



**River Forest Public Library
Regular Board Meeting
January 17, 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. Amanda Standerfer of FastForward Libraries; Fran Arnold, Marketing & PR Specialist; and Shannon Gruber, Adult & Teen Services Manager: strategic plan draft - presentation and discussion
 - b. Fran Arnold – Library marketing update
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: November 15, 2022
 - b. November 2022 Revenue and Expense Reports
 - c. November 2022 Bill Payment List and Credit Card Charges
 - d. November 30, 2022 Balance Sheet
 - e. December 2022 Revenue and Expense Reports
 - f. December 2022 Bill Payment List and Credit Card Charges
 - g. December 31, 2022 Balance Sheet
 - h. Policy updates: Operations III. Events and Programs
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
 - FY 2021-2022 audit - update
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Natural gas spending limit increase of \$19,000 - vote
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Spending approvals plan - vote
10. 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.*

River Forest Public Library Strategic Plan

2023-2025



RIVER FOREST PUBLIC
YOUR JOURNEY STARTS HERE
LIBRARY



WHY

River Forest Public Library is a lifelong resource for its community. The library's committed staff, engaged patrons, and essential services create a welcoming and supportive community space. To align its resources with the emerging priorities of the community, the library has undergone a comprehensive strategic planning process with feedback from the community and stakeholders. By implementing a new strategic plan, River Forest Public Library will be able to focus efforts on deepening community engagement and connection; updating library spaces; adapting and providing events, services, and collections; supporting staff; and equipping the library with stable funding and data-driven decision-making.

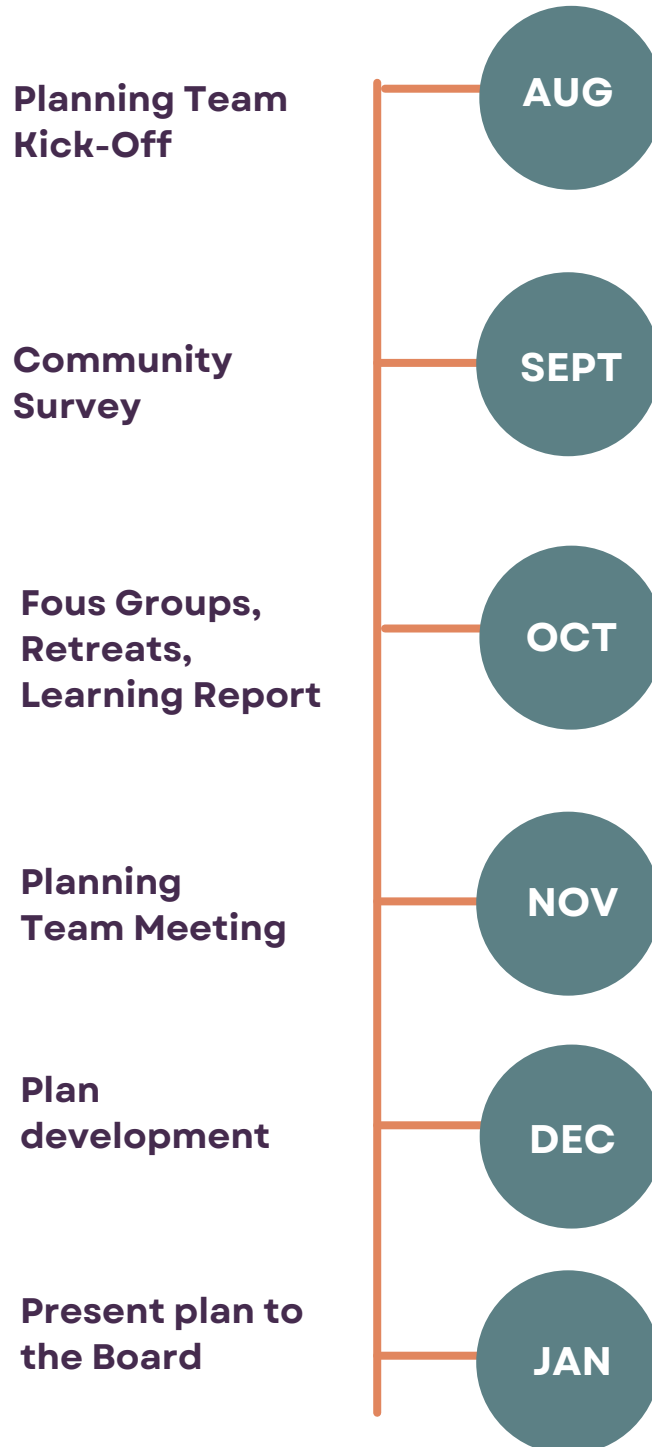
HOW

River Forest Public Library initiated a strategic planning process starting in the Spring of 2022. Amanda E. Standerfer from Fast Forward Libraries LLC was engaged in July 2022 to facilitate the planning process in three phases: Learn, Dream, Do. The Learn phase entailed forming a Planning Team to guide the process, holding staff and Board feedback sessions, conducting a community survey, and leading focus groups. In the Dream phase, the Planning Team discussed possible future pathways for the library. This strategic plan will guide River Forest Public Library through the Do phase, as the library executes its vision for the future.

PROCESS TIMELINE

August 2022 - January 2023

The Planning Team spent months learning about community needs and developing strategies to advance the library's mission over the next three years.



VISION

Options to consider:

1. Connect and grow at your library
2. Explore, create, and share ideas – at your library
3. A lifetime of learning, growth, and connection
4. Your place for learning, connection, and growth
5. Inspiring Learning. Creating Connections. Building Community.

MISSION

Option to consider:

1. We bring our community together by providing opportunities for lifelong learning, open access to resources, and exceptional events in welcoming spaces.
2. We provide a welcoming space for all community members to access high-quality resources and engaging events that build connection and support lifelong learning.
3. We bring our community together by connecting people with high-quality resources, opportunities for lifelong learning, exceptional events, and knowledgeable staff in a welcoming atmosphere.
4. We bring people, information, and ideas together to enrich lives by:
 - Inspiring learning with high quality resources and engaging programs
 - Creating connections through friendly and knowledgeable staff, and
 - Building community by welcoming all.



COMMUNITY:

We will ...

- Change outdated perceptions of the library by effectively telling our story,
- Reach new audiences by working with community partners and stakeholders,
- Deepen community relationships by providing exceptional customer service,
- Adapt to shifting and evolving community needs and demographics,
- Strive to make the library the heart of the community by being welcoming to all,

So that community members value and feel connected to the library.



SPACES:

We will ...

- Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming,
- Be a place where community members can gather in small and large groups,
- Expand opportunities for learning through virtual spaces,

So the library is positioned as the community hub for inspiration and connection.

EVENTS, SERVICES, AND COLLECTIONS:

We will ...

- Support the freedom to read and explore,
- Incorporate and celebrate diversity,
- Learn, respond, and adapt to emerging needs in our community,
- Make it easy to use the library by reducing barriers to access,
- Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events,
- Connect people to resources to thrive in a digital world,

So that community members feel supported as learners and the library makes the community a better place.



STAFF:

We will ...

- Foster an inclusive, safe space for staff members to learn and contribute,
- Support a culture of wellness and continuous improvement,
- Provide the tools and structures staff members need to find their work meaningful,

So that staff members thrive in a supportive team environment.



RESOURCES:

We will ...

- Ensure stable funding,
- Expand ways community members and partners can give back to the library,
- Make data-informed decisions to achieve strategic plan goals,

So that we can continue to build and maintain the vitality of the library for future generations.

NEXT STEPS

Implementation and Evaluation

Now that this plan has been adopted by the River Forest Public Library Board of Trustees, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once the plan implementation is underway. The status of the plan and its implementation will be reported regularly to Trustees and stakeholders.

Meeting Minutes: Regular Board Meeting: November 15th, 2022, 6pm - DRAFT

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

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

Visitors and Guests: Melaina Maraldi (RFPL Children's Services Manager), Brian Wolowitz (RFPL Adult Programming Librarian), Rachel Goldrick, Mike Grant (River Forest Park District Commissioner)

Guest Comments:

- Ms. Maraldi presented on the Summer Reading Program and RFPL Foundation Story Time Grants. She reported excellent participation in the Summer Reading Program by patrons of all ages. There was a significant increase in patrons using the play area after the doll house arrived in August; it was populated by the hand painted dolls that children made for it earlier in the summer. The new floor cushions save time and space; kids (and adults) love that they can help by putting their cushions back in the stand at the end of the program. Other materials purchased with the grant include sensory tiles, flannel boards and an iMac computer. Feedback from staff and patrons has been positive, and the Foundation grant is much appreciated.
- Mr. Wolowitz reported on attending the ILA conference in October. Sessions on wellness, post-pandemic programming, and the role of libraries in public health were particularly valuable.
- Trustee Long also presented on attending ILA, primarily trustee-oriented sessions on public health and public libraries, advocacy, reviewing policies through a DEI lens, trustee roles and responsibilities, and library design.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 18th, 2022
- b. September 2022 Corrected Revenue and Expense Reports
- c. September 30, 2022 Corrected Balance Sheet
- d. October 2022 Revenue and Expense Reports
- e. October 2022 Bill Payment List and Credit Card Charges
- f. October 31, 2022 Balance Sheet
- g. Policy updates: Staff VII- Grievance Resolution; Staff VIII- Employee Discipline

Trustee Berens moved to approve the consent agenda. Trustee Hopkinson seconded the motion.

