



**River Forest Public Library
Regular Board Meeting
July 19, 2022
4:00 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
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: June 21, 2022
 - b. June 2022 Revenue and Expense Reports
 - c. June 2022 Bill Payment List and Credit Card Charges
 - d. June 30, 2022 Balance Sheet
5. Patron Suggestions
6. Old Business
 - a. Air handler project
 - i. Andy Dogan of Williams Architects: presentation on project progress
 - b. FastForward Libraries strategic planning proposal options – vote
 - c. Book drops purchase - update
7. Director's Report
 - a. Serving Our Public 4.0 Chapters 5: Building Infrastructure & Maintenance and 6: Safety
8. President's Report
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
 - v. Village of River Forest Collaboration Committee Liaison
 - vi. OSG proposal to replace 9 public PCs: \$21,546.26 - vote
 - vii. OSG 75-hour prepaid service hour proposal: \$11,250 – vote
 - viii. Approval and release of the April 19, 2022 executive session minutes - 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.*

Meeting Minutes: Regular Board Meeting: June 21, 2022 - DRAFT

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

- Trustees Present: Berens, Hill, Long, Ruggeri, Stierwalt, Smedinghoff, and Hopkinson (attending via phone)
- Also Present: Emily Compton (RFPL, Director) and Shannon Gruber (RFPL, Adult & Teen Services Manager)

President Hill called a vote to allow Trustee Hopkinson to participate in the meeting remotely.

Roll call vote:

- Ayes: Berens, Hill, Long, Ruggeri, Smedinghoff, Stierwalt

There were no visitors or guests.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: May 17, 2022
- b. May 2022 Revenue and Expense Reports
- c. May 2022 Bill Payment List and Credit Card Charges
- d. May 31, 2022 Balance Sheet
- e. Policy updates: Staff II – Employee Tiers and Benefits

Trustee Berens moved to approve the consent agenda. Trustee Smedinghoff seconded the motion. Discussion of the consent agenda consisted of clarification of the Employee Tiers and Benefits policy and the Special Programs budget line.

Roll Call Vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Patron Suggestions:

Director Compton reported multiple patron comments:

- Patron asked that we do not have the band play in front of the entrance at our next event because it was intimidating to go around them to enter the building.
- Two patrons asked that the Library invite patrons to march with us in the next Memorial Day parade.
- President Hill received a request to make RFPL t-shirts available to patrons.

Director's Report:

Director Compton reported on the following items:

- Summer Reading Kickoff attendance was 752
- Juneteenth Flag Raising had approximately 100 attendees.

Trustees commended Director Compton's participation with local leaders in DEI/Anti-Racism training and Fran Arnold's work with the RFPL Foundation which were noted in the report.

As part of required Trustee training, Director Compton reviewed the standards and RFPL compliance status defined in *Serving Our Public 4.0, Chapter 4: Access*.

President's Report:

The Library had multiple forward-facing events in the community recently. President Hill noted that at the Memorial Day Parade, people would start cheering for the Library as soon as they saw the banner coming. The positive feelings toward the Library were wonderful to see especially for our newer staff members who had not experienced the parade previously. Summer Reading Kickoff had a big turnout of enthusiastic patrons creating a festive atmosphere. The Juneteenth Flag Raising event held in the garden included the Library in a very nice way.

New Business:

Committee Reports

Facilities Committee

- The Facilities Committee recommended the proposed replacement of two outdoor book drops. Director Compton discussed protective options for the book drop, such as reflective tape and bollards. She will follow up with Roosevelt Middle School to coordinate installing bollards near the drive-through book drop. Trustee Long moved to purchase the book drops and bollards as proposed. Trustee Stierwalt seconded.

Roll call vote

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Finance Committee

- The Finance Committee met Thursday, June 2, at 1pm. Trustee Ruggeri reported that the audit is in progress and the final audit will be presented at the October board meeting.
- Second installment property tax bills are expected to be late due to an Assessor issue.
- Previously, the Finance Committee set up laddered CDs to maximize interest earned on funds that did not need to be liquid in the near term. Because interest rates are currently very low and cash flow is more uncertain with delayed property tax receipts, we are moving away from using the ladders to lock in funds for longer periods for the time being.

Policy Committee

- President Hill reported that the Policy Committee did not meet this month. The Committee is on schedule with policy review.

RFPL Foundation Liaison

- Trustee Long reported that the Foundation had a positive presence at the Summer Reading Kickoff party, visiting with current donors and introducing people to the ways it supports the Library.
- There was a garden plaque sale this month.
- The next Foundation meeting is Tuesday, July 26th.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that the committee last met in May.

FastForward Libraries Strategic Plan Proposal

Director Compton presented the services of strategic plan consultant, Amanda Standerfer and her firm, FastForward Libraries. They come highly recommended for smaller libraries. Discussion focused on Standerfer's reputation and on which services might be most valuable for RFPL. Director Compton was asked to prepare a wish list from FastForward's list of consulting services to present at the next meeting. There was also discussion of lessons from the previous strategic planning process.

Emergency Paid Sick Leave Policy Extension

Director Compton explained Covid continues to affect staffing and recommended extending the Emergency Paid Sick Leave policy to the end of the calendar year. Trustee Berens moved to extend Emergency Paid Sick Leave to the end of the calendar year. Trustee Ruggeri seconded.

Roll Call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Approval of Closed Session Minutes

President Hill asked for approval of June 15, 2021 Closed Session minutes. Trustee Smedinghoff moved to approve the June 15, 2021 minutes. Trustee Ruggeri seconded.

Roll call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

President Hill asked for approval of the release of the Closed Session minutes for July 21, 2020, August 13, 2020 and June 15, 2021. Trustee Long moved to release the minutes of all three closed sessions. Trustee Smedinghoff seconded.

Roll call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

President Hill proposed standardizing how executive session minutes are released for clarity and consistency. Illinois statute requires that closed session minutes be made available for public inspection and does not require posting on the website. A consistent process is cleaner for staff and the public. The decision was made to make the closed session minutes available upon request.

Resolution Authorizing the Destruction of Audio Recordings of Closed Sessions

President Hill called for a vote authorizing the destruction of audio recordings of closed sessions that are over 18 months old. The meeting minutes for all recordings to be destroyed have been released. Trustee Smedinghoff moved to approve the resolution. Trustee Stierwalt seconded.

Roll call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Old Business:

Director's Annual Goals

Director Compton presented her revised Director's Annual Goals proposal. There were a few clarifying questions before President Hill requested a vote to approve the Director's Annual Goals.

The motion passed on a voice vote.

