



**River Forest Public Library
Regular Board Meeting
April 18, 2023
6:00 PM**

**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
 - a. Shannon Duffy, Operations Manager – presentation about Operations Manager role
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: March 21, 2023
 - b. March 2023 Revenue and Expense Reports
 - c. March 2023 Bill Payment List and Credit Card Charges
 - d. March 31, 2023 Balance Sheet and Capital Reserve Fund
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Landscape restoration proposal (up to \$10,000) - vote
 - b. Trustee vacancy posting - discussion
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 21st, 2023, 6pm - DRAFT

Call to Order: At 6:00pm, President Hill called the Regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Deborah Hill, Cathy Ruggeri, Ann Berens, Elan Long, Tom Smedinghoff. Jim Hopkinson attended via phone. Karen Stierwalt was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Shannon Gruber, Adult & Teen Services Manager.

Guest Comment:

Ms. Gruber reported a variety of updates in the Adult & Teen Services Department. Foreign language audio-visual materials are now labeled as World Language materials. Response has been positive to Teen Librarian Anne Kowalski's recategorization of the teen nonfiction materials. Adult & Teen Librarian Brian Wolowitz created an area within the fiction section for classic novels. Additional categorization and display changes were made to improve browsing and access in Essays, Humor, Poetry, Criticism, Travel, Memory Care and New Books.

Adult & Teen Services Department began tracking the number of students in the Middle School section after school, reporting 724 in February and 546 March month-to-date.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: February 21, 2023
- b. February 2023 Revenue and Expense Reports
- c. February 2023 Bill Payment List and Credit Card Charges
- d. February 28, 2023 Balance Sheet and Capital Reserve Fund
- e. Policy updates: Board Bylaws; Staff IX: Computer & Internet Access; Patrons IV: Computer & Internet Access

Trustee Ruggeri moved to approve the consent agenda; Trustee Long seconded the motion.

Roll Call Vote:

Ayes: Trustees Berens, Hill, Long, Ruggeri, Smedinghoff.

Patron Suggestions:

Director Compton reported the following patron requests:

- To walk in the Memorial Day Parade with the Library
- More benches
- More graphic novels requested by a child patron

Old Business

Air handler relocation and mechanical room renovation

- Trustee Ruggeri reported on a meeting with Williams Architects and Construction Solutions of Illinois (CSI) regarding the upcoming work and the schedule. Work is scheduled to be completed in 9 weeks and the Library will be without an air handler for seven weeks. The manufacturer of the air handler expects to ship it from Minnesota by March 23rd. Director Compton is working with the Park District for approval of the earlier delivery date. CSI advised against delaying the work, as summer construction season will make subcontractors more scarce.
- Director Compton gave some updates on the project. The Children's Room was scheduled to be closed for four weeks. This has been reduced to one week to complete demolition. After demolition is finished, CSI will put plastic sheeting up to section off the work area, keeping the rest of the room open to staff and patrons. While the room is closed, staff will still be allowed entry to collect books and materials for patrons. There will be a pop-up library with books and toys in the Barbara Hall meeting room and a mobile desk in the lobby outside the Children's Room. All scheduled programs will remain on the calendar. Director Compton will ask the contractors to cover the books within the work area to protect them from dust. The Board discussed the dust issues and recommended not having any access openings in the dust barrier.
- Williams Architects recommended a heating company, Axis Air to install temporary heaters in the library. Axis Air recommended 16 heating units throughout the building, each covering 500 square feet. The cost for this service would be \$13,600 plus \$300 for delivery and pickup. Cost will be reduced if fewer units are used or the time period is shorter.
- A new line will be added to the FY22-23 Capital budget under the air handler project for Supplemental Heating.

Trustee Smedinghoff moved to approve up to \$14,000 for auxiliary heating, Trustee Ruggeri seconded. A roll call vote was taken and the motion passed.

Ayes: Hill, Long, Ruggeri, Smedinghoff

Nayes: Berens

Director's Report:

Director Compton reported on the following topics:

- Audit has been filed and posted.
- Thank you to Children's Services Manager, Melaina Maraldi, and Children's Services Librarian, Jose Cruz, who will be working out of the conference room and to staff, who are helping relocate items.
- Trustee Long mentioned that the film, "The Librarians", won two prizes at the Paris Short Films Festival in March. The film by Martina Reese, a River Forest filmmaker, was shot in the Library in 2019.

President's Report:

President Hill reported on the following topics:

- President Hill and Trustee Ruggeri talked to a local Girl Scouts troop, who asked for more gum and candy at the library--and more physical books.
- Thank you to Director Compton and Trustee Ruggeri for their work on the audit.
- The Library is not subject to a new state law on efficiency requiring an efficiency committee. Thank you to Trustee Smedinghoff for researching this.
- President Hill and Trustee Ruggeri provided emergency purchase authorization for a new server after a major server failure on March 8th. The server was to be replaced in the next fiscal year but following the failure Outsource Solutions Group (OSG) is not confident that it will last that long and lead time for delivery is 2 to 6 weeks. OSG agreed for the Library to split the necessary service hours' purchase between this year and next at the lowest hourly rate offered by OSG.