There were a few minor edits to the October minutes. The issue of the high gas bills was discussed, and Trustees agreed that there may need to be Board approval of additional expenditures in this budget line in the next few months. Minor edits were suggested to the versions of the Grievance Resolution and Employee Discipline policies that were included in the Packet to reflect the changes made to these policies by the Policy Committee. In the future, after each Policy Committee meeting, staff will circulate the revised policies to Committee members for their review.

Roll Call Vote:

- Ayes: Trustees Hopkinson, Long, Ruggeri, Stierwalt, Berens

Old Business

Air Handler Relocation and Mechanical Room Renovation

- River Forest Park District Memorandum of Understanding (MOU) - Vote
 - Further negotiations occurred after the Board Packet was distributed to Trustees. Director Compton presented the changes in the MOU, including an extension of the term, prohibition of non-essential vehicles on Park District property, changes to fencing requirements, and specifications related to seeding and turf repair surrounding the delivery of the air handler.
 - Trustee Hopkinson moved to approve the MOU changes; Trustee Long seconded the motion.
 - Roll call vote:
Ayes: Trustees Ruggeri, Stierwalt, Berens, Hopkinson, Long
- Rubino Engineering, Inc. proposal for construction material testing (\$5,202) - Vote
 - Trustee Berens moved to approve the testing proposal; Trustee Long seconded the motion.
 - Trustees discussed the cost as an addition to the original bid.
 - Roll call vote:
Ayes: Trustees Stierwalt, Berens, Hopkinson, Long, Ruggeri
- Amendment to contract with Construction Solutions of Illinois, Inc. – Discussion
 - Trustee Ruggeri presented a proposed amendment to the Library's contract with Construction Solutions of Illinois (CSI), that addressed the Park District's requirements to include and indemnify the Park District under CSI's insurance policy.
 - Trustee Long moved to approve the amendment to the contract to meet the Park District's requirements. Trustee Hopkinson seconded the motion.
 - The motion passed unanimously on a voice vote.

Patron Suggestions:

Director Compton reported that there were no patron suggestions.

Director's Report:

Director Compton reported on the following topics:

- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, chapter 13: Marketing, Promotion, & Collaboration.
- In response to a Trustee inquiry, Director Compton reported that the Library's auditors are still waiting for pension information from the Village of River Forest to complete their next audit draft.

President's Report:

Vice President Ruggeri thanked the Library staff and Board for their efforts over the past week during construction negotiations with the Park District.

New Business

Committee Reports

Facilities Committee

- The Facilities Committee met on November 7th.
- Oak Brook Mechanical Proposal for Boiler Safeguard Controller and Glycol (\$5,315)- Vote
 - Oak Brook Mechanical (OMS) provided a cost breakdown for the project. Replacing the flame safeguard controller is \$3,500, glycol is \$1,165, and labor for both projects is \$650. OMS advised the Library not to go another winter without adding glycol to the HVAC system.
 - Trustees discussed the terms of the Library's maintenance contract with OMS.
 - Trustee Stierwalt moved to approve the proposal and Trustee Berens seconded the motion.
 - Roll call vote:
Ayes: Berens, Hopkinson, Long, Ruggeri, Stierwalt

Finance Committee

- Property taxes will be mailed out by December 1st and due by the end of the year. The next two years may present similar delay issues.
- Director Compton will ask Lauterbach & Amen (L&A) whether there is a deadline to present the audit to the Board. Trustee Ruggeri asked if the Library would be able to get an extension on submission of the audit past December 31st. Director Compton will ask L&A if the Library can file for a second extension if the pension information from the Village is further delayed.

Policy Committee

- The Committee has not met since the last Board meeting. The next Policy Committee meeting will be January 9th at 2pm.

RFPL Foundation Liaison

- The Foundation Board met on October 25th and approved a Conflict of Interest policy. Officers continue to develop relationships with major donors. The letters for the Annual Appeal are at the printer and will be mailed to over 900 constituents this month. The Foundation is also participating in the Wednesday Journal's Season of Giving campaign with a catalog listing and digital ad.

Village of River Forest Collaboration Committee Liaison

- The Collaboration Committee met on November 2nd with Trustee Berens attending for Trustee Stierwalt. The Committee discussed the possibility of full-day kindergarten among other topics. The next meeting will be January 18th at 6pm.

2022 Levy Resolution - Vote

- Director Compton presented the 2022 Levy.
- Trustee Long moved to approve the Levy; Trustee Ruggeri seconded the motion.
- Roll call vote:
Ayes: Hopkinson, Long, Ruggeri, Stierwalt, Berens.

Period Products Questions and Answers - Discussion

Director Compton presented background information about the Library's decision to provide period products in all restrooms and the response to date from Library patrons.

Book Challenge Trends- Discussion

Director Compton presented information on book challenge trends in libraries across America. Although book challenges are not new, they have increased dramatically in recent years. Trustees discussed some of the books being challenged, the current collections policy, acquisition decision inputs and community values.

Adjournment

The meeting was adjourned at 7:52 pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

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

Expense Report: Nov-22

November-22 Fiscal YTD Actual % Budget 22-23 Budget
 58.3% as of 11/30/22

Expenses
Personnel

Wages & Salaries	\$ 56,161.80	\$ 397,149.82	52.26%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,742.75	\$ 20,761.45	34.60%	\$ 60,000
IMRF	\$ 5,864.84	\$ 27,533.25	47.47%	\$ 58,000
Medicare/FICA	\$ 4,339.48	\$ 29,971.80	51.50%	\$ 58,200
Staff Recognition	\$ 75.50	\$ 1,131.49	37.72%	\$ 3,000
Membership Dues	\$ 415.00	\$ 1,700.00	42.50%	\$ 4,000
Staff Training and Development	\$ 759.26	\$ 3,389.89	37.67%	\$ 9,000
Total Personnel	\$ 71,358.63	\$ 481,637.70	50.58%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 4,093.00	74.42%	\$ 5,500
Advertising	\$ 26.30	\$ 1,467.03	41.92%	\$ 3,500
Total Printing and Advertising	\$ 26.30	\$ 5,560.03	61.78%	\$ 9,000

Programming

Children's Programs	\$ 89.97	\$ 6,671.47	51.32%	\$ 13,000
Teen Programs	\$ 400.34	\$ 2,849.18	37.99%	\$ 7,500
Adult Programs	\$ 1,045.83	\$ 4,456.45	44.56%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 1,536.14	\$ 15,844.66	36.85%	\$ 43,000
Total Advertising and Programs	\$ 1,562.44	\$ 21,404.69	41.16%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 219.30	43.86%	\$ 500
Technical Support (IT)	\$ 1,966.52	\$ 13,226.07	60.12%	\$ 22,000
Automation Administration	\$ 22.17	\$ 15,956.16	38.92%	\$ 41,000
Consultant Fees/Legal Fees	\$ 3,500.00	\$ 8,163.50	68.03%	\$ 12,000
Postage & Delivery	\$ 67.99	\$ 1,084.73	30.99%	\$ 3,500
Audit	\$ -	\$ 5,900.00	59.00%	\$ 10,000
Payroll and Employment Services	\$ 398.36	\$ 3,285.54	78.23%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 2,352.50	49.01%	\$ 4,800
Telephone/Internet	\$ 318.54	\$ 6,533.99	52.27%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ -	\$ 1,296.60	43.22%	\$ 3,000
Total Other Support Services	\$ 6,273.58	\$ 58,018.39	50.72%	\$ 114,400

Library Materials

Books	\$ 7,624.63	\$ 41,749.46	57.19%	\$ 73,000
Print Periodicals	\$ 306.16	\$ 5,660.96	94.35%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 8,397.72	85.69%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 4,456.50	\$ 39,610.26	52.81%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,220.81	\$ 9,988.15	55.49%	\$ 18,000
Total Library Materials	\$ 13,608.10	\$ 105,406.55	57.98%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 217.61	\$ 2,125.46	53.14%	\$ 4,000
Library Supplies	\$ 61.93	\$ 2,616.18	47.57%	\$ 5,500
Copy And Printing Supplies	\$ -	\$ 958.42	47.92%	\$ 2,000
Misc Expenses	\$ 114.46	\$ 480.52	19.22%	\$ 2,500
Total Office Supplies	\$ 394.00	\$ 6,180.58	44.15%	\$ 14,000
Total Library Materials & Supplies	\$ 14,002.10	\$ 111,587.13	56.99%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ 1,499.00	\$ 3,067.23	30.67%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 190.93	\$ 1,956.58	43.48%	\$ 4,500
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Facility Services

Insurance	\$ 685.00	\$ 685.00	3.43%	\$ 20,000
Maintenance and Custodial Service	\$ 5,054.49	\$ 41,310.11	59.01%	\$ 70,000
Water	\$ -	\$ 1,858.37	92.92%	\$ 2,000
Natural Gas	\$ 1,842.02	\$ 13,880.01	154.22%	\$ 9,000
Copier Maintenance and Usage	\$ 242.35	\$ 1,026.49	39.48%	\$ 2,600
Total Facility Services	\$ 7,823.86	\$ 58,759.98	56.72%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ 665.00	\$ 852.93	12.18%	\$ 7,000
Technology Misc.	\$ -	\$ 395.17	8.78%	\$ 4,500
Total Equipment & Furniture	\$ 665.00	\$ 1,248.10	10.85%	\$ 11,500

Total Facilities Management	\$ 8,679.79	\$ 61,964.66	51.81%	\$ 119,600
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Total Operating Expenses	\$ 103,375.54	\$ 737,679.80	51.09%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 103,375.54	\$ 737,679.80	49.54%	\$ 1,489,000
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Total Income	\$ 17,861.97	\$ 69,469.31	4.67%	\$ 1,489,000
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Prepared 12.13.22