Air Handler Project

- Director Compton explained the need for an addendum to the existing Williams Architects contract to expand the scope of the bid package to include the air handler unit and its installation. The fees for said expansion are \$20,500 which include mechanical engineering services required to specify the system requirements including the air handler unit and ductwork.
- Trustee Ruggeri reported on a visit from Johnson Controls in anticipation of providing estimates on air handler replacement options. Johnson Controls provided verbal opinions on logistics related to installing the unit, including removing pieces of limestone for access and on ductwork configurations.
- Williams Architects has confirmed that the approximately 400 square feet of space will be usable space. The ductwork required will not impede the use of the room. The ceiling height is planned to be 9 feet 6 inches with ductwork enclosed.
- Trustees discussed the air handler bid specification process. The current air handler was manufactured by York which is the type of unit proposed by Oak Brook Mechanical and will be estimated by Johnson Controls. The bid package will request a specific manufacturer/model "or a comparable unit" which enables bidders to specify a different manufacturer's unit that also meets the required specifications. Representatives from York, a company that manufactures air handler units, estimate there is now a 38-week lead-time for an exterior unit. Trustees discussed moving forward with the bid process vs. waiting for additional information.

Trustee Smedinghoff moved to approve the additional fee of \$20,500 for Williams Architects to complete and issue the bid package; Trustee Ruggeri seconded the motion.

Roll call vote:

- Ayes: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff
- Nays: Stierwalt

Adjournment:

The meeting was adjourned at 7:44 pm following a motion by Trustee Long, seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary



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

<u>Account:</u>	<u>June-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				16.7% as of 6/30/22
Property Taxes	\$ -	\$ -	\$ 1,415,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 10,021.47	\$ 9,000	111.35%
Lost Books Reimbursed	\$ 28.80	\$ 538.70	\$ 3,500	15.39%
Copy Machine Revenue	\$ 20.10	\$ 217.15	\$ 3,000	7.24%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 374.75	\$ 818.08	\$ 4,800	17.04%
Gifts from RFPL Foundation	\$ -	\$ 1,900.00	\$ 20,000	9.50%
Gifts - other	\$ -	\$ 151.13	\$ 500	30.23%
IL Per Capita Grant	\$ -	\$ -	\$ 17,000	0.00%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,000	0.00%
Misc Income	\$ -	\$ 6.00	\$ 1,200	0.50%
Total:	\$ 423.65	\$ 14,367.53	\$ 1,489,000	0.96%
Income:	\$ 423.65	\$ 14,367.53	\$ 1,489,000	0.96%
Expense:	\$ 102,742.10	\$ 205,827.89	\$ 1,489,000	13.82%

Prepared 7.12.2022



River Forest Public Library

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

Expense Report: Jun-22

22-23

June-22

Fiscal YTD

Actual % Budget

Budget

16.7% as of 6/30/22

Expenses
Personnel

Wages & Salaries	\$ 58,225.92	\$ 116,890.18	15.38%	\$ 760,000
Medical Health Insurance Coverage	\$ 2,754.60	\$ 6,060.12	10.10%	\$ 60,000
IMRF	\$ 3,602.63	\$ 7,746.19	13.36%	\$ 58,000
Medicare/FICA	\$ 4,386.21	\$ 8,777.08	15.08%	\$ 58,200
Staff Recognition	\$ 58.46	\$ 365.08	12.17%	\$ 3,000
Membership Dues	\$ 75.00	\$ 1,210.00	30.25%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,306.29	14.51%	\$ 9,000
Total Personnel	\$ 69,102.82	\$ 142,354.94	14.95%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ 1,936.00	\$ 1,936.00	35.20%	\$ 5,500
Advertising	\$ -	\$ 740.13	21.15%	\$ 3,500
Total Printing and Advertising	\$ 1,936.00	\$ 2,676.13	29.73%	\$ 9,000

Programming

Children's Programs	\$ 3,280.67	\$ 3,666.64	28.20%	\$ 13,000
Teen Programs	\$ 1,076.49	\$ 1,162.97	15.51%	\$ 7,500
Adult Programs	\$ 414.04	\$ 663.49	6.63%	\$ 10,000
Special Programs	\$ -	\$ 1,801.62	60.05%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 4,771.20	\$ 7,294.72	16.96%	\$ 43,000
Total Advertising and Programs	\$ 6,707.20	\$ 9,970.85	19.17%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 500
Technical Support (IT)	\$ 851.91	\$ 1,703.82	7.74%	\$ 22,000
Automation Administration	\$ 21.17	\$ 200.17	0.49%	\$ 41,000
Consultant Fees/Legal Fees	\$ 180.00	\$ 287.50	2.40%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 35.98	1.03%	\$ 3,500
Audit	\$ -	\$ -	0.00%	\$ 10,000
Payroll and Employment Services	\$ 384.10	\$ 794.61	18.92%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,800
Telephone/Internet	\$ 1,616.74	\$ 2,070.54	16.56%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ -	\$ 216.10	7.20%	\$ 3,000
Total Other Support Services	\$ 3,071.91	\$ 5,308.72	4.64%	\$ 114,400

Library Materials

Books	\$ 6,417.76	\$ 12,748.30	17.46%	\$ 73,000
Print Periodicals	\$ 509.72	\$ 4,000.26	66.67%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 7.32	0.07%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 6,779.08	\$ 12,115.95	16.15%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,299.39	\$ 2,333.08	12.96%	\$ 18,000
Total Library Materials	\$ 15,005.95	\$ 31,204.91	17.16%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 632.46	\$ 641.41	16.04%	\$ 4,000
Library Supplies	\$ 171.65	\$ 596.75	10.85%	\$ 5,500
Copy And Printing Supplies	\$ -	\$ -	0.00%	\$ 2,000
Misc Expenses	\$ 56.66	\$ 117.04	4.68%	\$ 2,500
Total Office Supplies	\$ 860.77	\$ 1,355.20	9.68%	\$ 14,000
Total Library Materials & Supplies	\$ 15,866.72	\$ 32,560.11	16.63%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ -	\$ -	0.00%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 158.35	\$ 158.35	3.52%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 4,799.11	\$ 10,371.54	14.82%	\$ 70,000
Water	\$ 680.71	\$ 680.71	34.04%	\$ 2,000
Natural Gas	\$ 2,101.24	\$ 3,997.03	44.41%	\$ 9,000
Copier Maintenance and Usage	\$ 254.04	\$ 254.04	9.77%	\$ 2,600
Total Facility Services	\$ 7,835.10	\$ 15,303.32	14.77%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 171.60	2.45%	\$ 7,000
Technology Misc.	\$ -	\$ -	0.00%	\$ 4,500
Total Equipment & Furniture	\$ -	\$ 171.60	1.49%	\$ 11,500