New Business

Server Replacement- Update

- OSG Prepaid Service Hours Proposal (\$7,250)- vote

Trustee Ruggeri moved to approve the amount. The motion was seconded by Trustee Berens and passed on a roll call vote.

Ayes: Ruggeri, Smedinghoff, Berens, Hill, Long

Committee Reports

Facilities Committee

The Facilities Committee met on March 6th to hear updates and discuss upcoming projects over the next 5 years.

Finance Committee

The Finance Committee met on February 28th to discuss the audit. The Committee asked the auditors to correct certain items, such as that there is no litigation pending against the Library and that the Library does not own, but rather leases, the land underlying the Library building. The audit recommends that the Library have a formal capital purchasing policy and an audit of capital assets. Director Compton will talk to Lauterbach & Amen about these items. The Committee also discussed CDARS and how to manage cash flow as the CDs mature.

- FY 2022-2023 Amended Operating and Capital Budget- vote

- Line was added for supplemental heating. Additional money added to technology to account for a new server.
- FY 2023-2024 Operating and Capital Budgets- vote

Trustee Smedinghoff moved to approve the amended budgets and budgets for the next fiscal year, Trustee Long seconded and a roll call vote was taken

Ayes: Berens, Hill, Long, Ruggeri, Smedinghoff

- FY 2021-2022 Excess Revenues (\$196,085) Capital Reserve Transfer- vote
- FY 2022-2023 Budgeted (\$45,000) Capital Reserve Transfer- vote

Trustee Smedinghoff moved to approve the two transfers; Trustee Ruggeri seconded the motion. The motion passed on a roll call vote.

Ayes: Hill, Long, Ruggeri, Smedinghoff, Berens.

Policy Committee

The Policy Committee has not met since the last Board meeting.

RFPL Foundation Liaison

The Foundation quarterly Board meeting will take place before the RFPL Board meeting on April 18th. Spring grant proposal deadline is approaching soon (April 1st).

Village of River Forest Collaboration Committee Liaison

The Committee will meet in April. Ann Berens replaces Karen Stierwalt as Library Board representative.

Motion to Declare a Vacancy in the Office of Library Board Trustee Karen Stierwalt Due to Resignation

President Hill moved to declare a vacancy in Trustee Stierwalt's seat and Trustee Ruggeri seconded. The motion passed unanimously on a voice vote.

The Board is looking for a new trustee who has a financial background. Interested parties should talk to President Hill.

Adjournment

The meeting was adjourned at 7:21 pm following a motion by Trustee Smedinghoff which was seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library
Fiscal Year: May 1, 2022-April 30, 2023
Revenue Report: March-23

<u>Account:</u>	<u>March-23</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				92% as of 3/31/23
Property Taxes	\$ 386,011.98	\$ 1,042,367.56	\$ 1,415,000	73.67%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 37,980.62	\$ 27,000	140.67%
Lost Books Reimbursed	\$ 317.99	\$ 3,416.93	\$ 3,500	97.63%
Copy Machine Revenue	\$ 47.71	\$ 2,394.06	\$ 3,000	79.80%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 600.37	\$ 5,666.12	\$ 4,800	118.04%
Grants from RFPL Foundation	\$ -	\$ 7,351.00	\$ 20,000	36.76%
Gifts - other	\$ -	\$ 189.13	\$ 500	37.83%
IL Per Capita Grant	\$ -	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ -	\$ 1,215.00	\$ 1,500	81.00%
Liebner Fund Endowment	\$ -	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ -	\$ 404.35	\$ 1,200	33.70%
Total:	\$ 386,978.05	\$ 1,122,757.50	\$ 1,507,000	74.50%
Income:	\$ 386,978.05	\$ 1,122,757.50	\$ 1,507,000	74.50%
Expense:	\$ 134,978.91	\$ 1,205,876.38	\$ 1,507,000	80.02%

