



River Forest Public Library River Forest, Illinois

Regular Board Meeting - Agenda*
November 17, 2020 4:30 PM

This meeting will take place virtually via phone or computer. Public comments and any responses will be read into the public meeting record. You may submit your written public comments via email in advance of the meeting to: jbortucci@rflib.org. You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 818 1796 2544 or at <https://us02web.zoom.us/j/81817962544>. Questions may be submitted online during the meeting to jbortucci@rflib.org

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: October 20, 2020
 - b. October 2020 Revenue and Expense reports
 - c. October 2020 Warrant List
 - d. October 31, 2020 Balance Sheet
 - e. Resolution honoring Library Director, Sue Quinn
 - f. Policy Revisions: Telework policy - date update
 - g. Purchase 2 bibliotheca self check machines, \$20,486 - Capital Improvement Fund
5. Facility Committee
 - Updated space analysis discussion
 - Air handler replacement project discussion
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
 - a. Approval of 2021 Calendar of Meetings
 - b. Committees: (Report/Discussion/Action)
 - i. Finance Committee
 - Report of audit for FY ending 4/30/2020
 - ii. Policy Committee
 - iii. Library Director Search Task Force
 - iv. VRF Collaboration Committee Liaison
 - v. 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: October 20, 2020

Call to Order: At 7:00 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

Trustee Calabrese-Berry attended the meeting by phone as personal illness prevented her from attending the meeting in person.

- Also Present: Sue Quinn (RFPL Director), Joanna Bertucci (Operations Manager)

Resolution honoring retiring Library Director, Sue Quinn

- Trustee Smedinghoff read a resolution Recognizing Ms. Sue Quinn and approving her appointment as distinguished Director Emerita of the River Forest Public Library. A copy of the resolution is included on page 8 of these minutes.

Visitors and Guests – In Person

- Ms. Meghan O’Keefe
- Mrs. Dorothy F. Houlihan
- Ms. Joan O’Connor
- Mr. Joseph O’Connor
- Mrs. Claudette Zobel
- Ms. Amy Grossman

Visitors and Guests – Zoom

- Mr. Kevin Crowell
- Ms. Ann Berens
- Ms. Dannie Moore
- Mrs. Shannon Gruber
- Ms. Victoria Muraiti
- Mrs. Cathy Rutman
- Ms. Beth Kirchenberg

Public Comment: President Hill asked visitors and guests for public comment:

- Mr. Kevin Crowell, former RFPL Trustee, thanked Director Quinn for her years of service to the Library. Mr. Crowell and Director Quinn met during the Strategic Planning workshop for the Library. Mr. Crowell expressed that Director Quinn’s work on the strategic plan has greatly benefited in moving the Library forward.
- Ms. Shannon Gruber, Adult/Teen Services Manager, RFPL, thanked Director Quinn for her leadership and noted that staff will continue to be inspired in their work at RFPL due to her example.

- Ms. Joan O'Connor, former RFPL Trustee, commented that during her tenure, Director Quinn demonstrated grace under pressure, deployed rapid response, and was a fierce protector of staff.
- Director Quinn thanked everyone in-person and on Zoom for attending the meeting and for all the good wishes. During her time at RFPL Director Quinn appreciated the support and friendships fostered and noted that RFPL will always have a special place in her heart. Director Quinn is confident that the Board will continue to advocate for the Library and that the community will continue to hold the Library in high regard. Director Quinn stated that the success of RFPL belongs to the team.
- Ms. Amy Grossman, Children's Services Manager, wished Director Quinn the best for her retirement. Ms. Grossman presented Director with a gift from RFPL staff. Staff collected funds and a donation will be made in Director Quinn's honor to the American Library Association (ALA) Spectrum Scholarship program. This program recruits and provides scholarships to American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Middle Eastern and North African, and/or Native Hawaiian/Other Pacific Islander students to assist them with obtaining a graduate degree and leadership positions within the profession and ALA.
- President Hill thanked Director Quinn for her grace, style, laugh, and dedication to getting to yes. President Hill admires Director Quinn's ability to help staff blossom and grow. President Hill thanked Director Quinn for her relationship with the Board and sharing her thoughtful and knowledgeable experience.
- On behalf of the RFPL Foundation, Trustee Long presented Director Quinn with a plaque, to be installed in the Library's garden seat wall, commemorating and acknowledging her tenure at RFPL. Additionally, Trustee Long presented Director Quinn with a book of photos and quotes collected from current and former RFPL staff members, colleagues, and patrons.

Consent Agenda:

- Minutes of the Regular Meeting: September 15, 2020
- Minutes of the Special Board Meeting: September 30, 2020
- September 2020 Revenue and Expense reports
- September 2020 Warrant List
- September 30, 2020 Balance Sheet
- Updated Library Director Job Description
- Policy Revisions I. Oversight: III. Investment of Public Funds
- Resolution for Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds

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 Bevan moved to approve the consent agenda, items a.-h. Trustee Smedinghoff 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 her final Director's report with the Board:
 - RFPL will submit a \$5,000 CARES Act grant request to Cook County for additional expenditures incurred in response to the COVID-19 pandemic.
 - Patron visits have increased slightly; RFPL has no plans to adjust our service model/open hours at this time.
 - Director Quinn and Ms. Bertucci reviewed two drafts of the audit prepared by Sikich. Final edits were sent on October 19 and we expect to have a final draft to share with the Finance Committee well before its November 5th meeting. Additionally, Ms. Bertucci has completed the Management Discussion and Analysis (MD&A) that is prepared by Library Management to be included in the final audit report.
 - Per Capita Grant funds in the amount of \$13,965 were received on October 1, 2020.
 - Thus far, RFPL has collected approximately 45% of anticipated tax revenue. This is roughly 1% less than last calendar year to date. Director Quinn feels confident that RFPL has enough reserve funds should 2021 first installment tax receipts be delayed.
 - The bi-annual HVAC inspection will take place in November. A contract with Classic Restoration was signed (\$4,999) to complete masonry repairs to our garden seat wall and planter boxes.
 - 12 new PCs have arrived and will be configured and deployed within the next two weeks. Additionally, a new firewall will be installed before the end of October.
 - Trustee Bevan asked whether recent mandated restrictions in neighboring communities would impact the library's service model. Ms. Bertucci responded that we would follow guidance laid out in the Governor's Restore Illinois Plan and comply with any directives from state or local authorities. Future models may place additional limits on capacity, but that depends on the metrics that determine necessary space limitations. If we did have to move back to Phase 3, we would offer a revised curbside service model.

President's Report

- President Hill reported that she has started to meet with Ms. Bertucci and Ms. Grossman in preparation for their Interim Co-Directorship beginning on October 21st. President Hill shared that things at the Library are running smoothly and the biggest issue is staff health and safety concerns regarding COVID-19.

New Business

- 2020 River Forest Public Library Levy
 - Ms. Bertucci presented the 2020 Levy for the Library. The Levy amount for 2020 is \$1,356,903. Ms. Bertucci explained that the majority of the Library's budget is funded through the Levy, with a few exceptions:
 - Grants from the River Forest and Oak Park Townships and the RFPL Foundation have offset some programming expenses.
 - The Library's contribution to the Youth Interventionist Program is funded through alternate revenue sources.
 - Per Capita funds received in 2020 will offset the budget lines for print, non-print, and online materials.
 - The RFPL Foundation donated funds to support both the strategic initiatives and the maintenance budget lines.
 - President Hill asked for a motion to approve the 2020 Levy. Trustee Smedinghoff moved to approve the 2020 Levy, Trustee Bevan seconded.
 - 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 September 30th. Trustee Calabrese-Berry reported that Director Quinn signed a contract with Classic Restoration to complete masonry work in the exterior planters and garden seat wall. The cost for this project came in at \$4,999.
 - Air Handler Discussion
 - At President Hill's request, Ms. Bertucci lead Trustees through a discussion of the Air Handler Replacement Project memo. The memo presented three options for discussion. Trustees asked the following questions:
 - Trustee Hopkinson asked about the size of the replacement unit, should the Board decide to keep the unit inside. Ms. Bertucci answered that the unit specified in 2017 was approximately 8' x 13' and would utilize most of the space in the current air handler room.
 - President Hill asked if an alternate unit could be specified that would improve air quality in the Library. Ms. Bertucci answered that the 2017 air handler relocation feasibility study specified an in-kind replacement. If the Board decides to move forward, RFPL would need to work with our engineer to provide alternate units that would filter and purify air.
 - A question was raised about the costs to renovate the vacant space to be incorporated into the Children's Room. At the time of the 2017 study, an architect's rendering was provided to give

RFPL an idea of how the space could be used. Until an architect is hired to design and furnish a new space, the costs presented in the memo are rough estimates.

- Trustee Bevan asked for clarification on the \$7,500 motor replacement mentioned in the memo. Ms. Bertucci explained that the current motor is laboring and will likely need to be replaced within the next 12 months. If the motor fails in the interim, it will need to be replaced to ensure that our HVAC system is functioning properly. Additionally, exterior screens that have deteriorated (and since been removed) may also need to be replaced.
- The next large capital project, included in RFPL's capital reserve projections, is the skylight replacement project estimated at either \$25,000 or \$50,000, depending on the replacement option. The skylight is anticipated to reach the end of its useful life in 2023.
- President Hill asked for a timeline for the potential air handler project given the September 2021 recommended timeframe for replacement. Ms. Bertucci felt that a project of this scope would need to go to bid by June 2021. Ms. Bertucci added that an engineer would be need to be engaged in early 2021 to begin the process. If the Board would like to consider relocating the air handler unit to the Library's exterior, our first step would be to approach the Park District, as the unit would be placed on land exterior to the Building that is not currently included in the Library's leased area. Trustee Stierwalt volunteered to assist Ms. Bertucci in speaking with the Park District.
- Trustee Bevan requested that the Facilities Committee update and prepare a list of imperative, essential, important, and desirable projects for the next 5 years. Ms. Bertucci reported that the Facilities Committee completed a space analysis early in Director Quinn's tenure and she would update that analysis and bring it to the next Facilities Committee meeting for review and discussion.

Finance Committee

- Trustee Smedinghoff reported that the Finance Committee will meet in early November to review the draft audit report. Topics for future meetings will include the FY 2021-2022 budget review process and recommendation of a new auditor.

Policy Committee

- President Hill reported that the Policy Committee will meet next in January 2021.
- President Hill thanked Ms. Grossman for her memo regarding mandatory Board review of *Serving our Public 4.0: Standards for Illinois Public Libraries* as per FY 2021 Per Capita Grant requirements.

- President Hill expressed that RFPL has a good handle on infrastructure and building maintenance and adheres to the procedures and protocols set forth by the Illinois Library Association.

Library Director Search Task Force

- Trustee Bevan was pleased to report that the Director job ad is live and posted on RFPL's website, RAILS, ILA, and IL Heartland Library Association's websites.
- Thus far, 10 candidates have applied and 3 phone screens are in progress.
- The search task force committee will conduct the first round of interviews virtually, which they hope to have completed before Thanksgiving.
- Trustee Bevan will send a poll to gauge Trustee availability in early December for in-person second round interviews.
- Ideally, Trustee Bevan would like the Board prepared to make an offer by the end of December and have a new Director in place in early February 2021.
- Trustee Bevan feels RFPL is on track regarding expenses due to HR Source for their facilitation. Less than \$5,000 has been expended to date.