Total Facilities Management	\$ 7,993.45	\$ 15,633.27	13.07%	\$ 119,600
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Total Operating Expenses	\$ 102,742.10	\$ 205,827.89	14.25%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 102,742.10	\$ 205,827.89	13.82%	\$ 1,489,000
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Total Income	\$ 423.65	\$ 14,367.53	0.96%	\$ 1,489,000
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Prepared 7.12.22

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

	Date	Transaction Type	Memo/Description	Amount
4IMPRINT				
	06/01/2022	Bill Payment (Check)		-612.21
	06/01/2022	Bill	COBBLE APRONS FOR STAFF/PROGRAMS BOOKMARKS/SUMMER READING PRIZES	612.21
AMAZON				
	06/13/2022	Bill Payment (Check)		-761.18
	06/01/2022	Bill	TALLY COUNTERS FOR SRP KICK OFF PARTY	12.89
	06/01/2022	Bill	SUMMER READING PRIZE/ BLLUTOOTH SPEAKER COLORING BOOK	115.79
	06/06/2022	Bill	PAINT FOR CRAFTING	10.34
	06/06/2022	Bill	WAGON FOR TRANSPORTING LIBRARY BOOKS FROM DROP BOX	159.88
	06/07/2022	Bill	SRP KICK OFF PARTY SUPPLIES/INFLATABLE SWIM POOLS	71.84
	06/07/2022	Bill	STICKERS	44.91
	06/07/2022	Bill	SRP FOLDERS	89.99
	06/09/2022	Bill	TIE DYE, BOOMERANG BAGS	88.77
	06/09/2022	Bill	LAWN GAMES FOR SR PARTY	111.91
	06/13/2022	Bill	EMBROIDERY THREAD	10.99
	06/01/2022	Bill	FOLDERS	43.87
	06/22/2022	Bill Payment (Check)		-204.89
	06/15/2022	Bill	PLASTIC NEEDLES FOR CRAFT	4.99
	04/30/2022	Bill	TECHNICAL SERVICES DEPT. DISC CLEANING MACHINE	199.90
	06/28/2022	Bill Payment (Check)		-152.75
	06/27/2022	Bill	SQUISHY GLOBES	33.98
	06/27/2022	Bill	BROWN CRAFT PAPER	13.97
	06/28/2022	Bill	AIR FRYER/ COOKBOOK SUMMER READING PRIZE	104.80
ANDERSON ELEVATOR COMPANY				
	06/13/2022	Bill Payment (Check)		-205.00
	06/13/2022	Bill	ROUTINE MAINTENANCE JUNE	205.00

06/13/2	022	Bill Payment (Check)		-16.57
06/09/2	022	Bill	BOOK	16.57

BayScan Technologies

06/13/2	022	Bill Payment (Check)		-174.00
06/06/2	022	Bill	ADHESIVE RECEIPT PAPER	174.00

Byline Bank

06/29/2	022	Bill Payment (Check)		-1,443.21
06/25/2	022	Bill	JUNE 2022 STATEMENT	1,443.21

CHICAGO SUN TIMES

06/29/2	022	Bill Payment (Check)		-509.72
06/29/2	022	Bill	1 YR SUBSCRIPTION/ CHICAGO SUN-TIMES	509.72

CleanNet of Illinois

06/13/2	022	Bill Payment (Check)		-1,657.50
05/31/2	022	Bill	Carpet Shampooing May 2022	1,657.50

Comcast

06/13/2	022	Bill Payment (Check)		-317.98
06/06/2	022	Bill	JUNE 2022 INTERNET SERVICE	317.98

**Comcast Business
VoiceEdge**

06/28/2	022	Bill Payment (Check)		-652.80
06/27/2	022	Bill	JUNE COMCAST SERVICE	652.80

DEMCO, INC.

06/13/2	022	Bill Payment (Check)		-158.68
06/09/2	022	Bill	LABEL PROTECTORS/ TECH SERVICES IN LIBRARY USE SIGNAGE HOLDERS	158.68
06/28/2	022	Bill Payment (Check)		-91.00
06/23/2	022	Bill	TECHNICAL SERVICE DEPT. SUPPLIES (LABEL LOCKS,NEW BOOK LABELS)	144.11
06/14/2	022	Vendor Credit	FAULTY SIGNAGE #13900380 (4)	-53.11

DuPage Birding Club

06/13/2	022	Bill Payment (Check)		-75.00
06/07/2	022	Bill	PRESENTER, DENIS KANIA DONATION (IN LIEU OF PAYMENT) FOR BIRDING PROGRAM	75.00

Emily Compton

06/28/2022	Bill Payment (Check)		-75.00
06/27/2022	Bill	ALA MEMBERSHIP DUES	75.00

Findaway World, LLC

06/15/2022	Bill Payment (Check)		-300.95
04/30/2022	Bill	WONDERBOOK CHAPTER BOOKS	300.95

FIREFLY FAMILY THEATRE

06/13/2022	Bill Payment (Check)		-450.00
06/13/2022	Bill	CHILDRENS PROGRAM 6/18/2022 CHECK GIVEN TO DANNIE MOORE TO DISTRIBUTE AT PROGRAM	450.00

Hoopla

06/13/2022	Bill Payment (Check)		-1,911.12
06/06/2022	Bill	MAY HOOPLA DOWNLOADS	1,911.12

Hulen Landscaping Contractors

06/13/2022	Bill Payment (Check)		-266.50
06/01/2022	Bill	MAY MONTHLY MAINTENANCE	266.50

ILLINOIS ALARM

06/22/2022	Bill Payment (Check)		-78.40
06/22/2022	Bill	quarterly cell radio fee	41.45
06/22/2022	Bill	quarterly alarm service balance June- August	36.95

Ingram Library Services

06/13/2022	Bill Payment (Check)		-1,842.19
06/01/2022	Bill	BOOKS	33.49
06/01/2022	Bill	BOOK	14.88
06/01/2022	Bill	BOOKS	29.83
06/01/2022	Bill	BOOK	18.94
06/01/2022	Bill	BOOKS	149.58
06/01/2022	Bill	BOOK	15.59
06/01/2022	Bill	BOOK	19.79
06/01/2022	Bill	BOOK	14.99