Prepared 4.15.23



River Forest Public Library

Fiscal Year: May 1, 2022 - April 30, 2023

Expense Report: Mar-23

March-23 Fiscal YTD Actual % Budget 22-23 Budget
 92% as of 3/31/2023

Expenses
Personnel

Wages & Salaries	\$ 57,598.90	\$ 628,705.43	82.72%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 30,911.00	51.52%	\$ 60,000
IMRF	\$ 3,141.13	\$ 42,872.93	73.92%	\$ 58,000
Medicare/FICA	\$ 4,310.95	\$ 47,326.21	81.32%	\$ 58,200
Staff Recognition	\$ -	\$ 1,745.87	58.20%	\$ 3,000
Membership Dues	\$ -	\$ 2,075.00	51.88%	\$ 4,000
Staff Training and Development	\$ -	\$ 4,223.57	46.93%	\$ 9,000
Total Personnel	\$ 68,254.38	\$ 757,860.01	79.59%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 6,250.00	113.64%	\$ 5,500
Advertising	\$ 31.54	\$ 2,839.31	81.12%	\$ 3,500
Total Printing and Advertising	\$ 31.54	\$ 9,089.31	100.99%	\$ 9,000

Programming

Children's Programs	\$ 1,392.43	\$ 10,379.20	79.84%	\$ 13,000
Teen Programs	\$ 441.98	\$ 5,134.83	68.46%	\$ 7,500
Adult Programs	\$ 1,245.66	\$ 7,343.95	73.44%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 3,080.07	\$ 24,725.54	57.50%	\$ 43,000
Total Advertising and Programs	\$ 3,111.61	\$ 33,814.85	65.03%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 524.82	104.96%	\$ 500
Technical Support (IT)	\$ 1,028.74	\$ 17,341.03	78.82%	\$ 22,000
Automation Administration	\$ 760.79	\$ 29,583.00	72.15%	\$ 41,000
Consultant Fees/Legal Fees	\$ -	\$ 15,587.80	129.90%	\$ 12,000
Postage & Delivery	\$ 67.99	\$ 1,188.70	33.96%	\$ 3,500
Audit	\$ -	\$ 9,725.00	97.25%	\$ 10,000
Payroll and Employment Services	\$ 495.51	\$ 5,472.20	130.29%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 3,557.50	74.11%	\$ 4,800
Telephone/Internet	\$ 994.06	\$ 10,146.53	81.17%	\$ 12,500
Trustee Training and Memberships	\$ 40.00	\$ 80.00	8.89%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 2,239.27	74.64%	\$ 3,000
Total Other Support Services	\$ 3,603.19	\$ 95,445.85	83.43%	\$ 114,400

Library Materials

Books	\$ 5,426.86	\$ 61,331.66	84.02%	\$ 73,000
Print Periodicals	\$ 779.29	\$ 6,642.98	110.72%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 10,477.72	106.92%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 4,321.18	\$ 65,553.39	87.40%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 898.30	\$ 14,109.78	78.39%	\$ 18,000
Total Library Materials	\$ 11,425.63	\$ 158,115.53	86.97%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 640.60	\$ 3,289.11	82.23%	\$ 4,000
Library Supplies	\$ 64.82	\$ 3,366.84	61.22%	\$ 5,500
Copy And Printing Supplies	\$ 181.95	\$ 1,471.53	73.58%	\$ 2,000
Misc Expenses	\$ 79.70	\$ 1,022.90	40.92%	\$ 2,500
Total Office Supplies	\$ 967.07	\$ 9,150.38	65.36%	\$ 14,000
Total Library Materials & Supplies	\$ 12,392.70	\$ 167,265.91	85.43%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ -	\$ 3,067.23	30.67%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 797.61	\$ 3,840.88	85.35%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ 16,291.69	85.75%	\$ 19,000
Maintenance and Custodial Service	\$ 1,723.23	\$ 55,392.30	79.13%	\$ 70,000
Water	\$ -	\$ 2,548.54	127.43%	\$ 2,000
Natural Gas	\$ -	\$ 20,386.52	72.81%	\$ 28,000
Copier Maintenance and Usage	\$ 96.19	\$ 1,472.89	56.65%	\$ 2,600
Total Facility Services	\$ 1,819.42	\$ 96,091.94	79.02%	\$ 121,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 1,953.98	27.91%	\$ 7,000
Technology Misc.	\$ -	\$ 1,535.73	34.13%	\$ 4,500
Total Equipment & Furniture	\$ -	\$ 3,489.71	30.35%	\$ 11,500

Total Facilities Management	\$ 2,617.03	\$ 103,422.53	75.16%	\$ 137,600
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Total Operating Expenses	\$ 89,978.91	\$ 1,160,876.38	79.40%	\$ 1,462,000
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Capital Improvement Reserve Fund	\$ 45,000.00	\$ 45,000.00	100.00%	\$ 45,000
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Total Expenses	\$ 134,978.91	\$ 1,205,876.38	80.02%	\$ 1,507,000
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Total Income	\$ 386,978.05	\$ 1,122,757.50	74.50%	\$ 1,507,000
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Prepared 4.15.23

