



**River Forest Public Library
Regular Board Meeting
April 19, 2022
6:00pm**

**Meeting Location:
Barbara Hall Meeting Room
River Forest Public Library
735 Lathrop Avenue**

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: March 15, 2022
 - b. March 2022 Revenue and Expense Reports
 - c. March 2022 Bill Payment List and Credit Card Charges
 - d. March 31, 2022 Balance Sheet
5. New Business
 - a. Youth Engagement Program
 - i. Youth Engagement Program Presentation by Megan Traficano, OPRF Township
 - ii. Youth Engagement Program Intergovernmental Agreement 2022 - 2024 - vote
 - b. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
 - v. Village of River Forest Collaboration Committee Liaison
 - c. Lauterbach & Amen Proposal to Provide Professional Auditing Service (1-year engagement: \$7,900 or a 3-year engagement: Yr1 - \$7,900, Yr2 -\$8,100, Yr3 - \$8,300) - vote
6. Patron Suggestions
7. Director's Report
 - a. Serving Our Public 4.0 Chapters 1: Core Standards and 2: Governance/Administration
8. President's Report
9. Old Business
 - a. Air handler project update
10. Closed Session – 5 ILCS 120/2c(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.
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: March 15th, 2022 - DRAFT

Call to Order: At 6:03 pm Vice President Hopkinson called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Ruggeri, Hopkinson, Stierwalt, Smedinghoff, Berens (attended remotely), Long (arrived at 6:30)
- Trustees Absent: Hill
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

Visitors and Guests: There were no visitors or guests present.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: February 15, 2022
- b. February 2022 Revenue and Expense Reports
- c. February 2022 Bill Payment List and Credit Card Charges
- d. February 28, 2022 Balance Sheet
- e. Policy updates: Patrons IV – Computer and Internet Access; Staff IX – Computer and Internet Access

Trustee Smedinghoff moved to approve the consent agenda. Trustee Ruggeri seconded the motion.

A change was requested to the February 15th minutes for page 3, 7th bullet point to reflect “The Budgeted Capital reserve funding budget line will be removed from the proposed 2022-23 capital budget”.

Trustees questioned why there was a difference in the balance of the Byline capital checking account reported on the Capital Reserve Fund report and the balance for this account reported on the Balance Sheet. Director Compton will investigate.

Trustees discussed the \$1,213.17 charge for Comcast (described as “monthly internet charge”) and whether this would be the regular monthly charge for the internet. Director Compton replied that this amount is not our normal monthly payment and included a one-time installation fee of \$199 and also included the Library’s monthly phone service.

Director Compton reported that the Library had not received any returned funds yet from the \$7,500 placed in escrow with the Village in connection with the air handler project.

Trustees discussed how to define capital expenses and whether the expenses for the firewall and computer upgrades should be put in the operating or capital budget. It was agreed to leave those technology charges in the operating budget.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt.

Patron Suggestions:

Director Compton reported on patron comments:

- A patron emailed the Library to express appreciation for the Library’s digital offerings.
- A patron discussed updated masking requirements with Director Compton. They did not agree that children should be masked during inperson programs. The Library will continue to evaluate services and requirements.
- A patron submitted a written suggestion into the suggestions box that stated “The Library rocks”.

Director's Report

- Director Compton reported on the following items:
 - The Library has received just over the budgeted \$1,358,000 in property tax receipts.
 - Brian Wolowitz, Programming Librarian, coordinated a marriage proposal at the Library. The story of the marriage proposal is posted on the Library's website. Brian also worked with Fran Arnold, Marketing and PR Specialist, to update the Library's program evaluation form to gather patron feedback about program offerings.
 - Dannie Moore, Assistant Children's Services Manager, was nominated for the I Love My Library Award. Dannie was nominated for their work on creating inclusive and accessible story times and Children's collection.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 12: Technology.
 - Trustees discussed whether the Library's website is ADA compliant. Director Compton will investigate compliance and possible future updates. Director Compton noted that the website is no longer supported by a third party and that updates are now being done in house.

President's Report

- President Hill was absent.

New Business

Committee Reports

Facilities Committee

- Trustee Stierwalt reported that the Facilities Committee met in March and began discussion on long term facility planning.
- The next Facilities Committee meeting is Tuesday, April 5th at 5:30pm.

Finance Committee

2022-23 Operating Budget –Vote: Trustee Smedinghoff reported that the Finance Committee had voted to bring the Operating Budget to the Regular Board meeting for discussion and roll call vote. Discussion before the roll call vote included:

- Correcting the amended 2021-22 budget's total expenses column.
- Decreased IMRF budget because the IMRF contribution rate was lowered for the 2022 calendar year.
- Flat Newsletter budget will be monitored since there are not plans to change the Bookplate frequency and cost increases are possible.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

2022-23 Capital Budget – Vote: Trustee Smedinghoff reported that the Finance Committee had voted to bring the Capital Budget to the Regular Board meeting for roll call. Discussion before a roll call vote included

- Trustees considered what would happen if the Library cannot secure the funds for the budgeted air handler project. The Capital budget reflects the most recent cost estimates for the air handler project. The Trustees agreed that approving the Capital budget does not bind the Board to proceed with the project as budgeted and that the project and its costs may change as the Library gathers more information on the project and available grants.
- Trustees considered the issue of capital budget compression, i.e., whether the capital budgets' expenditures are consistently higher than amounts transferred into the capital account. The Trustees discussed that there have been excess revenues over expenditures available to be moved into the capital account in prior fiscal years, and there have been funds available in the past for large renovation projects. The Trustees discussed looking into forecasting methods for capital account funds.

- Trustees noted that putting expenditures funded with RFPL Foundation grants in the Strategic Initiatives line makes it difficult to track total expenses by actual category in the future.

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Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

Capital Reserve Transfer \$81,274 and \$45,000 – Vote: Trustee Smedinghoff reported that the Finance Committee had voted to approve the transfer of the \$81,274 in excess revenues over expenditures for FY 20-21 and bring to the Regular Board meeting for a vote.

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

Trustee Smedinghoff made a motion to transfer the budgeted amount of \$45,000 for fiscal year 21-22 into the capital account. Trustee Ruggeri seconded the motion. Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.
- The next Finance Committee meeting is Thursday, June 2nd at 1pm.

Policy Committee

- The Policy Committee has not met since the February Board meeting. The next Policy Committee meeting is Tuesday, May 10th at 5pm.

RFPL Foundation Liaison

- Trustee Long reported that:
 - The Foundation has formed Committees that have begun meeting
 - The Library’s grant proposals are due for review.
 - Trustee Long presented on “The Future of Libraries” at the Library’s “Coffee Monday” program on March 7.
 - The Foundation’s tribute list displayed at the Library has been updated.
 - Sally Gregory continues to be a valuable addition to the Foundation.

Village of River Forest Collaboration Committee Liaison

- The next Village of River Forest Collaboration Committee Liaison meeting is March 16th at 6pm.

Office 365 Migration Proposal: \$8,750 – Vote

Director Compton reported that the migration from Google Workspace to Office 365 is planned for April 2022 due to Google discontinuing free Google Workspace subscriptions.

- Director Compton noted that Office 365 is a more secure environment and that the ability to transfer documents from the server to the Office 365 cloud-based platform will reduce the cost for the server update.
- Director Compton explained the \$8,750 fee is for service hours with OSG to migrate to Office 365 and for licensing.
- The Office 365 annual licensing fee is \$700.
- OSG secured a discounted annual cost for the licensing fee for the Library.
- Director Compton noted that the project to upgrade the storage of 11 computers took less time than initially anticipated but did not have at hand how many of the 50 service hours purchased from OSG were remaining.
- Trustee Stierwalt moved to approve the Office 365 Migration Proposal for \$8,750. Trustee Smedinghoff seconded the motion. A roll call was taken:

Roll Call Vote:

- Ayes: Hopkinson, Ruggeri, Smedinghoff, Stierwalt, Long.