06/01/2	022	Bill	BOOK	13.18
06/01/2	022	Bill	BOOK	14.31
06/01/2	022	Bill	BOOKS	46.75
06/01/2	022	Bill	BOOKS	29.87
06/01/2	022	Bill	BOOKS	23.68
06/01/2	022	Bill	BOOKS	63.94
06/01/2	022	Bill	BOOK	20.44
06/01/2	022	Bill	BOOKS	27.87
06/01/2	022	Bill	BOOK	11.99
06/06/2	022	Bill	BOOK	13.75
06/06/2	022	Bill	BOOK	15.91
06/06/2	022	Bill	BOOKS	103.14
06/06/2	022	Bill	BOOKS	52.98
06/06/2	022	Bill	BOOK	16.91
06/06/2	022	Bill	BOOKS	36.62
06/06/2	022	Bill	BOOKS	54.10
06/08/2	022	Bill	BOOK	14.31
06/08/2	022	Bill	BOOK	10.68
06/08/2	022	Bill	BOOK	17.47
06/08/2	022	Bill	BOOKS	103.13
06/08/2	022	Bill	BOOKS	69.33
06/08/2	022	Bill	BOOKS	33.80
06/08/2	022	Bill	BOOK	18.89
06/08/2	022	Bill	BOOKS	28.15
06/08/2	022	Bill	BOOK	14.71
06/08/2	022	Bill	BOOKS	99.47
06/09/2	022	Bill	BOOK	26.83
06/09/2	022	Bill	BOOK	6.91
06/09/2	022	Bill	BOOKS	69.16
06/09/2	022	Bill	BOOKS	35.27

06/09/2	022	Bill	BOOK	9.69
06/09/2	022	Bill	BOOK	22.12
06/09/2	022	Bill	BOOK	32.10
06/09/2	022	Bill	BOOKS	27.03
06/09/2	022	Bill	BOOKS	40.53
06/01/2	022	Bill	BOOKS	215.28
06/01/2	022	Bill	BOOKS	69.30
06/01/2	022	Bill	BOOK	17.46
06/01/2	022	Bill	BOOK	18.04
06/22/2	022	Bill Payment (Check)		-2,424.02
06/15/2	022	Bill	BOOKS	122.81
06/15/2	022	Bill	BOOKS	42.04
06/15/2	022	Bill	BOOK	12.32
06/15/2	022	Bill	BOOK	17.71
06/15/2	022	Bill	BOOKS	423.93
06/20/2	022	Bill	books	146.49
06/20/2	022	Bill	books	31.28
06/20/2	022	Bill	books	34.37
06/20/2	022	Bill	books	224.26
06/20/2	022	Bill	book	14.31
06/20/2	022	Bill	books	34.92
06/20/2	022	Bill	book	27.64
06/20/2	022	Bill	books	126.92
06/20/2	022	Bill	book	16.48
06/20/2	022	Bill	books	318.19
06/20/2	022	Bill	books	82.76
06/20/2	022	Bill	books	178.78
06/20/2	022	Bill	book	15.56
04/30/2	022	Bill	BOOK	16.98
04/30/2	022	Bill	BOOK	12.11

04/30/2				
022	Bill	BOOK		6.43
06/14/2				
022	Bill	BOOK		18.12
06/14/2				
022	Bill	BOOK		18.68
06/14/2				
022	Bill	BOOKS		75.10
06/14/2				
022	Bill	BOOK		7.23
06/14/2				
022	Bill	BOOKS		23.17
06/14/2				
022	Bill	BOOK		12.01
06/14/2				
022	Bill	BOOKS		26.10
06/14/2				
022	Bill	BOOKS		42.19
06/14/2				
022	Bill	BOOKS		34.25
06/14/2				
022	Bill	BOOK		11.25
06/14/2				
022	Bill	BOOK		19.17
06/14/2				
022	Bill	BOOKS		35.49
06/14/2				
022	Bill	BOOK		21.43
06/14/2				
022	Bill	BOOK		15.91
06/14/2				
022	Bill	BOOKS		52.52
06/14/2				
022	Bill	BOOK		10.47
06/15/2				
022	Bill	BOOK		14.31
06/15/2				
022	Bill	BOOK		18.04
06/15/2				
022	Bill	BOOKS		48.95
06/15/2				
022	Bill	BOOK		13.34
06/28/2				
022	Bill Payment (Check)			-1,746.99
06/27/2				
022	Bill	BOOK		12.94
06/27/2				
022	Bill	BOOK		17.47
06/27/2				
022	Bill	BOOKS		34.94
06/27/2				
022	Bill	BOOKS		124.99
06/27/2				
022	Bill	BOOK		17.46
06/27/2				
022	Bill	BOOKS		33.93
06/27/2				
022	Bill	BOOK		17.61
06/27/2				
022	Bill	BOOK		16.48

06/27/2				
022	Bill	BOOKS		52.02
06/27/2				
022	Bill	BOOK		16.34
06/27/2				
022	Bill	BOOKS		68.16
06/27/2				
022	Bill	BOOK		21.14
06/27/2				
022	Bill	BOOKS		38.80
06/27/2				
022	Bill	BOOK		12.38
06/27/2				
022	Bill	BOOKS		54.63
06/27/2				
022	Bill	BOOK		17.44
06/27/2				
022	Bill	BOOKS		108.16
06/27/2				
022	Bill	BOOKS		141.68
06/28/2				
022	Bill	BOOK		12.62
06/28/2				
022	Bill	BOOKS		16.22
06/28/2				
022	Bill	BOOK		11.81
06/28/2				
022	Bill	BOOKS		84.95
06/28/2				
022	Bill	BOOKS		169.25
06/23/2				
022	Bill	BOOKS		49.18
06/23/2				
022	Bill	BOOKS		37.70
06/23/2				
022	Bill	BOOK		18.03
06/23/2				
022	Bill	BOOK		16.91
06/23/2				
022	Bill	BOOKS		81.66
06/23/2				
022	Bill	BOOK		27.64
06/23/2				
022	Bill	BOOK		20.72
06/23/2				
022	Bill	BOOK		16.34
06/23/2				
022	Bill	BOOK		14.71
06/23/2				
022	Bill	BOOKS		38.51
06/23/2				
022	Bill	BOOK		8.66
06/23/2				
022	Bill	BOOK		14.71
06/23/2				
022	Bill	BOOKS		29.65
06/23/2				
022	Bill	BOOK		37.65
06/23/2				
022	Bill	BOOK		12.32

06/23/2	022	Bill	BOOK	5.71
06/23/2	022	Bill	BOOK	33.77
06/23/2	022	Bill	BOOK	12.91
06/23/2	022	Bill	BOOK	11.71
06/23/2	022	Bill	BOOKS	114.80
06/23/2	022	Bill	BOOK	17.28
06/27/2	022	Bill	BOOK	13.75
06/27/2	022	Bill	BOOK	11.25

