |
| 62662423 | 9/19/2020 |                           | Adult books   | Books - Adult              | -58.25      |
| 62662784 | 9/19/2020 |                           | Adult books   | Books - Adult              | -14.36      |
| 62662781 | 9/19/2020 |                           | Adult books   | Books - Adult              | -20.18      |
| 62662782 | 9/19/2020 |                           | Adult books   | Books - Adult              | -140.89     |
| 62662009 | 9/19/2020 |                           | Adult books   | Books - Adult              | -459.54     |
| 62661231 | 9/19/2020 |                           | Adult books   | Books - Adult              | -28.15      |
| 62662424 | 9/19/2020 |                           | Adult books   | Books - Adult              | -82.15      |
| 62660980 | 9/19/2020 |                           | Adult books   | Books - Adult              | -45.26      |
| 62662008 | 9/19/2020 |                           | Adult books   | Books - Adult              | -37.53      |
| 62660978 | 9/19/2020 |                           | Adult books   | Books - Adult              | -67.82      |
| 62661225 | 9/19/2020 |                           | Adult books   | Books - Adult              | -15.21      |
| 62660602 | 9/19/2020 |                           | Adult books   | Books - Adult              | -15.21      |
| TOTAL    |           |                           |               |                            | -2,568.41   |
| 47271    | 9/4/2020  | KLEIN, THORPE & JENKIN... |               | BYLINE Operations 00805... |             |
| 211884   | 8/27/2020 |                           | Legal advice  | Consultant/Legal Fees      | -132.00     |
| TOTAL    |           |                           |               |                            | -132.00     |
| 17293    | 9/19/2020 | KLEIN, THORPE & JENKIN... |               | BYLINE Operations 00805... |             |
| 212524   | 9/19/2020 |                           | Legal consult | Consultant/Legal Fees      | -66.00      |
| TOTAL    |           |                           |               |                            | -66.00      |

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|-----------|-----------|-------------------------------|---------------------------------|------------------------------|-------------|
| 17294     | 9/19/2020 | Konica Minolta Business S...  |                                 | BYLINE Operations 00805...   |             |
| 900709... | 9/19/2020 |                               | August Copier Usage             | Copy Machine (usage, mai...  | -92.40      |
| TOTAL     |           |                               |                                 |                              | -92.40      |
| 17272     | 9/4/2020  | Konica Minolta Premier Fin... |                                 | BYLINE Operations 00805...   |             |
| 422151... | 9/1/2020  |                               | Monthly copier lease            | Equipment - Copier Lease ... | -216.10     |
| TOTAL     |           |                               |                                 |                              | -216.10     |
| 17295     | 9/19/2020 | Leslie Goddard                |                                 | BYLINE Operations 00805...   |             |
|           | 9/19/2020 |                               | Votes for Women Program 9/12/20 | Programs - Adult             | -200.00     |
| TOTAL     |           |                               |                                 |                              | -200.00     |
| 17273     | 9/4/2020  | MIDWEST TAPE                  |                                 | BYLINE Operations 00805...   |             |
| 99287208  | 8/27/2020 |                               | Adult CD Books                  | Non-Print Adult              | -176.96     |
| 99287209  | 8/27/2020 |                               | Adult DVDs                      | Non-Print Adult              | -43.83      |
| 99287220  | 8/27/2020 |                               | Adult CD Music                  | Non-Print Adult              | -47.02      |
| 99267520  | 8/27/2020 |                               | Adult DVDs                      | Non-Print Adult              | -64.53      |
| 99267521  | 8/27/2020 |                               | ADult DVDs                      | Non-Print Adult              | -20.79      |
| 99267522  | 8/27/2020 |                               | ADult CD audiobooks             | Non-Print Adult              | -30.24      |
| 99316709  | 9/2/2020  |                               | Adult CD Music                  | Non-Print Adult              | -13.14      |
| 99316721  | 9/2/2020  |                               | Adult CD Audiobook              | Non-Print Adult              | -44.24      |
| 99316708  | 9/2/2020  |                               | Adult Non Print                 | Non-Print Adult              | -137.72     |
| 99316707  | 9/2/2020  |                               | Adult DVDs                      | Non-Print Adult              | -105.06     |
| TOTAL     |           |                               |                                 |                              | -683.53     |
| 17296     | 9/19/2020 | MIDWEST TAPE                  |                                 | BYLINE Operations 00805...   |             |
| 99368779  | 9/19/2020 |                               | Adult DVDs                      | Non-Print Adult              | -35.58      |
| 99379683  | 9/19/2020 |                               | Adult CD Audio                  | Non-Print Adult              | -108.48     |
| 99379682  | 9/19/2020 |                               | Adult CD Audiobook              | Non-Print Adult              | -44.24      |
| 99379680  | 9/19/2020 |                               | Adult CD Audiobook              | Non-Print Adult              | -17.54      |
| 99368778  | 9/19/2020 |                               | Adult Music CD                  | Non-Print Adult              | -50.62      |
| 99379684  | 9/19/2020 |                               | J DVDs                          | Non-Print Juvenile           | -25.29      |
| 99354540  | 9/19/2020 |                               | Adult CD Audiobook              | Non-Print Adult              | -44.24      |
| 99354543  | 9/19/2020 |                               | Adult DVD                       | Non-Print Adult              | -22.29      |
| 99354542  | 9/19/2020 |                               | Adult DVDs                      | Non-Print Adult              | -81.87      |
| 99346109  | 9/19/2020 |                               | Adult DVDs                      | Non-Print Adult              | -37.09      |

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

| Num          | Date             | Name             | Memo                                  | Account                           | Paid Amount       |
|--------------|------------------|------------------|---------------------------------------|-----------------------------------|-------------------|
| 99354545     | 9/19/2020        |                  | Adult BluRay                          | Non-Print Adult                   | -33.34            |
| 99354544     | 9/19/2020        |                  | Adult DVDs                            | Non-Print Adult                   | -23.49            |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-524.07</b>    |
| <b>17274</b> | <b>9/4/2020</b>  | <b>NICOR GAS</b> |                                       | <b>BYLINE Operations 00805...</b> |                   |
| 898234...    | 8/27/2020        |                  | Gas bill                              | Heat                              | -441.82           |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-441.82</b>    |
| <b>17275</b> | <b>9/4/2020</b>  | <b>OverDrive</b> |                                       | <b>BYLINE Operations 00805...</b> |                   |
| 01658D...    | 8/25/2020        |                  | Adult eContent                        | eContent - Adult                  | -148.49           |
| 01658D...    | 8/27/2020        |                  | Teen eContent                         | eContent - Teen                   | -52.48            |
| 01658D...    | 8/27/2020        |                  | Adult online eContent                 | eContent - Teen                   | -15.29            |
| 01658C...    | 9/1/2020         |                  | Adult online eContent                 | eContent - Adult                  | -60.00            |
| 01658C...    | 9/1/2020         |                  | Adult eContent                        | eContent - Adult                  | -749.53           |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-1,025.79</b>  |
| <b>17297</b> | <b>9/19/2020</b> | <b>OverDrive</b> |                                       | <b>BYLINE Operations 00805...</b> |                   |
| 01658D...    | 9/19/2020        |                  | Teen online eContent                  | eContent - Teen                   | -17.99            |
| 01658D...    | 9/19/2020        |                  | Adult online eContent                 | eContent - Adult                  | -227.49           |
| 01658D...    | 9/19/2020        |                  | Teen eContent                         | eContent - Teen                   | -45.00            |
| 01658D...    | 9/19/2020        |                  | Adult eContent                        | eContent - Adult                  | -179.98           |
| 01658C...    | 9/19/2020        |                  | Children's online eContent            | eContent - Juvenile               | -337.41           |
| 01658D...    | 9/19/2020        |                  | Teen online eContent                  | eContent - Teen                   | -53.48            |
| 01658C...    | 9/19/2020        |                  | Adult Online eContent                 | eContent - Adult                  | -213.48           |
| 01658C...    | 9/19/2020        |                  | Teen Online eContent                  | eContent - Teen                   | -160.71           |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-1,235.54</b>  |
| <b>d/m</b>   | <b>9/4/2020</b>  | <b>PAYLOCITY</b> |                                       | <b>BYLINE Operations 00805...</b> |                   |
|              |                  |                  | ER FICA correction from 8/14 Payroll  | FICA                              | -897.07           |
|              |                  |                  | ER MEDICARE correction from 8/14 P... | Medicare Exp                      | -209.74           |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-1,106.81</b>  |
| <b>d/m</b>   | <b>9/15/2020</b> | <b>PAYLOCITY</b> |                                       | <b>BYLINE Operations 00805...</b> |                   |
|              |                  |                  | 9/15/2020 Payroll                     | Employee Compensation             | -19,713.87        |
| <b>TOTAL</b> |                  |                  |                                       |                                   | <b>-19,713.87</b> |