RF Collaborative Committee

- Trustee Long will reach out to Village of River Forest Trustee Tom Cargie regarding the Collaborative Committee. The committee is on hiatus, for the time being.
- Trustee Cargie suggested that the committee would not be reconvened until a specific project was identified.

RFPL Foundation Liaison

- Trustee Long shared that the Foundation has a meeting coming up on October 27th. That meeting will focus on the annual appeal letter, budget updates, and review of a grant proposal from RFPL. The most recent RFPL Bookplate included an insert from the Foundation and coloring sheets promoting the Foundation are being shared with patrons in the Children's Room.

Old Business

- None

Adjournment

- At 8:38 President Hill asked for a motion to adjourn. Trustee Long moved that the Regular meeting be adjourned and Trustee Smedinghoff seconded. A roll call vote was taken:
 - Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt.

Respectfully submitted,
 Jim Hopkinson
 Secretary

RESOLUTION
Recognizing Ms. Sue Quinn and
Approving Her Appointment as Distinguished Director Emerita
River Forest Public Library

WHEREAS, on the occasion of her retirement from the River Forest Public Library (RFPL), and in special recognition of her distinguished service and invaluable contributions, the RFPL Board of Trustees wishes to honor Sue Quinn; and

WHEREAS, Ms. Quinn began her service to the Library and the Village of River Forest in 2007 as Children's Librarian, and thereafter promoted to Children's Services Manager (2010, Interim 2008-2010), Strategic Planning Manager (2013), Assistant Director (2015), and ultimately Library Director (2016); and

WHEREAS, during Ms. Quinn's tenure, she has had many remarkable achievements, including:

- In 2012, Ms. Quinn received the Illinois Library Association's annual Davis Cup Award for her "outstanding contribution in library service to young people;" and
- In 2013, working with a group of community leaders and residents, Ms. Quinn developed and executed a Strategic Plan that refocused the Library's energy and work to a community-focused strategy for collections, services, and programs; and
- In 2014, Ms. Quinn worked with the Board to help establish the RFPL Foundation to increase public awareness of the Library, foster a commitment to the Library through private donations, and enhance the vitality of the Library, now and for future generations; and
- Over the past decade, Ms. Quinn was instrumental in securing our physical building, updating mechanical systems throughout the building, overseeing critical repairs to the slate roof; and spearheading major renovations, including updating the beloved Marion Lahey Children's Room, reconfiguring the teen space, reconfiguring and updating the adult space, and undertaking a major and long-overdue renovation of the Lobby and staff work areas; and
- Time after time, Ms. Quinn has skillfully led the Library through numerous challenges, from boiler outages and frozen pipes, to threats of demonstrators, to the COVID-19 pandemic of 2020; and
- Regardless of her position, Ms. Quinn has worked tirelessly to enhance the Library's reputation, provided strong leadership, been a cherished mentor to the staff, endeared herself to patrons, and inspired all those whose lives she has touched, and

WHEREAS, the Library, the Board, the staff, and the residents of the Village of River Forest owe Ms. Quinn a debt of gratitude for her outstanding worth ethic and her strong and exceptional leadership for the past thirteen years; and

WHEREAS, Ms. Quinn and her husband Mike have been steadfast supporters of the Library, actively promoting it within the River Forest community;

NOW, THEREFORE, BE IT RESOLVED by the RFPL Board of Trustees that it approve appointment of Ms. Sue Quinn as Distinguished Director Emerita of the River Forest Public Library.

BE IT FURTHER RESOLVED that this Board herein extends its deepest appreciation to Ms. Quinn for her dedication and service to the Library, the residents of the Village of River Forest, and the broader community.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Quinn, her family (including husband Mike), and other appropriate Village of River Forest officials.

Approved by unanimous vote of the RFPL Board of Trustees, October 20, 2020
River Forest Public Library, River Forest, Illinois