**River Forest Public Library
Bills and Applied Payments
March 2023**

AMAZON

Date	Transaction Type	Memo/Description	Amount
03/02/2023	Bill Payment (Check)		-359.54
03/02/2023	Bill	SRP PRIZES AND PROGRAM SUPPLIES	189.78
02/21/2023	Bill	GUESSTIMATION JAR ITEMS	25.96
03/02/2023	Bill	I SPY DISPLAY SUPPLIES	32.68
02/27/2023	Bill	BAGS FOR PRIZES	15.98
03/02/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	41.17
03/02/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	31.98
02/21/2023	Bill	PRIZE FOR GUESSTIMATION JAR	21.99
03/10/2023	Bill Payment (Check)		-674.99
03/09/2023	Bill	REPLACEMENT S'MORE AND SRP PRIZES	58.96
03/08/2023	Bill	MAGNETS AND MAGNET STRIP	18.18
03/07/2023	Bill	VIDEO GAMES	19.99
03/07/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	165.06
03/07/2023	Bill	SQUISHMALLOWS FOR SRP PRIZES	92.36
03/04/2023	Bill	CHILDREN'S SRP PRIZES	169.64
03/03/2023	Bill	CHILDREN'S SRP PRIZES	54.98
03/03/2023	Bill	CHILDREN'S SRP PRIZES	82.47
03/02/2023	Bill	TEEN SPACE DECOR SUPPLIES	22.34
03/06/2023	Vendor Credit	INVOICE #1VT6-6TY7-9YQH PUSH PIN REFUND	-8.99

03/22/2023	Bill Payment (Check)		-256.90
03/16/2023	Bill	MS MAKERS CRAFT SUPPLIES	12.59
03/14/2023	Bill	MS MAKERS SUPPLIES STEM AND CRAFTERNOON	69.91
03/16/2023	Bill	SUPPLIES	115.63
03/14/2023	Bill	CRAYONS	58.77

**ANDERSON
ELEVATOR COMPANY**

03/10/2023	Bill Payment (Check)		-211.00
03/01/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00

Ann Torralba

03/02/2023	Bill Payment (Check)		-450.00
11/10/2022	Bill	LITTLE MISS ANN CONCERT 3/4/23	450.00

BayScan Technologies

03/02/2023	Bill Payment (Check)		-348.00
10/28/2022	Bill	RECEIPT PAPER	174.00
03/02/2023	Bill	RECEIPT PRINTER (STICKY)	174.00

Cardmember Service

03/22/2023	Bill Payment (Check)		-2,451.43
03/20/2023	Bill	Monthly credit card bill: 2/14 to 3/14	2,451.43

CHICAGO TRIBUNE

03/10/2023	Bill Payment (Check)		-460.60
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03/07/2023	Bill	16 WK CHICAGO TRIBUNE SUBSCRIPTION THROUGH 4/11/23	460.60
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Children's Plus

03/22/2023	Bill Payment (Check)		-1,323.35
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03/21/2023	Bill	BOOKS	1,323.35
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CleanNet of Illinois

03/02/2023	Bill Payment (Check)		-1,398.23
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02/28/2023	Bill	MONTHLY CLEANING SERVICE	1,398.23
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Comcast

03/10/2023	Bill Payment (Check)		-323.88
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03/01/2023	Bill	INTERNET BILL 3/1 - 3/29	323.88
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Comcast VoiceEdge

03/22/2023	Bill Payment (Check)		-670.18
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03/20/2023	Bill	March phone bill	670.18
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DEMCO, INC.

03/22/2023	Bill Payment (Check)		-102.02
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02/26/2023	Bill	TECH SERVICES PROCESSING MATERIALS BOOKMARKS	102.02
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**FSS TECHNOLOGIES,
LLC**

03/22/2023	Bill Payment (Check)		-114.00
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03/16/2023	Bill	ALARM MONITORING 4/1/23-6/30/23	114.00
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Hoopla

03/02/2023	Bill Payment (Check)		-2,179.08
03/02/2023	Bill	HOOPLA DOWNLOADS/FEBRUARY	2,179.08

ILA

03/02/2023	Bill Payment (Check)		-40.00
02/23/2023	Bill	ILA SPRING TRUSTEE WORKSHOPS	40.00

**Ingram Library
Services**

03/02/2023	Bill Payment (Check)		-788.30
02/23/2023	Bill	BOOK	15.94
02/23/2023	Bill	BOOKS	61.29
02/23/2023	Bill	BOOK	21.14
02/23/2023	Bill	BOOK	21.15
02/23/2023	Bill	BOOKS	23.18
02/23/2023	Bill	BOOK	14.99
02/23/2023	Bill	BOOK	18.41
02/28/2023	Bill	BOOK	30.65
02/28/2023	Bill	BOOKS	128.49
02/28/2023	Bill	BOOK	10.47
02/28/2023	Bill	BOOK	11.60
02/28/2023	Bill	BOOK	18.09
02/28/2023	Bill	BOOK	11.38
02/28/2023	Bill	BOOK	17.27
02/28/2023	Bill	BOOK	21.03