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

| Num    | Date      | Name                          | Memo   | Account                                       | Paid Amount                       |
|--------|-----------|-------------------------------|--|---|-----------------------------------|
| dm     | 9/15/2020 | PAYLOCITY                     | EE Tax Deduction<br>ER FICA<br>ER Medicare   | BYLINE Operations 00805...                    | -4,623.41<br>-1,567.89<br>-366.68 |
| TOTAL  |           |                               |  |   | -6,557.98                         |
| dm     | 9/15/2020 | PAYLOCITY                     | Payroll processing 9/15                      | BYLINE Operations 00805...                    | -117.58                           |
| TOTAL  |           |                               |  |   | -117.58                           |
| DM     | 9/30/2020 | PAYLOCITY                     | 9/30 Employee Compensation                   | BYLINE Operations 00805...                    | -20,250.21                        |
| TOTAL  |           |                               |  |   | -20,250.21                        |
| DM     | 9/30/2020 | PAYLOCITY                     | EE Tax Withholding<br>ER FICA<br>ER Medicare | Employee Compensation<br>FICA<br>Medicare Exp | -4,635.67<br>-1,587.77<br>-371.33 |
| TOTAL  |           |                               |  |   | -6,594.77                         |
| DM     | 9/23/2020 | PAYLOCITY                     | Payroll service 9/30/20                      | BYLINE Operations 00805...                    | -117.58                           |
| TOTAL  |           |                               |  |   | -117.58                           |
| 17276  | 9/4/2020  | PROFESSIONAL IMAGE            | Staff nametag                                | BYLINE Operations 00805...                    | -12.45                            |
| 199812 | 8/27/2020 |                               |  | Supplies - Library                            | -12.45                            |
| TOTAL  |           |                               |  |   | -12.45                            |
| 17277  | 9/4/2020  | S & D Prime Maintenance, l... | Down payment for exterior power wash         | BYLINE Operations 00805...                    | -435.00                           |
| 9/2/20 | 9/4/2020  |                               |  | Maintenance - Service                         | -435.00                           |
| TOTAL  |           |                               |  |   | -435.00                           |

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

| Num       | Date      | Name                          | Memo   | Account  | Paid Amount                            |
|-----------|-----------|-------------------------------|--|--|--|
| 17298     | 9/19/2020 | S & D Prime Maintenance, I... |  | BYLINE Operations 00805...   |  |
| 86688     | 9/19/2020 |                               | 9/8/2020 Maintenance Service<br>New Emergency exit light fixture, Child...                                       | Maintenance - Service<br>Maintenance - Supply                                | -275.00<br>-255.95                     |
| TOTAL     |           |                               |  |  | -530.95                                |
| 17278     | 9/4/2020  | Staples                       |  | BYLINE Operations 00805...   |  |
| 163067... | 9/2/2020  |                               | Kit program supplies<br>Pens, sharpies, batteries, water<br>Purrell, Clorox wipes, paper towels, toi...<br>Paper | Programs - Juv<br>Office Supplies<br>Maintenance - Supply<br>Copier supplies | -103.51<br>-53.39<br>-321.36<br>-10.69 |
| TOTAL     |           |                               |  |  | -488.95                                |
| 17299     | 9/19/2020 | Today's Business Solutions    |  | BYLINE Operations 00805...   |  |
| 11045     | 9/19/2020 |                               | Annual MyPC and Papercut Service   | Automation - Administration  | -1,975.40                              |
| 11001     | 9/19/2020 |                               | Annual Print from Home Service   | Automation - Administration  | -600.00                                |
| TOTAL     |           |                               |  |  | -2,575.40                              |
| 17279     | 9/4/2020  | ULINE                         |  | BYLINE Operations 00805...   |  |
| 123249... | 8/27/2020 |                               | Gloves   | Maintenance - Supply   | -86.51                                 |
| TOTAL     |           |                               |  |  | -86.51                                 |
| 17280     | 9/4/2020  | VERSATILE COMPUTER S...       |  | BYLINE Operations 00805...   |  |
| 15678     | 9/4/2020  |                               | July Tech Support  | Technical Support  | -750.00                                |
| 15712     | 9/4/2020  |                               | September IT Support   | Technical Support  | -750.00                                |
| TOTAL     |           |                               |  |  | -1,500.00                              |
| 204       | 9/16/2020 | VERSATILE COMPUTER S...       |  | BYLINE Capital 00805669...   |  |
|           | 9/16/2020 |                               | Computer Group 2 Replacement - 12 ...  | Capital Reserve Fund   | -13,103.76                             |
| TOTAL     |           |                               |  |  | -13,103.76                             |

**River Forest Public Library  
WARRANT LIST DETAIL**

September 2020

| Num        | Date      | Name                    | Memo   | Account   | Paid Amount                       |
|------------|-----------|-------------------------|--|---|-----------------------------------|
| 17300      | 9/19/2020 | VILLAGE OF RIVER FOREST |  | BYLINE Operations 00805...                          |                                   |
| Sept He... | 9/19/2020 |                         | EE Health/dental deduction<br>ER Health portion<br>ER Dental portion | Employee Compensation<br>Health Insurance<br>Dental | -1,951.11<br>-3,278.94<br>-241.08 |
| TOTAL      |           |                         |  |   | -5,471.13                         |

River Forest Public Library

10/5/2020 12:34 PM

Register: 5/3 Financial Credit Card

From 08/05/2020 through 09/04/2020

Sorted by: Date, Type, Number/Ref

| Date       | Ref.  | Payee                          | Account                           | Memo                  | Charge   | C | Payment  | Balance  |
|------------|-------|--------------------------------|-----------------------------------|-----------------------|----------|---|----------|----------|
| 08/06/2020 |       | Shop POP Displays              | Capital Expenditures:Equipment... |                       |          | X | 17.60    | 2,994.07 |
| 08/07/2020 |       | ScreenCloud                    | Automation Expenses:Automati...   |                       | 15.00    | X |          | 3,009.07 |
| 08/07/2020 |       | Comcast                        | Automation Expenses:Automati...   |                       | 1,143.22 | X |          | 4,152.29 |
| 08/07/2020 |       | ORIENTAL TRADING               | Juvenile Expenses:Programs - J... |                       | 222.56   | X |          | 4,374.85 |
| 08/08/2020 | 17243 | Fifth Third Bank               | BYLINE Operations 00805669...     | July Credit Card Bill |          | X | 3,011.67 | 1,363.18 |
| 08/10/2020 |       | USPS                           | Office Expenses:Postage           |                       | 50.00    | X |          | 1,413.18 |
| 08/13/2020 |       | PROFESSIONAL IMAGE             | Supplies - Library                |                       | 36.95    | X |          | 1,450.13 |
| 08/13/2020 |       | HR Source                      | Professional Expenses:Professi... |                       | 49.00    | X |          | 1,499.13 |
| 08/13/2020 |       | HR Source                      | -split-                           |                       | 399.00   | X |          | 1,898.13 |
| 08/13/2020 |       | HR Source                      | -split-                           |                       | 1,145.00 | X |          | 3,043.13 |
| 08/13/2020 |       | University of Wisconsin - M... | Professional Expenses:Professi... |                       | 250.00   | X |          | 3,293.13 |
| 08/17/2020 |       | Discount School Supply         | Building Expenses:Maintenanc...   |                       | 79.99    | X |          | 3,373.12 |
| 08/18/2020 |       | GOOD EARTH GREENHO...          | Adult Expenses:Programs - Adult   |                       | 50.00    | X |          | 3,423.12 |
| 08/19/2020 |       | AMAZON.COM                     | Teen Expenses:Programs-Teen       |                       | 88.40    | X |          | 3,511.52 |
| 08/19/2020 |       | AMAZON.COM                     | Teen Expenses:Programs-Teen       |                       | 12.99    | X |          | 3,524.51 |
| 08/20/2020 |       | Discount School Supply         | Juvenile Expenses:Programs - J... |                       | 35.64    | X |          | 3,560.15 |
| 08/20/2020 |       | Rare Bird Preserves            | Adult Expenses:Programs - Adult   |                       | 50.00    | X |          | 3,610.15 |
| 08/24/2020 |       | Stamps. com                    | Office Expenses:Postage           |                       | 17.99    | X |          | 3,628.14 |
| 08/24/2020 |       | ORIENTAL TRADING               | Connection - ASK:Connection ...   |                       | 144.72   | X |          | 3,772.86 |
| 08/26/2020 |       | Booksense                      | Teen Expenses:Programs-Teen       |                       | 150.00   | X |          | 3,922.86 |
| 08/26/2020 |       | River Forest Chocolates        | Adult Expenses:Programs - Adult   |                       | 35.77    | X |          | 3,958.63 |
| 08/27/2020 |       | River Forest Chocolates        | Special Programs                  |                       | 60.00    | X |          | 4,018.63 |
| 08/27/2020 |       | Snackcrate.com                 | Teen Expenses:Programs-Teen       |                       | 78.00    | X |          | 4,096.63 |
| 08/31/2020 |       | Walmart                        | Building Expenses:Maintenanc...   |                       | 49.92    | X |          | 4,146.55 |
| 08/31/2020 |       | Walmart                        | Capital Expenditures:Equipmen...  |                       | 243.09   | X |          | 4,389.64 |
| 09/01/2020 |       | Facebook                       | Office Expenses:Advertisement     |                       | 7.00     | X |          | 4,396.64 |
| 09/01/2020 |       | MobilBeacon                    | Automation Expenses:Automati...   |                       | 120.00   | X |          | 4,516.64 |
| 09/02/2020 |       | Go Daddy.com                   | Automation Expenses:Automati...   |                       | 159.98   | X |          | 4,676.62 |