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

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|--------------------------------|--------------------------------------|----------------------------|-------------|
| 17301 | 10/5/2020 | ANDERSON ELEVATOR CO... | | BYLINE Operations 00805... | |
| 33407-... | 10/5/2020 | | October Elevator Maintenance Service | Maintenance - Service | -196.27 |
| TOTAL | | | | | -196.27 |
| 17325 | 10/19/2020 | AT&T - Electronic Gateway | | BYLINE Operations 00805... | |
| S66041... | 10/19/2020 | | Monthly Internet | Automation - Internet | -299.84 |
| TOTAL | | | | | -299.84 |
| 17302 | 10/5/2020 | BAKER & TAYLOR L 50769... | | BYLINE Operations 00805... | |
| 203550... | 10/5/2020 | | Adult books | Books - Adult | -17.63 |
| 203549... | 10/5/2020 | | Adult books | Books - Adult | -51.21 |
| 203549... | 10/5/2020 | | Adult books | Books - Adult | -12.48 |
| TOTAL | | | | | -81.32 |
| 17326 | 10/19/2020 | BAKER & TAYLOR L 50769... | | BYLINE Operations 00805... | |
| 203553... | 10/19/2020 | | Adult books | Books - Adult | -84.12 |
| 203538... | 10/19/2020 | | Adult books | Books - Adult | -16.80 |
| 203540... | 10/19/2020 | | Adult books | Books - Adult | -66.62 |
| 203538... | 10/19/2020 | | Adult books | Books - Adult | -118.46 |
| TOTAL | | | | | -286.00 |
| 17303 | 10/5/2020 | BAKER & TAYLOR C0260133 | | BYLINE Operations 00805... | |
| 501642... | 10/5/2020 | | Adult books | Books - Adult | -43.91 |
| TOTAL | | | | | -43.91 |
| 17327 | 10/19/2020 | Beth Sair | | BYLINE Operations 00805... | |
| | 10/19/2020 | | Talking Statues of Chicago Program | Programs - Adult | -150.00 |
| TOTAL | | | | | -150.00 |
| 17328 | 10/19/2020 | Buildingstars Operations, L... | | BYLINE Operations 00805... | |
| 3148455 | 10/19/2020 | | October 6x Week Cleaning Service | Maintenance - Service | -1,999.00 |
| TOTAL | | | | | -1,999.00 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------------------------|---|----------------------------|-------------|
| dm | 10/10/2020 | Byline Bank | | BYLINE Operations 00805... | |
| | | | Deposit Cash correction debit | Misc. Expenses | -2.00 |
| TOTAL | | | | | -2.00 |
| dm | 10/7/2020 | CardConnect | | BYLINE Operations 00805... | |
| | | | Sept. Credit card machine monthly fee | Misc. Expenses | -22.45 |
| TOTAL | | | | | -22.45 |
| 205 | 10/5/2020 | Classic Restoration | | BYLINE Capital 00805669... | |
| | | | Deposit for Masonry Repairs (Bldg, planter boxes, seatwall) | Capital Reserve Fund | -1,000.00 |
| TOTAL | | | | | -1,000.00 |
| Masonr... | 10/5/2020 | | | | |
| TOTAL | | | | | -576.39 |
| 17304 | 10/5/2020 | Comcast | | BYLINE Operations 00805... | |
| | | | Monthly Telephone & Internet | Automation - Internet | -576.39 |
| TOTAL | | | | | -576.39 |
| 17305 | 10/5/2020 | Communication Revolving ... | | BYLINE Operations 00805... | |
| | | | Monthly Internet | Automation - Internet | -240.00 |
| TOTAL | | | | | -240.00 |
| 17329 | 10/19/2020 | DEMCO, INC. | | BYLINE Operations 00805... | |
| | | | Media pouch, acrylic frames | Supplies - Library | -179.89 |
| TOTAL | | | | | -179.89 |
| 6856687 | 10/19/2020 | | | | |
| TOTAL | | | | | -179.89 |
| 17306 | 10/5/2020 | EZMail Services | | BYLINE Operations 00805... | |
| | | | Fall 2020 Bookplate sorting fee | Postage | -95.00 |
| TOTAL | | | | | -95.00 |
| 7203 | 10/5/2020 | | | | |
| TOTAL | | | | | -95.00 |
| 17324 | 10/12/2020 | Fifth Third Bank | | BYLINE Operations 00805... | |
| | | | September 2020 Credit card payment | 5/3 Financial Credit Card | -1,639.14 |
| TOTAL | | | | | -1,639.14 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------------------------|---|--|---|
| 17307 | 10/5/2020 | GE Money Bank/Amazon | | BYLINE Operations 00805... | |
| 604578... | 10/5/2020 | | J Program supplies - Craftroom J Program kit supplies J Program kit supplies Laminator refill Webcam - staff office Gloves Cases for circulating DVD and CD players 1 replacement battery Hotspot device | Programs - Juv Programs - Juv Programs - Juv Supplies - Library Equipment - Technology Maintenance - Supply Supplies - Library Supplies - Library | -87.84 -51.98 -180.77 -50.99 -50.75 -47.50 -30.69 -19.99 |
| TOTAL | | | | | -520.51 |
| 17308 | 10/5/2020 | Hatcher Associates, Inc. | | BYLINE Operations 00805... | |
| 20168 | 10/5/2020 | | 2 Desk shield barriers | Equipment & Furniture | -190.00 |
| TOTAL | | | | | -190.00 |
| 17330 | 10/19/2020 | Hoopla | | BYLINE Operations 00805... | |
| 99453365 | 10/19/2020 | | September Hoopla Checkouts | Hoopla | -1,854.81 |
| TOTAL | | | | | -1,854.81 |
| 17309 | 10/5/2020 | HR Source | | BYLINE Operations 00805... | |
| 12431 | 10/5/2020 | | Library Director Search Facilitation through 9/30/2020 | Consultant/Legal Fees | -507.50 |
| TOTAL | | | | | -507.50 |
| 17310 | 10/5/2020 | Hulen Landscaping Contra... | | BYLINE Operations 00805... | |
| 16769 | 10/5/2020 | | Garden Maintenance - Sept 2020 | Maintenance - Service | -266.50 |
| TOTAL | | | | | -266.50 |
| dm | 10/30/2020 | IMRF | | BYLINE Operations 00805... | |
| | | | Employee IMRF Contribution | Employee Compensation | -1,990.70 |
| | | | Employer IMRF Contribution | IMRF | -4,839.58 |
| TOTAL | | | | | -6,830.28 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|----------|-----------|-------------------------|-----------------|----------------------------|-------------|
| 17311 | 10/5/2020 | Ingram Library Services | | BYLINE Operations 00805... | |
| 62665331 | 10/5/2020 | Adult books | Books - Adult | -23.93 | |
| 62665231 | 10/5/2020 | Adult books | Books - Adult | -16.90 | |
| 62665171 | 10/5/2020 | Adult books | Books - Adult | -73.54 | |
| 67229269 | 10/5/2020 | Adult books | Books - Adult | -16.91 | |
| 62665229 | 10/5/2020 | Adult books | Books - Adult | -105.97 | |
| 62665227 | 10/5/2020 | Adult books | Books - Adult | -28.91 | |
| 62665230 | 10/5/2020 | Adult books | Books - Adult | -15.19 | |
| 62665232 | 10/5/2020 | Adult books | Books - Adult | -20.39 | |
| 62665228 | 10/5/2020 | Adult books | Books - Adult | -7.18 | |
| 62665170 | 10/5/2020 | Adult books | Books - Adult | -22.74 | |
| 62664887 | 10/5/2020 | Adult books | Books - Adult | -16.90 | |
| 62663637 | 10/5/2020 | Adult books | Books - Adult | -12.58 | |
| 62663638 | 10/5/2020 | Adult books | Books - Adult | -7.18 | |
| 62663639 | 10/5/2020 | Adult books | Books - Adult | -16.34 | |
| 62663640 | 10/5/2020 | Adult books | Books - Adult | -65.39 | |
| 62663642 | 10/5/2020 | Adult books | Books - Adult | -17.84 | |
| 62663643 | 10/5/2020 | Adult books | Books - Adult | -33.45 | |
| 62664884 | 10/5/2020 | Adult books | Books - Adult | -45.83 | |
| 62664886 | 10/5/2020 | Adult books | Books - Adult | -205.38 | |
| 62663921 | 10/5/2020 | Adult books | Books - Adult | -33.81 | |
| 62663757 | 10/5/2020 | Adult books | Books - Adult | -33.62 | |
| 62663918 | 10/5/2020 | Adult books | Books - Adult | -23.97 | |
| 62663919 | 10/5/2020 | Adult books | Books - Adult | -49.04 | |
| 62663920 | 10/5/2020 | Adult books | Books - Adult | -16.90 | |
| 62663917 | 10/5/2020 | Adult books | Books - Adult | -29.45 | |
| 62664404 | 10/5/2020 | Adult books | Books - Adult | -32.10 | |
| 62664405 | 10/5/2020 | Adult books | Books - Adult | -25.42 | |
| 62663573 | 10/5/2020 | Adult books | Books - Adult | -36.08 | |
| 62666889 | 10/5/2020 | Adult books | Books - Adult | -51.29 | |
| 62666891 | 10/5/2020 | Adult books | Books - Adult | -17.35 | |
| 62666890 | 10/5/2020 | Adult books | Books - Adult | -28.20 | |
| 62666886 | 10/5/2020 | Adult books | Books - Adult | -14.62 | |
| 62666888 | 10/5/2020 | Adult books | Books - Adult | -12.38 | |
| 62666887 | 10/5/2020 | Adult books | Books - Adult | -27.80 | |
| 62665799 | 10/5/2020 | Adult books | Books - Adult | -33.82 | |
| 62665401 | 10/5/2020 | Adult books | Books - Adult | -16.91 | |
| 62665402 | 10/5/2020 | Adult books | Books - Adult | -18.04 | |
| 62666178 | 10/5/2020 | Adult books | Books - Adult | -14.36 | |
| 67229568 | 10/5/2020 | Teen books | Books - Teen | -10.19 | |
| 62665523 | 10/5/2020 | Teen books | Books - Teen | -11.82 | |
| 62665522 | 10/5/2020 | Teen books | Books - Teen | -68.53 | |
| 62665521 | 10/5/2020 | Teen books | Books - Teen | -10.18 | |
| 67229569 | 10/5/2020 | Video games | Non-print -Teen | -151.97 | |
| 62665333 | 10/5/2020 | Teen books | Books - Teen | -11.13 | |
| 62664388 | 10/5/2020 | Teen books | Books - Teen | -24.76 | |
| 62663758 | 10/5/2020 | Teen books | Books - Teen | -37.59 | |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-------------------|--------------------------------|------|-----------------------------------|------------------|
| 62663955 | 10/5/2020 | Teen books | | Books - Teen | -14.08 |
| 62663956 | 10/5/2020 | Teen books | | Books - Teen | -11.25 |
| 62665172 | 10/5/2020 | J Books | | Books - Juv | -111.36 |
| 62665173 | 10/5/2020 | J Books | | Books - Juv | -126.36 |
| 62664885 | 10/5/2020 | J Books | | Books - Juv | -5.98 |
| 62663641 | 10/5/2020 | J Books | | Books - Juv | -205.96 |
| 67228438 | 10/5/2020 | J Books | | Books - Juv | -12.87 |
| 65665800 | 10/5/2020 | J Books | | Books - Juv | -5.98 |
| 62665801 | 10/5/2020 | J Books | | Books - Juv | -8.96 |
| 62665403 | 10/5/2020 | J Books | | Books - Juv | -20.58 |
| 62666179 | 10/5/2020 | J Books | | Books - Juv | -11.05 |
| 62665332 | 10/5/2020 | Middle school books | | Books - Middle School | -33.72 |
| 62663756 | 10/5/2020 | MS Books | | Books - Middle School | -11.50 |
| 62665520 | 10/5/2020 | MS Books | | Books - Middle School | -41.51 |
| TOTAL | | | | | -2,215.04 |
| 17331 | 10/19/2020 | Ingram Library Services | | BYLINE Operations 00805... | |
| 62670021 | 10/19/2020 | J Books | | Books - Juv | -8.41 |
| 62670024 | 10/19/2020 | J Books | | Books - Juv | -8.43 |
| 62670025 | 10/19/2020 | J Books | | Books - Juv | -11.11 |
| 62670026 | 10/19/2020 | J Books | | Non-Print Juvenile | -22.03 |
| 62669217 | 10/19/2020 | J Books | | Books - Juv | -38.47 |
| 62669216 | 10/19/2020 | J Books | | Books - Juv | -70.30 |
| 67235315 | 10/19/2020 | J Books | | Books - Juv | -6.56 |
| 67234845 | 10/19/2020 | J Books | | Books - Juv | -21.39 |
| 62666234 | 10/19/2020 | J Books | | Books - Juv | -10.69 |
| 62666235 | 10/19/2020 | J Books | | Books - Juv | -223.70 |
| 62668422 | 10/19/2020 | J Books | | Books - Juv | -14.50 |
| 62666918 | 10/19/2020 | Middle School Books | | Books - Juv | -44.44 |
| 62669976 | 10/19/2020 | Teen books | | Books - Teen | -22.50 |
| 62668798 | 10/19/2020 | Teen books | | Books - Teen | -23.07 |
| 62669498 | 10/19/2020 | Teen books | | Books - Teen | -11.82 |
| 62669497 | 10/19/2020 | Teen books | | Books - Teen | -12.58 |
| 62669112 | 10/19/2020 | Teen books | | Books - Teen | -11.25 |
| 62667748 | 10/19/2020 | Teen books | | Books - Teen | -10.18 |
| 62666919 | 10/19/2020 | Teen books | | Books - Teen | -14.38 |
| 62667747 | 10/19/2020 | Teen books | | Books - Teen | -12.38 |
| 62666920 | 10/19/2020 | Teen books | | Books - Teen | -11.25 |
| 67233927 | 10/19/2020 | Video games teen | | Non-print -Teen | -95.78 |
| 62668433 | 10/19/2020 | Teen books | | Books - Teen | -34.32 |
| 62668432 | 10/19/2020 | Teen books | | Books - Teen | -23.97 |
| 62670418 | 10/19/2020 | Adult books | | Books - Adult | -11.19 |
| 62670417 | 10/19/2020 | Adult books | | Books - Adult | -48.61 |
| 62670616 | 10/19/2020 | Teen books | | Books - Teen | -11.25 |
| 62670615 | 10/19/2020 | MS Books | | Books - Middle School | -12.38 |
| 62670419 | 10/19/2020 | J Books | | Books - Juv | -22.07 |
| 62670028 | 10/19/2020 | Adult books | | Books - Adult | -15.46 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-------------------|--------------------------------|-------------|-----------------------------------|------------------|
| 62670020 | 10/19/2020 | | Adult books | Books - Adult | -20.87 |
| 62670022 | 10/19/2020 | | Adult books | Books - Adult | -100.30 |
| 62670023 | 10/19/2020 | | Adult books | Books - Adult | -13.49 |
| 62670027 | 10/19/2020 | | Adult books | Books - Adult | -19.98 |
| 62669483 | 10/19/2020 | | Adult books | Books - Adult | -15.59 |
| 62669482 | 10/19/2020 | | Adult books | Books - Adult | -21.59 |
| 62669481 | 10/19/2020 | | Adult books | Books - Adult | -47.61 |
| 62669480 | 10/19/2020 | | Adult books | Books - Adult | -16.35 |
| 62669023 | 10/19/2020 | | Adult books | Books - Adult | -32.69 |
| 62669022 | 10/19/2020 | | Adult books | Books - Adult | -119.02 |
| 62669186 | 10/19/2020 | | Adult books | Books - Adult | -572.13 |
| 67235316 | 10/19/2020 | | Adult books | Books - Adult | -51.90 |
| 62669187 | 10/19/2020 | | Adult books | Books - Adult | -12.55 |
| 62669020 | 10/19/2020 | | Adult books | Books - Adult | -16.91 |
| 62669021 | 10/19/2020 | | Adult books | Books - Adult | -17.47 |
| 62666236 | 10/19/2020 | | Adult books | Books - Adult | -19.98 |
| 62666233 | 10/19/2020 | | Adult books | Books - Adult | -20.87 |
| 62668423 | 10/19/2020 | | Adult books | Books - Adult | -17.78 |
| 62668294 | 10/19/2020 | | Adult books | Books - Adult | -17.32 |
| 62668292 | 10/19/2020 | | Adult books | Books - Adult | -16.35 |
| 62668291 | 10/19/2020 | | Adult books | Books - Adult | -86.30 |
| 62667550 | 10/19/2020 | | Adult books | Books - Adult | -37.48 |
| 62667548 | 10/19/2020 | | Adult books | Books - Adult | -15.19 |
| 62667554 | 10/19/2020 | | Adult books | Books - Adult | -20.18 |
| 62668293 | 10/19/2020 | | Adult books | Books - Adult | -12.58 |
| 62667555 | 10/19/2020 | | Adult books | Books - Adult | -57.32 |
| 62667552 | 10/19/2020 | | Adult books | Books - Adult | -28.33 |
| 62667549 | 10/19/2020 | | Adult books | Books - Adult | -11.36 |
| 62667553 | 10/19/2020 | | Adult books | Books - Adult | -11.25 |
| 62667551 | 10/19/2020 | | Adult books | Books - Adult | -5.04 |
| 62668010 | 10/19/2020 | | Adult books | Books - Adult | -12.38 |
| 62668011 | 10/19/2020 | | Adult books | Books - Adult | -34.95 |
| 62668012 | 10/19/2020 | | Adult books | Books - Adult | -369.45 |
| TOTAL | | | | | -2,757.03 |
| 17343 | 10/19/2020 | Ingram Library Services | | BYLINE Operations 00805... | |
| 62671153 | 10/19/2020 | | Adult books | Books - Adult | -116.67 |
| 62671152 | 10/19/2020 | | Adult books | Books - Adult | -108.92 |
| 62670680 | 10/19/2020 | | Adult books | Books - Adult | -15.66 |
| 62671014 | 10/19/2020 | | Adult books | Books - Adult | -20.99 |
| 62670683 | 10/19/2020 | | Adult books | Books - Adult | -20.39 |
| 62671013 | 10/19/2020 | | Adult books | Books - Adult | -16.88 |
| 62670682 | 10/19/2020 | | Adult books | Books - Adult | -19.79 |
| 62670681 | 10/19/2020 | | Adult books | Books - Adult | -20.18 |
| 62671012 | 10/19/2020 | | Adult books | Books - Adult | -60.44 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-------------------------------|---|------------------------------|-------------|
| 62670679 | 10/19/2020 | | Adult books | Books - Adult | -16.63 |
| 62671151 | 10/19/2020 | | Adult books | Books - Adult | -9.56 |
| TOTAL | | | | | -426.11 |
| 17332 | 10/19/2020 | KLEIN, THORPE & JENKIN... | | BYLINE Operations 00805... | |
| 213124 | 10/19/2020 | | IGA Preparation CARES Act Grant request | Consultant/Legal Fees | -132.00 |
| TOTAL | | | | | -132.00 |
| 17333 | 10/19/2020 | Konica Minolta Business S... | | BYLINE Operations 00805... | |
| 900717... | 10/19/2020 | | Copier Usage September 20 | Copy Machine (usage, ma... | -45.44 |
| TOTAL | | | | | -45.44 |
| 17312 | 10/5/2020 | Konica Minolta Premier Fin... | | BYLINE Operations 00805... | |
| 424692... | 10/5/2020 | | Copier lease | Equipment - Copier Lease ... | -216.10 |
| TOTAL | | | | | -216.10 |
| 17334 | 10/19/2020 | Martina Mathisen | | BYLINE Operations 00805... | |
| | 10/19/2020 | | December 4th In Service Presenter/Non Verbal Communi... | Staff Training | -300.00 |
| TOTAL | | | | | -300.00 |
| 17313 | 10/5/2020 | Mid-America Graphics | | BYLINE Operations 00805... | |
| 20-2597... | 10/5/2020 | | Business Cards (Moore, Muraiti, Bertucci) | Supplies - Library | -219.00 |
| 20-2598... | 10/5/2020 | | Fall 2020 Bookplate printing | Printing | -1,539.00 |
| TOTAL | | | | | -1,758.00 |
| 17314 | 10/5/2020 | MIDWEST TAPE | | BYLINE Operations 00805... | |
| 99397728 | 10/5/2020 | | Adult DVDs | Non-Print Adult | -39.24 |
| 99397727 | 10/5/2020 | | Adult CD Audiobook | Non-Print Adult | -78.48 |
| 99397730 | 10/5/2020 | | Adult BluRay | Non-Print Adult | -33.34 |
| 99397725 | 10/5/2020 | | Adult music CDs | Non-Print Adult | -23.54 |
| 99397729 | 10/5/2020 | | J DVDs | Non-Print Juvenile | -40.83 |
| 99440688 | 10/5/2020 | | Adult BluRay | Non-Print Adult | -33.34 |
| 99440689 | 10/5/2020 | | Adult DVDs | Non-Print Adult | -55.83 |
| 99441032 | 10/5/2020 | | Adult DVDs | Non-Print Adult | -23.49 |
| 99441034 | 10/5/2020 | | Adult DVDs | Non-Print Adult | -23.79 |
| 99441033 | 10/5/2020 | | Adult CD Audiobook | Non-Print Adult | -44.24 |