Kanopy

06/13/2	022	Bill Payment (Check)		-281.20
06/06/2	022	Bill	MAY CHECKOUTS	281.20

**KLEIN, THORPE & JENKINS,
LTD**

06/22/2	022	Bill Payment (Check)		-180.00
06/20/2	022	Bill	LEGAL SERVICES RENDERED MAY 2022	180.00

**Konica Minolta Business
Solutions**

06/13/2	022	Bill Payment (Check)		-254.04
06/13/2	022	Bill	May copier usage	254.04

Mid-America Graphics

06/13/2	022	Bill Payment (Check)		-1,936.00
06/02/2	022	Bill	BOOKPLATE/SPRING SUMMER 2022	1,936.00

MIDWEST TAPE

06/13/2	022	Bill Payment (Check)		-885.18
05/31/2	022	Bill	AUDIOBOOK CDS	137.72
06/07/2	022	Bill	DVD	14.79
06/07/2	022	Bill	DVD	26.04
06/07/2	022	Bill	AUDIOBOOK CDS	127.72
06/07/2	022	Bill	BLU-RAY	
06/07/2	022	Bill	DVD	33.34
06/09/2	022	Bill	BLU-RAYS	99.47
06/09/2	022	Bill	DVDS	151.44

06/09/2	022	Bill	AUDIOBOOK CDS	132.72
05/31/2	022	Bill	DVDS	132.15
05/31/2	022	Bill	BLU-RAY	29.79
06/22/2	022	Bill Payment (Check)		-240.08
06/14/2	022	Bill	AUDIOBOOK CDS	71.48
06/20/2	022	Bill	dvd	20.79
06/20/2	022	Bill	audiobook CDs	83.48
06/20/2	022	Bill	Blu-ray, DVD	37.09
06/20/2	022	Bill	DVD	27.24
06/22/2	022	Bill Payment (Check)		-71.48
06/22/2	022	Bill	audiobook cds	71.48
06/28/2	022	Bill Payment (Check)		-179.39
06/27/2	022	Bill	DVD	26.04
06/27/2	022	Bill	DVDS	46.83
06/27/2	022	Bill	AUDIOBOOK CD	39.24
06/27/2	022	Bill	AUDIOBOOK CD	44.24
06/27/2	022	Bill	DVD	23.04

MobileBeacon

06/13/2	022	Bill Payment (Check)		-600.00
06/07/2	022	Bill	1 YR RENEWAL FOR 5 HOTSPOTS	600.00

NICOR GAS

06/28/2	022	Bill Payment (Check)		-2,101.24
06/27/2	022	Bill	MONTHLY NICOR CHARGE 5/18/22 - 6/17/22	2,101.24

Oak Brook Mechanical Services, Inc.

06/13/2	022	Bill Payment (Check)		-2,915.10
06/01/2	022	Bill	ROUTINE MAINTENANCE/ 3X	1,850.00
06/01/2	022	Bill	CHILDRENS ROOM REPAIRS/ THERMOSTAT	1,065.10
06/22/2	022	Bill Payment (Check)		-1,083.11
06/20/2	022	Bill	DEFECTIVE BOILER SWITCH REPAIR	1,083.11

Oriental Trading

06/20/2022	Bill Payment (Credit Card)		-64.95
06/01/2022	Bill	SUMMER READING PRIZES/PATCHES	64.95

OUTSOURCE SOLUTIONS GROUP, INC.

06/22/2022	Bill Payment (Check)		-851.91
06/20/2022	Bill	IT SERVICE MONTHLY SUPPORT	851.91

OverDrive

06/13/2022	Bill Payment (Check)		-3,463.57
06/07/2022	Bill	ADULT OVERDRIVE 4 EBOOKS	116.87
06/09/2022	Bill	7 EBOOKS 1 AUDIOBOOK	291.79
06/01/2022	Bill	2 EBOOKS	80.99
06/09/2022	Bill	16 EBOOKS 7 AUDIOBOOKS ADULT OVERDRIVE	987.73
06/07/2022	Bill	5 EBOOKS 2 AUDIOBOOKS	228.53
06/06/2022	Bill	2 EBOOKS 1 AUDIOBOOK	148.99
06/01/2022	Bill	22 EBOOKS 7 AUDIOBOOKS	1,091.60
06/01/2022	Bill	17 EBOOKS 2 AUDIOBOOKS	517.07
06/22/2022	Bill Payment (Check)		-219.73
06/20/2022	Bill	5 EBOOKS 1 AUDIOBOOK	219.73
06/28/2022	Bill Payment (Check)		-303.46
06/28/2022	Bill	9 EBOOKS 1 AUDIOBOOK	210.96
06/28/2022	Bill	1 EBOOK	27.50
06/28/2022	Bill	1 EBOOK	65.00

PROFESSIONAL IMAGE

06/22/2022	Bill Payment (Check)		-32.95
06/20/2022	Bill	NAME TAGS	32.95

Rhonda Fentry

06/15/2022	Bill Payment (Check)		-90.00
06/15/2022	Bill	Adult chair yoga program	90.00

S & D Prime Maintenance, Inc.

06/13/2	022	Bill Payment (Check)		-672.75
05/31/2	022	Bill	ROUTINE MAINTENANCE SERVICE/ MAY	672.75

SCHOLASTIC EDUCATION

06/13/2	022	Bill Payment (Check)		-1,415.53
06/13/2	022	Bill	SRP PRIZE BOOKS	1,415.53

School of Rock

06/13/2	022	Bill Payment (Check)		-350.00
06/02/2	022	Bill	SUMMER READING KICKOFF ENTERTAINMENT	350.00

Smithereen Pest Management

06/13/2	022	Bill Payment (Check)		-51.00
06/06/2	022	Bill	ROUTINE PEST CONTROL	51.00

Staples

06/13/2	022	Bill Payment (Check)		-380.11
06/07/2	022	Bill	Office and library supplies	380.11

Talewise

06/28/2	022	Bill Payment (Check)		-350.00
06/27/2	022	Bill	IN PERSON PIRATES STORYTIME EVENT 6/24/22	350.00

VILLAGE OF RIVER FOREST

06/13/2	022	Bill Payment (Check)		-680.71
06/06/2	022	Bill	QUARTERLY WATER CHARGE	680.71
06/28/2	022	Bill Payment (Check)		-3,326.13
06/25/2	022	Bill	June 2022 Health Insurance	3,626.13