02/28/2023	Bill	BOOKS	122.24
02/28/2023	Bill	BOOK	17.89
02/28/2023	Bill	BOOK	15.77
02/28/2023	Bill	BOOK	12.38
02/28/2023	Bill	BOOKS	36.63
02/28/2023	Bill	BOOK	21.32
02/28/2023	Bill	BOOK	15.59
02/28/2023	Bill	BOOK	16.12
02/03/2023	Bill	BOOKS	119.44
		INGRAM INVOICES	
		62890560/62895062 - SHORT	
02/23/2023	Vendor Credit	SHIPPED TITLES \$71.09	-71.09
02/03/2023	Bill	BOOKS	56.93
03/10/2023	Bill Payment (Check)		-1,103.20
02/03/2023	Bill	BOOK	9.55
02/03/2023	Bill	BOOKS	43.77
02/03/2023	Bill	BOOKS	19.10
02/03/2023	Bill	BOOK	21.04
02/03/2023	Bill	BOOK	11.81
02/28/2023	Bill	BOOKS	122.24
03/06/2023	Bill	BOOKS	28.24
03/06/2023	Bill	BOOKS	46.62
03/06/2023	Bill	BOOK	17.89
03/06/2023	Bill	BOOK	12.38

03/06/2023	Bill	BOOK	15.29
03/06/2023	Bill	BOOK	15.77
03/06/2023	Bill	BOOK	12.38
03/06/2023	Bill	BOOKS	84.69
03/06/2023	Bill	BOOKS	18.26
03/06/2023	Bill	BOOK	13.19
03/06/2023	Bill	BOOK	7.78
03/07/2023	Bill	BOOKS	21.82
03/07/2023	Bill	BOOKS	20.49
03/07/2023	Bill	BOOKS	36.14
03/07/2023	Bill	BOOKS	20.66
03/07/2023	Bill	BOOK	14.81
03/07/2023	Bill	BOOKS	60.76
03/07/2023	Bill	BOOK	13.11
03/07/2023	Bill	BOOKS	22.27
03/07/2023	Bill	BOOKS	51.20
03/09/2023	Bill	BOOKS	182.78
03/09/2023	Bill	BOOKS	36.07
03/09/2023	Bill	BOOK	19.73
03/09/2023	Bill	AUDIOBOOK	22.66
03/09/2023	Bill	BOOKS	36.63
03/09/2023	Bill	BOOK	18.59

03/09/2023	Bill	BOOK	18.03
03/09/2023	Bill	BOOK	7.45
03/22/2023	Bill Payment (Check)		-2,234.67
03/13/2023	Bill	BOOKS	70.03
03/13/2023	Bill	BOOK	11.23
03/13/2023	Bill	BOOK	20.72
03/13/2023	Bill	BOOK	10.49
03/13/2023	Bill	BOOK	21.04
03/13/2023	Bill	BOOK	14.72
03/13/2023	Bill	BOOKS	124.56
03/13/2023	Bill	BOOKS	252.50
03/13/2023	Bill	BOOK	11.06
03/13/2023	Bill	BOOKS	33.72
03/13/2023	Bill	BOOKS	33.29
03/13/2023	Bill	BOOKS	60.58
03/13/2023	Bill	BOOK	14.39
03/13/2023	Bill	BOOK	13.51
03/13/2023	Bill	BOOKS	197.22
03/13/2023	Bill	BOOK	18.71
03/13/2023	Bill	BOOKS	63.35
03/13/2023	Bill	BOOKS	16.20
03/13/2023	Bill	BOOK	16.12

03/15/2023	Bill	BOOK	20.47
03/15/2023	Bill	BOOK	13.76
03/15/2023	Bill	BOOKS	243.93
03/15/2023	Bill	BOOKS	167.63
03/20/2023	Bill	BOOKS	32.83
03/20/2023	Bill	BOOKS	29.81
03/20/2023	Bill	BOOK	13.76
03/20/2023	Bill	BOOKS	36.84
03/20/2023	Bill	BOOKS	64.37
03/20/2023	Bill	BOOKS	45.92
03/20/2023	Bill	BOOK	18.27
03/20/2023	Bill	BOOKS	32.62
03/20/2023	Bill	BOOKS	29.34
03/20/2023	Bill	BOOK	10.16
03/21/2023	Bill	BOOKS	38.50
03/21/2023	Bill	BOOKS	93.55
03/21/2023	Bill	BOOKS	49.02
03/21/2023	Bill	BOOK	17.47
03/21/2023	Bill	BOOKS	37.76
03/21/2023	Bill	BOOKS	41.44
03/21/2023	Bill	BOOKS	28.32
03/21/2023	Bill	BOOKS	34.03