Old Business

- a. Air Handler project update: Director Compton reported on the following:
- There were no duplications in the most recent cost estimates for the air handler project.
 - HVAC companies have been onsite to give a professional opinion on alternative options for the air handler project.
 - At least one company has confirmed they will need to go through a wall of the room to replace the air handler inside of the building.
 - The State of Illinois has not yet said when it will award the Live and Learn Construction Grants. They are normally awarded in the spring.

Adjournment

The meeting was adjourned at 7:06pm following a motion by Trustee Smedinghoff, seconded by Trustee Long.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library
Fiscal Year: May 1, 2021-April 30, 2022
Revenue Report: March-22

<u>Account:</u>	<u>March-22</u>	<u>YTD</u>	<u>2021-2022</u>	<u>% of Budget</u>
				91% as of 3/31/22
Property Taxes	\$ 501,280.84	\$ 1,383,503.66	1,358,000	101.88%
Connections Program Grant	\$ 1,078.31	\$ 2,666.36	9,000	29.63%
Replacement Taxes	\$ -	\$ 26,082.67	13,000	200.64%
Lost Books Reimbursed	\$ 528.90	\$ 4,140.72	3,500	118.31%
Copy Machine Revenue	\$ 120.05	\$ 1,901.04	3,000	63.37%
Rentals, Library Space, Meeting Room	\$ -	\$ -	0	0.00%
Interest	\$ 451.50	\$ 5,196.83	4,800	108.27%
Gifts from RFPL Foundation	\$ -	\$ 9,065.00	13,500	67.15%
Gifts - other	\$ 40.40	\$ 51.08	1,000	5.11%
IL Per Capita Grant	\$ -	\$ 16,479.47	16,500	99.88%
Grants, other	\$ -	\$ 1,317.00	3,200	41.16%
Liebner Fund Endowment	\$ -	\$ 4,069.82	3,900	104.35%
Misc Income	\$ 11.55	\$ 1,730.02	1,200	144.17%
Total:	\$ 503,511.55	\$ 1,456,203.67	1,430,600	101.79%
Income:	\$ 503,511.55	\$ 1,456,203.67	1,430,600	101.79%
Expense:	\$ 137,497.29	\$ 1,167,351.26	1,430,600	81.60%

Prepared 4.08.22



River Forest Public Library

Fiscal Year: May 1, 2021 - April 30, 2022

Expense Report: Mar-22

	March-22	Fiscal YTD	Actual % Budget 91% as of 3/31/22	21-22 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 52,244.41	\$ 623,140.94	84.55%	\$ 737,000
Medical Health Insurance Coverage	\$ 3,856.44	\$ 37,721.24	65.60%	\$ 57,500
IMRF	\$ 3,346.61	\$ 51,117.78	81.14%	\$ 63,000
Medicare/FICA	\$ 3,905.90	\$ 47,150.88	83.45%	\$ 56,500
Staff Training and Recognition	\$ 436.10	\$ 2,181.76	87.27%	\$ 2,500
Membership Dues	\$ -	\$ 2,259.00	56.48%	\$ 4,000
Professional Development	\$ -	\$ 2,318.59	33.12%	\$ 7,000
Total Personnel	\$ 63,789.46	\$ 765,890.19	82.58%	\$ 927,500
Support Services				
Printing and Advertising				
Printing/Bookplate	\$ -	\$ 3,341.00	60.75%	\$ 5,500
Advertising	\$ 90.30	\$ 1,516.01	60.64%	\$ 2,500
Total Printing and Advertising	\$ 90.30	\$ 4,857.01	60.71%	\$ 8,000
Programming				
Children's Programs	\$ 692.73	\$ 8,229.36	74.81%	\$ 11,000
Teen Programs	\$ 1,663.28	\$ 5,142.82	85.71%	\$ 6,000
Adult Programs	\$ 513.98	\$ 5,042.77	67.24%	\$ 7,500
Special Programs	\$ 150.00	\$ 255.75	10.23%	\$ 2,500
Connections Programs	\$ 110.76	\$ 546.48	6.07%	\$ 9,000
Total Programs	\$ 3,130.75	\$ 19,217.18	53.38%	\$ 36,000
Total Support Services and Programs	\$ 3,221.05	\$ 24,074.19	54.71%	\$ 44,000
Other Support Services				
ILL and RB Services (SWAN Libraries)	\$ -	\$ 148.91	29.78%	\$ 500
Technical Support	\$ 11,958.16	\$ 19,993.64	99.97%	\$ 20,000
Automation Administration	\$ 39.95	\$ 26,880.27	70.74%	\$ 38,000
Consultant Fees/Legal Fees	\$ -	\$ 5,704.50	81.49%	\$ 7,000
Postage & Delivery	\$ 50.00	\$ 1,738.78	49.68%	\$ 3,500
Audit Fees	\$ -	\$ 9,500.00	100.00%	\$ 9,500
Payroll and Employment Services	\$ 461.86	\$ 4,645.49	132.73%	\$ 3,500
Youth Interventionist Contract	\$ -	\$ 4,545.00	105.70%	\$ 4,300
Telephone/Internet	\$ -	\$ 11,000.19	73.33%	\$ 15,000
Trustee Training and Memberships	\$ -	\$ 125.00	15.63%	\$ 800
Copy Machine Lease	\$ -	\$ 2,377.10	84.90%	\$ 2,800
Total Other Support Services	\$ 12,509.97	\$ 86,658.88	82.61%	\$ 104,900

Library Materials

Books	\$ 3,668.17	\$ 54,172.67	81.71%	\$ 66,300
Print Periodicals (Magazines)	\$ 506.74	\$ 6,658.24	105.69%	\$ 6,300
Online Learning Tools & Data Base Subscriptions	\$ -	\$ 9,488.35	110.33%	\$ 8,600
Online E-Content - elect. books/magazines/movies/music	\$ 4,372.78	\$ 56,646.94	78.68%	\$ 72,000
In-House Audio Visual (DVDs, CDs, etc.)	\$ 1,108.02	\$ 14,223.94	62.39%	\$ 22,800
Total Library Materials	\$ 9,655.71	\$ 141,190.14	80.22%	\$ 176,000

Library and Office Supplies

Office Supplies	\$ 209.25	\$ 2,056.51	51.41%	\$ 4,000
Library Supplies	\$ 162.60	\$ 2,696.72	53.93%	\$ 5,000
Copy And Printing Supplies	\$ 96.27	\$ 1,235.43	123.54%	\$ 1,000
Misc Expenses	\$ 60.02	\$ 737.91	36.90%	\$ 2,000
Total Office Supplies	\$ 528.14	\$ 6,726.57	56.05%	\$ 12,000
Total Library Materials & Supplies	\$ 10,183.85	\$ 147,916.71	78.68%	\$ 188,000

Strategic Initiatives

Strategic Initiatives	\$ 311.43	\$ 5,366.36	53.66%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 485.72	\$ 3,848.03	49.97%	\$ 7,700
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Facility Services

Insurance	\$ -	\$ 16,434.00	82.17%	\$ 20,000
Maintenance and Custodial Service	\$ 1,888.23	\$ 52,142.04	86.19%	\$ 60,500
Water	\$ -	\$ 816.78	40.84%	\$ 2,000
Natural Gas	\$ -	\$ 10,649.14	118.32%	\$ 9,000
Copier Maintenance and Usage	\$ 107.58	\$ 1,405.70	70.29%	\$ 2,000
Total Facility Services	\$ 1,995.81	\$ 81,447.66	87.11%	\$ 93,500

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 1,680.87	24.01%	\$ 7,000
Technology Misc.	\$ -	\$ 5,468.37	182.28%	\$ 3,000
Total Equipment & Furniture	\$ -	\$ 7,149.24	71.49%	\$ 10,000

Total Facilities Management	\$ 2,481.53	\$ 92,444.93	83.13%	\$ 111,200
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Total Operating Expenses	\$ 92,497.29	\$1,122,351.26	81.00%	\$ 1,385,600
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Capital Improvement Reserve Fund	\$ 45,000.00	\$ 45,000.00	100.00%	\$ 45,000
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Total Expenses	\$ 137,497.29	\$1,167,351.26	81.60%	\$ 1,430,600
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Total Income	\$ 503,511.55	\$1,456,203.67	101.79%	\$ 1,430,600
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Prepared 4.08.22