Williams Architects

06/23/2	022	Bill Payment (Check)		-55.56
06/13/2	022	Bill	PERMITTING PRINTS	55.56

WILLOW ACEVEDO-MALONEY

06/13/2	022	Bill Payment (Check)		-50.00
06/13/2	022	Bill	SRP FACE PAINTING ASSISTANT	50.00

Tuesday, Jul 12, 2022 11:55:55 AM GMT-7

Byline Credit Card June 2022

Date	Payee	Memo	Charge	Payment	Type	Account
06/28/2022	Go Daddy.com	.ORG WEBSITE DOMAIN RENEWAL/1 YEAR JUNE 2022	21.17		Expense	Support Services:Automation - Administration (SWAN, website, etc) 2000 Accounts
06/25/2022	Byline Bank	STATEMENT		1,443.21	Bill	Payable
06/23/2022	FedEx	SHELF SIGNAGE FOR NEW GRAPHIC NOVELS	13.00		Expense	Library and Office Expenses:Library Supplies Teen Expenses:Programs-
06/23/2022	Jewel Foods	S'MORES SUPPLIES	13.96		Expense	Teen Adult Expenses:Programs -
06/22/2022	Jewel Foods	cookies for film lovers Friday	6.14		Expense	Adult Teen Expenses:Programs -
06/20/2022	Oriental Trading	Summer reading prizes: patches	64.95		Expense	Teen Expenses:Programs-
06/20/2022	Oriental Trading	bucket hats	28.98		Expense	Children's Expenses:Programs -
06/15/2022	4IMPRINT	refund on double payment		522.71	Credit	CC- Special Programs
06/15/2022	4IMPRINT	refund on double payment		421.19	Credit	CC- Advertisement / Library Supplies
06/14/2022	VILLAGE OF RIVER FOREST	Air handler permit fee refund		300.00	Credit	CC- Capital Expense Teen
06/09/2022	Disney+	1 YR. DISNEY+ SUBSCRIPTION (THROUGH 6/2023)	79.99		Expense	Expenses:Programs- Teen Children's
06/09/2022	Party City	SUPPLIES FOR SIT UPON CUSHIONS	39.00		Expense	Expenses:Programs - Children's Adult
06/08/2022	Hobby Lobby	CRAFT + CHAT SUPPLIES	29.73		Expense	Expenses:Programs - Adult
06/07/2022	ScreenCloud	LOBBY MONITOR SUBSCRIPTION	21.16		Expense	Marketing:Advertisem ent
06/07/2022	Jewel Foods	In-service breakfast MONTHLY STAMP FEE	18.99		Expense	Personnel:Staff Recognition (InService) Support
06/06/2022	Stamps.com	COFFEE FOR COFFEE MONDAY PROGRAM	17.99		Expense	Services:Postage Adult
06/06/2022	PANERA BREAD		21.59		Expense	Expenses:Programs - Adult

06/03/2022	Oak Park Bakery	Going away treats	17.69	Expense	Personnel:Staff Recognition (InService)
06/03/2022	SILVER LAND BAKERY	Going away treats	21.78	Expense	Personnel:Staff Recognition (InService) Capital
06/01/2022	VILLAGE OF RIVER FOREST	PERMIT FEES	300.12	Expense	Expense:Capital Air Handler Relocation

River Forest Public Library

Balance Sheet

As of June 30, 2022

Prepared 7.12.2022

ASSETS

				<u>6/30/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		714,362.45
Byline Operations	805669201	0.40%		35,416.12
Petty Cash				40.00
TOTAL Operations Current				749,818.57
CDARS Reserves				
<u>Maturity Date</u>	Mid-Term CDARS Reserves	Interest Rate		
8/4/2022	OP CD 26 WK 1025635694	0.05%		63,064.46
8/11/2022	OP CD 26 WK 1025640582	0.05%		64,882.03
Long-Term CDARS Reserves				
7/28/2022	OP CD 5 YEAR 1020450904	1.95%		66,031.54
8/10/2023	OP CD 5 YEAR 1021670738	2.75%		66,749.66
7/25/2024	OP CD 5 YEAR 1022865745	1.90%		65,294.07
TOTAL CDARS Reserves				326,021.76
TOTAL OPERATIONS ACCOUNT				1,075,840.33
CHECKING/SAVINGS - CAPITAL ACC				
		Interest Rate		
ICS Capital	805669202	0.08%		402,109.90
Byline Capital	805669202	0.40%		10,002.49
TOTAL CAPITAL ACCOUNT				412,112.39
TOTAL CURRENT CHECKING/SAVINGS				<u>1,487,952.72</u>
Property Tax Receivable				752,494.94
Prepaid Assets				23,984.69
TOTAL CURRENT ASSETS				<u>2,264,432.35</u>
TOTAL ASSETS				<u>2,264,432.35</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				2,424.16
Credit Cards				
Byline Credit Card				26.83
Total Credit Cards				<u>26.83</u>
Accrued Salaries				39,298.11
Total Current Liabilities				<u>41,749.10</u>
Long-Term Liability				
Deferred Revenue				676,571.69
Total Liabilities				718,320.79
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				294,032.47
Net Income				-179,766.91
Total Equity				<u>1,546,111.56</u>
TOTAL LIABILITIES & EQUITY				<u><u>2,264,432.35</u></u>

6 July 2022 (REVISED)

Ms. Emily Compton, Library Director
River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

Re: Proposed Letter of Agreement for Additional Architectural Services to the River Forest Public Library
River Forest Public Library Remodeling – Program Room & AHU Coordination Project
Project No. 2021-019

Dear Emily:

Per the majority vote of the Library Board of Trustees, the Library wishes to move forward with expansion of Williams Architects' scope on the above noted project to include responsibility for design and engineering of the new air handling unit to be placed outside within the previously designed masonry enclosure, for one complete, coordinated project to be bid and awarded to a single general contractor for single points of engineering and construction responsibility. Previously, a third party was responsible for the design and engineering of the air handling unit, and per the terms of our original agreement, the air handling unit was to be separately procured.

To that end and as per the terms of our Owner / Architect Agreement, Williams Architects has been directed to include the additional Project Scope / Design Changes into the Project as noted below. Furthermore, the additional Project scope and budget will be designed in whole, as per the services and terms of our main Owner / Architect Agreement.