# River Forest Public Library

10/5/2020 12:34 PM

Register: 5/3 Financial Credit Card

From 08/05/2020 through 09/04/2020

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Ref.</u> | <u>Payee</u>         | <u>Account</u>                   | <u>Memo</u> | <u>Charge</u> | <u>C</u> | <u>Payment</u> | <u>Balance</u> |
|-------------|-------------|----------------------|----------------------------------|-------------|---------------|----------|----------------|----------------|
| 09/02/2020  |             | DAVIS TREE CARE, INC | Building Expenses:Maintenanc...  |             | 382.50        | X        |                | 5,059.12       |
| 09/02/2020  |             | Staples              | Capital Expenditures:Equipmen... |             | 191.24        | X        |                | 5,250.36       |
| 09/02/2020  |             | Kahoot               | -split-                          |             | 48.00         | X        |                | 5,298.36       |



River Forest Public Library - Capital Reserve Fund - September 2020  
Fiscal Year: May 1, 2020 - April 30, 2021

Capital Reserve Account Balances as of September 30, 2020

ICS Capital Reserve 118,643.36  
Byline Capital Checking (11,968.17)

Expenses

| <u>Check</u> | <u>Date</u> | <u>Vendor/Description</u>                 |              |
|--------------|-------------|---|--------------|
| 204          | 9/26/2020   | Versatile<br>Group 2 Computer Replacement | \$ 13,103.76 |

Income

|          |           |  |         |
|----------|-----------|--|---------|
| Interest | 9/30/2020 |  | \$ 0.66 |
|----------|-----------|--|---------|

# River Forest Public Library Balance Sheet

As of September 30, 2020

**ASSETS**

|   | <b>9/30/2020</b>    |
|---|---------------------|
| <b>Current Assets</b>   |                     |
| <b>CHECKING/SAVINGS - OPERATIONS ACCOUNT</b>                        |                     |
| <b>Operations Current</b>   |                     |
| ICS Operations            805669201 .20% Interest Rate              | 887,406.07          |
| Byline Operations        805669201                                  | 48,386.13           |
| Petty Cash  | 40.00               |
| TOTAL Operations Current  | 935,832.20          |
| Operations Midterm Reserves   | -                   |
| TOTAL Operations Midterm Reserves                                   | -                   |
| Operations Long Term Reserves                                       |                     |
| OP CD 26 WK            1024039281 <u>CD Maturity Date</u> 1/28/2021 | 63,022.72           |
| OP CD 3 YEAR            1021670576            8/12/2021             | 63,414.37           |
| OP CD 5 YEAR            1020450904            7/28/2022             | 63,818.86           |
| OP CD 5 YEAR            1021670738            8/10/2023             | 63,617.14           |
| OP CD 5 YEAR            1022865745            7/25/2024             | 63,161.26           |
| TOTAL Operations Long Term Reserves                                 | 317,034.35          |
| <b>TOTAL OPERATIONS ACCOUNT</b>                                     | <b>1,252,866.55</b> |
| <b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>                           |                     |
| ICS Capital            805669202 .20% Interest Rate                 | 118,643.36          |
| Byline Capital        805669202                                     | (11,968.17)         |
| <b>TOTAL CAPITAL ACCOUNT</b>  | <b>106,675.19</b>   |
| TOTAL CURRENT CHECKING/SAVINGS                                      | 1,359,541.74        |
| TOTAL CURRENT ASSETS  | 1,359,541.74        |
| <b>TOTAL ASSETS</b>   | <b>1,359,541.74</b> |
| <b>LIABILITIES &amp; EQUITY</b>                                     |                     |
| <b>Liabilities</b>  |                     |
| <b>Current Liabilities</b>  |                     |
| <b>Accounts Payable</b>   |                     |
| Accounts Payable  | (741.11)            |
| Total Accounts Payable  | (741.11)            |
| <b>Credit Cards</b>   |                     |
| MB Financial Credit Card  | 1,540.14            |
| Total Credit Cards  | 1,540.14            |
| Total Current Liabilities   | 799.03              |
| <b>Equity</b>   |                     |
| Opening Bal Equity  | 821,884.15          |
| Retained Earnings   | 500,736.16          |
| Net Income  | 36,122.40           |
| Total Equity  | 1,358,742.71        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>                               | <b>1,359,541.74</b> |

## **River Forest Public Library Administration - Library Director**

**Status:** Exempt

**Hours:** 37.5 hours/week (minimum)

### **Description:**

- Create a friendly, welcoming environment that is focused on meeting community needs and helping the community fully utilize the library's resources
- Use initiative and independent judgment to apply standards of professional library management to ensure a smooth functioning library
- Oversee all aspects of library operations, including staffing, budgeting, financial reporting, building maintenance, patron relations, and legal compliance

**Reports to:** River Forest Public Library Board of Trustees

**Direct reports:** Operations Manager (full time), Children's Services Manager (full time), Adult/Teen Services Manager (full time), and PR/Marketing Specialist (part time)

### **Director Responsibilities**

#### Library Operations

- Ensure effective daily operation of the library
- Manage the maintenance, security, and upkeep of the library facilities, technology, and equipment, including recommendations for repairs and for long-term improvements
- Formulate and manage the library budget and the tax levy process

#### Personnel and Staff

- Recruit, manage, evaluate, and mentor a management team to supervise well-trained, customer service-oriented staff
- Build professional knowledge of self and other staff members through ongoing participation in professional development opportunities
- Facilitate internal communication and foster team building through management and staff meetings, training opportunities, and other forms of open dialogue

#### Strategic and Long-Range Planning

- Develop strategies to deal with growth and change and to promote a shared vision among staff, Board members and patrons
- Support and advise the Board of Trustees in its strategic and long-range planning initiatives
- Work with the Board of Trustees to develop, monitor and amend priorities and with the library staff to implement the Board-approved goals and objectives of the library

#### Board of Trustees

- Effectively communicate financial, policy, technology, facility and staff organizational needs to the Board of Trustees

- Prepare board meeting materials, agendas and notices as required by law; attend all board and board committee meetings and provide adequate information and advice on all matters considered
- Formulate and report metrics-driven evaluations (through surveys and statistics) of collections and services, where possible
- Orient new Trustees and serve as a resource for Trustee education and activities.
- Inform and advise the Board as to local, regional, state, and national developments affecting the library and the community

### Community

- Seek and develop relationships for the library with community stakeholders to ensure that library collections, programs, services, and spaces are responsive to community needs
- Represent and advocate for the library in the community
- Coordinate information services with other libraries and agencies
- Develop and maintain fundraising opportunities through grants, contributions and pledges and support the work of the RFPL Foundation

### **Job Qualifications**

- MLS from an ALA accredited school
- At least five years of experience in a public library setting
- At least five years of significant supervisory experience
- Ability to work nights and weekends as necessitated

### **Knowledge, Skills, and Abilities**

- Excellent interpersonal communication; clear oral and verbal expression
- Strong organizational and management skills
- Ability to think creatively, evaluate and fine-tune strategies, implement new ideas, and optimize solutions in all aspects of the job
- Knowledge of professional public library principles, practices, and procedures, including relevant state and federal laws
- Awareness of library trends and developments and openness to new ideas
- Familiarity with modern management principles and practices as they relate to the administration of public libraries

### **III. Investment of Public Funds**

#### **A. Responsibilities**

All investment policies and procedures of RFPL will be in accordance with Illinois Law. The authority of the Board to control and invest public funds is defined in Illinois Public Funds Investment Act (30 ILCS 235/) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Board.