**River Forest Public Library
Bills and Applied Payments
March 2022**

	Date	Transaction Type	Memo/Description	Amount	Split
AMAZON					
		Bill			
	03/05/2022	Payment (Check)		-1,099.34	BYLINE Operations 00805669201
	03/05/2022	Bill	1.26.22-02.25.22 Statement	1,099.34	Amazon Credit
		Bill			
	03/21/2022	Payment (Check)		-934.52	BYLINE Operations 00805669201
	03/14/2022	Bill	Copy Paper	73.18	Library and Office Expenses:Copier supplies
	03/14/2022	Vendor Credit	Refund for Tax on Copy Paper Purchase	-3.40	Library and Office Expenses:Copier supplies
	03/16/2022	Bill	TOILET PAPER ROLL HOLDER	12.84	Building Expenses:Maintenance - Supply
	03/16/2022	Bill	TEEN SUMMER PROGRAM (SP) SUPPLIES	851.90	Teen Expenses:Programs-Teen
		Bill			
	03/25/2022	Payment (Check)		-103.34	BYLINE Operations 00805669201
	03/24/2022	Bill	MINI SHOVELS AND POTS FOR GARDENING CRAFTS	75.76	Juvenile Expenses:Programs - Juv
	03/24/2022	Bill	THEME BAG MATERIALS	27.58	Juvenile Expenses:Non-Print Juvenile
ANDERSON ELEVATOR COMPANY					
		Bill			
	03/14/2022	Payment (Check)		-205.00	BYLINE Operations 00805669201
	03/07/2022	Bill	ELEVATOR MAINTENANCE	205.00	Building Expenses:Maintenance - Service
Cardmember Service					
		Bill			
	03/25/2022	Payment (Check)		-2,002.19	BYLINE Operations 00805669201
	03/21/2022	Bill	02.12.22-03.15.22 Statement	2,002.19	Byline Credit Card
CHICAGO TRIBUNE					
		Bill			
	03/21/2022	Payment (Check)		-506.74	BYLINE Operations 00805669201
	03/16/2022	Bill	6 MONTH CHICAGO TRIBUNE SUBSCRIPTION	506.74	Adult Expenses:Periodicals - Adult
CleanNet of Illinois					
		Bill			
	03/05/2022	Payment (Check)		-1,398.23	BYLINE Operations 00805669201
	03/02/2022	Bill	MONTHLY JANITORIAL SERVICE	1,398.23	Building Expenses:Maintenance - Service

Hoopla

03/05/2022	Bill Payment (Check)		-1,705.37	BYLINE Operations 00805669201
03/02/2022	Bill	HOOPLA DOWNLOADS	18.00	Online e-Content:Hoopla
03/03/2022	Bill	FEBRUARY HOOPLA CHECKOUTS	1,687.37	Online e-Content:Hoopla

ID LABEL, INC.

03/05/2022	Bill Payment (Check)		-162.60	BYLINE Operations 00805669201
03/03/2022	Bill	LIBRARY BARCODES	162.60	Library and Office Expenses:Library Supplies

**Ingram Library
Services**

03/05/2022	Bill Payment (Check)		-440.79	BYLINE Operations 00805669201
03/01/2022	Bill	BOOK	10.88	Adult Expenses:Books - Adult
03/01/2022	Bill	BOOK	28.36	Adult Expenses:Books - Adult
03/01/2022	Bill	BOOK	30.19	Adult Expenses:Books - Adult
03/01/2022	Bill	BOOK	17.17	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	18.12	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	18.12	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	12.18	Teen Expenses:Books - Teen
03/03/2022	Bill	BOOKS	23.88	Teen Expenses:Books - Teen
03/03/2022	Bill	BOOK	17.55	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	12.47	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOKS	97.58	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOKS	32.85	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	16.43	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	15.71	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	15.43	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	12.01	Adult Expenses:Books - Adult
03/03/2022	Bill	BOOK	12.61	Adult Expenses:Books - Adult

03/03/			
2022	Bill	BOOK	15.27 Adult Expenses:Books - Adult
	Bill		
03/14/	Payment		
2022	(Check)		-1,645.50 BYLINE Operations 00805669201
03/10/			
2022	Bill	BOOK	17.24 Adult Expenses:Books - Adult
03/10/			
2022	Bill	BOOKS	111.50 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOK	10.77 Teen Expenses:Books - Middle School
03/07/			
2022	Bill	BOOKS	22.66 Teen Expenses:Books - Teen
03/07/			
2022	Bill	BOOK	25.18 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOK	12.64 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	42.68 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	32.85 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOK	10.89 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	79.96 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	22.28 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOK	57.67 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	33.97 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	60.19 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOKS	34.57 Adult Expenses:Books - Adult
03/07/			
2022	Bill	BOOK	14.43 Adult Expenses:Books - Adult
03/08/			
2022	Bill	BOOK	8.93 Teen Expenses:Books - Teen
03/09/			
2022	Bill	BOOK	20.66 Teen Expenses:Books - Teen
03/09/			
2022	Bill	BOOK	10.77 Teen Expenses:Books - Middle School
03/09/			
2022	Bill	BOOK	10.23 Teen Expenses:Books - Teen
03/09/			
2022	Bill	BOOKS	50.13 Teen Expenses:Books - Teen
03/09/			
2022	Bill	BOOK	16.99 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOK	14.13 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOKS	66.84 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOK	16.43 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOKS	34.54 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOK	18.69 Adult Expenses:Books - Adult
03/09/			
2022	Bill	BOOKS	46.05 Adult Expenses:Books - Adult

03/09/	2022 Bill	BOOK	16.43 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	11.33 Teen Expenses:Books - Middle School
03/10/	2022 Bill	BOOK	9.03 Teen Expenses:Books - Teen
03/10/	2022 Bill	BOOK	13.48 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	10.88 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	12.03 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	20.43 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOKS	500.54 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	7.83 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	17.55 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	16.96 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	10.77 Teen Expenses:Books - Middle School
03/10/	2022 Bill	BOOKS	27.53 Teen Expenses:Books - Teen
03/10/	2022 Bill	BOOK	6.07 Juvenile Expenses:Books- Juv
03/10/	2022 Bill	BOOK	15.43 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	12.63 Adult Expenses:Books - Adult
03/10/	2022 Bill	BOOK	32.71 Adult Expenses:Books - Adult
03/21/	2022 Payment (Check)		-377.99 BYLINE Operations 00805669201
03/16/	2022 Bill	BOOKS	58.04 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOK	10.77 Juvenile Expenses:Books- Juv
03/16/	2022 Bill	BOOKS	66.75 Juvenile Expenses:Books- Juv
03/16/	2022 Bill	BOOKS	33.41 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOKS	33.41 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOK	17.55 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOKS	32.84 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOK	17.55 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOK	16.98 Adult Expenses:Books - Adult
03/16/	2022 Bill	BOOK	10.98 Juvenile Expenses:Books- Juv
03/17/	2022 Bill	BOOKS	79.71 Adult Expenses:Books - Adult

03/25/2022	Bill Payment (Check)		-1,203.89	BYLINE Operations 00805669201
03/22/2022	Bill	BOOK	15.43	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	14.41	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	14.73	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	17.44	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOKS	462.31	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	8.43	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	16.98	Adult Expenses:Books - Adult
03/22/2022	Bill	BOOKS	43.76	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	7.83	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	12.61	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOKS	22.86	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	26.37	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	12.61	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOKS	15.73	Juvenile Expenses:Books- Juv
03/24/2022	Bill	BOOKS	15.66	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	16.43	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	16.99	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOKS	74.41	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	17.55	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	18.11	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOK	13.21	Adult Expenses:Books - Adult
03/24/2022	Bill	BOOKS	64.78	Juvenile Expenses:Books- Juv
03/24/2022	Bill	BOOKS	54.41	Teen Expenses:Books - Middle School
03/24/2022	Bill	BOOKS	25.02	Teen Expenses:Books - Teen
03/24/2022	Bill	BOOK	15.43	Teen Expenses:Books - Teen
03/24/2022	Bill	BOOKS	87.51	Teen Expenses:Books - Teen