River Forest Public Library
WARRANT LIST DETAIL
 October 2020

| Num | Date | Name | Memo | Account | Paid Amount |
|--------------|-------------------|------------------------------------|---|-----------------------------------|-------------|
| 99440687 | 10/5/2020 | | Adult Music CD | Non-Print Adult | -22.54 |
| 99441030 | 10/5/2020 | | Adult music CD | Non-Print Adult | -12.54 |
| 99441035 | 10/5/2020 | | J DVD | Non-Print Juvenile | -26.04 |
| TOTAL | | | | | -457.24 |
| 17335 | 10/19/2020 | MIDWEST TAPE | | BYLINE Operations 00805... | |
| 99485805 | 10/19/2020 | | Adult BluRays | Non-Print Adult | -33.34 |
| 99485806 | 10/19/2020 | | Adult CD Audiobook | Non-Print Adult | -49.24 |
| 99485808 | 10/19/2020 | | Adult CD Audiobook | Non-Print Adult | -34.24 |
| 99486070 | 10/19/2020 | | Adult DVDs | Non-Print Adult | -39.33 |
| 99485809 | 10/19/2020 | | ADult DVDs | Non-Print Adult | -20.79 |
| 99465806 | 10/19/2020 | | Adult CD audiobooks | Non-Print Adult | -137.72 |
| 99465808 | 10/19/2020 | | Adult DVDs | Non-Print Adult | -33.03 |
| TOTAL | | | | | -347.69 |
| 17315 | 10/5/2020 | Nemeth Glass | | BYLINE Operations 00805... | |
| 157713 | 10/5/2020 | | Exterior Air Handler Window replacement | Maintenance - Service | -475.00 |
| TOTAL | | | | | -475.00 |
| 17316 | 10/5/2020 | NICOR GAS | | BYLINE Operations 00805... | |
| 898234... | 10/5/2020 | | Natural gas supply | Heat | -458.91 |
| TOTAL | | | | | -458.91 |
| 207 | 10/19/2020 | Oak Brook Mechanical Ser... | | BYLINE Capital 00805669... | |
| 22953 | 10/19/2020 | | HVAC Compressor replacement - labor & parts | Capital Reserve Fund | -8,814.00 |
| TOTAL | | | | | -8,814.00 |
| 17317 | 10/5/2020 | Oak Electric, Inc. | | BYLINE Operations 00805... | |
| 6444 | 10/5/2020 | | Exterior Light timer replacement | Maintenance - Service | -961.00 |
| TOTAL | | | | | -961.00 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|-----------|------------|-----------|--------------------------------|----------------------------|-------------|
| 17318 | 10/5/2020 | OverDrive | | BYLINE Operations 00805... | |
| 01658D... | 9/28/2020 | | Adult Online eContent | eContent - Adult | -102.50 |
| | | | Teen Online eContent | eContent - Teen | -16.99 |
| 01658C... | 9/28/2020 | | Adult Online | eContent - Adult | -482.13 |
| TOTAL | | | | | -601.62 |
| 17336 | 10/19/2020 | OverDrive | | BYLINE Operations 00805... | |
| 01658D... | 10/19/2020 | | Teen online eContent | eContent - Teen | -9.00 |
| | | | Adult online eContent | eContent - Adult | -102.50 |
| 01658C... | 10/19/2020 | | Children's eContent | eContent - Juvenile | -459.70 |
| 01658D... | 10/19/2020 | | Teen online eContent | eContent - Teen | -90.00 |
| | | | Adult online eContent | eContent - Adult | -22.95 |
| 01658C... | 10/19/2020 | | Teen online | eContent - Teen | -188.40 |
| TOTAL | | | | | -872.55 |
| dm | 10/15/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| TOTAL | | | Employee Compensation 10/15/20 | Employee Compensation | -23,284.58 |
| | | | | | -23,284.58 |
| dm | 10/15/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| TOTAL | | | Employee Tax deduction | Employee Compensation | -5,605.83 |
| | | | Employer Medicare | Medicare Exp | -429.27 |
| | | | Employer FICA | FICA | -1,489.61 |
| | | | | | -7,524.71 |
| dm | 10/15/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| TOTAL | | | 10/15/20 Payroll processing | Payroll Service | -117.58 |
| | | | | | -117.58 |
| dm | 10/30/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| TOTAL | | | Payroll run 10/30/2020 | Payroll Service | -117.58 |
| | | | | | -117.58 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-------------------------------|--|----------------------------|-------------|
| dm | 10/30/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| | | | EE compensation | Payroll Service | -20,363.85 |
| TOTAL | | | | | -20,363.85 |
| dm | 10/30/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| | | | Employee tax deduction | Employee Compensation | -4,679.42 |
| | | | Employer Medicare | Medicare Exp | -373.67 |
| | | | Employer FICA | FICA | -1,597.77 |
| TOTAL | | | | | -6,650.86 |
| dm | 10/28/2020 | PAYLOCITY | | BYLINE Operations 00805... | |
| | | | ER FICA Correction 10/15 Payroll | FICA | -366.54 |
| | | | ER Medicare Correction 10/15 Payroll | Medicare Exp | -4.83 |
| TOTAL | | | | | -371.37 |
| 17319 | 10/5/2020 | S & D Prime Maintenance, L... | | BYLINE Operations 00805... | |
| 86813 | 10/5/2020 | | Balance for Powerwash exterior project | Maintenance - Service | -434.00 |
| TOTAL | | | | | -434.00 |
| 17337 | 10/19/2020 | S & D Prime Maintenance, L... | | BYLINE Operations 00805... | |
| 87009 | 10/19/2020 | | Maintenance Service 10/8/2020 | Maintenance - Service | -290.00 |
| | | | Maintenance supplies | Maintenance - Supply | -55.88 |
| TOTAL | | | | | -345.88 |
| 17338 | 10/19/2020 | Second Chance Cardiac So... | | BYLINE Operations 00805... | |
| 20-010-... | 10/19/2020 | | Replacement AED pads | Maintenance - Supply | -181.85 |
| TOTAL | | | | | -181.85 |
| 17320 | 10/5/2020 | Smithereen Pest Managem... | | BYLINE Operations 00805... | |
| 2313011 | 10/5/2020 | | Bitmonthly pest control | Maintenance - Service | -46.00 |
| TOTAL | | | | | -46.00 |

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

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|------------------------------|--|---|------------------------|
| 17321 | 10/5/2020 | Staples | | BYLINE Operations 00805... | -152.42 |
| 163107... | 10/5/2020 | | Trash bags, Clorox, Tissue Binder, tape, post-its, envelopes 2 Desktop printers (Operations Manager and Director Offi... | Maintenance - Supply Office Supplies Equipment - Technology | -55.70 -399.98 |
| TOTAL | | | | | -608.10 |
| 17339 | 10/19/2020 | SWAN | | BYLINE Operations 00805... | |
| 8268 | 10/19/2020 | | SWAN Quarterly Fees EBSCO Database package | Automation - Administration Automated - Subscription | -6,077.25 -1,161.50 |
| TOTAL | | | | | -7,238.75 |
| 17322 | 10/5/2020 | Today's Business Solutions | | BYLINE Operations 00805... | |
| 092820-1 | 9/28/2020 | | Adult & Teen Library cards | Supplies - Library | -2,705.00 |
| TOTAL | | | | | -2,705.00 |
| 17340 | 10/19/2020 | United States Postal Service | | BYLINE Operations 00805... | |
| Permit ... | 10/19/2020 | | BookPlate Permit Replenish | Postage | -500.00 |
| TOTAL | | | | | -500.00 |
| 206 | 10/5/2020 | VERSATILE COMPUTER S... | | BYLINE Capital 00805669... | |
| 15699 | 10/5/2020 | | Sonicwall | Capital Reserve Fund | -2,266.91 |
| TOTAL | | | | | -2,266.91 |
| 17341 | 10/19/2020 | VERSATILE COMPUTER S... | | BYLINE Operations 00805... | |
| 15715 | 10/19/2020 | | September 2020 Tech support | Technical Support | -750.00 |
| TOTAL | | | | | -750.00 |
| 17323 | 10/5/2020 | VILLAGE OF RIVER FOREST | | BYLINE Operations 00805... | |
| 001116-... | 10/5/2020 | | July, Aug, Sept water bill | Water | -78.12 |
| TOTAL | | | | | -78.12 |