ADDITIONAL SCOPE / BUDGET & FEES:

Our scope is being expanded to include design and engineering of a new outdoor mounted air handling unit with supplemental heat source. Our scope of work shall include the following additional services:

- Design and specify parameters for a new unit for the outdoors.
- Coordinate duct routing from the new AHU location to reconnect to the existing ductwork in a manner that will maximize the available floor space and ceiling space within the future program room, resulting in a room of approximately 400 square feet of space.
- Patch the old outdoor air louver that will no longer be needed.
- Design the chilled water piping to extend to the new AHU.
- Design a humidifier for the new AHU.
- Design an electric preheat coil for the AHU.
- Design a supplemental heat source for the AHU (this may be an electric preheat coil)
- Extend electrical power for the new AHU.
- Extend the fire alarm for emergency shut down of the AHU.
- Design of the control sequence for the AHU.

In consideration of the revisions to the existing construction documents and additional design and engineering scope required to effect such changes, Williams Architects requests a lump sum amount of TWENTY THOUSAND FIVE HUNDRED DOLLARS (\$20,500).

The work shall be completed in accordance with Exhibit A – Revised Project Schedule, attached to this Letter of Agreement.

We respectfully propose to increase our Basic Services and Reimbursable Expenses in the original Owner / Architect Agreement by the fees indicated herein and perform all the scope of services for the revised Project under the terms of the existing Owner-Architect Agreement.

If acceptable, please sign below and return an original to our office at your earliest convenience. Upon your approval and completion of the work described herein, our invoicing shall be adjusted to reflect this change in scope.

If you have any questions or comments regarding this matter, please feel free to contact us. We are excited about our continued relationship with the River Forest Public Library on this important Project.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal

xc: Sonja Sporleder / Williams Architects

APPROVAL:



Emily Compton, Library Director
River Forest Public Library

July 6, 2022

Date

g:\2021\2021-019 river forest library air handler & mech\b genrl_basic serv\b05 contracts\owner_architect\additional services\2022 07 06 additional services ah design engineering.docx

Exhibit A - River Forest Public Library AHU / Program Room Project Updated Schedule

<u>Task</u>	<u>Date</u>
WA provides contract amendment to RFPL for review/approval	Friday, July 1
WA/IMEG provides updated “90% complete” drawing set and updated “front end” documents for Owner/counsel review	Tuesday, July 19
Board Presentation To Review Progress	4:00 PM 7/19
Meeting at RFPL to review drawing set & Owner questions	Thursday, July 21 OR Friday, July 22 – TBD
WA/IMEG provide permit-ready (“99%”) drawings and specifications	Tuesday, August 2
WA issues drawings/specifications for project to VRF for permit	Wednesday, August 3
WA/IMEG provides 100% bid-ready drawings and specifications	Thursday, August 18
Project Out To Bid via BHFx Planroom	Monday, August 22
Pre-Bid Walkthrough At Library	Thursday, August 25
Deadline For Bidder Questions	Wednesday, Sept. 7
Addendum Issued (incorporating any needed permit revisions)	Thursday, Sept. 8
Bids Due	Wednesday, Sept. 14
Contractor Screening	Wed/Thurs Sept. 14-15
Award Recommendation In Board Packet	Friday, September 16
Contract Award	Tuesday, Sept. 20 board meeting
Construction Start	mid-October
Outdoor Enclosure Complete	end-November

The following timelines are dependent on timing of the AHU delivery and installation and would be subject to adjustment in the event of a delay in AHU delivery beyond 24 weeks of lead time:

AHU Ready For Delivery/Installation	end-March (24 weeks)
Install New AHU	end-March or early-Apr

Remove Existing AHU & Modify Ductwork	mid-April
Changeover To New AHU	mid-late April
Program Space Construction	late April – mid May
Substantial Completion	Friday, May 26
Final Completion	Friday, June 24

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: July 14, 2022

RE: FastForward Libraries Strategic Planning Proposal Options

Below are three options I recommend for consulting services from Amanda Standerfer’s FastForward Libraries proposal, for consideration. All of the options can be tweaked, depending on our discussion. The Schedule of Costs and Timeline are attached to this memo for reference. After further discussion with Amanda, I recommend shortening the Dream phase board retreat to two-hours from four. This would allow us to schedule both the board and staff retreats on the same day and reduce the retreats price by \$2,000. I also did not include any Implementation phase consulting sessions to save on cost.

My goal at our meeting is to discuss and decide which of the three options would best serve the Library’s strategic planning needs while thoughtfully considering the budget. The FY22-23 budget incorporates \$5,000 for strategic planning consultant work, and we have yet to earmark any of the \$10,000 budgeted in the Strategic Initiatives line.

Option 1 is the most economical, relying on all staff-led activities when available. Option 2 incorporates a consultant-led learning report from the Learn phase. I felt that Amanda and her team’s experience analyzing and synthesizing data and information could be a valuable option to keep our otherwise staff-led process on track. In addition to the consultant-led learning report, option 3 also includes the consultant-led community survey and strategic planning document development.

	Option 1	Option 2	Option 3
Learn	<i>\$1,300</i>	<i>\$3,100</i>	<i>\$5,900</i>
Consultant	<ul style="list-style-type: none">❖ Planning team kick-off meeting (\$500)	<ul style="list-style-type: none">❖ Planning team kick-off meeting (\$500)❖ Learning report (\$2,000)	<ul style="list-style-type: none">❖ Planning team kick-off meeting (\$500)❖ Community survey (\$3,000)❖ Learning report (\$2,000)
Staff	<ul style="list-style-type: none">❖ Community survey (\$200)❖ Board/Staff sessions (\$100)❖ Board/Staff survey (\$100)❖ Focus groups (\$200)❖ Learning report (\$200)	<ul style="list-style-type: none">❖ Community survey (\$200)❖ Board/Staff sessions (\$100)❖ Board/Staff survey (\$100)❖ Focus groups (\$200)	<ul style="list-style-type: none">❖ Board/Staff sessions (\$100)❖ Board/Staff survey (\$100)❖ Focus groups (\$200)
Dream	<i>\$3,900</i>	<i>\$3,900</i>	<i>\$3,900</i>

Consultant	<ul style="list-style-type: none"> ❖ Planning meeting (\$300) ❖ Board/Staff retreats (\$3,000) ❖ Planning debrief meeting (\$600) 	<ul style="list-style-type: none"> ❖ Planning meeting (\$300) ❖ Board/Staff retreats (\$3,000) ❖ Planning debrief meeting (\$600) 	<ul style="list-style-type: none"> ❖ Planning meeting (\$300) ❖ Board/Staff retreats (\$3,000) ❖ Planning debrief meeting (\$600)
Do	<i>\$1,000</i>	<i>\$1,000</i>	<i>\$2,800</i>
Consultant	Board meeting (\$600)	Board meeting (\$600)	<ul style="list-style-type: none"> ❖ Document development (\$2,000) Board meeting (\$600)
Staff	<ul style="list-style-type: none"> ❖ Document development (\$200) ❖ Activity plan & framework (\$200) 	<ul style="list-style-type: none"> ❖ Document development (\$200) ❖ Activity plan & framework (\$200) 	<ul style="list-style-type: none"> ❖ Activity plan & framework (\$200) ❖
Total	❖ \$6,200	❖ \$8,000	\$12,600