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	11/17/2022	Bill Payment (Check)		-246.63
	11/16/2022	Bill	QUARTERLY FIRE ALARM SERVICE/ DEC- FEB	246.63
AMANDA STANDERFER				
	11/08/2022	Bill Payment (Check)		-3,500.00
	11/04/2022	Bill	25% STRATEGIC PLAN FEE	3,500.00
AMAZON				
	11/03/2022	Bill Payment (Check)		-91.09
	11/01/2022	Bill	NINTENDO SWITCH GAME	49.94
	11/01/2022	Bill	MIDDLE SCHOOL MAKERS MATERIALS	27.16
	11/02/2022	Bill	MATERIALS FOR MIDDLE SCHOOL MAKERS	13.99
	11/08/2022	Bill Payment (Check)		-37.98
	11/04/2022	Bill	MUSLIN BAGS FOR SMALL KIT ITEMS	13.99
	11/07/2022	Bill	FAMILY FUN BAG SUPPLIES	23.99
	11/17/2022	Bill Payment (Check)		-550.52
	11/17/2022	Bill	6 VIDEO GAMES	275.35
	11/16/2022	Bill	PAINT PENS	23.98
	11/16/2022	Bill	LAMINATOR SHEETS	27.99
	11/16/2022	Bill	VILLAGE TREE DECORATING PROGRAM SUPPLIES	31.45
	11/15/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	32.68
	11/15/2022	Bill	POMPOMS AND GOOGLY EYES MIDDLE SCHOOL MAKERS	17.57
	11/14/2022	Bill	SUPPLIES	29.69

11/14/2022	Bill	MIDDLE SCHOOL GAMING COPY (NINTENDO SWITCH)	49.90
11/10/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	61.91
11/23/2022	Bill Payment (Check)		-122.75
11/21/2022	Bill	PS4 VIDEO GAMES	39.00
11/22/2022	Bill	DE-ICER FOR BOOK DROP	21.49
11/22/2022	Bill	MIDDLE SCHOOL MAKERS	18.07
11/22/2022	Bill	CHARGERS AND AUX CORDS FOR WONDERBOOKS	44.19
11/29/2022	Bill Payment (Check)		-96.82
11/26/2022	Bill	COLORED PAPER	81.98
11/29/2022	Bill	PAPER FOR CHILDREN/TEEN CRAFTS	14.84

AMERICAN LIBRARY ASSOCIATION

11/29/2022	Bill Payment (Check)		-415.00
11/25/2022	Bill	2023 ALA/PLA MEMBERSHIP DUES	415.00

ANDERSON ELEVATOR COMPANY

11/08/2022	Bill Payment (Check)		-510.00
11/08/2022	Bill	ELVATOR PHONE REPAIR	305.00
11/04/2022	Bill	MONTHLY ELEVATOR MAINTENANCE	205.00
11/23/2022	Bill Payment (Check)		-205.00
10/10/2022	Bill	MONTHLY ELEVATOR MAINTENANCE SERVICE	205.00

Arthur J. Gallagher & Co.

11/08/2022	Bill Payment (Check)		-2,526.00
11/04/2022	Bill	CAPITAL EXPENSE* BUILDERS RISK INSURANCE	2,526.00
11/23/2022	Bill Payment (Check)		-685.00

11/21/2022	Bill	GOVERNMENT CRIME POLICY	685.00
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Cardmember Service

11/23/2022	Bill Payment (Check)		-2,711.10
11/21/2022	Bill	10-15-2022 to 11-15-2022 STATEMENT	2,711.10

CleanNet of Illinois

11/03/2022	Bill Payment (Check)		-1,398.23
10/31/2022	Bill	MONTHLY CLEANING FEE 11/1/2022	1,398.23

Comcast

11/03/2022	Bill Payment (Check)		-318.54
10/31/2022	Bill	INTERNET BILL/OCTOBER 30- NOVEMBER 29	318.54

Findaway World, LLC

11/03/2022	Bill Payment (Check)		-54.99
11/03/2022	Bill	WONDERBOOK CHAPTER BOOK	54.99

Francisca Arnold

11/17/2022	Bill Payment (Check)		-519.26
11/08/2022	Bill	LIBRARY AND MARKETING COMMUNICATIONS CONFERENCE	519.26
11/23/2022	Bill Payment (Check)		-240.00
11/01/2022	Bill	TRAVEL REIMBURSEMENT FOR LIBRARY MARKETING & COMMUNICATIONS CONFERENCE 11-2 thru 11-3	240.00

Hoopla

11/03/2022	Bill Payment (Check)		-2,107.25
11/02/2022	Bill	OCTOBER HOOPLA DOWNLOADS	2,107.25

Ingram Library Services

	Bill Payment		
11/03/2022	(Check)		-1,099.86
11/02/2022	Bill	BOOKS	218.60
10/31/2022	Bill	BOOKS	24.37
10/31/2022	Bill	BOOKS	143.89
10/31/2022	Bill	BOOKS	34.93
10/31/2022	Bill	BOOKS	47.81
10/31/2022	Bill	BOOK	25.04
10/31/2022	Bill	BOOK	9.89
10/31/2022	Bill	BOOKS	49.00
10/31/2022	Bill	BOOKS	39.93
10/31/2022	Bill	BOOK	17.61
10/31/2022	Bill	BOOKS	14.10
11/02/2022	Bill	BOOK	15.38
11/02/2022	Bill	BOOKS	85.08
11/02/2022	Bill	BOOKS	155.73
11/02/2022	Bill	BOOK	16.14
11/02/2022	Bill	BOOK	15.46
11/02/2022	Bill	BOOKS	22.27
11/02/2022	Bill	BOOKS	80.13
11/02/2022	Bill	BOOK	18.04
11/02/2022	Bill	BOOK	27.08
11/02/2022	Bill	BOOK	21.92
11/02/2022	Bill	BOOK	17.46
	Bill Payment		
11/08/2022	(Check)		-2,035.02
11/08/2022	Bill	BOOKS	28.23
11/08/2022	Bill	BOOKS	29.25
11/08/2022	Bill	BOOK	14.71
11/08/2022	Bill	BOOK	18.03
11/03/2022	Bill	BOOK	15.38
11/03/2022	Bill	BOOK	14.23
11/03/2022	Bill	BOOK	18.04
11/03/2022	Bill	BOOKS	31.54
11/03/2022	Bill	BOOKS	33.91
11/03/2022	Bill	BOOK	17.05
11/03/2022	Bill	BOOK	21.85
11/03/2022	Bill	BOOK	13.12
11/03/2022	Bill	BOOKS	140.09
11/03/2022	Bill	BOOK	18.08
11/03/2022	Bill	BOOK	11.71
11/03/2022	Bill	BOOKS	82.09

11/03/2022	Bill	BOOK	16.53
11/03/2022	Bill	BOOK	10.49
11/03/2022	Bill	BOOK	26.83
11/04/2022	Bill	BOOK	19.94
11/04/2022	Bill	BOOKS	36.96
11/04/2022	Bill	BOOK	33.47
11/08/2022	Bill	BOOKS	129.77
11/08/2022	Bill	BOOKS	325.70
11/08/2022	Bill	BOOK	14.19
11/08/2022	Bill	BOOKS	83.33
11/08/2022	Bill	BOOKS	61.36
11/08/2022	Bill	BOOKS	47.86
11/08/2022	Bill	BOOK	14.64
11/08/2022	Bill	BOOK	17.04
11/08/2022	Bill	BOOK	18.74
11/08/2022	Bill	BOOKS	36.07
11/08/2022	Bill	BOOKS	42.04
11/08/2022	Bill	BOOK	16.90
11/08/2022	Bill	BOOK	16.51
11/08/2022	Bill	BOOKS	37.47
11/08/2022	Bill	BOOKS	192.74
11/08/2022	Bill	BOOKS	40.10
11/08/2022	Bill	BOOK	19.96
11/08/2022	Bill	BOOKS	72.72
11/08/2022	Bill	BOOK	11.38
11/08/2022	Bill	BOOK	16.72
11/08/2022	Bill	BOOKS	36.23
11/08/2022	Bill	BOOKS	51.92
11/08/2022	Bill	BOOKS	67.18
11/08/2022	Bill	BOOK	12.92
	Bill Payment		
11/17/2022	(Check)		-1,475.12
11/08/2022	Bill	BOOKS	87.59
11/10/2022	Bill	BOOK	15.38
11/10/2022	Bill	BOOKS	55.74
11/10/2022	Bill	BOOK	20.72
11/10/2022	Bill	BOOK	10.24
11/10/2022	Bill	BOOK	17.04
11/10/2022	Bill	BOOK	8.11
11/14/2022	Bill	BOOK	22.73
11/14/2022	Bill	BOOK	18.03
11/14/2022	Bill	BOOK	18.03
11/14/2022	Bill	BOOK	18.04
11/14/2022	Bill	BOOKS	53.53