**River Forest Public Library
WARRANT LIST DETAIL**

October 2020

| Num | Date | Name | Memo | Account | Paid Amount |
|------------|------------|-------------------------|--|---|-----------------------------------|
| 17342 | 10/19/2020 | VILLAGE OF RIVER FOREST | | BYLINE Operations 00805... | |
| October... | 10/19/2020 | | Employee Health/Dental Employer Health Employer Dental | Employee Compensation Health Insurance Dental | -1,950.88 -3,278.94 -241.31 |
| TOTAL | | | | | -5,471.13 |

River Forest Public Library

11/3/2020 2:07 PM

Register: 5/3 Financial Credit Card

From 09/07/2020 through 10/02/2020

Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Charge | C | Payment | Balance |
|------------|-------|-------------------------------------|-------------------------------------|-------------------------|--------|---|----------|----------|
| 09/07/2020 | | ScreenCloud | Automation Expenses:Automati... | | 15.00 | X | | 5,313.36 |
| 09/07/2020 | | Trilant | Professional Expenses:Staff Tra... | | 220.00 | X | | 5,533.36 |
| 09/10/2020 | | ILA | Professional Expenses:Professi... | | 100.00 | X | | 5,633.36 |
| 09/11/2020 | 17281 | Fifth Third Bank | BYLINE Operations 00805669... | August Credit card bill | | X | 5,298.36 | 335.00 |
| 09/16/2020 | | AMAZON.COM | Capital Expenditures:Strategic I... | | 150.17 | X | | 485.17 |
| 09/17/2020 | | ILA | Professional Expenses:Trustee ... | | 100.00 | X | | 585.17 |
| 09/17/2020 | | ILA | Professional Expenses:Member... | | 75.00 | X | | 660.17 |
| 09/24/2020 | | ILA | Professional Expenses:Trustee ... | | 125.00 | X | | 785.17 |
| 09/25/2020 | | Stamps. com | Office Expenses:Postage | | 17.99 | X | | 803.16 |
| 09/28/2020 | | Office of the Illinois State Fir... | Building Expenses:Maintenanc... | | 71.58 | X | | 874.74 |
| 09/28/2020 | | Library Journal | Professional Expenses:Professi... | | 174.00 | X | | 1,048.74 |
| 09/30/2020 | | AnyPromo.com | Teen Expenses:Programs-Teen | | 214.48 | X | | 1,263.22 |
| 09/30/2020 | | AnyPromo.com | Teen Expenses:Programs-Teen | | 276.92 | X | | 1,540.14 |
| 10/02/2020 | | The Week - magazine subscri... | Adult Expenses:Periodicals - A... | | 99.00 | X | | 1,639.14 |



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

| Account: | <u>October-20</u> | <u>YTD</u> | <u>2020-2021</u> | <u>% of Budget</u> |
|--------------------------------------|-------------------|-------------------|---------------------|--------------------|
| Property Taxes | \$ 96,108 | \$ 609,044 | 1,320,000.00 | 46.14% |
| Connections Program Grant | \$ - | \$ - | 8,400.00 | 0.00% |
| Corp Property Replacement Taxes | \$ - | \$ 4,091 | 12,000.00 | 34.09% |
| Lost Books Reimbursed | \$ 199 | \$ 572 | 3,500.00 | 16.34% |
| Copy Machine Revenue | \$ 355 | \$ 355 | 5,500.00 | 6.45% |
| Rentals, Library Space, Meeting Room | \$ - | \$ - | 0.00 | 0.00% |
| Interest | \$ 607 | \$ 6,028 | 9,000.00 | 66.98% |
| Gifts from RFPPL Foundation | \$ - | \$ 12,000 | 12,000.00 | 100.00% |
| Gifts - other | \$ - | \$ - | 1,000.00 | 0.00% |
| IL Per Capita Grant | \$ 13,965 | \$ 13,965 | 14,000.00 | 99.75% |
| Grants, other | \$ - | \$ 801 | 3,200.00 | 25.03% |
| Community Foundation Endowment | \$ - | \$ - | 3,800.00 | 0.00% |
| Misc Income | \$ 6 | \$ 1,291 | 600.00 | 215.17% |
| Total: | \$ 111,239 | \$ 648,147 | 1,393,000.00 | 46.53% |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 111,239 | \$ 648,147 | 1,393,000.00 | 46.53% |
| | | | | |
| | | | | |
| Expense: | \$ 104,585 | \$ 551,012 | 1,393,000.00 | 39.56% |



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

10/31/2020 Fiscal YTD Actual % Budget 20-21 Budget
 50% as of 10/31/2020

Expenses
Personnel

| | | | | |
|-----------------------------------|------------------|-------------------|---------------|----------------------|
| Wages & Salaries | \$ 57,232 | \$ 318,164 | 44.19% | \$ 720,000.00 |
| Medical Health Insurance Coverage | \$ 3,520 | \$ 21,044 | 36.60% | \$ 57,500.00 |
| IMRF | \$ 4,840 | \$ 27,614 | 46.80% | \$ 59,000.00 |
| Medicare/FICA | \$ 4,262 | \$ 23,620 | 42.95% | \$ 55,000.00 |
| Staff Training | \$ 300 | \$ 1,288 | 51.51% | \$ 2,500.00 |
| Membership Dues | \$ - | \$ 1,468 | 36.70% | \$ 4,000.00 |
| Professional Development | \$ 49 | \$ 2,930 | 32.55% | \$ 9,000.00 |
| Total Personnel | \$ 70,203 | \$ 396,128 | 43.67% | \$ 907,000.00 |

Support Services
Printing and Advertising

| | | | | |
|---|-----------------|-----------------|---------------|--------------------|
| Printing/Bookplate | \$ 1,758 | \$ 2,054 | 37.35% | \$ 5,500.00 |
| Advertising | \$ - | \$ 584 | 19.46% | \$ 3,000.00 |
| Total Printing and Advertisement | \$ 1,758 | \$ 2,638 | 31.03% | \$ 8,500.00 |

Programming

| | | | | |
|--|-----------------|-----------------|---------------|---------------------|
| Children's Programs | \$ 843 | \$ 3,395 | 26.11% | \$ 13,000.00 |
| Teen Programs | \$ 215 | \$ 2,222 | 29.63% | \$ 7,500.00 |
| Adult Programs | \$ 205 | \$ 720 | 7.20% | \$ 10,000.00 |
| Special Programs | \$ - | \$ 120 | 3.43% | \$ 3,500.00 |
| Connections Programs | \$ 87 | \$ 445 | 5.30% | \$ 8,400.00 |
| Total Programs | \$ 1,350 | \$ 6,902 | 16.28% | \$ 42,400.00 |
| Total Support Services and Programs | \$ 3,108 | \$ 9,539 | 18.74% | \$ 50,900.00 |

Other Support Services

| | | | | |
|--------------------------------------|-----------------|------------------|---------------|---------------------|
| ILL and RB Services (SWAN Libraries) | \$ - | \$ 13 | 1.29% | \$ 1,000.00 |
| Technical Support | \$ 750 | \$ 4,500 | 40.91% | \$ 11,000.00 |
| Automation Administration | \$ 6,156 | \$ 16,584 | 44.82% | \$ 37,000.00 |
| Consultant Fees/Legal Fees | \$ 640 | \$ 1,657 | 23.67% | \$ 7,000.00 |
| Postage & Delivery | \$ 663 | \$ 1,259 | 31.48% | \$ 4,000.00 |
| Audit Fees | \$ - | \$ 6,000 | 80.00% | \$ 7,500.00 |
| Payroll and Employment Services | \$ 235 | \$ 1,435 | 41.01% | \$ 3,500.00 |
| Youth Interventionist Contract | \$ - | \$ 1,891 | 45.02% | \$ 4,200.00 |
| Telephone/Internet | \$ 1,116 | \$ 6,889 | 45.93% | \$ 15,000.00 |
| Trustee Training and Memberships | \$ - | \$ 225 | 22.50% | \$ 1,000.00 |
| Copy Machine Leases | \$ 216 | \$ 1,297 | 46.31% | \$ 2,800.00 |
| Total Other Support Services | \$ 9,776 | \$ 41,750 | 44.41% | \$ 94,000.00 |

Library Materials

| | | | | |
|-------|----------|-----------|--------|--------------|
| Books | \$ 5,540 | \$ 26,372 | 34.70% | \$ 76,000.00 |
|-------|----------|-----------|--------|--------------|

| | | | | | | | | | |
|--|-----------|---------------|-----------|---------------|--|--|--|-----------|-------------------|
| Print Periodicals (Magazines) | \$ | 268 | \$ | 3,232 | | | | \$ | 6,500.00 |
| Online Learning Tools & Data Base Subscriptions | \$ | 1,162 | \$ | 3,636 | | | | \$ | 7,500.00 |
| Online E-Content - elect. books/magazines/movies/music | \$ | 3,344 | \$ | 24,022 | | | | \$ | 64,000.00 |
| In-House Audio Visual (DVDs, CDs, etc.) | \$ | 1,075 | \$ | 6,011 | | | | \$ | 27,000.00 |
| Total Library Materials | \$ | 11,388 | \$ | 63,273 | | | | \$ | 181,000.00 |

Library and Office Supplies

| | | | | | | | | | |
|---|-----------|---------------|-----------|---------------|--|--|--|-----------|-------------------|
| Office Supplies | \$ | 127 | \$ | 1,610 | | | | \$ | 4,000.00 |
| Library Supplies | \$ | 2,882 | \$ | 3,321 | | | | \$ | 5,000.00 |
| Copy And Printing Supplies | \$ | - | \$ | 240 | | | | \$ | 1,000.00 |
| Misc Expenses (includes Patron Relations) | \$ | 24 | \$ | 1,081 | | | | \$ | 2,500.00 |
| Total Office Supplies | \$ | 3,034 | \$ | 6,251 | | | | \$ | 12,500.00 |
| Total Library Materials & Supplies | \$ | 14,421 | \$ | 69,525 | | | | \$ | 193,500.00 |

Strategic Initiatives

| | | | | | | | | | |
|-----------------------|----|-----|----|-------|--|--|--|----|----------|
| Strategic Initiatives | \$ | 265 | \$ | 1,121 | | | | \$ | 5,000.00 |
|-----------------------|----|-----|----|-------|--|--|--|----|----------|

Facilities Management

Facility Supplies

| | | | | | | | | | |
|--------------------------------|-----------|------------|-----------|--------------|--|--|--|-----------|-----------------|
| Building Materials & Supplies | \$ | 464 | \$ | 4,441 | | | | \$ | 3,500.00 |
| Total Facility Supplies | \$ | 464 | \$ | 4,441 | | | | \$ | 3,500.00 |

Facility Services

| | | | | | | | | | |
|-----------------------------------|-----------|--------------|-----------|---------------|--|--|--|-----------|------------------|
| Insurance | \$ | - | \$ | 681 | | | | \$ | 14,500.00 |
| Maintenance and Custodial Service | \$ | 4,668 | \$ | 21,762 | | | | \$ | 60,000.00 |
| Water | \$ | 78 | \$ | 183 | | | | \$ | 2,000.00 |
| Natural Gas | \$ | 459 | \$ | 2,808 | | | | \$ | 9,000.00 |
| Copier Maintenance and Usage | \$ | 45 | \$ | 445 | | | | \$ | 2,600.00 |
| Total Facility Services | \$ | 5,250 | \$ | 25,879 | | | | \$ | 88,100.00 |