03/24/			
2022	Bill	BOOK	7.23 Teen Expenses:Books - Teen
03/24/			
2022	Bill	BOOK	11.33 Teen Expenses:Books - Teen
03/24/			
2022	Bill	BOOK	7.23 Teen Expenses:Books - Middle School
03/24/			
2022	Bill	BOOKS	16.12 Juvenile Expenses:Books- Juv

Kanopy

	Bill		
03/05/	Payment		
2022	(Check)		-352.45 BYLINE Operations 00805669201
03/02/			
2022	Bill	FEBRUARY KANOPY CHECKOUTS	352.45 Online e-Content:Kanopy

**Konica Minolta
Business Solutions**

	Bill		
03/14/	Payment		
2022	(Check)		-107.58 BYLINE Operations 00805669201
03/07/			Building Expenses:Copy Machine (usage,
2022	Bill	COPY MACHINE USAGE	107.58 maint., Konica Business))

Leslie Goddard

	Bill		
03/05/	Payment		
2022	(Check)		-350.00 BYLINE Operations 00805669201
03/01/			
2022	Bill	BETTY CROCKER PROGRAM PRESENTER FEE	350.00 Adult Expenses:Programs - Adult

LibrariesFirst

	Bill		
03/21/	Payment		
2022	(Check)		-150.00 BYLINE Operations 00805669201
03/15/			
2022	Bill	MUSEUM ADVENTURE PASS ANNUAL 2022	150.00 Special Programs

MIDWEST TAPE

	Bill		
03/14/	Payment		
2022	(Check)		-741.28 BYLINE Operations 00805669201
03/09/			
2022	Bill	DVDS	175.53 Adult Expenses:Non-Print - Adult
03/09/			
2022	Bill	BLU RAYS	135.25 Adult Expenses:Non-Print - Adult
03/09/			
2022	Bill	DVD	26.79 Adult Expenses:Non-Print - Adult
03/09/			
2022	Bill	AUDIOBOOK CDS	102.72 Adult Expenses:Non-Print - Adult
03/10/			
2022	Bill	DVDS	53.28 Adult Expenses:Non-Print - Adult
03/10/			
2022	Bill	DVDS	224.67 Adult Expenses:Non-Print - Adult
03/10/			
2022	Bill	BLU RAY	23.04 Adult Expenses:Non-Print - Adult
	Bill		
03/25/	Payment		
2022	(Check)		-284.17 BYLINE Operations 00805669201
03/22/			
2022	Bill	DVD	26.04 Adult Expenses:Non-Print - Adult

03/22/	2022	Bill	AUDIOBOOK CDS	127.72	Adult Expenses:Non-Print - Adult
03/22/	2022	Bill	BLU-RAY	29.79	Adult Expenses:Non-Print - Adult
03/22/	2022	Bill	AUDIOBOOK CD	44.24	Adult Expenses:Non-Print - Adult
03/22/	2022	Bill	DVD	18.54	Adult Expenses:Non-Print - Adult
03/22/	2022	Bill	BLU-RAY	37.84	Adult Expenses:Non-Print - Adult

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

		Bill			
03/05/	2022	Payment (Check)		-8,000.00	BYLINE Operations 00805669201
03/02/	2022	Bill	PREPAID BLOCK 50 HOURS	8,000.00	Support Services:Technical Support
		Bill			
03/14/	2022	Payment (Check)		-3,106.25	BYLINE Operations 00805669201
03/09/	2022	Bill	JANUARY SERVICE HOURS	3,106.25	Support Services:Technical Support
		Bill			
03/25/	2022	Payment (Check)		-8,000.00	BYLINE Capital 00805669202
03/24/	2022	Bill	OFFICE 365 MIGRATION	8,000.00	Capital Expense:Capital Technology
		Bill			
03/25/	2022	Payment (Check)		-851.91	BYLINE Operations 00805669201
03/24/	2022	Bill	IT SUPPORT / MONTHLY SUPPORT	851.91	Support Services:Technical Support

OverDrive

		Bill			
03/05/	2022	Payment (Check)		-502.62	BYLINE Operations 00805669201
03/01/	2022	Bill	3 ADULT EBOOKS 1 TEEN EBOOK	116.02	-Split-
03/01/	2022	Bill	35 EBOOKS	386.60	Online e-Content:eContent - Juvenile
		Bill			
03/14/	2022	Payment (Check)		-178.69	BYLINE Operations 00805669201
			2 ADULT EBOOKS 4 TEEN EBOOKS 1 JUVENILE EBOOK	178.69	-Split-
03/02/	2022	Bill			
		Bill			
03/21/	2022	Payment (Check)		-1,220.00	BYLINE Operations 00805669201
03/17/	2022	Bill	5 EBOOKS 2 AUDIOBOOKS	267.28	Online e-Content:eContent - Adult
03/17/	2022	Bill	13 EBOOKS 10 AUDIOBOOKS	952.72	Online e-Content:eContent - Adult
		Bill			
03/25/	2022	Payment (Check)		-191.24	BYLINE Operations 00805669201
03/24/	2022	Bill	3 EBOOKS 2 AUDIOBOOKS	191.24	Online e-Content:eContent - Adult

PeopleFacts

	Bill		
03/05/	Payment		
2022	(Check)		-99.12 BYLINE Operations 00805669201
03/02/			
2022	Bill	BACKGROUND CHECK	99.12 Support Services:Payroll Service

PROFESSIONAL IMAGE

	Bill		
03/21/	Payment		
2022	(Check)		-12.45 BYLINE Operations 00805669201
03/16/			Library and Office Expenses:Office
2022	Bill	NAMETAG	12.45 Supplies

Rhonda Fentry

	Bill		
03/05/	Payment		
2022	(Check)		-150.00 BYLINE Operations 00805669201
03/01/			
2022	Bill	VIRTUAL YOGA PROGRAM	60.00 Adult Expenses:Programs - Adult
03/01/		MEDITATION SOUNDBATH APRIL 9,	
2022	Bill	2022 (2-4 PM)	90.00 Adult Expenses:Programs - Adult

Staples

	Bill		
03/14/	Payment		
2022	(Check)		-553.25 BYLINE Operations 00805669201
03/10/		BATTERIES, LABEL TAPE	
2022	Bill	COVER STOCKTOILET PAPER,TRASH BAGS,PAPER TOWELS,CLOROX WIPES	553.25 Office Supplies & Maintenance Supplies

VILLAGE OF RIVER FOREST

	Bill		
03/05/	Payment		
2022	(Check)		-4,962.64 BYLINE Operations 00805669201
03/05/			
2022	Bill	February 2022 Health Insurance Costs	4,962.64 -Split-

Byline Credit March 2022

Date	Payee	Memo	Charge	Payment	Type	Account
03/28/2022	Jewel Foods	SENSORY PLAYTIME PRODUCTS	25.95		Expense	Juvenile Expenses:Programs - Juv Library and Office
03/25/2022	GovDocs	FEDERAL/STATE REQUIRED POSTER E GIFT CARDS FOR STAFF NATIONAL LIBRARY WORKERS DAY	32.95		Expense	Expenses:Office Supplies Personnel:Staff Training and Recognition (InService)
03/25/2022	PANERA BREAD	LIBRARY WORKERS DAY	200.00		Expense	(InService)
		BACKORDERED ITEMS FROM 3/14/22 ORDER CANVAS POSTCARDS \$38.99				
03/23/2022	S & S Worldwide	FRIENDSHIP BRACELET BRAIDING BOARDS PK. OF 2 \$34.98	73.97		Expense	Teen Expenses:Programs-Teen Personnel:Staff Training and Recognition (InService)
03/22/2022	ALA Store Cardmember	HUMAN RESOURCES CRASH COURSE FOR LIBRARY MANAGERS /MELANIA MARALDI	170.10		Expense	2000 Accounts Payable
03/21/2022	Service	02.12.22-03.15.22		2,002.19	Bill	Payable
						Support Services:Automati on - Administration (SWAN, website, etc)
03/21/2022	PROPAY, INC.	Renewed Propay Account, 1 year	39.95		Expense	Adult Expenses:Programs - Adult
03/17/2022	Jewel Foods	COOKIES FOR ADULT PROGRAM	13.98		Expense	Programs - Adult
03/16/2022	Best Buy	FILM LOVER FRIDAY CHROMEBOOK FOR CHECKOUT TECH COLLECTION	296.44		Expense	Strategic Initiatives
03/15/2022	Best Buy	LAPTOP RETURN (CHROMEBOOK NEEDED)		197.50	CC-Credit	Strategic Initiatives
03/14/2022	S & S Worldwide	SUMMER READING SUPPLIES	387.10		Expense	Teen Programs