03/21/2023	Bill	BOOK	14.41
03/21/2023	Bill	BOOKS	33.48
03/21/2023	Bill	BOOK	17.69
03/13/2023	Bill	BOOK	19.02
03/13/2023	Bill	BOOKS	23.06
03/13/2023	Bill	BOOKS	23.77

Kanopy

03/02/2023	Bill Payment (Check)		-312.55
03/02/2023	Bill	KANOPY CHECKOUTS/FEBRUARY	312.55

**Konica Minolta
Business Solutions**

03/10/2023	Bill Payment (Check)		-96.19
03/07/2023	Bill	FEBRUARY COPY MACHINE USAGE	85.73
03/07/2023	Bill	MARCH COPY MACHINE MAINTENANCE	10.46

**Konica Minolta
Premier Finance**

03/02/2023	Bill Payment (Check)		-216.10
02/23/2023	Bill	COPIER LEASE	216.10

Leslie Goddard

03/02/2023	Bill Payment (Check)		-400.00
09/22/2022	Bill	JULIA CHILD PRESENTER FEE FOR 3/5/23	400.00

MIDWEST TAPE

03/02/2023	Bill Payment (Check)		-113.63
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02/23/2023	Bill	DVDS	113.63
03/10/2023	Bill Payment (Check)		-374.15
03/01/2023	Bill	BLU-RAY	25.93
03/01/2023	Bill	DVDS	120.32
03/01/2023	Bill	DVD	19.93
03/07/2023	Bill	PLAYAWAYS	207.97
03/22/2023	Bill Payment (Check)		-367.87
03/14/2023	Bill	DVDS	161.78
03/14/2023	Bill	BLU-RAY	35.37
03/14/2023	Bill	AUDIOBOOK	42.98
03/15/2023	Bill	AUDIOBOOK CDS	85.96
03/15/2023	Bill	DVD	41.78

NAYAX

03/22/2023	Bill Payment (Check)		-8.95
02/26/2023	Bill	CREDIT CARD READER SERVICE FEE	8.95

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

03/22/2023	Bill Payment (Check)		-1,480.78
03/16/2023	Bill	MONTHLY IT SUPPORT DEEP FREEZE WINDOW	1,028.74
03/17/2023	Bill	MAINTENANCE RENEWAL/3YR.	452.04

OverDrive

03/02/2023	Bill Payment (Check)		-186.98
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02/27/2023	Bill	OVERDRIVE/ 2 EBOOKS, 2 AUDIOBOOKS	150.00
02/27/2023	Bill	OVERDRIVE/2 BOOKS	36.98
03/10/2023	Bill Payment (Check)		-98.99
03/08/2023	Bill	ADULT OVERDRIVE 4 EBOOKS	98.99
03/22/2023	Bill Payment (Check)		-1,543.58
03/21/2023	Bill	ADULT OVERDRIVE	1,173.07
03/14/2023	Bill	4 EBOOKS/1 AUDIOBOOK	205.00
02/26/2023	Bill	5 EBOOKS 1 AUDIOBOOK	165.51

PeopleFacts

03/02/2023	Bill Payment (Check)		-67.44
03/01/2023	Bill	BACKGROUND CHECK	67.44

Rhonda Fentry

03/10/2023	Bill Payment (Check)		-50.00
03/10/2023	Bill	Gentle yoga program 3.11.23	50.00

RIVER FOREST PARK DISTRICT

03/02/2023	Bill Payment (Check)		-195.00
02/28/2023	Bill	CAPITAL EXPENSE* OUTDOOR FENCE REPAIR	195.00

SHAMROCK GARDEN LOMBARD

03/10/2023	Bill Payment (Check)		-400.00
03/08/2023	Bill	INSTRUCTOR FEE FOR FLOWER PROGRAM/DEMO	400.00

Staples

03/22/2023	Bill Payment (Check)		-1,262.97
02/25/2023	Bill	Miscellaneous office supplies	1,262.97

**VILLAGE OF RIVER
FOREST**

03/10/2023	Bill Payment (Check)		-4,244.57
03/03/2023	Bill	February 2023 Health Insurance	4,244.57

William Pack

03/24/2023	Bill Payment (Check)		-350.00
03/24/2023	Bill	Essential Houdini program	350.00

Williams Architects

03/22/2023	Bill Payment (Check)		-840.00
03/21/2023	Bill	CAPITAL EXPENSE* CONSTRUCTION ADMINISTRATION	840.00