Equipment & Furniture

| | | | | | | | | | |
|--------------------------------------|-----------|------------|-----------|--------------|--|--|--|-----------|------------------|
| Equipment (Equipment & Furniture) | \$ | 247 | \$ | 4,191 | | | | \$ | 7,000.00 |
| Technology Misc. | \$ | 658 | \$ | 1,440 | | | | \$ | 3,000.00 |
| Total Equipment and Furniture | \$ | 905 | \$ | 5,631 | | | | \$ | 10,000.00 |

| | | | | | | | | | |
|------------------------------------|-----------|----------------|-----------|----------------|--|--|--|-----------|---------------------|
| Total Facilities Management | \$ | 6,813 | \$ | 32,949 | | | | \$ | 101,600.00 |
| Total Operating Expenses | \$ | 104,585 | \$ | 551,012 | | | | \$ | 1,352,000.00 |
| Capital Improvement Reserve Fund | \$ | - | \$ | - | | | | \$ | 41,000.00 |

| | | | | | | | | | |
|-----------------------|-----------|----------------|-----------|----------------|--|--|--|-----------|---------------------|
| Total Expenses | \$ | 104,585 | \$ | 551,012 | | | | \$ | 1,393,000.00 |
| Total Income | \$ | 111,239 | \$ | 648,147 | | | | \$ | 1,393,000.00 |

River Forest Public Library Balance Sheet

As of October 31, 2020

ASSETS

10/31/2020

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

| | | | |
|-------------------|-----------|--------------------|------------|
| ICS Operations | 805669201 | .20% Interest Rate | 894,046.20 |
| Byline Operations | 805669201 | | 48,334.54 |
| Petty Cash | | | 40.00 |

TOTAL Operations Current 942,420.74

Operations Midterm Reserves

TOTAL Operations Midterm Reserves -

Operations Long Term Reserves

CD Maturity Date

| | | | |
|--------------|------------|-----------|-----------|
| OP CD 26 WK | 1024039281 | 1/28/2021 | 63,025.40 |
| OP CD 3 YEAR | 1021670576 | 8/12/2021 | 63,554.55 |
| OP CD 5 YEAR | 1020450904 | 7/28/2022 | 63,924.64 |
| OP CD 5 YEAR | 1021670738 | 8/10/2023 | 63,765.89 |
| OP CD 5 YEAR | 1022865745 | 7/25/2024 | 63,263.26 |

TOTAL Operations Long Term Reserves 317,533.74

TOTAL OPERATIONS ACCOUNT 1,259,954.48

CHECKING/SAVINGS - CAPITAL ACCOUNT

| | | | |
|----------------|-----------|--------------------|-----------|
| ICS Capital | 805669202 | .20% Interest Rate | 85,602.48 |
| Byline Capital | 805669202 | | 9,004.87 |

TOTAL CAPITAL ACCOUNT 94,607.35

TOTAL CURRENT CHECKING/SAVINGS 1,354,561.83

TOTAL CURRENT ASSETS 1,354,561.83

TOTAL ASSETS 1,354,561.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|-------------------------------|-----------------|
| Accounts Payable | (741.11) |
| Total Accounts Payable | <u>(741.11)</u> |

Credit Cards

| | |
|---------------------------|-----------------|
| MB Financial Credit Card | 1,780.81 |
| Total Credit Cards | <u>1,780.81</u> |

Total Current Liabilities 1,039.70
1,039.70

Equity

| | |
|--------------------|------------|
| Opening Bal Equity | 821,884.15 |
| Retained Earnings | 500,736.16 |
| Net Income | 30,901.82 |

Total Equity 1,353,522.13

TOTAL LIABILITIES & EQUITY 1,354,561.83



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

Capital Reserve Account Balances as of October 31, 2020

| | |
|-----------------------------------|--------------------|
| ICS Capital Reserve | \$85,602.48 |
| Byline Capital Checking | <u>\$9,004.87</u> |
| Total Capital Reserve Fund | \$94,607.35 |

Expenses

| <u>Check</u> | <u>Date</u> | <u>Vendor/Description</u> | |
|--------------|-------------|---------------------------|-------------|
| 205 | 10/5/2020 | Classic Restoration | \$ 1,000.00 |
| | | Masonry work down payment | |
| 206 | 10/5/2020 | Versatile | \$ 2,266.91 |
| | | New firewall hardware | |
| 207 | 10/19/2020 | Oak Brook Mecanichal | \$ 8,814.00 |
| | | New air compressor | |

Total Capital Expenditures \$ 12,080.91

| | | |
|---------------|------------|----------|
| Income | | |
| Interest | 10/31/2020 | \$ 13.07 |

MEMO

To: RFPL Board of Trustees

From: Amy Grossman, Interim Co-Director

Date: November 17, 2020

RE: Telework and Families First Coronavirus Response Act Policy

On May 8, 2020 the Policy Committee met to discuss the creation of the following temporary policies:

- Telework policy
- Families First Coronavirus Response Act policy

These policies were approved at the May 19, 2020 Board Meeting.

The Families First Coronavirus Response Act policy is taken directly from the law of the same name. The Telework policy is aligned with this policy. Both policies were created and approved at a time when many staff members were working from home. At the time, it appeared adequate to set a December 31, 2020 expiration date for the Telework policy to align with the end date of FFCRA.

Due to the current state of the COVID-19 pandemic, we expect library staff will still need the ability to telework beyond December 31, 2020. I recommend that the Telework policy is extended to be in effect until June 30, 2021. A redlined version of this policy with an update to the expiration date is attached in this Board packet.

As of the writing of this memo, there has been no evidence that the Department of Labor is going to extend FFCRA beyond December 31, 2020. However, if that changes, RFPL will continue to apply FFCRA as we are required to do so by law, through the extension date. As stated in the RFPL Policy Manual, "The River Forest Public Library is governed by a variety of Federal and State Statutes, Laws, and Rules (collectively, the "Governing Acts"). If any provision contained in this Policy Manual conflicts with the Governing Acts, the Governing Acts shall control."

Telework Policy

This is a temporary policy that shall remain in effect from May 19, 2020 until December 31, 2020. RFPL may, from time to time, allow employees to work their assigned hours in another location for the benefit of RFPL and the employee. "Telework Agreements" may be entered into by RFPL and employees on a temporary basis to allow employees to work offsite and will be reviewed routinely.

Eligibility for a Telework Agreement is based primarily on the responsibilities and autonomy encompassed by the employee's position. Full-time or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some RFPL positions may more readily accommodate a Telework Agreement than others.

Positions that might generally lend themselves to teleworking are those that: (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent on a public service desk or handling RFPL material; and (3) do not require use of fixed RFPL assets, equipment or material that cannot leave the premises. The Director must approve all Telework Agreements and assignments. The quantity, quality, and timeliness of employee work with a Telework Agreement must be enhanced or maintained.

If at any time the Director or manager determines that the Telework Agreement is no longer beneficial to RFPL, the employee may be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the RFPL-employee relationship may be terminated at the sole discretion of the Director.

Approved by the River Forest Public Library Board of Trustees 5/19/20.

Telework Policy

This is a temporary policy that shall remain in effect from May 19, 2020 until ~~December 31, 2020~~ June 30, 2021. RFPL may, from time to time, allow employees to work their assigned hours in another location for the benefit of RFPL and the employee. "Telework Agreements" may be entered into by RFPL and employees on a temporary basis to allow employees to work offsite and will be reviewed routinely.

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If at any time the Director or manager determines that the Telework Agreement is no longer beneficial to RFPL, the employee may be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the RFPL-employee relationship may be terminated at the sole discretion of the Director.

Approved by the River Forest Public Library Board of ~~Trustees- 11/17/21~~ Trustees 5/19/20.

Families First Coronavirus Response Act

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the River Forest Public Library (RFPL) Leaves of Absence policy. Please refer to that policy for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, “son or daughter” means the employee’s own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with RFPL for at least 30 days prior to the date they wish the leave to start are eligible.

Reason for Leave

Eligible employees who are unable to work (or perform their job duties by telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19 may qualify for leave under this FFCRA.

Amount of Leave

Employees who qualify will be eligible to receive up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020.

Amount of Pay

Leave is unpaid during the first ten working days. During that time, employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The

employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

RFPL will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While the employee is on paid leave, RFPL will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with RFPL. If the employee does not continue these pre-arranged benefit payments, RFPL may discontinue coverage during the leave. If RFPL maintains coverage while the employee is on leave, RFPL may recover from the employee the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to the Director as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of RFPL and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved EFMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to report to work or work remotely due to one of the following reasons are eligible for leave under the FFRCA:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee must use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to RFPL as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the RFPL Director. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either: (1) uses the full amount of paid sick leave or; (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the RFPL Director, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

Approved by the River Forest Public Library Board of Trustees 5/19/20.

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Interim Co-Director
Date: November 13, 2020
RE: bibliotheca Self Check Purchase

Attached is a quotation from bibliotheca for the purchase of 2 self-Check 500 full height kiosks for the River Forest Public Library, for a total cost of \$20,486. RFPL was awarded a \$10,000 grant from the River Forest Public Library Foundation towards the purchase of the self-check machines. The remaining \$10,486 will be paid for from RFPL's capital reserve fund.

The purchase price for the units (\$18,898) includes 1 year of maintenance for each machine. Each unit also requires a subscription (\$598) to bibliotheca's proprietary libraryConnect software.

Maintenance costs to be paid in FY 2021-2022 have been negotiated from \$1,299 per unit to \$1,099 per unit, for a total of \$2,198. Bibliotheca's libraryConnect software has also been negotiated from \$299 per unit to \$249, for a total of \$498 payable in FY 2021-2022. Maintenance and software costs for all our bibliotheca products have been locked in at a rate not to exceed 5% going forward.

Bibliotheca has a strong reputation for their products and our patrons have been delighted with the user friendly interface. RFPL staff have been pleased with the high functionality of these units as well as the technical support we have received from bibliotheca. Additionally, the current Envisionware self-checks (lobby and second floor) have reached the end of their useful life as the computer operating systems are not compatible with the upcoming Envisionware update.

November 6, 2020

Board of Directors

Elan Long
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Director

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Director

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Director

*Enhancing our
library's vitality*



**River Forest Public
Library Foundation**
735 Lathrop Avenue
River Forest, IL
708 366 5205

Ms. Joanna Bertucci
Interim Co-Director
River Forest Public Library
735 Lathrop Ave.
River Forest, IL 60305

Dear Joanna,

Thank you for your grant proposal of September 17, 2020 requesting \$20,486 for the purchase of two Bibliotechia self-check machines for the Library. The Foundation board met on October 27th and considered your request.

The Board approved a grant of \$10,000 towards the self-check machines to show its support for the Library and staff in your response to the Covid-19 pandemic. We hope that sharing the cost of the replacement machines will be helpful to you and we appreciate your work in developing the proposal.