		ASSORTED BEADS,VOTIVES, PATCHS, POSTCARDS				
03/14/2022	S & S Worldwide	PAPER MACHE MINI BIRDBOUSES SQUISHY UNICORNS	461.07	Expense	Teen Programs Marketing:Advertis ement	
03/14/2022	ScreenCloud	MONTHLY TV AD	15.30	Expense	Marketing:Advertis ement	
03/09/2022	Kribi Coffee Uprinting.co m	Photo Contest Prize	25.00	Expense	Marketing:Advertis ement	
03/07/2022		BUSINESS CARDS	77.46	Expense	Library and Office Expenses Personnel:Staff Training and Recognition	
03/04/2022	SILVER LAND BAKERY	MELAINA FIRST DAY WELCOME TREATS POSTAGE	66.00	Expense	(InService) Support	
03/03/2022	Stamps.com River Forest	REPLENISHMENT	50.00	Expense	Services:Postage Marketing:Advertis ement	
03/03/2022	Chocolates River Forest	PHOTO CONTEST PRIZE	25.00	Expense	Marketing:Advertis ement	
03/03/2022	Chocolates	PHOTO CONTEST PRIZE	25.00	Expense	Marketing:Advertis ement	
03/02/2022	Best Buy	HP CHROMEBOOK FOR CHECKOUT - TECH COLLECTION FAMILY FUN BAG	212.49	Expense	Strategic Initiatives Juvenile	
03/02/2022	ORIENTAL TRADING	SPRING BREAK SUPPLIES	214.40	Expense	Expenses:Program s - Juv Building	
03/01/2022	Done by Tone	SNOW REMOVAL	285.00	Expense	Expenses:Mainten ance - Service	

Amazon Credit March 2022

Date	Payee	Memo	Charge	Payment	Type	Account
03/24/2022	AMAZON	Videogame RETURNED WRONG SIZE CUTTING BOARDS FOR	54.99		Expense	Teen Expenses:Non-print - Teen
03/16/2022	AMAZON	CRAFT CHILDREN'S PROGRAM BAGS		38.97	CC-Credit	Adult Expenses:Programs - Adult Juvenile
03/10/2022	AMAZON	PROGRAM BAGS	33.98		Expense	Expenses:Programs - Juv Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	7.99		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	14.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	7.99		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	14.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	6 KINDLE EBOOKS	47.94		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	5 KINDLE EBOOKS	30.16		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	7.99		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	7.99		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	6.49		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	15.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	15.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	12.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK	7.99		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	2 KINDLE EBOOKS	14.98		Expense	Adult Online e-Content:eContent -
03/07/2022	AMAZON	1 KINDLE EBOOK 1.26.22-02.25.22	7.99		Expense	Adult
03/05/2022	AMAZON	Statement DRAGONFLY CRAFT		1,099.34	Bill	2000 Accounts Payable Juvenile
03/05/2022	AMAZON	SUPPLIES	22.74		Expense	Expenses:Programs - Juv
03/03/2022	AMAZON	TONER CARTRIDGE FOR FAX MACHINE	32.51		Expense	Library and Office Expenses:Office Supplies Juvenile
03/02/2022	AMAZON	STORY GARDEN	23.70		Expense	Expenses:Programs - Juv

03/02/2022	AMAZON	CUTTING BOARDS FOR CRAFT AND CHAT	38.97	Expense	Adult Expenses:Programs - Adult Juvenile
03/02/2022	AMAZON	CRAYONS STORY GARDEN	9.99	Expense	Expenses:Programs - Juv Juvenile
03/02/2022	AMAZON	AND BOOK CLUB	262.23	Expense	Expenses:Programs - Juv
03/02/2022	AMAZON	BUBBLE SOAP FOR SPRING BREAK BAG	23.98	Expense	Juvenile Expenses:Programs - Juv

River Forest Public Library

Balance Sheet

As of March 31, 2022

Prepared 4.08.2022

ASSETS

				<u>3/31/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		974,597.52
Byline Operations	805669201	0.40%		46,077.02
Petty Cash				40.00
TOTAL Operations Current				1,020,714.54
<u>Maturity Date</u>	Mid-Term CDARS Reserves		<u>Interest Rate</u>	
8/4/2022	OP CD 26 WK	1025635694	0.05%	63,064.46
8/11/2022	OP CD 26 WK	1025640582	0.05%	64,873.93
Long-Term CDARS Reserves				
7/28/2022	OP CD 5 YEAR	1020450904	1.95%	65,711.31
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	66,293.60
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	64,985.52
TOTAL CDARS Reserves				324,928.82
TOTAL OPERATIONS ACCOUNT				1,345,643.36
CHECKING/SAVINGS - CAPITAL ACC		Interest Rate		
ICS Capital	805669202	0.08%		412,170.13
Byline Capital	805669202	0.40%		1,111.52
TOTAL CAPITAL ACCOUNT				413,281.65
TOTAL CURRENT CHECKING/SAVINGS				<u>1,758,925.01</u>
Property Tax Receivable				752,494.94
Prepaid Assets				23,984.69
TOTAL CURRENT ASSETS				<u>2,535,404.64</u>
TOTAL ASSETS				<u>2,535,404.64</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				2,424.16
Credit Cards				
Byline Credit Card				1,704.40
Amazon Credit				1,024.43
Total Credit Cards				<u>2,728.83</u>
Accrued Salaries				39,298.11
Total Current Liabilities				<u>44,451.10</u>
Long-Term Liability				
Deferred Revenue				676,571.69
Total Liabilities				721,022.79
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				-4,323.24
Net Income				386,859.09
Total Equity				<u>1,814,381.85</u>
TOTAL LIABILITIES & EQUITY				<u>2,535,404.64</u>



River Forest Public Library -Capital Reserve Fund

Mar-22

Fiscal Year: May 1, 2021 - April 30, 2022

Capital Reserve Account Balances

ICS Capital Reserve	\$	412,170.13
Byline Capital Checking	\$	<u>1,204.52</u>
Total Capital Reserve Fund	\$	413,374.65

Expenses

Outsource Solutions Group	3/29/2022	\$	8,000.00
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Income

Elematec Refund	3/9/2022	\$	420.00
Interest	3/31/2022	\$	21.73

Capital Reserve Transfer

Budgeted Transfer FY 21-22	3/29/2022	\$	45,000.00
Excess Revenue of Expenditure FY 20-21	3/29/2022	\$	81,274.00

Prepared: 4/08/2022

AN INTERGOVERNMENTAL AGREEMENT FOR THE YOUTH ENGAGEMENT PROGRAM, 2022 - 2024

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, and River Forest Public Library, hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

OAK PARK TOWNSHIP agrees as follows:

- To work with any youth who are residents of Oak Park and River Forest or attend the community schools. The engagement specialists will work with youth who need help with depression/anxiety, crisis and trauma, gang involvement, and behavioral/aggression problems as well as with youth who need individual mentoring.
- To closely monitor youth, through individual counseling which focuses on the individual strengths and needs of clients and their families and helps in providing individual counseling, linking to services as needed, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Engagement clients and their families and share information about clients with partner agency staff as appropriate and only when a Release of Information has been signed by the appropriate party.
- To report program outcomes, such as reasons for discharge, demographics, referral reasons, and assessment information, in the aggregate only.
- To continue to provide intense engagement by employing support staff and two Youth Engagement Specialists for the positions as described in Appendix I and one Youth Engagement Supervisor.
- To act as the administrative agent of the Youth Engagement Program, hiring, training, supervising, insuring and providing office space to the Youth Engagement Program staff.
- To provide the necessary support, services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To distribute monthly reports via email on the activities of Youth Engagement staff to all board members and the chief administrators of each participating government unit.
- To work with participating government units to establish additional meaningful outcome measures based on shared client data.
- To report on program activities and outcomes at least annually, or more often as needed or requested, at the Council of Governments meetings in Oak Park and in River Forest.
- To offer services listed in Appendix II: Menu of Services to partner agencies and to work responsively with partner agencies to develop other specific services based on emerging needs.