The standard of care applicable to investment of RFPL funds is the "prudent person" standard of care. Using this standard, investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for any investment credit risk, market price, or value change, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

#### **B. Objectives and Guidelines**

It is the Board's policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of RFPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

##### **1. Safety**

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured under FDIC coverage, unless they are adequately collateralized.

Authorized investments include and will primarily consist of: interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under state law that satisfy the investment objectives of RFPL.

##### **2. Maintenance of sufficient liquidity to meet current obligations**

The types and lengths of investments should be managed to ensure that RFPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

### 3. Return on investment

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

### 4. Simplicity of management

The Treasurer, Director and other designated administrative staff must be able to manage RFPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

## **C. Collateralization and Safekeeping**

Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the RFPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for RFPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

## **D. Authorized Financial Institutions**

Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. The Treasurer will maintain a list of institutions authorized to provide investment services to RFPL. Any financial institution selected by RFPL shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. RFPL will not keep funds in any financial institution that is not a member of the FDIC.

## **E. Ethics and Conflicts of Interest**

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any

interest, or receive any compensation from, any investments of RFPL, or the sellers, sponsors of managers of those investments.

#### **F. Financial and Investment Service Providers**

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.



### III. Investment of Public Funds

#### A. Responsibilities

All investment policies and procedures of RFPL will be in accordance with Illinois Law. The authority of the Board to control and invest public funds is defined in Illinois Public Funds Investment Act (30 ILCS 235/) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Board.

The standard of care applicable to investment of RFPL funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for any investment credit risk, ~~or~~ market price, or ~~or~~ value changes, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

#### B. Objectives and Guidelines

It is the Board’s policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of ~~the~~ RFPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

##### 1. Safety

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured under FDIC coverage, unless they are adequately collateralized.

Authorized investments include and will primarily consist of: interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under state law that satisfy the investment objectives of RFPL.

##### 2. Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that RFPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

### 3. Return on investment

Within the constraints ~~en-of~~ Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

### 4. Simplicity of management

The Treasurer, Director and other designated administrative staff must be able to manage RFPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

## C. Collateralization and Safekeeping

Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the RFPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for ~~the~~ RFPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

## D. Authorized Financial Institutions

Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. The Treasurer will maintain a list of institutions authorized to provide investment services to RFPL. Any financial institution selected by RFPL shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. RFPL will not keep funds in any financial institution that is not a member of the FDIC.

## E. Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any

interest, or receive any compensation from, any investments of RFPL, or the sellers, sponsors of managers of those investments.

**F. Financial and Investment Service Providers**

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.

## MEMO

To: RFPL Board of Trustees

From: Joanna Bertucci, Operations Manager

Date: October 5, 2020

RE: Resolution for Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds

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The River Forest Public Library has applied for a grant with Cook County for Coronavirus relief funds.

According to their website, Cook County received approximately \$429 million from the U.S. Treasury from the CARES Act. More specifically,

“under the CARES Act, units of local government with a population exceeding 500,000 are eligible to receive this funding and can distribute these funds to municipalities under this threshold for direct expenses related to coronavirus. Per the CARES Act, these funds are NOT eligible for loss of revenues many local jurisdictions are unfortunately facing and only authorized for direct COVID-19 expenses. Cook County has chosen to allocate \$51 million of this relief among the municipalities located within Cook County.”

Cook County President Toni Preckwinkle has allocated funds to support libraries in their Coronavirus response efforts. Grants to libraries may be awarded in amounts up to \$5,000.

The Library has applied for this grant in the amount of \$5,000 to offset employee compensation costs for “hours spent by employees in substantially different tasks from regular budgeted duties to respond to COVID-19 related activities,” as per the grant requirements.

We have identified these hours as the time Managers have spent (July 27 – August 19, 2020) staffing the greeter station at the library’s entrance. Under normal circumstances, our managers would not spend 20% of their work week acting as a health/safety monitor. As a result, Managers have deferred strategic priorities and long term projects in order to staff this new service model. Although the time that managers spend doing this work is substantially different from regularly budgeted and assigned duties, we are wholly committed to mitigating the spread of COVID-19 in our community and providing our users access to library materials and technology safely.

The grant application requires that a resolution be passed by the Library Board, authorizing the Intergovernmental Agreement between the River Forest Public Library and Cook County and is included in the packet for your review. The resolution was prepared for RFPL by our attorney, Greg Smith of Klein, Thorpe & Jenkins.

**RESOLUTION NO. 2020-10-20**

**A RESOLUTION OF THE RIVER FOREST PUBLIC LIBRARY APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT WITH COOK COUNTY, ILLINOIS FOR CORONAVIRUS RELIEF FUNDS**

**WHEREAS**, the President and Board of Trustees of the River Forest Public Library ("Library") desire to enter into the "Intergovernmental and Subrecipient Agreement for Corona Virus Relief Funds" by and between the Library and Cook County, Illinois, attached hereto as EXHIBIT A and made a part hereof ("Agreement"); and

**WHEREAS**, the Library, an Illinois public library, has the authority to enter into the Agreement pursuant to Article VII, Section 10(a) of the Illinois Constitution of 1970, Section 3 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/3, and the applicable provisions of the Illinois Local Library Act, 75 ILCS 5/1-0.1, *et seq.*, and the Library President and Board of Trustees find that entering into the Agreement is in the best interests of the Library and its constituents;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1: Incorporation.** That each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

**SECTION 2: Approval and Execution.** That the Library President and Board of Trustees authorize the execution of, and approve entering into, the Agreement, and authorize and direct the Library President, the Interim Co-Library Director and the Library Secretary, or their designees, to execute and deliver the Agreement, along with all other instruments and documents that are necessary to fulfill the Library's obligations under the Agreement. The Library President and Board of Trustees authorize and direct the Library's staff to take all actions that are necessary to comply with all of the applicable obligations of the Library under the Agreement.

**SECTION 3: Severability.** That if any Section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**SECTION 4: Repeal.** That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

**SECTION 5: Effectiveness.** That this Resolution shall be in full force and effect upon its adoption and approval according to law.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**ADOPTED** this 20th day of October, 2020, pursuant to a roll call vote of the President and Board of Trustees as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this 20th day of October, 2020.

\_\_\_\_\_  
President, Board of Trustees  
of the River Forest Public Library

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
of the River Forest Public Library

**EXHIBIT A**

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT  
FOR CORONA VIRUS RELIEF FUNDS**

(attached)

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT  
FOR  
CORONAVIRUS RELIEF FUNDS**



**Between**

**COUNTY OF COOK, ILLINOIS**

**And**

**River Forest Public Library**

**(Cook County, Illinois Library District (Subrecipient))**

Entered into this 20th day of October, 2020



## SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):  
River Forest Public Library
- Subrecipient's unique entity identifier (DUNS): 112391834
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \$5,000
- Federal Award Program Description:  
Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)
- Award is for Research & Development (R&D): NO

**THIS AGREEMENT** entered this 20th day of October, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and River Forest Public Library (herein called “Subrecipient”) a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

**WHEREAS**, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

**WHEREAS**, Cook County qualified as an eligible local government and received CRF funding from the U.S Department of Treasury; and

**WHEREAS**, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

**WHEREAS**, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

**WHEREAS**, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

**I. AGREEMENT TERM**

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

## II. ACTIVITIES & ELIGIBLE EXPENSES

### A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

### B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

## III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki  
Chief Financial Officer  
Cook County Bureau of Finance  
118 N. Clark Street, Suite 1127  
Chicago, IL 60602  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)

Name of Subrecipient: River Forest Public Library  
Address: 735 Lathrop, River Forest, IL 60305  
Email: jbortucci@rflib.org

## IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

### A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

#### B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

#### C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

#### D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

#### E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

#### F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

#### G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

#### H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

#### I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

#### J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

#### K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
  2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov).
- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

#### V. ADMINISTRATIVE REQUIREMENTS

##### A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

##### B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

##### C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

#### D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

#### E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

#### F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

#### H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

#### I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

#### J. Payment & Reporting Procedures

##### 1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov).
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

#### VI. Personnel & Participation Conditions



1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

**VII. ATTACHMENTS**

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library District Application for CRF
- Attachment B – Duplication of Benefits Certification

**VII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**VIII. WAIVER**

Cook County’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**IX. CERTIFICATION**

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

#### **X. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

#### **VI. SIGNATURE AUTHORITY**

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: \_\_\_\_\_  
Its Duly Authorized Agent

Printed Name: Joanna Bertucci  
Title: Interim Co-Library Director  
Date: October 20, 2020

COOK COUNTY, ILLINOIS

Signed: \_\_\_\_\_  
Its Duly Authorized Agent

Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to form:

Signed: \_\_\_\_\_  
Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY DISTRICT APPLICATION FOR CRF



**Cook County Library District Application  
for  
Coronavirus Relief Funds**

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to [SuburbanCovidFundingQuestions@cookcountyil.gov](mailto:SuburbanCovidFundingQuestions@cookcountyil.gov).