At the meeting, the Board also adopted guidelines for the Foundation's Grants Program. I am enclosing a copy of the guidelines for your reference and they will be published on the Foundation website in the future. A grants committee will be appointed to evaluate the proposals and recommend action to the Board. In the meantime, this document outlines more clearly the priorities for funding and the information requested in grant proposals. Over the next year, we expect to develop a more formal calendar for accepting and evaluating grant proposals; in the meantime, they may be submitted at any time.

Please accept this check for \$10,000 with our thanks and appreciation for all that you and the RFPL staff does to provide excellent library services to our community.

Best regards,

Elan Long

Elan Long

Encl.

CC: Amy Grossman, RFPL

Customer Official System Quote

Quote Date: 010/28/2020
 Quote Number: QUO-148939-Q8Y4, Rev: 0

Customer Bill To:

River Forest Public Library
 Joanna Bertucci
 735 Lathrop Ave
 River Forest IL 60305-1883
 United States of America

Jbertucci@rflib.org
 Tel: (708) 366-5205

Location Information:

River Forest Public Library
 Joanna Bertucci
 735 Lathrop Ave
 River Forest IL 60305-1883
 United States of America

Sales Contact: Mason Humphrey
Sales Phone: 877-207-3127 ext. 312
Sales Email: m.humphrey@bibliotheca.com
 Prices are in US Dollars
 Quote expires (60) days from Quote Date above.

Quote Details

(2) Selfcheck 500 Kiosks with LC

2nd year service for libraryConnect - \$498 total
 2nd year service for selfChecks - \$2,198 total

***** Promotional Pricing Below Only Valid if Order By November 20th *****

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

| Item ID | Item Type | Quantity | Sale Price | Sub Total |
|------------------------------------|--|----------|-------------|-------------|
| SCK500000-000-US | selfCheck 500 full height kiosk | 2 | \$9,449.000 | \$18,898.00 |
| SWR000004-000-US | libraryConnect™ Devices subscription - 1 license / device | 2 | \$299.000 | \$598.00 |
| SHP000001-000-US | SHIPPING AND ADMINISTRATION Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal. | 1 | \$990.000 | \$990.00 |
| Total (Less Sales Tax): | | | | \$20,486.00 |

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

Customer Official System Quote

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Interim Co-Director, RFPL
Date: November 5, 2020
RE: Space Analysis Update

The purpose of this memo is to present the Board with an update on future capital needs, both related to patron and staff spaces throughout the library and mechanical/systems upgrades to the building.

At the October 28th meeting of the facilities committee, members reviewed an updated space analysis document that was originally created in 2017. Based on the committee's discussion and recommendations, the updated space analysis is included in this month's packet for your review.

To provide some background, in 2017, RFPL's management team evaluated spaces throughout the library. The administrative team compiled staff feedback and presented their findings to the Facilities committee, who were then tasked with assigning a priority for future space updates. The 2017 space analysis, updated based on projects completed to date, is attached. The criteria for each level of priority are listed below.

Priority I: IMPERATIVE (Must-Do) - Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.

- Corrects a condition dangerous to public health or safety
- Satisfies a legal obligation
- Prevents irreparable damage to a valuable public facility.

Priority II: ESSENTIAL (Should-Do) - Projects that address clearly demonstrated needs or objectives

- Rehabilitates or replaces an obsolete public facility [component] or attachment thereto
- Reduces future operating and maintenance costs

Priority III: IMPORTANT (Could-Do) - Projects that benefit the community but may be delayed without detrimental effects to basic services

- Provides a new or expanded level of service
- Reduces energy consumption
- Enhances current resources

Priority IV: DESIRABLE (Other Year) - Desirable projects that are not included because of current funding limitations.

At the time, the Facilities committee recommended that the Board approve projects with a priority of "imperative," as those could be funded from RFPL's capital reserve fund. It was also determined that projects with the priority of "important" and "desirable" could not be supported by RFPL's current and projected capital revenues. The Children's room renovation, completed in 2019, was assigned a priority of "important" and was generously funded by the RFPL Foundation. All other projects have been paid for from the library's capital reserves.

At the time of this update, the following “important” or “desirable” projects remaining include:

| Important | Desirable |
|---|--|
| <ul style="list-style-type: none"> ● Barbara Hall meeting room <ul style="list-style-type: none"> • <i>The scope of this works need to be determined before in order to obtain a cost estimate.</i> ● Updated furnishings for Teen/MS space | <ul style="list-style-type: none"> ● Public washrooms ● Adult Services updated furnishings ● Children’s Services Manager office ● Children’s services staff workspace ● North mechanical room <ul style="list-style-type: none"> • <i>These three spaces could potentially be addressed related to the air handler replacement project.</i> |

The upcoming projects below also have to be taken into consideration when planning for future upgrades to the library’s spaces.

| | |
|----------|---|
| FY 21-22 | <ul style="list-style-type: none"> ● Air Handler project – project scope range - \$90,000-\$180,000 ● Group 3 PC replacement \$12,000 |
| FY 22-23 | <ul style="list-style-type: none"> ● Group 1 PC replacement \$15,000 ● Sewage Ejector Pump \$9,000 |
| FY 23-24 | <ul style="list-style-type: none"> ● Reseal sidewalks \$2,400 ● Skylight replacement project scope range \$25,000-\$50,000 ● Technology \$44,000 <ul style="list-style-type: none"> ○ Server \$ 6,000 ○ Phone System \$16,000 ○ Mtg. Room AV System \$11,000 ○ Patron/Staff Laptops (8) \$11,0000 |
| FY 24-25 | <ul style="list-style-type: none"> ● Group 2 computers - \$15,000 |
| FY 25-26 | <ul style="list-style-type: none"> ● Wireless access points (3) - \$5,000 |

Space Analysis - Projects Grouped by Priority - 2020 Update

| Imperative - Must do; projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences. | Essential: Should do; projects that address clearly demonstrated needs or objectives | Important: Could do; projects that benefit the community but may be delayed without detrimental effects to basic services. | Desirable: Another year; desirable projects that are not included b/c of funding limitations. | No Priority |
|--|---|---|---|-------------|
| <p>Zone 1: Front door, Sliding glass door, ramp \$350,000</p> <p>Zone 2: Lobby - Feedback was neutral, but the lobby blends into the Program. Alternative spaces and impacts how patrons use that space as well as the Lobby area.</p> <p>Zone 3: Circulation Patron Space, Service Desk to ADA compliance</p> <p>Zone 4: Circulation Staff Space</p> <p>Zone 5: Breakroom does not include wellness room, adequate facilities for food preparation and sanitation. Breakroom pathway not ADA compliant.</p> | <p>Zone 2: Meeting room - not functional for library's needs</p> <p>Zone 3: Children's South \$ \$</p> <p>Zone 4: Adult Fiction area; specifically lighting</p> <p>Zone 5: Air Handler \$ Range: \$98,000-180,000 (Space Renovation \$60,000)</p> | <p>Zone 4: Public Washrooms \$\$\$</p> <p>Zone 5: Maintenance Closet</p> <p>Zone 10: Children's Manager's Office</p> <p>Zone 11: Children's staff work area (remodeled in 2015; proximal to zone 10 and 12)</p> <p>Zone 12: Children's room North</p> | <p>Zone 15: Southwest mechanical room</p> | |
| FIRST FLOOR | | | | |
| <p>Zone 1: Front door, Sliding glass door, ramp \$350,000</p> <p>Zone 2: Lobby - Feedback was neutral, but the lobby blends into the Program. Alternative spaces and impacts how patrons use that space as well as the Lobby area.</p> <p>Zone 3: Circulation Patron Space, Service Desk to ADA compliance</p> <p>Zone 4: Circulation Staff Space</p> <p>Zone 5: Breakroom does not include wellness room, adequate facilities for food preparation and sanitation. Breakroom pathway not ADA compliant.</p> | <p>Zone 2: Meeting room - not functional for library's needs</p> <p>Zone 3: Children's South \$ \$</p> <p>Zone 4: Adult Fiction area; specifically lighting</p> <p>Zone 5: Air Handler \$ Range: \$98,000-180,000 (Space Renovation \$60,000)</p> | <p>Zone 4: Public Washrooms \$\$\$</p> <p>Zone 5: Maintenance Closet</p> <p>Zone 10: Children's Manager's Office</p> <p>Zone 11: Children's staff work area (remodeled in 2015; proximal to zone 10 and 12)</p> <p>Zone 12: Children's room North</p> | <p>Zone 15: Southwest mechanical room</p> | |
| SECOND FLOOR | | | | |
| <p>Zone 1: Front door, Sliding glass door, ramp \$350,000</p> <p>Zone 2: Lobby - Feedback was neutral, but the lobby blends into the Program. Alternative spaces and impacts how patrons use that space as well as the Lobby area.</p> <p>Zone 3: Circulation Patron Space, Service Desk to ADA compliance</p> <p>Zone 4: Circulation Staff Space</p> <p>Zone 5: Breakroom does not include wellness room, adequate facilities for food preparation and sanitation. Breakroom pathway not ADA compliant.</p> | <p>Zone 2: Meeting room - not functional for library's needs</p> <p>Zone 3: Children's South \$ \$</p> <p>Zone 4: Adult Fiction area; specifically lighting</p> <p>Zone 5: Air Handler \$ Range: \$98,000-180,000 (Space Renovation \$60,000)</p> | <p>Zone 4: Public Washrooms \$\$\$</p> <p>Zone 5: Maintenance Closet</p> <p>Zone 10: Children's Manager's Office</p> <p>Zone 11: Children's staff work area (remodeled in 2015; proximal to zone 10 and 12)</p> <p>Zone 12: Children's room North</p> | <p>Zone 15: Southwest mechanical room</p> | |
| Project Scale Key: | | | | |
| Small: < \$25,000 \$ | | | | |
| Medium: b/t \$26,000-\$50,000 \$\$ | | | | |
| Large: b/t \$50,000-\$99,000 \$\$\$ | | | | |
| Extra Large: Over \$100,000 \$\$\$\$ | | | | |
| <p>Zone 6: 2nd Floor Study Rooms</p> <p>Zone 6: Adult/Teen Service Desk Area - possibly relocate CD displays; departmental level decision.</p> <p>Zone 7: New print material displays</p> <p>Zone 8: Adult Non Fiction areas - relocations of SciFi and Great courses can be done at the departmental level w/out great expense.</p> <p>Zone 9: LP; issue with collection location, level w/out great expense; shift/weed collections as Manager sees fit</p> | | | | |

MEMO

To: RFPL Board of Trustees
From: Joanna Bertucci, Interim Co-Director
Date: November 10, 2020
RE: Air Handler Replacement Project

On November 3rd, I met with Mark Sullivan, President of Oak Brook Mechanical Services. The purpose of our meeting was to further discuss the air handler replacement project and to assess if the Library can expect any additional major HVAC work after the air handler unit is replaced.

Mr. Sullivan clarified the scope of work for option 1, a like for like air handler replacement. In addition to a new air handler unit, the chilled water pump, chilled water valve, and preheat pump would need to be replaced. These mechanicals are separate from the air handler unit itself.