Monday, Apr 10, 2023 09:26:30 AM GMT-7

Byline Credit Card March 2023

Date	Payee	Memo	Charge	Payment	Type	Account
03/22/2023	Oriental Trading	CRAFT SUPPLIES FOR SRP	35.96		Expense	Teen Expenses:Programs-Teen
03/22/2023	PIONEER PRESS	6 MONTH SUBSCRIPTION TO FOREST LEAVES (THROUGH SEPTEMBER 2023)	43.75		Expense	Adult Expenses:Periodicals - Adult
03/21/2023		CHICAGO TRIBUNE 13 WEEK SUBSCRIPTION	195.00		Expense	Adult Expenses:Periodicals - Adult
03/20/2023	Cardmember Service	Monthly credit card bill: 2/14 to 3/14		2,451.43	Bill	2000 Accounts Payable
03/18/2023	Zoom	ZOOM RENEWAL	299.80		Expense	Support Services:Automation - Administration (SWAN, website, etc)
03/14/2023	Jewel Foods	SNACKS FOR FILM LOVER FRIDAYS	12.14		Expense	Adult Expenses:Programs - Adult
03/11/2023	META	FACEBOOK ADVERTISING	16.24		Expense	Marketing:Advertisement
03/08/2023		KIPLINGER'S PERSONAL FINANCE MAGAZINE	49.95		Expense	Adult Expenses:Periodicals - Adult
03/07/2023	PANERA BREAD	COFFEE AND PASTRY FOR MONDAY	33.52		Expense	Adult Expenses:Programs - Adult

03/07/2023	ScreenCloud	LOBBY MONITOR SUBSCRIPTION	15.30	Expense	Marketing:Advertisement
03/06/2023	Stamps.com	MONTHLY STAMPS.COM 3/23	17.99	Expense	Support Services:Postage
03/06/2023	WALL STREET JOURNAL	RECURRING MONTHLY CHARGE WSJ 3/23	29.99	Expense	Adult Expenses:Periodicals - Adult
03/03/2023	Stamps.com	Stamps.com funds	50.00	Expense	Support Services:Postage
03/02/2023	Lock Paper Scissors	Escape room supplies	49.00	Expense	

River Forest Public Library

Balance Sheet

As of March 31st, 2023

Prepared 4.12.23

ASSETS

3/31/2023

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current

Interest Rate

ICS Operations	805669201	0.07%	808,358.54
Byline Operations	805669201	0.40%	47,835.92
Petty Cash			40.00

TOTAL Operations Current 856,234.46

Maturity Date

Long-Term CDARS Reserves

Interest Rate

8/10/2023	OP CD 5 YEAR	1021670738	2.75%	68,141.89
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	66,232.01
TOTAL CDARS Reserves				134,373.90

TOTAL OPERATIONS ACCOUNT 990,608.36

CHECKING/SAVINGS - CAPITAL ACCC

Interest Rate

ICS Capital	805669202	0.08%	545,316.08
Byline Capital	805669202	0.40%	97,903.33

TOTAL CAPITAL ACCOUNT 643,219.41

TOTAL CURRENT CHECKING/SAVINGS 1,633,827.77

Property Tax Receivable	680,197.51
Prepaid Assets	20,501.90

TOTAL CURRENT ASSETS 2,334,527.18

TOTAL ASSETS 2,334,527.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 0.00

Credit Cards

Byline Credit Card 2,182.06

Total Credit Cards 2,182.06

Accrued Salaries 42,512.72

Total Current Liabilities 44,694.78

Long-Term Liability

Deferred Revenue 670,450.32

Total Liabilities 715,145.10

Equity

Fund Balance Capital 186,853.08

Fund Balance Library 1,467,153.83

Retained Earnings 0.00

Net Income -34,624.83

Total Equity 1,619,382.08

TOTAL LIABILITIES & EQUITY 2,334,527.18



River Forest Public Library -Capital Reserve Fund

Mar-23

Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	635,316.08
Byline Capital Checking	\$	<u>9,163.33</u>
Total Capital Reserve Fund	\$	644,479.41

Expenses

River Forest Park District	<u>3/2/2023</u>	\$	195.00
Williams Architects	3/22/2023	\$	840.00

Income

Transfer	3/24/2023	\$	196,085.00
Transfer	3/24/2023	\$	45,000.00
Interest	3/31/2023	\$	187.23

Prepared: 4/12/2023

Administration

The annual audit is complete, posted on the Library's website, and filed with the Illinois State Comptroller.

The staff strategic planning team continued meeting to develop an activity plan and evaluation framework based on the 2023-2025 Strategic Plan directions. The process will continue through the end of the fiscal year, to allow time to solicit feedback from all staff and to select achievable goals.

Facility updates:

- Alarm Detection Services performed an inspection of the library's fire alarms.
- Axis Air installed temporary heating/cooling units to keep the building comfortable while the building is without an air handler.
- Outsource Solutions Group began work to install the Library's new server, and are scheduled to complete the project by April 17.

Financial highlights:

- Tax receipts began coming in this March. We received a further \$364,133 in tax receipts so far in April, bringing total property tax revenue to \$1,406,500 or 99%.
- Connections invoices and expenditure reports are in process and will be added to financial reports in the April board packet.
- The latest gas bill was processed the first week of April and will be accounted for in the expense report in the April board packet.