Completed applications must be submitted via email to: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Please note that incomplete applications may cause a delay in processing.

| General Information  |  |                  |
|--|--|------------------|
| Organization Name  | Name of Requesting Official                  | Submission Date  |
| River Forest Public Library  | Joanna Bertucci, Interim Co-Library Director | October 21, 2020 |
| Request Description and Background Information   |  |                  |
| Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):<br>The expenditure for which we are requesting reimbursement is for hours spent by employees, from July 27 through August 19, 2020, in substantially different tasks from regular budgeted duties to respond to COVID-19 related activities. |  |                  |

Indicate the total amount requested (project specific and date specific to the extent possible):

\$5,000 to offset hours staff spent performing substantially different tasks from regular budgeted activities from July 27 through August 19, 2020.

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

The River Forest Public Library serves 11,172 residents of River Forest and is part of the SWAN Library System, serving over 100 libraries and their users throughout the suburban Chicagoland Area. The River Forest Public Library is vital part of the community as 75% of our users have library cards.

On Monday, July 27th, the library building reopened after having been closed to the public since March 14th. Our Phase IV reopen plan was modeled on the guidance set forth in Governor Pritzker's Restore Illinois plan. Library Administration felt strongly that the library should reopen in order to provide not only materials, but also public computer and Internet access to those who rely on their local library for this service. We feel that the to access computers is more important than ever, as library users are searching for jobs, completing their census, and performing other online tasks essential to their daily lives. We are proud that our library is open 36 hours per week to not only residents of River Forest, but to anyone in need of library services.

Critical features of our reopen plan include capacity limits and reduced hours. Based on our square footage, library administration determined the maximum number of patrons and staff that can be in the library at any given time. In order to ensure that capacity limits are not exceeded, a library manager is stationed at a podium near the entrance to our building during all open hours (36 hours per week) as we do not have a security guard on staff. These Managers greet those entering the building to ensure that library users are complying with public health safety requirements, for example wearing a mask and sanitizing their hands.

The "greeter" also monitors capacity limits inside the building by designated space and explains social distancing requirements and time limits for visits. The "greeters" may radio inside to ask another staff member to bring out materials or perform services for those users who do not want to enter the library. Each of our 6 library managers performs one daily shift (7.5 hours) in this capacity for the 6 days per while the library building is open to the public.

Under normal circumstances, our managers do not staff a public service desk and would not spend 20% of their work week acting as a health/safety monitor. As a result, Managers have deferred strategic priorities and long term projects in order to staff this new service model. Although the time that managers spend doing this work is substantially different from regularly budgeted and assigned duties, we are wholly committed to mitigating the spread of COVID-19 in our community and providing our users access to library materials and technology safely.

We are pleased to report that we have had success with this model and plan to operate in this manner until Phase V of the Restore Illinois plan. Receiving this funding would help offset some of the costs associated with responding to the COVID-19 pandemic. As the situation continues to evolve, we will likely have to shift our budget to accommodate the ongoing costs to support this new service model.

Are any requested funds expected to be expended after December 30, 2020?

No

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

**Cook County Reimbursement Information:** Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

| Description  | Indicate CRF Eligibility Category  |
|--|--|
| <p>The <u>Coronavirus Relief Fund</u> is used to cover costs that:</p> <ul style="list-style-type: none"> <li>• Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>• Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and</li> <li>• Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</li> <li><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.</li> </ul> |
| <p>Department of the Treasury <a href="#">Coronavirus Relief Fund Frequently Asked Questions</a></p>   |  |

**Required Attachments**

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

| Signatures and Certification  |
|---|
| <ol style="list-style-type: none"> <li>1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.</li> <br/> <li>2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.</li> <br/> <li>3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.</li> <br/> <li>4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:               <ol style="list-style-type: none"> <li>d. Are <i>necessary expenditures</i> incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>e. Were not accounted for in the budget most recently approved as of March 27, 2020; and</li> <li>f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ol> </li> <br/> <li>5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We</li> </ol> |

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

|  |                             |                  |
|--|-----------------------------|------------------|
| <hr/>                                    | Interim Co-Library Director | October 20, 2020 |
| <b>Library District Head (signature)</b> | <b>Title</b>                | <b>Date</b>      |
| <hr/>                                    |                             |                  |
| Joanna Bertucci                          |                             |                  |
| <hr/>                                    |                             |                  |
| <b>Library District Head (printed)</b>   |                             |                  |

Effective: [ NA ]

**ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION**

In consideration of Subrecipient’s receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and River Forest Public Library on October 20, 2020. Any such funds received by the Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: River Forest Public Library

Signed: \_\_\_\_\_

Its Duly Authorized Agent

Printed Name: Joanna Bertucci

Title: Interim Co-Library Director

Date: October 20, 2020



## Administration

- Joanna will be submitting a \$5,000 CARES grant request to Cook County (specific to libraries) for additional expenditures incurred in response to the COVID-19 pandemic. The grant funding will be used to offset personnel costs associated with establishing a “greeter position” to ensure that patrons are informed of new health safety protocols while using our building. As part of the grant process, the Library Board of Trustees must pass a resolution authorizing an intergovernmental agreement (IGA) with Cook County.
- RFPL responded to one FOIA request in September 2020. SmartProcure requested a listing of payments made to vendors from June 30th through September 30th. Additionally, Joanna has completed the 2020 FOIA and OMA Public Body Training. Joanna will serve as the FOIA's officer and RFPL's website has been updated to reflect that change.

## Key Performance Indicators Update

- A key performance indicator report is not included in the packet as our circulation statistics continue to be anomalous. With items being quarantined for 7-8 days after patrons return items, some returned items are automatically renewing while in quarantine. We don't feel those numbers are an accurate representation of our overall circulation. An overview of circulation, programming, and social media presence is below:

| Category   | September 2020                 |
|--|--------------------------------|
| Physical item circulation                        | 7,061                          |
| Digital item circulation                         | 7,369                          |
| Virtual programs for Older Adults                | 6 programs with 87 attendees   |
| Virtual programs for Middle School aged children | 6 programs with 66 attendees   |
| Virtual programs for Children                    | 16 programs with 266 attendees |
| Instagram followers                              | 1,095                          |
| Facebook followers                               | 1,240                          |
| New cardholders added                            | 42 ( 8,563 total cardholders)  |
| WiFi Use   | 1,958 sessions                 |
| Patron visits                                    | 6,386                          |

## **Finance**

- Sikich provided us with a first rough draft of the April 30, 2020 audit on October 9th. When they have finalized numbers for net pension liability from the Village's auditors and, at library administration's request, have amended some of the language in the accompanying notes, the Finance Committee will meet to review an updated draft. Joanna will be preparing the Management's Discussion and Analysis that will be included in the final audit. All trustees will receive a copy of the final audit in advance of the November 16th meeting.
- We received the FY20 Per Capita Grant funding from the Illinois State Library in the amount of \$13,965 on October 1, 2020.
- We have collected \$596,774 in property tax revenues through October 15, 2020, bringing us to 45.2% of anticipated tax collection. Last fiscal year to date we had collected approximately 46% of anticipated property taxes. We had adequate reserves on hand should Cook County decide to delay the due date for the 1st installment of tax payments that would be due on March 1, 2021.

## **Facilities**

- The Facilities Committee met on September 30th.
- S&D Prime Maintenance completed the powerwashing of the limestone around the front entrance and the gardens seat wall in late September. Oak Electric installed a new automatic timer for the exterior building lights. Classic Restoration will be performing masonry repair on the front of the building, the garden planter boxes and the garden seat wall in November. Oak Brook Mechanical installed the new air compressor on September 29th and replaced a defective flow switch on the rooftop chiller on October 9th. The bi-annual HVAC inspection will take place in November.