Option 1: Replace – Imperative – Updated scope of work and estimate

| Item | Notes | Estimated project date | Updated Cost (includes 3% escalation) |
|-------------------------------------|---|------------------------|---------------------------------------|
| New HVAC Equipment and installation | Air handler unit, chilled water pump, chilled water valve, and preheat pump | September 2021 | \$ 90,650 |
| Estimated engineering fees | Preparing bid documents, putting project out to bid, and project administration | September 2021 | \$ 10,000 |
| | | | \$ 98,000 |

Future HVAC work

After the air handler is replaced RFPL will have updated our major components within the last ten years. Looking to the future, Mr. Sullivan highly recommends RFPL add a redundant heat source to our current HVAC configuration. Currently, RFPL’s heating system includes one boiler, with a useful life set to expire in 2037. While the boiler is inspected bi-annually and well maintained, a boiler malfunction caused major problems during the January 2019 polar vortex. Mr. Sullivan suggested two options for adding a redundant heat source.

- 1) If the Board elects to replace the interior air handler, a smaller, supplementary boiler could be installed the south mechanical/boiler room, approximate cost \$60,000.
- 2) If the Board elected option 2, relocate and reclaim estimated at approximately \$180,000, Mr. Sullivan recommended adding a redundant heat source to the exterior air handler unit. The scope of this work would include running a gas line to the unit and adding a gas burner, rough approximate cost \$20,000. Adding the redundant heat source in this manner would be more cost effective.

The cost differential in these options is based on the source of the redundant heat, a smaller boiler is boiler more expensive to install versus adding a gas burner to the exterior air handler unit.

Next Steps

On November 9, Trustee Stierwalt and I met with Mike Sletten, Executive Director of the River Forest Park District, to discuss the possibility of relocating the air handler to the building's exterior. Mr. Sletten will bring this issue to his Board of Trustees at their December 7th Regular Board meeting. I will plan to attend the meeting virtually and report back to the Facilities committee at their December meeting.

Administration

- The Management Team has been discussing plans should we need to revert to a curbside model. As of the writing of this report, Region 10 (suburban Cook County) is at Tier 1 mitigations.
 - This action would be triggered by a reversal to Phase 3 of the Restore Illinois Plan or Tier 3 mitigations (non essential retail closed) within Phase 4.
 - Ms. Muraiti has drafted procedures for a streamlined curbside service model as the previous process was confusing to patrons and labor intensive for staff. The new procedure would allow patrons to place holds as they normally do and they would receive a hold notification notice when their holds were ready for pick-up.
 - Due to the forthcoming winter conditions, we are considering allowing patrons to step into the foyer to pick up their materials from the greeter and then exit the building, as opposed to an outdoor table/tent. We would also provide parking lot pick-up as we did over the summer.
 - The adult/teen and children's services desks would remain staffed to provide virtual and phone reference and readers' advisory services. Departments would continue to offer virtual programming.
 - We do not recommend making any changes to the Library's hours or staffing model should we need to revert to curbside service. Our goal would be to implement the safest and most streamlined process possible with minimal disruption to patrons and staff.
- President Hill and Ms. Bertucci attended a meeting regarding the River Forest Civic Authority Center building on October 28th. The group will reconvene in November.
- Ms. Bertucci met with Tracy Lesiak from LIRA on October 29th to complete our physical hazard assessment. Notes from Ms. Lesiak's report have been addressed. Ms. Lesiak also reviewed and was pleased with RFPL's COVID-19 safety precautions.
- Ms. Bertucci attended the LIRA full membership meeting on November 12th. RFPL's 2020-2021 renewal came in at approximately \$14,900. This represents a 32% increase over last year. Director Quinn had anticipated up to a 40% increase in our program costs based on Spring projections from LIRA. LIRA approached over 30 carriers to be able to present the most cost effective program to the membership. A note has been made to increase our insurance budget by \$1,500 for FY 20-21 when the budget is amended in Spring 2021. Several factors accounted for the increase in our premium:
 - The LIRA pool experienced over \$2 million in losses, in large part due to a single flood claim.
 - The insurance industry is continuing to harden due to COVID-19. Underwriters are being highly selective when writing policies.
 - Nationwide, property and casualty claims have continued to increase due to wildfires, hurricanes, flooded and wind/hail storms. Unfortunately, the LIRA pool is not immune to these disasters and their effect on the insurance market. Additionally, replacement and costs for construction have increased, due to the impact of the COVID-19 pandemic.

- Excess liability has increased due to the social inflation and verdicts related to sexual harassment and employment practices.
- Cyber liability coverage has also seen an increase in claim activity, a result of a 50%+ increase in work from home and remote learning.
- Increases are also impacted by the addition of Gallagher Crisis Protect (GCP) to the LIRA program. GCP is a comprehensive crisis management solution that provides consultancy support in the event of exposure to threatening or dangerous circumstances.

Key Performance Indicators Update

- An overview of circulation, programming, and social media presence is below:

| Category | October 2020 |
|--|--------------------------------|
| Physical item circulation | 7,147 |
| Digital item circulation | 4,438 |
| Virtual programs for Older Adults | 6 programs with 87 attendees |
| Virtual programs for Middle School aged children | 8 programs with 86 attendees |
| Virtual programs for Children | 14 programs with 220 attendees |
| Instagram followers | 1,116 |
| Facebook followers | 1,243 |
| New cardholders added | 42 |
| WiFi Use | 2,072 |
| Patron visits | 5,250 |

Staff Training and Updates

- Beginning in November, Ms. Grossman began sending a weekly COVID-19 update to staff that includes reminders and new information regarding the pandemic. The update will also include the number of staff who are currently quarantining at home due to exposure or illness and the number of staff who test positive for COVID-19.
- Ms. Grossman presented at the annual Illinois Library Association Conference on October 20th, which was held virtually this year. Her presentation was entitled “We’re Just Getting Started: Effective Employee Onboarding” and was about hiring, onboarding, and training new staff.
- Ms. Gruber attended HR Source’s The Totally Responsible Organization: Working Better virtual training session on November 10th.
- Ms. Grossman attended Managing Meetings – The Virtual Meeting Experience and Beyond presented virtually by RAILS on October 29th.

Strategic Plan

- Ms. O'Keefe, who spearheaded the Library's election efforts, shared a comprehensive list of the Library's contribution with regard to the national election held on November 3rd. The Library registered 53 new voters; provided 164 patrons with local election information in programs; helped over 250 people check their voter registration status, track their ballots, find polling places and hours, clarify voting rules and procedures, or get contact information for the county clerk for assistance; received 269 pageviews on our election webpost; and informed our community through multiple eNewsletters, social media posts, and the Bookplate. Ms. O'Keefe's efforts align with our community engagement objective to promote civic engagement and discourse in the community.
- Ms. Muraiti attended the University of Wisconsin-Madison's Virtual Back in Circulation Conference on October 19th and 20th. This conference meets biennially to discuss relevant topics in the field of customer service and circulation services. Ms. Muraiti attended "Got Strategy? Collaborative and Inclusive Departmental Strategic Planning." This helpful session laid out a plan for library departments to evaluate services and identify strengths and weaknesses in their offerings. Ms. Muraiti will implement takeaways from this training for her department, as the Library continues to progress with our strategic plan. Ms. Muraiti also attended, "Integrated Library 'Cis'-terms: Breaking the Binary at Your Library." Ms. Muraiti has purchased pronoun stickers that staff may add to their name tags to display their pronoun preferences to promote inclusivity and respect for our individual gender identities and those of our co-workers.

Finance

- The Finance Committee met on November 5th to review the final draft FY 19-20 audit. The final audit report is included with this month's board packet. RFPL has \$99,650 excess revenues over expenses from FY 19-20. Normally, the Finance committee would recommend transferring the access after the audit is accepted. However, due to the current uncertainty surrounding the COVID-19 pandemic, the committee has decided to defer to this transfer until after the 1st installment of 2020 property tax receipts are due in March 2021. The Finance committee will hopefully be in a better position to make a recommendation for a transfer at that point in time.
- Ms. Bertucci issued an RFP for professional audit services on November 11th. The RFP was sent to 7 accounting firms. Responses are due by December 2nd. Ms. Bertucci will review the responses and bring a recommendation to the Finance Committee in January 2021.

Facilities

- The Facilities Committee met on October 28th to review and discuss the updated space analysis. Based on our discussion, a revised analysis has been included in this month's board packet.
- Classic Restoration completed masonry repairs on the front of the building, the garden planter boxes and the garden seat wall on October 30th, November 3rd and 4th.
- Oak Brook Mechanical completed our bi-annual HVAC inspection on November 3rd. Ms. Bertucci met with Mark Sullivan, President of Oak Brook Mechanical, to discuss the air handler project in more detail and assess what future HVAC work RFPL can expect to complete after the air handler unit is replaced. An included memo provides an update on the specifics of that meeting.
- Trustee Stierwalt and Ms. Bertucci met with River Forest Park District Executive Director, Mike Sletten on November 9th, to discuss the possibility of relocating the air handler to the Library's

exterior on the Park District's property.

- Ms. Bertucci met with Andy Dogan and Brad Moser of Williams Architects to facilitate the 11 month warranty inspection for the lobby, staff and children's room renovation project. Mr. Dogan and Mr. Moser identified four minor items needing attention. A representative from JA Watts was onsite on November 11th to address the water foundation access panel, the loose faucet in the staff break room, an adjustment to staff break room door closer, and a missing carpet insert in the children's room flooring.
- Ms. Arnold and Ms. Grossman received an updated quote (\$1,220) for vinyl wall decals for the Children's Room. The decals will be purchased and installed in the next month.

Technology

- The new network firewall was installed on October 22nd and new group 2 PCs are in the process of being configured and deployed by Versatile Technologies staff.

Public Relations

- The Management Team has started brainstorming the Winter 2021 edition of the Bookplate. The Bookplate will be sent to homes the first week of January.
- Ms. Gruber organized and created an interactive fall photo display outside in the Anne T. Smedinghoff Memorial Garden. We will continue to create festive displays for patrons to interact with outdoors throughout the coming months.

Respectfully submitted,

Joanna Bertucci
Amy Grossman
November 13, 2020

River Forest Public Library Board Meetings 2021

The Board of Trustees holds its regular meeting on the third Tuesday of each month at 4:30 PM at the River Forest Public Library, 735 Lathrop Avenue, River Forest, IL.

Due to the COVID-19 pandemic the Board of Trustees will conduct their regular meetings via Zoom while adhering to the requirements of IL Senate Bill 2135.

The public is always invited to attend these meetings.

Tuesday, January 19

Tuesday, February 16

Tuesday, March 16

Tuesday, April 20

Wednesday, May 18

Tuesday, June 15

Tuesday, July 20

Tuesday, September 21

Tuesday, October 19

Tuesday, November 16

735 Lathrop Ave.
River Forest IL 60305



708.366.5205
riverforestlibrary.org

MEMO

To: RFPL Board of Trustees

From: Joanna Bertucci, Interim Co-Director

Date: November 12, 2020

RE: HR Source
Library Director Recruiting Support Contract
Expenses paid through November 12, 2020

Recruiting Services (\$150/HR)

| | |
|-------|----------------|
| 9/30 | \$413 |
| 10/15 | \$3,218 |
| 10/30 | \$2,475 |
| | <hr/> |
| | \$6,105 |

Staff Interviews (\$95/HR)

| | |
|-------|--------------|
| 9/30 | \$95 |
| 10/15 | \$523 |
| | <hr/> |
| | \$618 |

Total Expended \$6,723

Total Contracts
Not to Exceed
\$15,000 45%