Key Performance Indicators Update

An overview of circulation, programming, and social media presence is below. 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 2023	February 2023	March 2023
Physical item circulation - initial checkouts	14,567	13,279	14,373
Digital item circulation	4,764	4,316	4,797
Total Circulation	19,331	17,595	19,170
Programs for Adults	11 programs 165 attendees	15 programs 296 attendees	16 programs 262 attendees
Programs Middle School aged children	12 programs 216 attendees	11 programs 182 attendees	10 programs 143 attendees
Programs for Children	29 programs 1136 attendees	32 programs 1183 attendees	24 programs 1056 attendees

Children's Play Area Visits	1040	951	1386
New cardholders added	37	32	38
Total cardholders	8,597	8,624	8,096
Website sessions	6,918	6,794	6,727
Patron visits	8,793	8,151	9,330
Instagram Followers	1,323	1,336	1,349
Facebook Followers	1,320	1,326	1,330

Collection Updates & Notable Programs

One of the most frequent requests from Craft & Chat attendees is for a flower arranging class, so Brian booked Linda & Ian from Shamrock Gardens to host a class. We had 20 attendees and everyone left with a beautiful basket arrangement that they designed themselves! We received many positive comments, so we're looking forward to having them back again soon.

Children's welcomed award winning musician Little Miss Ann for a performance in Saturday, March 4th. We had 40 attendees, and some middle schoolers even popped in and helped with the parachute activity with our youngest patrons. Everyone had a lot of fun dancing and singing. We hope to bring more Saturday programs in the future, and have scheduled a Saturday story time for 2 Saturdays in each month, to begin in April.

Staff Training and Updates

Anne Kowalski, our Middle School & Teen Librarian, attended the Illinois Youth Services Institute Conference in Bloomington, IL on March 16-17, where she was able to attend presentations about teen volunteers, book talks and story times, and unique programming ideas. She also attended C2E2 on Professionals Day on March 31st to stay up to date on graphic novel and manga trends in libraries.

While I write this, I am attending the Illinois State Library Director's University 2.0 in Springfield, Illinois. I look forward to sharing what I've learned with Library staff and trustees.

Ariel Schick was promoted to Adult & Teen Services Librarian. Ariel has been an Adult & Teen Services Associate since July, 2022 and earned her MLIS last year, so we are so happy she can continue to grow in her career here at the Library.

Claire Heilman, one of our Adult & Teen Services Associates, will be leaving the Library due to a move to Colorado at the end of May. We have two associate openings in ATS and the interview process has begun.

Public Relations and Outreach

Local spotlight: Judy Steed's mosaics are on display through the end of April. Maywood Fine Arts will display in May. A local artist, Nancy Fong, will display her oil paintings in June. Ms. Fong also teaches art to older adults at Dole Center/Park District of Oak Park and will be doing a display of her students' work in July.

PR: The Wednesday Journal published an [article on April 12](#) about the renovation project. The Wednesday Journal has also been covering our events more regularly and recent event surveys show that more people are learning about our events through the Wednesday Journal.

The Spring/Summer bookplate is at the printer and will be in homes around April 24.

Committee Updates

Committee meeting minutes are included in the monthly Board packet, and meetings are noted rather than summarized below.

There were no committee meetings since the last regular board meeting.

Respectfully submitted,
Emily Compton
April 12, 2023

Library Trustee River Forest Public Library

Description: A part-time volunteer position serving as a voting member of the Library Board of Trustees, the governing body of the Library.

Reports to: Fellow trustees and the community of River Forest.

Duties and Responsibilities:

- Hire a qualified Library Director to manage the daily operations of the Library and evaluate director's performance annually
- Establish policies for the function of the Board.
- Adopt policies to govern the fiscal policies, operations, collections, services, programs and employment practices of the Library.
- Maintain financial accountability for the Library budget and fiscal documents.
- Assess maintenance of library and authorize remodeling/repairs as needed.
- Determine the strategic goals of the library in relation to community needs, library standards and library trends.
- Assesses the long-range financial needs of the library and the adequacy of funding to meet those needs.
- Advocate for and promote the library in the community.

Time Requirements:

- Attendance at the regular monthly Board meeting held the 3rd Tuesday of each month and attendance at (at least one) quarterly Committee meeting.

Necessary Skills, Knowledge and Abilities:

- Ability to prepare for and participate in scheduled meetings.
- Ability to work effectively with other trustees.
- Ability to define problems and make decisions.
- Commitment to uphold the principles of intellectual freedom.

Qualifications for Position

- River Forest resident of voting age.
- Enthusiasm for libraries
- Willingness to learn about and discuss library issues.