## **Technology**

- We ordered the Group 2 computers which Versatile will install in early November. We also ordered a new firewall for our network, a capital expenditure which had been deferred from 2018. SWAN, which manages our firewall, will configure the device and Versatile will install it in early November.

## **Strategic Plan progress**

- As part of our ongoing efforts to engage with other community groups, Meghan O'Keefe invited Ed Condon, District 90 superintendent, to be the guest speaker at the October 4th Coffee Monday. Dr. Condon discussed remote learning and the District 90 plans to reopen their 3 buildings for on site instruction and learning in late October.

## **Public Relations**

- The *Wednesday Journal* picked up the press release Fran submitted regarding the Director's retirement.
- Bookplate arrived in homes in late September.

Respectfully submitted,

Sue Quinn

October 15, 2020

## MEMO

To: RFPL Board of Trustees

From: Joanna Bertucci, Operations Manager

Date: October 16, 2020

RE: 2020 Levy

---

On the Agenda for Board approval is the 2020 Levy for the River Forest Public Library. Taxes are levied in arrears, the 2020 Levy funds RFPL's 2020-2021 budget, which was approved by the Board of Trustees in April 2020. The levy document lists the approved 2020-2021 budget and the amount of money from the Levy to fund our budget lines.

For the 2020 Levy RFPL was advised by the VRF Finance Director to levy for \$1,356,903 in property taxes.

A majority of RFPL's budget lines will directly funded by the levy, there are a few exceptions:

- Programming
  - We are levying for \$12,400 less than the budgeted amount for programs as we receive the following grants:
    - River Forest and Oak Park Townships to fund after-school Connections programming.
    - River Forest Public Library Foundation to supplement funding for adult, middle school, and children's programming.
- Youth Interventionist Agreement
  - Funding RFPL's portion of the Youth Interventionist Agreement comes from other library income (copy machine revenue, fees for lost/damaged books, meeting room rentals, interest)
- Books & Audiovisuals/Online
  - Annually, RFPL applies for the Per Capita Grant from the IL State Library. For 2020, RFPL requested and received \$13,965 to be used towards materials purchasing. We will be using these funds to supplement our collections with additional popular titles in print, non-print, and electronic formats.
- Strategic Initiatives
  - Fiscal year 2020-2021's strategic initiatives budget was generously funded by the River Forest Public Library Foundation.
- Custodial Services
  - The River Forest Public Library Foundation donated \$3,000 for ongoing maintenance of the garden.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
RIVER FOREST PUBLIC LIBRARY  
BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021**

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

**Section 1:** That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2020 and ending April 30, 2021 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

| <b>CORPORATE<br/>EXPENDITURES</b> | <b>FY 20-21<br/>BUDGET</b> | <b>2020 LEVY</b> |
|-----------------------------------|----------------------------|------------------|
| Salaries                          | 720,000                    | 720,000          |
| Health Insurance                  | 57,500                     | 57,500           |
| IMRF                              | 59,000                     | 59,000           |
| FICA/Medicare                     | 55,000                     | 55,000           |
| Payroll Services                  | 3,500                      | 3,500            |
| Insurance                         | 14,500                     | 14,500           |
| Auditing                          | 7,500                      | 7,500            |
| Staff Training                    | 2,500                      | 2,500            |
| Membership Dues                   | 4,000                      | 4,000            |
| Professional Development          | 9,000                      | 9,000            |
| Programming                       | 42,400                     | 30,000           |
| Trustee Training                  | 1,000                      | 1,000            |
| ILL and RB Services               | 1,000                      | 1,000            |
| Tech Support Services             | 11,000                     | 11,000           |
| Automation-Admin                  | 37,000                     | 37,000           |
| Youth Interventionist Contract    | 4,200                      | -                |
| Consultant/Legal Fees             | 7,000                      | 7,000            |
| Postage & Delivery                | 4,000                      | 4,000            |
| Telephone/Internet                | 15,000                     | 15,000           |
| Copy Machine Lease                | 2,800                      | 2,800            |
| Books                             | 76,000                     | 74,503           |
| Print Periodicals                 | 6,500                      | 6,500            |
| Automated Subscription            | 7,500                      | 7,500            |
| Audio-Visuals/ Online             | 91,000                     | 81,000           |

|                                |                  |                  |
|--------------------------------|------------------|------------------|
| Office Supplies                | 4,000            | 4,000            |
| Library Supplies               | 5,000            | 5,000            |
| Copy and Printing Supplies     | 1,000            | 1,000            |
| Advertising                    | 3,000            | 3,000            |
| Printing                       | 5,500            | 5,500            |
| Misc Expenses                  | 2,500            | 2,500            |
| Equipment and Furniture        | 7,000            | 7,000            |
| Technology-Misc                | 3,000            | 3,000            |
| Strategic Initiatives          | 5,000            | -                |
| Building Materials & Supplies  | 3,500            | 3,500            |
| Custodial Services             | 60,000           | 57,000           |
| Water                          | 2,000            | 2,000            |
| Natural Gas                    | 9,000            | 9,000            |
| Copier Maintenance             | 2,600            | 2,600            |
| Capital Reserve                | 41,000           | 41,000           |
| <b>Total Corporate Library</b> | <b>1,393,000</b> | <b>1,356,903</b> |

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

Adopted this 20th of October, 2020 pursuant to a roll call as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

Adopted on \_\_\_\_\_

Secretary Board of Trustees

**MEMO**

To: RFPL Board of Trustees  
From: Sue Quinn, Library Director  
Joanna Bertucci, Operations Manager  
Date: October 15, 2020  
RE: Air Handler Replacement Project

---

The purpose of this memo is to provide Trustees with background information related to the air handler replacement project. We are presenting three options for the Board to consider in its deliberations. These options are presented according to our capital projects ranking methodology as identified as imperative, essential, important, or desirable. Board discussion over the coming months will help inform the preparation of the FY 2021-2022 Capital Budget to be presented starting in February 2021.

Our current air handler unit was installed in 1990 as it was part of the building renovation project. The air handler is currently located in the north mechanical room adjacent to the Children’s room. In 2010, engineers (Engberg Anderson Capital Reserve Study) estimated that the unit has a useful life of 30 years, scheduling 2020 as its replacement year. The current pandemic circumstances have pushed back our timeline for large capital projects, thus our delay in moving forward.

In anticipation of this project, an engineering firm, Chicago Project Management, was hired in 2017 to an air handler relocation feasibility study. The results of their study included estimated costs in anticipation of the air handlers needed replacement. Exhibit A, the proposal dated January 26th, 2017 from Chicago Project Management is attached to this memo to provide information about the scope of the study.

Although the air handler unit has been well maintained by RFPL/Oak Brook Mechanical, recent HVAC inspections have noted that the motor on the pump appears to be laboring and should be replaced within the next 12 months. Our repairman estimated this work to be approximately \$7,500. Additionally, the unit requires custom made screens for the fresh air intake valves which need to be replaced. The air handler unit is a critical part of our HVAC system and its failure to function properly would impact our library’s operations. Our repairman has recommended September as the optimal month to complete this work, as both the heating and cooling systems would need to be decommissioned to complete this project.

**Option 1: Replace - Imperative**

The chart below estimates costs for an in-kind replacement of the air handler unit as well as engineering costs to prepare the schematics and oversee the bidding process. This estimate would be the most economical way to ensure our HVAC system performs optimally.

| Item                                | Notes                                | Estimated project date | Updated Cost (3% increase for 4 years) |
|-------------------------------------|--------------------------------------|------------------------|--|
| New HVAC Equipment and Installation | In-kind Air Handler Unit replacement | September 2021         | \$ 84,413                              |

|                  |   |                |                  |
|------------------|---|----------------|------------------|
| Engineering Fees | Preparing bid documents, putting project out to bid, and project administration | September 2021 | \$ 10,000        |
|                  |   |                | <b>\$ 94,413</b> |

**Options 2: Relocate and Reclaim - Imperative and Essential**

As stated previously, the air handler room is located in a dedicated mechanical room on the north side of the library building adjacent to the Children's Room, which is currently 1450 square feet. As part of their 2017 study, Chicago Project Management, reported on the feasibility of relocating the air handler to the library's exterior and reclaiming approximately 396 square feet of interior space.

At the time of this study, Trustees and Administration felt it would be short sighted to replace the unit in-kind in the same location as space in our small building is at a premium. Reclaiming this space would increase the size of the Children's room by roughly 22%. This additional space could be used to add shelving for materials. In FY 18-19, we circulated 68 items per square foot of the Children's room space, compared to the 14 circulated items per square foot of the second floor adult, teen and middle school collection space. We feel that this demonstrates that there is a need for more space for collections for young children and their families.