AN INTERGOVERNMENTAL AGREEMENT FOR THE YOUTH ENGAGEMENT PROGRAM, 2022 - 2024

- To maintain an appropriate level of liability insurance and provide certificates of insurance to partner agencies as requested.
- To bill each participating government unit on a quarterly basis at the quarter amount listed in this IGA.
- To establish agreements with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Engagement caseload in the aggregate.

The other participating government units agree as follows:

- To support the Youth Engagement Program through referrals, offering space to meet with youth and families (including virtual access during e-learning school days), sharing information about youth behaviors and situations, participating in training events and planning meetings, and by providing outcome data.
- To bring policy and operational concerns and recommendations to the Youth Services Director or Oak Park Township Manager or Supervisor and then, as needed, to the community's Council of Governments for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth develop, learn problem solving skills and to become engaged positively in the community.
- To enter into data sharing agreements, where appropriate, so that the Township may collect and analyze data in the aggregate for youth that are participating in the Youth Engagement program.
- To support the cost of this joint endeavor in an amount listed to be billed Quarterly in four equal amounts. The total budget for the Youth Engagement Program for the first year of this agreement is \$307,718.00. Please see Table of Agency Amounts and Quarter Payments on next page.

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH ENGAGEMENT PROGRAM, 2022 - 2024**

AGENCY	2022-23 Amount	Qrt. Payment	2023-24 Amount
OP Elementary D97	\$32,130	\$8,032.50	\$33,093
Park District OP	\$13,923	\$3,480.75	\$14,341
OP Public Library	\$13,923	43,480.755	\$14,341
OPRF High School D200	\$36,414	\$9,103.50	\$37,506
Village of Oak Park*			
River Forest Township	\$19,814	\$4,953.50	\$20,408
RF Elementary D90	\$9,103	\$2,275.75	\$9,376
RF Park District	\$4,820	\$1,205.00	\$4,965
RF Public Library	\$4,820	\$1,205.00	\$4,965
Village of River Forest*			
Helen Brach Grant		-	-
SUBTOTAL:	\$134,947	-	-
Oak Park Township:	\$172,771	-	-
TOTAL:	\$307,718	-	-

*We will be approaching both the Village of Oak Park and River Forest to participate in funding the Youth Engagement Program again.

- To promptly reimburse Oak Park Township upon receipt of a quarterly bill in the amount shown in the table above.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township. To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other parties, their elected officials, employees, officers, directors and agents from and against any third-party claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim for harm, injury, or death to any person, or damage to tangible personal property arising out of or in connection with the performance of the services under this Agreement to the extent of the negligence, fault, or willful act or omission of the indemnifying party, its personnel or agents during the course of performance of the services hereunder or otherwise in connection with the performance of this Agreement.

This Intergovernmental Agreement will be in force for two years from July 1, 2022.

**AN INTERGOVERNMENTAL AGREEMENT
FOR THE YOUTH ENGAGEMENT PROGRAM, 2022 - 2024**

OAK PARK TOWNSHIP

Signature Title Date

RIVER FOREST TOWNSHIP

Signature Title Date

RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90

Signature Title Date

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

Signature Title Date

OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200

Signature Title Date

PARK DISTRICT OF OAK PARK

Signature Title Date

RIVER FOREST PARK DISTRICT

Signature Title Date

APPENDIX I

Engagement Specialist Job Description

CLASS. TITLE:	Youth Engagement Specialist	FLSA: Non-Exempt
DEPARTMENT:	Youth Services	DATE: 03/2022
DIVISION:	Town	
REPORTS TO:	Youth Engagement Manager	

Job Summary: The Youth Engagement Specialist builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The interventionist assists youth and families, and implement programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: youth mental health, specifically anxiety and depression, substance abuse, trauma, aggression, and behavioral problems, gangs.
- Carries a caseload of 20 individuals for counseling and interventions. Performs crisis intervention, making social diagnostic assessments, and assists in developing a comprehensive treatment plan for clients.
- Run groups during school year that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office. Transport youth, if necessary.
- Help provide wraparound services by encourage and referring youth, families, parents/ guardians to other community services and activities.
- Knowledge of the DSM 5.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/ guardians, families, mentors, therapist, police, and other community agencies involved in youth's case.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings.
- Performs other duties as assigned.
- Supervision for LPCs and MSWs available.

Job Type: Full Time

Minimal Qualifications:

- Master's in counseling, psychology, social worker.
- Working with youth and families (preferred).

Education:

APPENDIX I

Engagement Specialist Job Description

- Master's (Required)

Knowledge, Skills, and Abilities

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

APPENDIX II Menu of Services

Youth Engagement Program – Services March 2022

The Township's Youth Engagement Program staff are Masters Level Social Workers and Counselors, all with backgrounds in working with youth on a variety of issues. The Youth Engagement Program is constantly conducting needs assessments to address youth issues within the communities. Through the Youth Engagement Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

TRAINING-in person or virtual

- ◆ Anti-bullying training
- ◆ Any training as requested by a partner agency for staff or youth who they service, based on issues and needs they are seeing at their locations.
- ◆ Other training programs tailored to different entities' needs examples include, but are not limited to, Restorative Justice and Practices, community issues (Street Safe Workshop).

CONSULTING

- ◆ Consult with private therapists, agencies (public and private, profit and non-profit), parents, schools, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of youth, including gangs, crisis and trauma, school refusal/attendance, behavior and aggression, anxiety, depression and other mental health topics.
- ◆ Community and neighborhood problem solving, education, and training, including virtual training.
- ◆ Work with partner agencies to help address staffing patterns, incident response, facility security, and safety procedures and protocols

INFORMATION/INTELLIGENCE

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents regarding youth
- ◆ Assist in identifying and locating individuals representing a threat to youth

DIRECT ENGAGEMENT-in person or via tele-health models

- ◆ Individual/family crisis intervention
 - hospitalization assessment
 - suicide assessment
 - trauma and grief counseling
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ On-site engagement or "tele-health" services at partner facilities in conjunction with partner staff
- ◆ Group work with grade, middle and high school students after needs are identified with community partners
- ◆ Engagement work specifically with youth who are experiencing trauma/crisis and mental health needs
- ◆ Individual counseling with youth regarding issues with gang involvement, trauma/crisis, behavior/aggression, and anxiety and depression
- ◆ Casework-including referrals, family assessments, and connecting youth and families with partner agencies and organizations based on needs

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: April 13, 2022

RE: Lauterbach & Amen Proposal to Provide Professional Auditing Service

I am recommending the Library accept Lauterbach & Amen (L&A)'s proposal to provide professional auditing service beginning with the fiscal year 2021-22 annual audit for either a one-year or three-year term. Based on recommendations from area libraries and Zabinski Consulting, I interviewed and reviewed proposals from L&A, ATA Group, and Hearne & Associates. L&A and Hearne & Associates were both within our price range (under \$10,000) and had similar cost structures:

<i>L&A</i>	<i>Hearne & Associates</i>
One year: \$7900	One year: \$7,874
Three years: \$7900, \$8100, \$8300	Three years: \$7500, \$7875, \$8250

While the major components of the audit were standard across proposals, L&A stood out to me for several reasons:

- Their specialty is the government sector, and they have over 400 clients.
- The audit timeline, which was confirmed by 3 references, is the most efficient at 4 months.
- They offer free client training sessions and year-round accounting advice.
- They do not charge any extra out-of-pocket expenses for travel, etc.
- They had glowing references.