11/14/2022	Bill	BOOK	21.43
11/14/2022	Bill	BOOK	18.59
11/14/2022	Bill	BOOK	16.22
11/14/2022	Bill	BOOKS	24.61
11/14/2022	Bill	BOOK	11.39
11/14/2022	Bill	BOOKS	88.78
11/14/2022	Bill	BOOK	18.59
11/14/2022	Bill	BOOKS	37.18
11/14/2022	Bill	BOOKS	39.88
11/14/2022	Bill	BOOKS	36.05
11/14/2022	Bill	BOOKS	701.06
11/15/2022	Bill	BOOKS	41.65
11/16/2022	Bill	BOOK	24.14
11/16/2022	Bill	BOOK	20.71
11/16/2022	Bill	BOOK	18.60
11/16/2022	Bill	BOOK	11.06
	Bill Payment		
11/23/2022	(Check)		-1,821.71
11/21/2022	Bill	BOOK	15.92
11/21/2022	Bill	BOOK	8.71
11/21/2022	Bill	BOOKS	37.37
11/21/2022	Bill	BOOKS	36.63
11/21/2022	Bill	BOOKS	62.30
11/21/2022	Bill	BOOKS	342.54
11/21/2022	Bill	BOOKS	173.32
11/21/2022	Bill	BOOKS	29.45
11/21/2022	Bill	BOOK	11.72
11/21/2022	Bill	BOOK	8.12
11/21/2022	Bill	BOOKS	77.38
11/21/2022	Bill	BOOK	8.11
11/21/2022	Bill	BOOKS	46.17
11/21/2022	Bill	BOOK	16.49
11/01/2022	Bill	BOOKS	151.35
11/01/2022	Bill	BOOKS	155.30
11/21/2022	Bill	BOOK	23.01
11/21/2022	Bill	BOOK	23.72
11/21/2022	Bill	BOOK	20.01
11/21/2022	Bill	BOOK	17.47
11/21/2022	Bill	BOOKS	180.99
11/21/2022	Bill	BOOK	15.59
11/21/2022	Bill	BOOK	16.14
11/21/2022	Bill	BOOK	16.15
11/21/2022	Bill	BOOK	21.03
11/21/2022	Bill	BOOKS	45.02

11/21/2022	Bill	BOOK	9.75
11/21/2022	Bill	BOOK	8.77
11/21/2022	Bill	BOOK	24.58
11/21/2022	Bill	BOOK	14.71
11/21/2022	Bill	BOOK	12.38
11/21/2022	Bill	BOOK	15.94
11/21/2022	Bill	BOOK	16.51
11/21/2022	Bill	BOOK	16.49
11/21/2022	Bill	BOOKS	51.84
11/21/2022	Bill	BOOKS	33.80
11/21/2022	Bill	BOOK	17.46
11/21/2022	Bill	BOOK	18.04
11/21/2022	Bill	BOOK	21.43
	Bill Payment		
11/29/2022	(Check)		-1,192.92
11/28/2022	Bill	BOOKS	92.65
11/23/2022	Bill	BOOK	19.16
11/23/2022	Bill	BOOKS	127.08
11/23/2022	Bill	BOOKS	27.15
11/23/2022	Bill	BOOK	12.94
11/23/2022	Bill	BOOKS	191.91
11/23/2022	Bill	BOOK	19.34
11/23/2022	Bill	BOOKS	77.08
11/23/2022	Bill	BOOKS	89.02
11/23/2022	Bill	BOOK	18.59
11/23/2022	Bill	BOOK	20.01
11/23/2022	Bill	BOOK	18.59
11/23/2022	Bill	BOOK	18.59
11/23/2022	Bill	BOOK	16.34
11/23/2022	Bill	BOOK	18.59
11/23/2022	Bill	BOOKS	56.34
11/23/2022	Bill	BOOK	18.03
11/23/2022	Bill	BOOKS	32.82
11/23/2022	Bill	BOOKS	16.22
11/23/2022	Bill	BOOKS	60.91
11/23/2022	Bill	BOOKS	26.41
11/28/2022	Bill	BOOK	19.91
11/28/2022	Bill	BOOK	12.92
11/28/2022	Bill	BOOKS	121.07
11/28/2022	Bill	BOOK	8.11
11/28/2022	Bill	BOOKS	53.14

JILLANN GABRIELLE

	Bill Payment		
11/29/2022	(Check)		-300.00
11/29/2022	Bill	PROGRAM PRESENTER FEE	300.00

Kanopy

	Bill Payment		
11/03/2022	(Check)		-224.20
11/02/2022	Bill	OCTOBER KANOPY DOWNLOADS	224.20

Kim Sigafus

	Bill Payment		
11/08/2022	(Check)		-334.00
11/04/2022	Bill	NATIVE AMERICAN PRESENTATION	334.00

Konica Minolta Business Solutions

	Bill Payment		
11/23/2022	(Check)		-242.35
11/21/2022	Bill	OCTOBER COPY MACHINE USAGE	102.29
11/21/2022	Bill	SEPTEMBER COPY MACHINE USAGE	129.98
11/21/2022	Bill	NOVEMBER COPY MACHINE USAGE	10.08

MIDWEST TAPE

	Bill Payment		
11/08/2022	(Check)		-57.66
11/04/2022	Bill	AUDIOBOOK CD	42.98
11/04/2022	Bill	DVD	14.68
	Bill Payment		
11/17/2022	(Check)		-259.94
11/14/2022	Bill	AUDIOBOOK CDS	166.92
11/14/2022	Bill	DVDS	93.02
	Bill Payment		
11/23/2022	(Check)		-100.09
11/21/2022	Bill	AUDIOBOOK CD	42.98
11/21/2022	Bill	BLU-RAY	30.43
11/21/2022	Bill	DVD	26.68
	Bill Payment		
11/29/2022	(Check)		-325.66
11/28/2022	Bill	AUDIOBOOK CD	47.98

		BLU-RAY	
11/28/2022	Bill	DVD	34.62
11/28/2022	Bill	DVD	17.68
11/28/2022	Bill	DVDS	144.49
11/28/2022	Bill	DVDS	80.89

NICOR GAS

	Bill Payment		
11/29/2022	(Check)		-1,842.02
11/23/2022	Bill	MONTHLY GAS BILL OCT - NOV	1,842.02

OUTSOURCE SOLUTIONS GROUP, INC.

	Bill Payment		
11/17/2022	(Check)		-851.91
11/10/2022	Bill	MONTHLY IT SUPPORT	851.91
	Bill Payment		
11/23/2022	(Check)		-1,114.61
11/21/2022	Bill	MONTHLY IT SUPPORT	1,114.61

OverDrive

	Bill Payment		
11/08/2022	(Check)		-254.47
11/04/2022	Bill	CHILDREN'S OVERDRIVE	6.99
11/04/2022	Bill	ADULT OVERDRIVE	247.48
	Bill Payment		
11/17/2022	(Check)		-1,870.58
11/10/2022	Bill	TEEN OVERDRIVE 4 EBOOKS	330.83
11/10/2022	Bill	1 AUDIOBOOK	203.26
11/17/2022	Bill	ADULT OVERDRIVE 16 EBOOKS/ 9 AUDIOBOOKS	1,101.37
11/17/2022	Bill	ADULT OVERDRIVE 4 EBOOKS/ 1 AUDIOBOOK	235.12

PROFESSIONAL IMAGE

	Bill Payment		
11/29/2022	(Check)		-12.45
11/29/2022	Bill	NAME TAG	12.45

RAILS

	Bill Payment		
11/17/2022	(Check)		-400.00

	11/10/2022	Bill	IL LIBS PRESENT SEPT22 - JUNE23	400.00
Rhonda Fentry				
	11/17/2022	Bill Payment (Check)		-90.00
	11/16/2022	Bill	11-19 GENTLE YOGA CLASS	90.00
S & D Prime Maintenance, Inc.				
	11/23/2022	Bill Payment (Check)		-665.00
	11/23/2022	Bill	DEPOSIT FOR BATHROOM WALL FIXTURE	665.00
	11/29/2022	Bill Payment (Check)		-2,694.63
	11/29/2022	Bill	MONTHLY MAINTENANCE	894.63
	11/29/2022	Bill	EXTERIOR WINDOW WASHING	1,800.00
Staples				
	11/08/2022	Bill Payment (Check)		-408.54
	11/04/2022	Bill	LABELS, BATTERIES, TAPE, KITCHEN SUNDRIES	
			MASKS, PURELL, PAPER SUNDRIES, TRASH LINERS	408.54
TESTING SERVICE CORPORATION				
	11/23/2022	Bill Payment (Check)		-1,900.00
	11/22/2022	Bill	CAPITAL EXPENSE* SOIL TESTING	1,900.00
VILLAGE OF RIVER FOREST				
	11/03/2022	Bill Payment (Check)		-4,985.18
	11/02/2022	Bill	November 2022 Health Insurance	4,985.18
Williams Architects				

11/23/2022	Bill Payment (Check)		-935.90
11/21/2022	Bill	CAPITAL EXPENSE * CONSTRUCTION ADMINISTRATION	935.90

Tuesday, Dec 13, 2022 07:44:54 AM GMT-8

Byline Credit Card November 2022 Ending Balance: \$3,777.50

Date	Payee	Memo	Charge	Payment	Type	Account
11/30/2022	FedEx	Laminating services-ornaments for community tree	22.41		Expense	Special Programs
11/30/2022	CHICAGO TRIBUNE	8 WEEK CHICAGO TRIBUNE SUBSCRIPTION	231.42		Expense	Adult Expenses:Periodicals - Adult
11/25/2022	META	FACEBOOK ADS 6 MONTH SUBSCRIPTION	11.00		Expense	Marketing:Advertisement Adult Expenses:Periodicals - Adult
11/24/2022	PIONEER PRESS	TO FOREST LEAVES	44.75		Expense	Adult
11/22/2022	Oriental Trading	SOLAR SYSTEM MOBILE CRAFT APPLE LAPTOP CHILDREN'S ROOM	25.98		Expense	Teen Expenses:Programs-Teen
11/22/2022	Apple		1,499.00		Expense	Strategic Initiatives Support
11/22/2022	Go Daddy.com	GO DADDY .NET DOMAIN RENEWAL 10-15-2022 to 11-15-2022	22.17		Expense	Services:Automation - Administration (SWAN, website, etc)
11/21/2022	Cardmember Service	STATEMENT		2,711.10	Bill	2000 Accounts Payable
11/10/2022	PANERA BREAD	COFFEE FOR MONDAY 11/7	22.19		Expense	Adult Expenses:Programs - Adult
11/10/2022	Armand's	PIZZA FOR TRIVIA NIGHT 50/50 SPLIT ADULT and TEEN WALL STREET JOURNAL	135.10		Expense	Adult Expenses:Programs - Adult
11/08/2022	WALL STREET JOURNAL	MONTHLY RECURRING CHARGE	29.99		Expense	Adult Expenses:Periodicals - Adult
11/08/2022	ScreenCloud	SCREEN CLOUD Trivia pizza-addition to order	15.30		Expense	Marketing:Advertisement Adult Expenses:Programs - Adult
11/07/2022	Armand's	(larger pizza)	10.07		Expense	- Adult