With the RFPL Park District's permission, the 8' x 13' air handler unit would be installed on a concrete pad (to be poured) off the northeast side of the building. The unit would be enclosed by a 17' x 25' security fence around the perimeter of the concrete pad. Exhibit B shows the exterior space required for the new unit as well as the area of reclaimed interior space.

The chart below estimates costs for a new air handler unit as well as the costs associated with relocating it to the building's exterior. This estimate includes the necessary mechanical, electrical and fire protection work that would need to be completed inside the newly vacant space. Exhibit C, a proposal dated March 17, 2017, from Oak Brook Mechanical Services, provides a further breakdown of the scope of work. Finally, engineering costs to prepare the schematics, oversee the bidding process, and administer the project are also included.

\$180,000 should be allocated in the draft FY 2021-2022 capital reserve budget should the Board decide to elect this option.

| Item                              | Notes   | Cost 5/12/17 per Feasibility Study | Updated cost (3% increase/yr for 4 years) | Estimated project date | Total             |
|-----------------------------------|---|------------------------------------|---|------------------------|-------------------|
| New HVAC Equipment & Installation | Concrete pad, new air handler unit, ductwork, etc.                              | \$ 123,800                         | \$ 139,337                                | Sep-21                 | <b>\$ 177,591</b> |
| Mechanical Equip in New Space     | Mechanical, electric & fire protection  | \$ 17,200                          | \$ 19,359                                 | Sep-21                 |                   |
| Enclosure Fence                   | Chain link with heavy vinyl slats   | \$ 2,750                           | \$ 3,095                                  | Sep-21                 |                   |
| Engineering Fees                  | Preparing bid documents, putting project out to bid, and project administration |                                    | \$ 15,800                                 | Sep-21                 |                   |

### Option 3: Renovate - Desirable

A third option for Board consideration would be an add-on to option 2 (relocate and replace) that would involve renovating the newly vacant space to expand our level of service in the Children's room. Exhibit D is a rough architectural drawing of how the space could be designed to give us a sense of the potential for the newly reclaimed space.

Completing the renovation of this space would be designated as a desirable project, and as such, is not included in any capital improvement fund projections. To complete this renovation, RFPL could potentially apply for a grant from the River Forest Public Library Foundation to fund this capital improvement project. We have pushed the estimated renovation project completion date to September 2022 in order to allow the time to secure funds for this project.

| Item                         | Notes                         | Cost 5/12/17 per Feasibility Study | Updated cost (3% increase/yr for 5 years) | Estimated project date | Total           |
|------------------------------|-------------------------------|------------------------------------|---|------------------------|-----------------|
| New Area Walls               | Drywall (no doors)            | \$ 2,500                           | \$ 2,875                                  | Sep-22                 | <b>\$58,276</b> |
| New Area Ceilings            | Suspended 2 x 2               | \$ 1,500                           | \$ 1,725                                  | Sep-22                 |                 |
| New Area Raised Flooring     | To match existing area height | \$ 10,000                          | \$ 11,500                                 | Sep-22                 |                 |
| New Area Carpeting           | Matching existing             | \$ 1,500                           | \$ 1,725                                  | Sep-22                 |                 |
| Furnishings, Etc             | Allowance                     | \$ 10,000                          | \$ 11,500                                 | Sep-22                 |                 |
| Architecture/Permit Drawings |                               | \$ 7,500                           | \$ 8,625                                  | Sep-22                 |                 |
| Contingency (10%)            |                               | \$ 17,675                          | \$ 20,326                                 | Sep-22                 |                 |

### Upcoming Capital Expenditures:

The next large capital project (over \$25,000) is the skylight replacement, which is scheduled for FY 23-24. Chuck Crowley, RFPL's roof engineer and consultant, estimated this replacement at approximately \$25,000. His recommendation was to remove the existing grid structure/frame and install a new frame with fewer and larger windows. This would allow for more space between the individual skylight windows, thereby allowing access for maintenance.

Operating revenues continue to exceed expenses, leaving us with a surplus to put towards Capital Improvements. The Library continues to levy and budget for 2.5% of anticipated property tax receipts to transfer to the capital improvement fund annually. The Finance Committee will have to evaluate and recommend the timing of these transfers as our current pandemic circumstances continue to evolve.





1312 Chestnut Street  
Western Springs, IL 60558

January 26<sup>th</sup>, 2017

River Forest Public Library

Sue Quinn  
735 Lathrop Ave,  
River Forest, IL 60305

**Subject: Air Handler Relocation Feasibility Study Proposal**

Dear Sue;

I appreciated the opportunity to discuss your need for an approach to increase the available space in the Children's Section at the River Forest Public Library by relocating the HVAC Air Handler to a new space outside of the current building. I think that Chicago Project Management will be a good fit for the project and that we can provide valuable project management assistance. Our engineering background and previous experience with both public libraries and modifications to historic buildings will allow us to prepare a fair and accurate assessment of the feasibility to relocate this obtrusive and noisy equipment and provide needed space within the library envelope.

We would act as your consultant in determining the best possible options and identifying complications involved in completing this modification. Specific tasks that I feel are appropriate as we currently envision the project are:

1. Make use of your existing HVAC maintenance firm (Oak Brook Mechanical) to help refine the scope of work involved in modifying the existing system controls, pumps, piping and ductwork require to complete the relocation. The cost of the work by Oak Brook Mechanical will be billed directly to the library and will not exceed \$400.
2. Make use of a local architectural firm to help refine the scope of work required to add to and/or refinish the space for library use and meet local codes. The architect's costs will be paid by Chicago Project Management as part of this project proposal.
3. Work with yourself in communicating the anticipated results of the task above to the River Forest Park Board for their consideration in utilizing a portion of their park land.
4. Prepare a high level project budget estimate and conceptual plans to indicate the new space to be gained.
5. Present the results to you and your staff, refine the presentation, and then present (if desired) the results to the Library Board



1312 Chestnut Street  
Western Springs, IL 60558

All time spent on your project will be billed at the hourly rates indicated below. Invoicing will be on a monthly basis and will include a detailed accounting of all hours worked.

| Individual | Position        | Hourly Rate |
|------------|-----------------|-------------|
| Dan Ruzic  | Project Manager | \$110 / hr  |

We estimate that the scope of work as currently defined can be completed for a total cost of \$3,500.

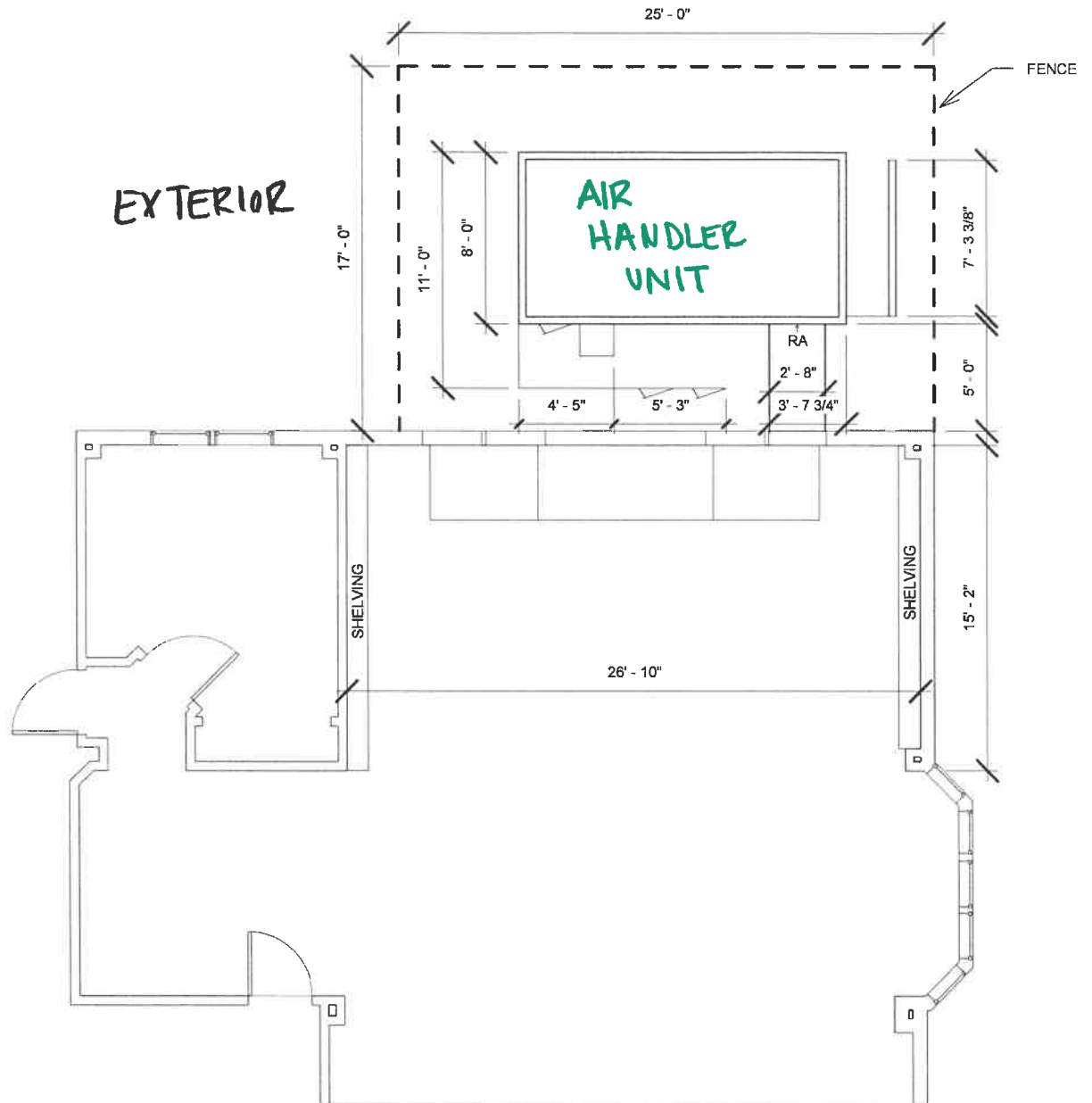
At no time are you obligated to continue further with our services and all construction contracts that could result will be executed between yourself and the individual general contractors or subcontractors.