I spoke to the directors or business managers of the Indian Trails, LaGrange, and Forest Park public libraries about their experiences working with L&A for their audits. All three have worked with L&A for multiple years and gave positive references, summarized below.

Indian Trails: They are coming up on their fifth year with L&A. Spoke very highly of their communication style and was impressed by their flexibility through COVID shifts in and out of virtual settings. Is impressed by their ability to make the audit understandable to lay people. Said that they “think nothing of moving mountains to get things done.”

LaGrange: Also spoke to their communication style and noted that their representative went through the audit page by page when presenting to their trustees. They have also used L&A's client training sessions and found them valuable, and have asked for advice outside of the audit and found the advice helpful.

Forest Park: Worked with L&A for 10 years and put out an RFP for auditors this past year to check rates. Felt L&A offered the best proposal at the best rate and are signing on with them again. They are happy with their representative's communication styles, feel prepared for their fieldwork visit every year, and are happy with the timeline for the audit.

River Forest Public Library

PROPOSAL

For the Years Ending:
April 30, 2022, 2023 and 2024

Due Date:
March 17, 2022



Lauterbach & Amen, LLP

Certified Public Accountants
668 N. River Road
Naperville, Illinois 60563
Phone: 630.393.1483
Fax: 630.393.2516
lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



River Forest Public Library

For the Years Ending: April 30, 2022, 2023 and 2024

Due Date: March 17, 2022

Contact Information

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March 17, 2022

River Forest Public Library
735 Lathrop Ave.
River Forest, IL 60305

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the River Forest Public Library (Library).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 125+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the Library. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the Library.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the Library, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the Library and any of the Library's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES


- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the Library the highest level of service.

We are very excited about the opportunity to potentially work with the Library and are committed to providing the Library with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the Library. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen
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Jamie L. Wilkey
Partner
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FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Payroll



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”

- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPPA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting - GFOA



Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.



Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the Library.

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.



L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last three years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations, such as the IGFOA.

Conclusion

We are thrilled to have the opportunity to potentially work with the Library. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.





Ronald J. Amen, CPA

Managing Partner

Ron Amen has over 32 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



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Jamie L. Wilkey

Technical Partner

Jamie Wilkey has over 20 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Jamie's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



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Matt R. Beran, CPA

Operations Partner

Matt Beran has over 18 years of professional accounting experience, 12 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Matt's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



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Audit Team Key Personnel

Monika Adamski



Monika has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin



Tim has 15 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Jennifer Martinson



Jen has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter



Brad has 7 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw



Don has 12 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Ann Scales



Ann has 12 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.








AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the Library. The partners of L&A will be involved in all phases of the audit of the Library as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

Below is our proposed schedule for your audit phases in accordance with your requested timeframe:

	PHASE		TIMING	HOURS (EST)
	Phase 1	Planning	May	6 Hours
	Phase 2	Preliminary Fieldwork	Early June	10 Hours
	Phase 3	Fieldwork	Late June	41 Hours
	Phase 4	Drafts	July	12 Hours
	Phase 5	Audit Completion	August	8 Hours

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one-hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.



Audit Scope and Standards

L&A will issue an opinion on the governmental activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the Library's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.

Phase 1: Planning



May

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the Library to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the Library.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



Early June

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the Library and its finances through a review of various documents and through discussions with the Library. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the Library for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

Phase 2: Preliminary Fieldwork (Cont'd)



Early June

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the Library.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

Phase 3: Fieldwork



Late June

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.

Phase 3: Fieldwork (Cont'd)



Late June

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Inventories	Fund Balance/Net Position
Interfunds	Grants
Capital Assets	Risk Management

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and Library policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the Library during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.

Phase 4: Drafts



July

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at our office and a draft of the Annual Financial Report and related communication letters will be provided to the Library no later than the date agreed to during the entrance conference. The Library will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the Library's location for the final draft where we will review the Library's questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the Library.

Phase 5: Audit Completion



August

Upon approval of the drafts by the Library, we will deliver final, bound financial Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the Library's financial statements in the future.

L&A strives for continual communication with Library staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the Library.



AUDIT SERVICES RFP RESPONSE FORM


Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: March 17, 2022

PRICE STRUCTURE

	April 30, 2022	April 30, 2023	April 30, 2024
Audit and all Associated Work	\$7,900	\$8,100	\$8,300



HOURS SCHEDULE				
	Hours	Standard Rate	Quoted Rate	Total
Partner	10	\$160	\$150	\$1,500
Manager	26	\$130	\$120	\$3,120
In-Charge	41	\$90	\$80	\$3,280
	<u>77</u>			<u>\$7,900</u>

In 25 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future FASB and GASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the Library. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the Library, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the Library personnel and that the Library will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services





Should it become necessary for the Library to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

Client		Contact
	Forest Park Public Library	Pilar Shaker (708) 366-7171 pshaker@fppl.org
	Glen Ellyn Public Library	Maria Tachna (630) 469-0879 mtachna@gepl.org
	LaGrange Park Public Library	Patricia Harwood (708) 352-0100 pat@lplibrary.org
	Indian Trails Public Library	Susan Beal (847) 459-4100 SBeal@IndianTrailsLibrary.org



REFERENCES

Libraries

Addison Public Library	Frankfort Public Library District	Lincolnwood Public Library District	Round Lake Area Public Library District
Algonquin Area Public Library	Franklin Park Public Library District	Linda Sokol Francis Brookfield Library	Seneca Public Library
Batavia Public Library	Fremont Public Library District	Lisle Library District	Skokie Public Library
Berkeley Public Library	Geneva Public Library District	Markham Public Library	St. Charles Public Library
Bloomington Public Library	Glen Ellyn Public Library	Midlothian Public Library	Streator Public Library Services
Broadview Public Library District	Glenside Public Library District	Mokena Community Public Library District	Summit Public Library
Cary Area Public Library District	Helen M. Plum Memorial Public Library	Mount Prospect Public Library	Villa Park Public Library
Cook Memorial Public Library District	Indian Prairie Public Library	Niles-Maine District Library	Warren-Newport Public Library
Des Plaines Public Library	Indian Trails Public Library District	North Riverside Public Library	Wilmette Public Library District
Eisenhower Public Library District	Itasca Community Library	Palatine Public Library District	Winfield Public Library
Ela Area Public Library District*	Johnsburg Public Library District	Palos Heights Public Library	Winnetka-Northfield Public Library District
Elk Grove Public Library	Joliet Public Library	Peru Public Library District	Woodridge Public Library
Forest Park Public Library	LaGrange Park Public Library District	Plainfield Public Library District	Zion-Benton Public Library District
Fox River Grove Library District	Lake Villa District Library	Prairie Trails Public Library District	
Fox River Valley Public Library*	Lemont Public Library District	Prospect Heights Public Library District	

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities

110+



Park Districts

65+



School Districts

35+



Libraries

45+



Pension Funds

450+



Other Entities

100+



ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in blue ink that reads "Ellin & Tucker". The signature is written in a cursive, flowing style.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019

Administration

This past month Library staff prepared to switch to Office 365 with document/email cleanup, by watching training videos, and by submitting questions about the new system. HVAC visits continued as well, to assess the air handling equipment. I also completed reviewing auditing firm proposals and reference checks.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapters for Trustee review are Chapter 1: Core Standards and Chapter 2: Governance and Administration

Facility updates:

- The Library passed an annual Fire Alarm Initiation Device (FAID, or smoke detector) testing.
- The Library received three professional opinions on replacement of the sewage ejector pump. All three companies agreed the pump is well-maintained by Oak Brook Mechanical and in good working condition. The Library will seek professional opinion again in three years.

Financial highlights:

- The Library received an additional \$7,575 in property tax this April for a total of \$1,391,078 or 102% of expected tax revenue.
- Comcast credited the Library its March bill due to system downtime and other issues related to the internet and phone upgrades this February.
- Below is a breakdown of IT spending from the operating fund this fiscal year. We will be billed for two more months of IT support (Mar-Apr), which will bring us to \$21,703.46 spent in Technical Support. There are no further Technology Misc. purchases planned this fiscal year.