11/04/2022	Jewel Foods	SNACKS FOR TRIVIA PROGRAM STAFF	22.02	Expense	Adult Expenses:Programs - Adult
11/03/2022	GARLAND FLOWERS	SYMPATHY FLOWERS	75.50	Expense	Personnel:Staff Recognition (InService)
11/01/2022	Stamps.com RIVER FOREST PARK DISTRICT	Refill funds on Stamps.com HOLIDAY TREE TRIMMING PROGRAM	50.00	Expense	Support Services:Postage
11/01/2022			40.00	Expense	Special Programs
11/01/2022	SACRED CIRCLE GIFTS AND ART	GIFT CARD FOR GUESSTIMATION JAR CONTEST WINNER	25.00	Expense	Teen Expenses:Programs-Teen
11/01/2022	Stamps.com	MONTHLY STAMPS.COM FEE	17.99	Expense	Support Services:Postage

River Forest Public Library

Balance Sheet

As of November 30th, 2022

Prepared 12.13.22

ASSETS

				<u>11/30/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		430,835.06
Byline Operations	805669201	0.40%		24,986.82
Petty Cash				40.00
TOTAL Operations Current				455,861.88
<u>Maturity Date</u>	Long-Term CDARS Reserves	Interest Rate		
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,523.52
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,816.16
TOTAL CDARS Reserves				133,339.68
TOTAL OPERATIONS ACCOUNT				589,201.56
CHECKING/SAVINGS - CAPITAL ACCO				
		Interest Rate		
ICS Capital	805669202	0.08%		354,425.74
Byline Capital	805669202	0.40%		85,073.68
TOTAL CAPITAL ACCOUNT				439,499.42
TOTAL CURRENT CHECKING/SAVINGS				1,028,700.98
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				1,729,400.39
TOTAL ASSETS				1,729,400.39
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				3,813.58
Total Credit Cards				3,813.58
Accrued Salaries				42,512.72
Total Current Liabilities				46,326.30
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				716,776.62
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-641,383.14
Total Equity				1,012,623.77
TOTAL LIABILITIES & EQUITY				1,729,400.39



River Forest Public Library -Capital Reserve Fund

Nov-22

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	444,425.74
Byline Capital Checking	\$	<u>1,324.58</u>
Total Capital Reserve Fund	\$	445,750.32

Expenses

FSS Technologies	11/7/2022	\$	1,875.00
Arthur J. Gallagher	11/14/2022	\$	2,526.00
Testing Service Corporation	11/30/2022	\$	1,900.00

Income

Interest	11/30/2022	\$	184.09
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Prepared: 12/13/2022



River Forest Public Library
 Fiscal Year: May 1, 2022-April 30, 2023
 Revenue Report: December-22

<u>Account:</u>	<u>December-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				66.7% as of 12/31/22
Property Taxes	\$ 346,711.72	\$ 349,606.23	\$ 1,415,000	24.71%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 27,778.22	\$ 9,000	308.65%
Lost Books Reimbursed	\$ 207.77	\$ 2,407.87	\$ 3,500	68.80%
Copy Machine Revenue	\$ 24.20	\$ 1,408.78	\$ 3,000	46.96%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 494.07	\$ 4,081.44	\$ 4,800	85.03%
Grants from RFPL Foundation	\$ -	\$ 8,850.00	\$ 20,000	44.25%
Gifts - other		\$ 187.13	\$ 500	37.43%
IL Per Capita Grant	\$ -	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ 62.00	\$ 161.67	\$ 1,200	13.47%
Total:	\$ 347,499.76	\$ 416,969.07	\$ 1,489,000	28.00%
Income:	\$ 347,499.76	\$ 416,969.07	\$ 1,489,000	28.00%
Expense:	\$ 99,682.59	\$ 837,362.39	\$ 1,489,000	56.24%

Prepared 1.10.23



River Forest Public Library

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

Expense Report: Dec-22

December-22 Fiscal YTD Actual % Budget 22-23 Budget
 66.7% as of 12/31/22

Expenses
 Personnel

Wages & Salaries	\$ 64,156.41	\$ 461,306.23	60.70%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,742.75	\$ 24,504.20	40.84%	\$ 60,000
IMRF	\$ 5,096.93	\$ 32,630.18	56.26%	\$ 58,000
Medicare/FICA	\$ 4,763.63	\$ 34,735.43	59.68%	\$ 58,200
Staff Recognition	\$ 331.12	\$ 1,462.61	48.75%	\$ 3,000
Membership Dues	\$ 150.00	\$ 1,850.00	46.25%	\$ 4,000
Staff Training and Development	\$ -	\$ 3,389.89	37.67%	\$ 9,000
Total Personnel	\$ 78,240.84	\$ 559,878.54	58.80%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 4,093.00	74.42%	\$ 5,500
Advertising	\$ 243.38	\$ 1,710.41	48.87%	\$ 3,500
Total Printing and Advertising	\$ 243.38	\$ 5,803.41	64.48%	\$ 9,000

Programming

Children's Programs	\$ 558.90	\$ 7,230.37	55.62%	\$ 13,000
Teen Programs	\$ 351.66	\$ 3,200.84	42.68%	\$ 7,500
Adult Programs	\$ 433.47	\$ 4,889.92	48.90%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 1,344.03	\$ 17,188.69	39.97%	\$ 43,000
Total Advertising and Programs	\$ 1,587.41	\$ 22,992.10	44.22%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 219.30	43.86%	\$ 500
Technical Support (IT)	\$ 1,028.74	\$ 14,254.81	64.79%	\$ 22,000
Automation Administration	\$ 453.95	\$ 16,410.11	40.02%	\$ 41,000
Consultant Fees/Legal Fees	\$ 86.00	\$ 8,249.50	68.75%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 1,102.72	31.51%	\$ 3,500
Audit	\$ -	\$ 5,900.00	59.00%	\$ 10,000
Payroll and Employment Services	\$ 449.35	\$ 3,734.89	88.93%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 2,352.50	49.01%	\$ 4,800
Telephone/Internet	\$ 640.98	\$ 7,174.97	57.40%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ -	\$ 1,296.60	43.22%	\$ 3,000
Total Other Support Services	\$ 2,677.01	\$ 60,695.40	53.06%	\$ 114,400

Library Materials

Books	\$ 2,334.05	\$ 44,083.51	60.39%	\$ 73,000
Print Periodicals	\$ 172.74	\$ 5,833.70	97.23%	\$ 6,000
Automated Subscriptions (databases)	\$ 330.00	\$ 8,727.72	89.06%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 5,000.49	\$ 44,610.75	59.48%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 609.05	\$ 10,597.20	58.87%	\$ 18,000
Total Library Materials	\$ 8,446.33	\$ 113,852.88	62.63%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 121.54	\$ 2,247.00	56.18%	\$ 4,000
Library Supplies	\$ -	\$ 2,616.18	47.57%	\$ 5,500
Copy And Printing Supplies	\$ 142.16	\$ 1,100.58	55.03%	\$ 2,000
Misc Expenses	\$ 114.50	\$ 595.02	23.80%	\$ 2,500
Total Office Supplies	\$ 378.20	\$ 6,558.78	46.85%	\$ 14,000
Total Library Materials & Supplies	\$ 8,824.53	\$ 120,411.66	61.50%	\$ 195,800

Strategic Initiatives

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

Building Materials & Supplies	\$ 733.64	\$ 2,690.22	59.78%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ 685.00	3.43%	\$ 20,000
Maintenance and Custodial Service	\$ 3,764.72	\$ 45,074.83	64.39%	\$ 70,000
Water	\$ 351.03	\$ 2,209.40	110.47%	\$ 2,000
Natural Gas	\$ 2,408.41	\$ 16,288.42	180.98%	\$ 9,000
Copier Maintenance and Usage	\$ -	\$ 1,026.49	39.48%	\$ 2,600
Total Facility Services	\$ 6,524.16	\$ 65,284.14	63.02%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 852.93	12.18%	\$ 7,000
Technology Misc.	\$ 1,095.00	\$ 1,490.17	33.11%	\$ 4,500
Total Equipment & Furniture	\$ 1,095.00	\$ 2,343.10	20.37%	\$ 11,500

Total Facilities Management	\$ 8,352.80	\$ 70,317.46	58.79%	\$ 119,600
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Total Operating Expenses	\$ 99,682.59	\$ 837,362.39	57.99%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 99,682.59	\$ 837,362.39	56.24%	\$ 1,489,000
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Total Income	\$ 347,499.76	\$ 416,969.07	28.00%	\$ 1,489,000
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Prepared 1.10.23