Sincerely,

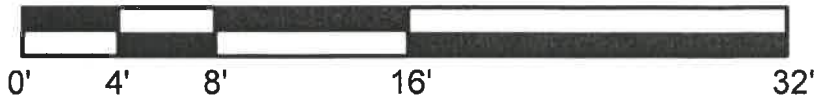
A handwritten signature in black ink, appearing to read "D. Ruzic".

Dan Ruzic  
Project Manager

# Exhibit B



1 NEW PLAN  
1/8" = 1'-0"





## Heating and Air Conditioning

961 S. Route 83 • Elmhurst, Illinois 60126-4993  
Telephone (630) 941-3555 • Fax: (630) 941-0294

SALES   ●   SERVICE   ●   INSTALLATION

March 13, 2017

Chicago Management Project  
1312 Chestnut Street  
Western Springs, IL. 60558

Attention: Dan Ruzic

Regarding: River Forest Library  
Children's Section Expansion

Dear Mr. Ruzic,

Oak Brook Mechanical Services, Inc. is pleased to present our proposal for the mechanical, electrical and plumbing work associated with the River Forest Library children's section expansion into the mechanical room space. Below please find our scope of work and associated pricing.

**Scope of Work**

- Furnish and install a concrete pad on the North side of the building approximately 15' wide and 20' long.
- Furnish new outdoor VAV air handler with chilled water coil.
- Extend power wiring to new air handler.
- Extend controls to new air handler.
- Extend chilled water piping to new air handler.
- Install new hot water coil into duct and integrate into system.
- Reconfigure piping in mechanical room to have all piping and pumps as high as possible.
- Reconfigure ductwork and extend to new AHU, utilizing existing window openings.
- Reconfigure plumbing for contiguous open space.
- Reconfigure sprinkler piping for contiguous open space.
- Relocate pump starters.
- Demo all old equipment as soon as new equipment is on line.
- Provide insulated sheet metal blank off panel on louver.
- Furnish and install all new mechanical, electrical and fire protection for the new space.

**Exclusions/Clarifications**

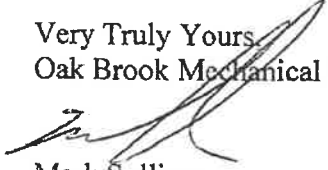
- The unit will be down for 2 days during the transition.

**The total net cost for this work is \$141,000.00**

**Breakdown**

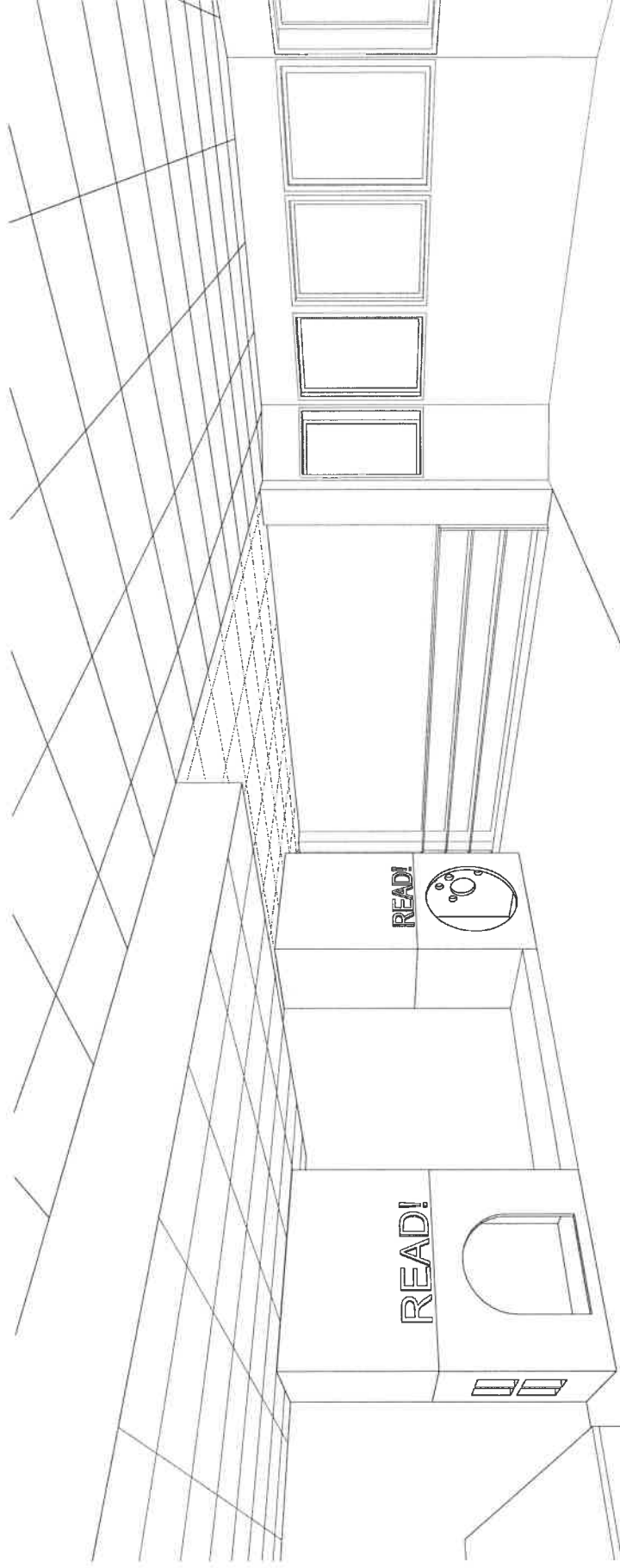
|                                 |              |
|---------------------------------|--------------|
| Reconfigure to remote equipment | \$123,800.00 |
| Build out for new space         | \$ 17,200.00 |

Very Truly Yours,  
Oak Brook Mechanical Services, Inc.



Mark Sullivan  
President

Exhibit D



PERSPECTIVE

## MEMO

To: RFPL Board of Trustees  
From: Amy Grossman, Children's Services Manager  
Date: October 16, 2020  
RE: *Serving our Public 4.0: Standards for Illinois Public Libraries*

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Pertinent chapters from *Serving Our Public 4.0: Standards for Illinois Public Libraries* will be included in monthly Board Packets with related policy updates in 2020 and 2021. The Board President will lead a discussion of chapters at regular Board Meetings. The intent is that the Board's review of *Serving Our Public* will stimulate thoughtful discussion amongst the Board.

To fulfill requirements for the 2020 and 2021 Per Capita Grants, review of *Serving Our Public* is required by both library staff and the Board. Library staff will review the book in its entirety at the December 2020 staff in-service training day.

In this month's packet you will find Chapter 5 (Building Infrastructure and Maintenance).

## Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

### Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.



8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

### **Building Infrastructure and Maintenance Checklists**

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.