<i>Technical Support</i>	<i>Technology Misc.</i>
<ul style="list-style-type: none"> • \$4,492.50 (Versatile monthly support) • \$500 (OSG onboarding fee) • \$3,719.89 (OSG monthly support) • \$3,281.25 (OSG full-price service hours) • \$8,000 (OSG 50 service hours) 	<ul style="list-style-type: none"> • \$949.99 (Staff laptop) • \$1,334.86 (Operations Manager laptop) • \$540.85 (Phone system surge protector) • \$1,334.23 (11 staff computer upgrades) • \$1,308.44 (firewall equipment)
Total: \$19,999.64	Total: \$5,468.37

- As a follow-up from the March regular meeting, when we discussed a \$93 discrepancy between the Total Capital Account figure on the Balance Sheet and the Total Capital Reserve Fund figure on the Capital Reserve Fund report: The capital account number on the balance sheet is pulled from Quickbooks, and accounts for all issued checks. The capital reserve fund report shows the bank account balance at month's end. A \$93 check was issued to Cook County, which has not been cashed, so the fund balance is \$93 higher than the balance sheet figure.

Key Performance Indicators Update

An overview of circulation, programming, and social media presence is below. Two notes on statistics:

- Program statistics include both active and passive programs for all ages.
- The total cardholders number fluctuates as SWAN regularly purges expired cardholders and some cardholders move and switch libraries.

Category	January 2022	February 2022	March 2022
Physical item circulation - initial checkouts	13,688	13,693	14,997
Digital item circulation	4,928	4,108	4,395
Total Circulation	18,616	17,801	19,392
Programs for Adults	8 programs 95 attendees	10 programs 114 attendees	11 programs 124 attendees
Programs Middle School aged children	8 programs 133 attendees	9 programs 95 attendees	9 programs 53 attendees
Programs for Children	27 programs 327 attendees	35 programs 447 attendees	28 programs 657 attendees
New cardholders added	35	22	31
Total cardholders	8,312	8,214	8,242
Website sessions	7,582	6,547	8,516
Patron visits	5,934	6,420	6,761
Instagram Followers	1,264	1,269	1,273
Facebook Followers	1,100	1,277	1,278

Collection Updates & Notable Programs

We were happy to offer in-person programs for all ages this March. Children's offered their first *Sensory Play Time* program for 2022. It was very well attended with full registration and 43 attendees. Babies, toddlers, and kids enjoyed exploring all 5 of their senses with Mx. Dannie in the meeting room with allergen friendly food and materials. This program was zero waste as we were able to recycle and compost all of the materials at the program's end.

Adult & Teen Services partnered with the Illinois Holocaust Museum and Education Center of Skokie, Illinois to present *Stories of Holocaust Survival*. Karen Schaap Gillett, daughter of Holocaust survivors and museum docent, spoke of her father's experience as a young boy during the war. There were many questions and an emotional discussion at the end of the presentation. ATS is hoping to partner with more museums and like institutions in the future.

Staff Training and Updates

Materials Services

Jon Zimmer, Materials Services Associate, resigned to pursue other opportunities. Ariel Schick accepted

the open position and joined the library on April 12th.

Cathy Rutman and Valerie Pazos, Materials Services Associates, along with Victoria Muraiti, Materials Services Manager, are beta testing BlueCloud Circulation for the SWAN Circulation Advisory group. BlueCloud Circulation is being considered as a part of a potential replacement of WorkFlows, the staff-side integrated library system software.

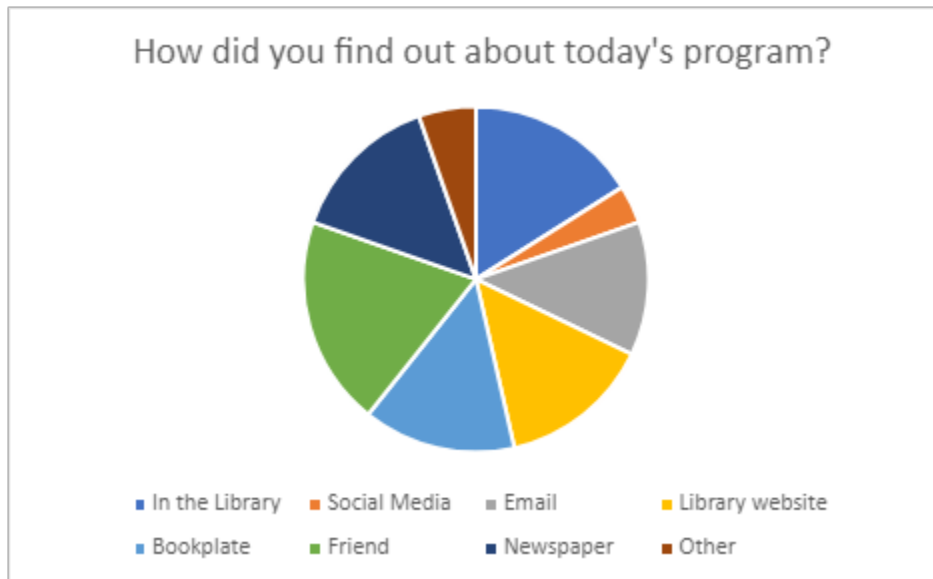
Adult & Teen Services

Beth Kirchenberg, Middle School & Teen Librarian, announced that she accepted a position at another library this March. Beth has worked at the Library for 7 years, building relationships with our local schools and developing engaging middle school and teen programs and collections. Beth's last day is April 15, and we wish her all the very best.

Public Relations and Outreach

The summer Bookplate is in production and will hit homes in mid-April.

Brian Wolowitz, Adult Programming Librarian, passed out surveys at two of our March programs – *Betty Crocker* and *Stories of Holocaust Survival*. Based on the 40 responses, our multi-platform marketing approach seems to be very effective. Several respondents indicated that they found out about the program through several avenues.



April's Local Spotlight features artist Joey Grossman's cartoon-inspired pop art. Joey also works as a librarian at Highland Park Public Library. May's display will feature mosaic art by Judy Steed.

Upcoming projects for Fran Arnold, Marketing & PR Specialist, include new signage for the Children's room and revamping the patron welcome package with sustainability in mind. She is also on the Sunshine Committee and will be coordinating staff giveaways for the upcoming in-service. Fran will also take over all aspects of website management upon Beth Kirchenberg's departure.

Committee Updates

No committees met since the March regular meeting.

Respectfully submitted,
Emily Compton
April 13, 2022

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
 12. The library maintains insurance covering property and liability, including volunteer liability.
 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: April 14, 2022

RE: Air Handler Replacement Estimates

Included below are three cost estimates to replace the air handler within the mechanical room, for discussion purposes. It is important to note that at least some if not all of the project would have to go out to bid, depending on whether we employ our current HVAC vendor. The Library is required to pay prevailing wage, and therefore the cost may be higher than estimated.

Williams Architects recommended three companies: Hartwig, Airtech, and Jensens. In checking with our neighboring libraries, Forest Park also recommended Hartwig, and Elmwood Park recommended Dart. All 4 companies and Oak Brook Mechanical visited the library to look at our HVAC system and inquire about the project. Dart and Jensens declined to give estimates. Representatives from AirTech provided an exterior replacement estimate as well.

	Exterior Replacement	Interior Replacement	Notes
Williams Architects / Oak Brook mechanical	\$383,970 Breakdown: \$185,970 (Oak Brook) \$80,000 (pad & enclosure) \$90,000 (electrical, plumbing, mechanical) \$28,000 (architectural/engineering services)	\$214,520 - \$224,520 Breakdown: \$144,520 (Oak Brook) \$70,000-\$80,000 (structural work to create and close opening)	Exterior estimate does not include the mechanical room renovation cost of \$95,000 Interior estimate: does not include structural engineering fees
AirTech	\$280,000 - \$325,000	\$275,000	Exterior estimate does not include concrete pad or fencing Interior estimate does not include a redundant heat source nor structural work to create and close opening in wall
Hartwig		\$269,850 - \$279,850	Estimate does include redundant heat source and structural work to create and close opening in the wall.