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

AMAZON

Date	Transaction Type	Memo/Description	Amount
12/07/2022	Bill Payment (Check)		-298.02
12/05/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	101.37
12/06/2022	Bill	VIDEO GAMES	169.66
12/06/2022	Bill	FAMILY FUN BAGS	26.99
12/14/2022	Bill Payment (Check)		-180.44
12/14/2022	Bill	LIGHTBULBS FOR ATS LAMPS	17.39
12/14/2022	Bill	SWITCH VIDEO GAME	49.99
12/07/2022	Bill	LAMINATOR	44.79
12/08/2022	Bill	STEM MATERIALS	30.88
12/12/2022	Bill	MIDDLE SCHOOL MAKER SUPPLIES	9.99
12/12/2022	Bill	GUESSTIMATION JAR RAFFLE BOX	17.99
12/12/2022	Bill	PENCILS	9.41
12/21/2022	Bill Payment (Check)		-461.85
12/20/2022	Bill	Middle school makers supplies	111.93
12/20/2022	Bill	Waterproof cover for bookdrop wagon	24.99
12/20/2022	Bill	Bed bug traps	9.99
12/20/2022	Bill	Middle school makers supplies	8.58
12/20/2022	Bill	Craft supplies	25.98
12/19/2022	Bill	Guesstimation Jar	24.99

12/19/2022	Bill	Family fun bags supplies	108.18
12/19/2022	Bill	Cups for staff	20.69
12/16/2022	Bill	Winter Reading Prizes	68.98
12/15/2022	Bill	SWITCH GAME STORAGE BOX	27.86
12/20/2022	Bill	Middle school makers supplies	29.68

**ANDERSON ELEVATOR
COMPANY**

12/07/2022	Bill Payment (Check)		-205.00
12/06/2022	Bill	MONTHLY ELEVATOR MAINTENANCE	205.00

Cardmember Service

12/21/2022	Bill Payment (Check)		-2,395.29
12/19/2022	Bill	11-16-22 to 12-14-22 statement	2,395.29

CleanNet of Illinois

12/07/2022	Bill Payment (Check)		-1,398.23
11/30/2022	Bill	MONTHLY CLEANING SERVICE	1,398.23

Comcast

12/07/2022	Bill Payment (Check)		-318.54
12/05/2022	Bill	NOV 30 2022 - DEC 29 2022 BILL	318.54

Comcast VoiceEdge

12/14/2022	Bill Payment (Check)		-322.44
12/14/2022	Bill	DECEMBER PHONE BILL	322.44

FSS TECHNOLOGIES, LLC

12/14/2022	Bill Payment (Check)		-114.00
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12/14/2022	Bill	ALARM MONITORING 1/1/2023 - 3/31/2023	114.00
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GOOD EARTH GREENHOUSE

12/14/2022	Bill Payment (Check)		-295.00
12/07/2022	Bill	WINTER PLANTERS	295.00

Heritage Technology Solutions

12/14/2022	Bill Payment (Check)		-495.00
12/14/2022	Bill	ANNUAL CAMERA MAINTENANCE	495.00

Hoopla

12/07/2022	Bill Payment (Check)		-2,078.41
12/05/2022	Bill	NOVEMBER HOOPLA DOWNLOADS	2,078.41

Hulen Landscaping Contractors

12/07/2022	Bill Payment (Check)		-266.50
11/30/2022	Bill	MONTHLY LANDSCAPING	266.50

Ingram Library Services

12/07/2022	Bill Payment (Check)		-1,548.02
11/29/2022	Bill	BOOKS	37.94
11/29/2022	Bill	BOOKS	62.05
11/29/2022	Bill	BOOK	17.47
11/29/2022	Bill	BOOK	29.55
11/29/2022	Bill	BOOK	15.94
11/29/2022	Bill	BOOKS	24.76

11/29/2022	Bill	BOOKS	46.90
11/29/2022	Bill	BOOK	14.11
11/29/2022	Bill	BOOKS	449.17
11/29/2022	Bill	BOOKS	26.39
11/29/2022	Bill	BOOKS	23.65
11/29/2022	Bill	BOOKS	40.32
11/29/2022	Bill	BOOKS	22.20
11/29/2022	Bill	BOOKS	22.63
11/29/2022	Bill	BOOKS	25.53
12/05/2022	Bill	BOOKS	137.18
12/05/2022	Bill	BOOK	18.96
12/05/2022	Bill	BOOK	13.11
12/05/2022	Bill	BOOKS	50.25
12/05/2022	Bill	BOOK	16.90
12/05/2022	Bill	BOOKS	52.37
12/05/2022	Bill	BOOK	12.31
12/05/2022	Bill	BOOKS	46.44
12/05/2022	Bill	BOOKS	33.41
12/05/2022	Bill	BOOKS	26.43
12/05/2022	Bill	BOOKS	34.36
12/05/2022	Bill	BOOK	95.42
12/05/2022	Bill	BOOK	10.74

12/05/2022	Bill	BOOKS	87.58
12/05/2022	Bill	BOOKS	20.37
12/05/2022	Bill	BOOK	8.71
12/05/2022	Bill	BOOKS	24.87
12/14/2022	Bill Payment (Check)		-786.03
12/12/2022	Bill	BOOKS	94.97
12/07/2022	Bill	BOOKS	33.33
12/07/2022	Bill	BOOK	20.72
12/07/2022	Bill	BOOK	16.91
12/07/2022	Bill	BOOK	12.38
12/07/2022	Bill	BOOK	7.78
12/07/2022	Bill	BOOK	14.81
12/07/2022	Bill	BOOKS	52.62
12/07/2022	Bill	BOOK	11.71
12/07/2022	Bill	BOOKS	51.26
12/07/2022	Bill	BOOK	32.62
12/07/2022	Bill	BOOK	35.14
12/07/2022	Bill	BOOK	32.62
12/07/2022	Bill	BOOKS	31.17
12/07/2022	Bill	BOOK	13.82
12/07/2022	Bill	BOOK	5.98
12/08/2022	Bill	BOOK	19.88

12/12/2022	Bill	BOOK	15.91
12/12/2022	Bill	BOOK	13.49
12/12/2022	Bill	BOOKS	29.50
12/12/2022	Bill	BOOKS	33.95
12/12/2022	Bill	BOOKS	75.53
12/12/2022	Bill	BOOK	15.71
12/12/2022	Bill	BOOK	12.94
12/12/2022	Bill	BOOKS	66.46
12/12/2022	Bill	BOOK	14.11
12/12/2022	Bill	BOOK	20.71

Kanopy

12/07/2022	Bill Payment (Check)		-311.60
12/05/2022	Bill	NOVEMBER KANOPY DOWNLOADS	311.60

**KLEIN, THORPE & JENKINS,
LTD**

12/21/2022	Bill Payment (Check)		-86.00
12/15/2022	Bill	NOVEMBER LEGAL SERVICES	86.00

LACONI

12/21/2022	Bill Payment (Check)		-150.00
12/20/2022	Bill	LACONI- annual library membership	150.00

MIDWEST TAPE

12/07/2022	Bill Payment (Check)		-118.57
12/05/2022	Bill	DVDS	56.41

12/05/2022	Bill	DVD	19.18
12/05/2022	Bill	AUDIOBOOK CD	42.98
12/14/2022	Bill Payment (Check)		-270.83
12/07/2022	Bill	DVDS	109.82
12/07/2022	Bill	BLU-RAY/DVD	65.05
12/07/2022	Bill	AUDIOBOOK CDS	95.96

NAYAX

12/14/2022	Bill Payment (Check)		-8.95
12/14/2022	Bill	CC READER FEE	8.95

NICOR GAS

12/21/2022	Bill Payment (Check)		-2,408.41
12/19/2022	Bill	Monthly gas bill Nov - Dec	2,408.41

Nub Games, Inc.

12/14/2022	Bill Payment (Check)		-330.00
12/08/2022	Bill	Library help chat subscription	330.00

**Oak Brook Mechanical Services,
Inc.**

12/07/2022	Bill Payment (Check)		-5,315.00
12/05/2022	Bill	CAPITAL EXPENSE* BOILER SAFEGUARD/GLYCOL CHARGE	5,315.00

**Office of the Illinois State Fire
Marshal**

12/07/2022	Bill Payment (Check)		-70.00
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11/30/2022	Bill	BOILER INSPECTION	70.00
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**OUTSOURCE SOLUTIONS
GROUP, INC.**

12/21/2022	Bill Payment (Check)		-1,028.74
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12/20/2022	Bill	Monthly IT support	1,028.74
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OverDrive

12/07/2022	Bill Payment (Check)		-334.50
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12/05/2022	Bill	ADULT OVERDRIVE TEEN OVERDRIVE 3 EBOOKS 1 AUDIOBOOK TEEN OVERDRIVE 2 EBOOKS	229.99
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11/29/2022	Bill	1 AUDIOBOOK	104.51
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12/14/2022	Bill Payment (Check)		-1,183.10
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12/12/2022	Bill	ADULT OVERDRIVE	189.82
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12/12/2022	Bill	ADULT OVERDRIVE	993.28
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12/21/2022	Bill Payment (Check)		-732.88
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12/20/2022	Bill	10 ebooks, 5 audiobooks	732.88
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PeopleFacts

12/07/2022	Bill Payment (Check)		-50.43
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12/05/2022	Bill	NOVEMBER BACKGROUND CHECK	50.43
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PROFESSIONAL IMAGE

12/14/2022	Bill Payment (Check)		-24.90
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12/07/2022	Bill	STAFF NAMETAG	12.45
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12/08/2022	Bill	STAFF NAMETAG	12.45
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12/21/2022	Bill Payment (Check)		-20.95
12/19/2022	Bill	Name tags	20.95

Rhonda Fentry

12/14/2022	Bill Payment (Check)		-50.00
12/14/2022	Bill	Yoga class 12/17/22	50.00

S & D Prime Maintenance, Inc.

12/21/2022	Bill Payment (Check)		-860.00
12/19/2022	Bill	Gutter cleaning	860.00

Smithereen Pest Management

12/07/2022	Bill Payment (Check)		-51.00
12/02/2022	Bill	MONTHLY PEST PREVENTION SERVICE	51.00

Staples

12/14/2022	Bill Payment (Check)		-997.34
12/12/2022	Bill	LABELS, BAGS, BATTERIES, PLATES RED, BLACK PAPER ASSTD CLEANING ITEMS (SOAP, WINDEX) AND PAPER SUNDRIES (TOILET PAPER, PAPER TOWELS, TISSUE, TRASH LINERS)	997.34

T-Rexplorers, LLC

12/07/2022	Bill Payment (Check)		-350.00
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			DINOSAUR DISCOVERIES T-REXPLOERS PROGRAM DEC 21, 2022	350.00
12/06/2022	Bill			
Today's Business Solutions				
		Bill Payment		
12/14/2022	(Check)			-1,540.00
			ANNUAL PRINT FROM HOME SERVICE CREDIT CARD READER AND INSTALLATION	
12/12/2022	Bill			1,540.00
VILLAGE OF RIVER FOREST				
		Bill Payment		
12/07/2022	(Check)			-351.03
			WATER BILL SEPT AND OCT 2022	
12/06/2022	Bill			351.03
		Bill Payment		
12/07/2022	(Check)			-4,985.18
			December 2022 Health Insurance	
12/07/2022	Bill			4,985.18
Williams Architects				
		Bill Payment		
12/21/2022	(Check)			-1,260.00
			CAPITAL EXPENSE: construction admin	
12/16/2022	Bill			1,260.00

Tuesday, Jan 10, 2023 08:42:04 AM GMT-8

Byline Credit Card December 2022

Ending Balance: \$2,569.89

Date	Payee	Memo	Charge	Payment	Type	Account
12/28/2022	Jewel Foods	HOLIDAY PARTY SUPPLIES	155.72		Expense	Personnel:Staff Recognition (InService)
12/20/2022	FLOWERS FOR DREAMS	Flowers for staff	70.64		Expense	Personnel:Staff Recognition (InService)
12/19/2022	Cardmember Service	11-16-22 to 12-14-22 statement		2,395.29	Bill	2000 Accounts Payable
12/15/2022	MobileBeacon 4IMPRINT, Inc.	Annual renewal of data plan for 3 hotspots	360.00		Expense	Online e-Content:Other Online eContent
12/15/2022	CRAIN'S CHICAGO BUSINESS	RFPL T-SHIRTS 1 yr subscription to Crain's Chicago Business	228.08		Expense	Marketing:Advertisement Adult Expenses:Periodicals - Adult
12/12/2022	Target	GIFTS FOR MS GAMES	12.16		Expense	Teen Expenses:Programs- Teen
12/12/2022	Five Below	GIFTS FOR MS GAMES	23.92		Expense	Teen Expenses:Programs- Teen
12/08/2022	Lou Malnati's Pizza	LAST DAY CELEBRATION/ PIZZA	95.76		Expense	Personnel:Staff Recognition (InService) Adult
12/08/2022	Hobby Lobby	CRAFT & CHAT SUPPLIES	98.54		Expense	Expenses:Programs - Adult
12/08/2022	Jewel Foods	STAFF APPRECIATION DRINKS	9.00		Expense	Personnel:Staff Recognition (InService)
12/07/2022	ScreenCloud	Screencloud subscription	15.30		Expense	Marketing:Advertisement Adult
12/06/2022	CHICAGO TRIBUNE	Credit for Chicago Tribune		26.25	CC-Credit	Expenses:Periodicals - Adult
12/02/2022	WALL STREET JOURNAL	COFFEE AND PASTRY COFFEE MONDAY	32.96		Expense	Adult Expenses:Programs - Adult
12/01/2022	MONTHLY WSJ	MONTHLY CHARGE	29.99		Expense	Adult Expenses:Periodicals - Adult
12/01/2022	Stamps.com	MONTHLY STAMPS.COM	17.99		Expense	Support Services:Postage Library and Office
12/01/2022	FedEx		28.50		Expense	Expenses:Library Supplies

12/01/2022	PAIN T THE TOWN	PAIN T 'N SIP EVENT CHILDREN'S GUESSTIMATION	165.00	Expense	Adult Expenses:Programs - Adult Children's Expenses:Programs -
12/01/2022	Jewel Foods	JAR	7.46	Expense	Children's Expenses:Programs - Children's

River Forest Public Library

Balance Sheet

As of December 31st, 2022

Prepared 1.10.23

ASSETS

				<u>12/31/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		668,218.41
Byline Operations	805669201	0.40%		46,777.69
Petty Cash				40.00
TOTAL Operations Current				715,036.10
<u>Maturity Date</u>	Long-Term CDARS Reserves	Interest Rate		
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,681.41
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,922.45
TOTAL CDARS Reserves				133,603.86
TOTAL OPERATIONS ACCOUNT				848,639.96
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%		409,701.53
Byline Capital	805669202	0.40%		98,742.21
TOTAL CAPITAL ACCOUNT				508,443.74
TOTAL CURRENT CHECKING/SAVINGS				1,357,083.70
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				2,057,783.11
TOTAL ASSETS				2,057,783.11
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				2,390.78
Total Credit Cards				2,390.78
Accrued Salaries				42,512.72
Total Current Liabilities				44,903.50
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				715,353.82
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-311,577.62
Total Equity				1,342,429.29
TOTAL LIABILITIES & EQUITY				2,057,783.11



River Forest Public Library -Capital Reserve Fund

Dec-22

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	499,701.53
Byline Capital Checking	\$	<u>10,002.21</u>
Total Capital Reserve Fund	\$	509,703.74

Expenses

Williams Architects	12/1/2022	\$	935.90
Oak Brook Mechanical Services	12/12/2022	\$	5,315.00

Income

RFPL Foundation Grant	12/14/2022	\$	70,000.00
Interest	12/31/2022	\$	204.32

Prepared: 1/10/2023

III. Events and Programs

RFPL offers events and programs to meet the needs and interests of the River Forest community as identified in the strategic plan. RFPL events and programs provide a free source of exploration, learning, entertainment, and cultural enrichment to patrons beyond the collection resources.

Events and programs should strive to achieve one or more of the following:

- meet an objective of the current strategic plan;
- invite newcomers to RFPL;
- learn, respond, and adapt to emerging needs in the community;
- stimulate imagination, creativity, and a broad worldview;
- incorporate and celebrate diversity;
- strengthen relationships within the community;
- have strong community appeal.

When offering events and programs, RFPL aspires to meet the standards set forth in the American Library Association's Library Bill of Rights. The selection, planning, and implementation of RFPL events and programs will be determined by the RFPL staff.

RFPL may partner with another organization to develop specific events or programs that would be enhanced by such collaboration. A partnership with an organization or presenter does not imply and shall not require RFPL endorsement of the partner's products, services, or views.

Most RFPL events and programs are developed for, and targeted to, specific age groups. To ensure that an event or program remains developmentally appropriate and enjoyable for all participants, staff may limit attendance for an event or program based on the age for whom the program was intended.

RFPL reserves the right to restrict event and program attendance. Events and programs may be canceled at the discretion of RFPL staff.

III. Programs Events and Programs

RFPL offers ~~targeted~~ events and programs to meet the needs and interests of the River Forest community as identified in the strategic plan. RFPL events and programs provide a free source of exploration, learning, entertainment, and cultural enrichment to patrons beyond the collection resources.

Events and Programs should strive to achieve one or more of the following:

- meet an objective of the current strategic plan;~~or~~
- invite newcomers to RFPL;~~or~~
- ~~build RFPL visibility~~learn, respond, and adapt to emerging needs in the community;~~or~~
- stimulate imagination, creativity, and a broad worldview;~~or~~
- incorporate and celebrate diversity;~~or~~
- strengthen relationships within the community;~~or~~
- have strong community appeal.

When offering events and programs, RFPL aspires to meet the standards set forth in the American Library Association's Library Bill of Rights. ~~Given that resources are limited,~~ ~~†~~The selection, planning, and implementation of RFPL events and programs will be determined by the RFPL staff.

RFPL may partner with another organization to develop specific events or ~~programs,~~ ~~or services~~ that would be enhanced by such collaboration. A partnership with an organization or presenter does not imply and shall not require RFPL endorsement of the partner's products, services, or views.

Most RFPL events and programs are developed for, and targeted to, specific age groups. To ensure that an event or program remains developmentally appropriate and enjoyable for all participants, staff may limit attendance for an event or program based on the age for whom the program was intended.

RFPL reserves the right to restrict event and program attendance. Events and Programs may be canceled at the discretion of RFPL staff.

Administration

Lauterbach & Amen (L&A) received further information requested from the Village of River Forest in late December, delaying the final audit draft until after the new year. L&A advised that we likely will not be fined for filing the audit late, and if we receive fines we can have them waived. L&A will present the audit at the regular meeting in February.

The Strategic Planning Team met in November to begin the Do Phase of the project, starting by outlining the new plan. The team worked into December to fine tune the draft that will be presented at the January regular board meeting.

Facility updates:

- Excavation and concrete work are complete for the air handler enclosure. Construction Solutions of Illinois will complete the masonry work in January. The air handler is ordered and expected to arrive in April. Interior work will begin at that time.
- The windows and gutters were cleaned.
- S&D Maintenance installed a promotional poster display in the women's bathroom to cover an unfinished portion of the wall.

Financial highlights:

- LIRA reported 2023 insurance rates, and they worked hard to lock in competitive rates for the year. The total cost of our package is \$16,434, which is well under our budget of \$20,000.
- We have received \$18,778 over the \$9,000 budgeted in replacement tax so far this fiscal year. This income, combined with the savings on insurance, can account for increased spending in the Natural Gas line.
- Payroll and Employment Service is projected to go over by about \$1,800 this year due to a rate increase for the timesheets service.
- Water is projected to go over by roughly \$1,000. The latest bill (Sept – Oct) went down by \$285, however, reflecting the toilet repair in September.

Key Performance Indicators Update

An overview of circulation, programming, and social media presence is below. A few 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	October 2022	November 2022	December 2022
Physical item circulation - initial checkouts	11,945	11,702	13,464
Digital item circulation	5,755	4,257	4,356
Total Circulation	17,700	17,072	17,820
Programs for Adults	10 programs 154 attendees	13 programs 149 attendees	10 programs 89 attendees

Programs Middle School aged children	11 programs 239 attendees	10 programs 161 attendees	10 programs 147 attendees
Programs for Children	31 programs 2782 attendees	31 programs 2178 attendees	25 programs 1874 attendees
New cardholders added	36	33	18
Total cardholders	8,551	8,584	8,595
Website sessions	5,742	5,612	6,200
Patron visits	5,379	6,981	5,825
Instagram Followers	1,312	1,315	1,319
Facebook Followers	1,370	1,374	1,376

Collection Updates & Notable Programs

The holidays are a busy time, and fortunately our patrons made time for Library events. Adult and Teen Services' Family Trivia Night was a success with 22 participants and a new team was crowned the winner. Film Lover Friday in November drew 21 attendees for *A Hard Day's Night*. As an added bonus, local musician Dean Milano played some Beatles songs live after the film, with one friend joining in on the tuba! On Sunday, December 10, we welcomed performer Jillian Gabrielle to present her one-woman show, *Joan & Bette*, to a crowd of 21 attendees. Patrons really enjoyed the comedy and the music.

Children's T-Rexplorers program, on the last day of school before winter break, was a huge hit with 48 participants. Learning about Dinosaurs held the rapt attention of even our smallest patrons for over an hour. Children's hosted their annual Noon Year's Eve celebration on December 31st, and had a total of 90 attendees! Kids danced, made crafts, ate snacks, took pictures with props, had two pinatas, and counted down to the new year with noise makers.

Staff Training and Updates

Marissa Walentschik and LucyRose Till-Campbell joined the Children's Department as associates this December. Marissa hit the ground running by taking on two programs on her second day with a total attendance of 88! She did a great job and the kids loved her. Marissa also teaches music to kids from Kindergarten through 8th grade, so she is a natural in her associate role. LucyRose is shadowing the Story Stretchers program, which she will take over in January. As an artist, we know she will come up with many creative craft projects to link to the stories she'll be reading.

Emily Suarez, Materials Services Associate, left for another opportunity late December, and we wish her all the best. The position has been posted.

I attended the RAILS webinar, *Facilitating Gender-Inclusive Librarianship Through Centering Queer Communities*, which focused on creative information resources librarians can use to better serve LGBTQ+ patrons.

Two recent patron comments: "You all do such a nice job. Thank you. I really like coming here. We give a little to the library and we plan to give more." and "LOVE the holds. Easy and so wonderful. Thank you."

Public Relations and Outreach

The Library participated in the River Forest Park District annual Christmas tree trimming event in December. We also hosted a Menorah display to celebrate Hanukkah this year.

Bookplate

The winter bookplate was finalized and hit homes right after the New Year. This edition included a RFPL Foundation insert.

Library Calendar Referral Source Tracking

Our library calendar provider, Library Market, added a new registration criteria called referral source, which tracks where registrants learned about an event. Fran Arnold, Marketing & PR Specialist, updated our calendar taxonomy to include referral source in our registration forms. A required field when registering, the drop down menu offers the following choices: Bookplate, Library email, Facebook/Instagram, In the Library, Library Website, Friend, and Other. The Cartooning Class on January 12 was the first event to use this registration feature. The breakdown of how the 37 registrants heard about the program:

Website: 14

Email: 12

Bookplate: 6

In the library: 1

Friend: 1

3 of the registrants signed up before the new feature was in place.

This data will be helpful in understanding which communication strategies are working, especially with younger audiences, which we previously were not able to track. For adult programs, which mostly do not require registration, we use a paper survey whenever possible.

Committee Updates

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

The Policy Committee met on January 9

The Facilities Committee met on January 9

Respectfully submitted,

Emily Compton

January 12, 2023

River Forest Public Library – DRAFT
Policy Committee Meeting

MINUTES

Monday, January 9, 2023 at 2:00 PM

Present: Committee members Deborah Hill, Cathy Ruggeri, and Elan Long. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber. Trustees Karen Stierwalt and Jim Hopkinson joined the meeting in progress.

Absent: Ann Berens

Call to Order: President Hill called the meeting to order at 2pm.

Minutes : September 12th, 2022 meeting minutes were approved unanimously.

1. Review Trustee Bylaws.

Trustees reviewed the Bylaws and edited for clarity.

2. Operations III. Programs

The Committee reviewed changes suggested by Library staff. The Committee agreed to change the title to ‘Events and Programs’ and to add new bullet points to the list of goals Library events and programs should strive to achieve. The Committee made minor changes for clarity throughout.

3. Staff I. Employment

The Committee decided to remove references to specific laws and instead note that the Library complies with state and federal laws. The Committee discussed how to reference cannabis and other drugs in this policy. Trustee Ruggeri will review the language about drug, alcohol, and cannabis use and suggest changes to be reviewed at the next Policy Committee meeting. Trustees discussed the closure of the Library for holidays that fall on the weekend because the policy does not call for the Library to be closed on observed holidays. Director Compton will follow up with staff and revisit at the next Policy Committee meeting.

4. Staff IX. Computer & Internet Access

The Committee made no changes to this policy.

5. Patrons IV. Computer & Internet Access

The Committee made minor changes throughout for clarity.

Next Meeting: Thursday, February 9th at 1:30pm to discuss Staff I. Employment.

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 3:36 PM. Trustee Long seconded.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Monday, January 9th, 2023, at 3:36pm**

Call to Order: Trustee Stierwalt called the meeting to order at 3:30pm.

Present: Committee members Deborah Hill, Cathy Ruggeri, Karen Stierwalt, Jim Hopkinson, and Elan Long. Also present were Director Emily Compton and Operations Manager Shannon Duffy. Ann Berens was absent.

Visitors: none

Approved Minutes: The November 11th, 2022 minutes were approved.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in November 2022:
 - a. S&D Maintenance were on-site to wash the building's exterior windows and clean the gutters.
 - b. S&D Maintenance installed a promotional poster display in the public women's restroom.
 - c. Oak Brook Mechanical replaced the safeguard controller box and added more glycol to the system.
 - d. Good Earth Greenhouse installed the winter planters.
 - e. Ms. Duffy obtained a quote for an additional security camera from Heritage Technology Solutions. Director Compton decided to forgo the additional security camera.
- B. Library Maintenance Schedule- January
 - a. No maintenance on the schedule
- C. Library Maintenance Schedule- February
 - a. Annual elevator inspection
 - b. HVAC inspection

Old Business

A. HVAC repairs planning

- a. Director Compton reached out to the RAILS Facilities and Building Management Group and RAILS Directors for more information on how other libraries prepare their HVAC-project public bids. The consensus was to engage an architectural or engineering consulting firm to prepare the bid documents. The Library can request a proposal from a firm with which they have an existing relationship, or put out a Request for Qualifications (RFQ) to find a different firm.
- b. Director Compton presented the Capital Improvement Fund balance and projected costs through 2027. The Committee discussed potential projects and probable costs.

B. Air handler relocation and mechanical room renovation- update

- a. Director Compton gave an update on the project. Construction Solutions of Illinois (CSIL) has completed the cement work and ordered the air handler unit. CSIL has begun work on the masonry enclosure. The air handler is expected in April, and demolition will begin in the interior space two weeks beforehand.

Next Meeting: TBD

Adjournment: Trustee Hopkinson moved to adjourn the meeting at 3:55pm, seconded by Trustee Stierwalt.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: January 12, 2023

RE: Construction Spending Approvals Plan

The construction phase of the air handler project has been unpredictable, and some changes have already been authorized that, thus far, have been within the contract price. As the project proceeds, other changes may need to be authorized to keep the project moving forward that may exceed the contract. Work on the project is time sensitive, and delays in proceeding with the project can be costly. To avoid any unnecessary delays, I am asking for authority to approve potential changes to the project if the cost of any change is between \$5,000 and \$20,000.

Per the Fiscal Accountability policy (Oversight II. Fiscal Accountability, Section D Authority to Spend - 3. Non-Recurring Expenditures), in case of extreme emergency, the Director is permitted to spend over \$5,000 but less than \$20,000 without the roll call approval of the Board if two Trustees approve the expenditure. I would approve any such expenditure only after consulting with a representative from Williams Architects, obtaining the approval of two Trustees, and complying with any requirements of the Library's contract with Construction Solutions.