Schedule of Costs and Timeline

Phase I: LEARN				
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and initial information gathering.	Amanda and Planning Team	May 2022 <i>2 hours preparation 1.5-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$500	\$500
Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution. Note: <i>Print version of the survey available for print on demand.</i>	Amanda and Sarah with assistance from Planning Team	May 2022 <i>20 hours survey development 10 hours survey administration/monitoring Email/phone meeting(s) as needed</i>	\$3,000	\$200 (Amanda provides examples, staff administers survey)
Initial Board and Staff sessions: Conduct environmental scan, SOAR analysis, and get input on vision and mission.	Amanda	May 2022 <i>4 hours preparation 1.5-hour session with Board (via Zoom videoconference) 1.5-hour session with staff (via Zoom, may need multiple staff sessions) 2 hours follow-up</i>	\$1,000	\$100 (Amanda provides agenda and worksheets, staff conduct sessions)

Board and Staff Survey: Develop and administer survey/s as approved by Planning team specific to internal feedback, especially related to future training needs of staff.	Amanda and Sarah with assistance from Planning Team	June 2022 <i>4 hours survey development, administration, and monitoring</i>	\$400	\$100 (Amanda provides template, staff administer survey)
Focus Groups: 6-8 focus group sessions (one-hour each), develop focus group questions, review agenda with Planning Team, compile notes. *Includes individual follow-up / interviews with anyone interested in giving feedback, but unable to attend a focus group (up to 6 interviews).	Amanda (with logistical assistance from Planning Team)	June 2022 <i>2 hours preparation 6-8 – 1-hour sessions 4 hours notes/reporting 1 day on-site</i>	\$2,000	\$200 (Amanda provides agenda, staff conducts sessions/interviews)
Learning Report: Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).	Amanda, Sarah, and Kristin with editing assistance from Planning Team	July 2022 <i>20 hours learning report</i>	\$2,000	\$200 (Amanda reviews and edits report that staff develops)
Phase I total (inclusive of supplies and travel):			\$8,900	\$1,300

Phase II: DREAM				
Goal: To report learning to the Board and staff and build plan elements at retreat sessions.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Planning Meeting: Review Learning Report and prepare for Board and staff retreats.	Amanda and Planning Team	July 2022 <i>1 hour preparation 1-hour meeting (via Zoom videoconference) 1 hour follow-up</i>	\$300	Same as consultant-led

Board Retreat Session: 4-hour, in-person session with Board to review learning and develop strategic plan elements.	Amanda	July 2022 4 hours preparation 4-hour meeting with Board 2 hours follow-up 1 day on-site	\$2,500	Same as consultant-led
Staff Retreat Session: 2-4-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning, review strategic plan elements developed by Board, and brainstorm activities to achieve plan goals. <i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i>	Amanda	July 2022 4 hours preparation 4-hour meeting with staff 2 hours follow-up 1 day on-site	\$2,500	Same as consultant-led
Planning Team Debrief Meeting: Check-in with Planning Team to review strategic plan outline document. Deliverable: Strategic plan outline.	Amanda and Planning Team	August 2022 4 hour preparation 1-hour meeting (via Zoom videoconference) 1 hour follow-up	\$600	Same as consultant-led
Phase II total (inclusive of supplies and travel):			\$5,900	\$5,900

Phase III: DO				
Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.				
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Option 1: Consultant-led</u>	<u>Option 2: Staff-led</u>
Document Development: Develop graphical and written plan for review by Board. Deliverable: Draft plan documents for Board review.	Amanda and Kristin	August 2022 20 hours	\$2,000	\$200 (Amanda provides examples and reviews staff drafts)

<p>Board Meeting: Meeting with Board to review all plan documents and make final revisions.</p> <p>Deliverable: Final plan documents for Board approval.</p>	Amanda with Board	August 2022 <i>2 hours preparation 1-2 hour meeting with Board (via Zoom) 2 hours follow-up</i>	\$600	
<p>Activity Plan and Evaluation Framework: Develop draft documents for review by Director/Planning Team.</p> <p>Deliverable: Draft evaluation framework.</p>	Amanda and Director/Planning Team	September 2022 <i>1-hour meeting with Director/Planning Team/staff 4 hours document development</i>	\$500	\$200 (Amanda provides examples and reviews staff drafts)
Phase III total (inclusive of supplies):			\$3,100	\$400
Grand total: (inclusive of supplies and travel):			\$17,900	\$7,600

Phase IV: IMPLEMENTATION

Goal: To support the transition from planning to implementation.

What	Who	When/Duration	Cost
<p>Coaching Sessions: Meet with Director or designated staff working on implementation to support the transition from planning to implementation.</p>	Amanda and Director or designated staff	As needed after plan adoption and beyond <i>1-hour per meeting with pre- and post-call support (via Zoom)</i>	\$150/each

Administration

Lauterbach & Amen rescheduled their final fieldwork dates to mid-August. I was not available for their original June dates due to COVID reasons. The audit team expects to get a first draft of the audit to the Finance Committee by September 9, and a final draft by September 22.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapters for Trustee review are Chapter 5: Building Infrastructure & Maintenance, and Chapter 6: Safety.

Facility updates:

- River Forest Public Works has been working to remove sharpie graffiti from the low limestone wall in the garden.
- D90 has been helpful working through the details of the Library's drive-up book drop order.

Financial highlights:

- The Library received \$9,747 in property tax income within the first 60 days of FY22-23. This money will be accounted for in FY21-22.
- We received a \$522 refund for a double payment in the Special Programs line. Special Programs is 60% spent. A significant expense in this category was the Summer Reading Kickoff ice cream.
- Children's Programs is 28% spent due to summer reading expenses. Children's typically spends the most on programs over the summer, so this is expected.
- Natural gas expenses continue to be higher than expected. According to Nicor, "current natural gas costs across the United States reflect continued uncertainties over what the next 12 months hold globally for weather patterns, market conditions and escalating geopolitical events that continue to cause an uptick in the current and forward market for natural gas prices."

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.
- We recently began receiving monthly activity reports on our Google business profile. This June saw some impressive stats -
 - 115 calls made from our profile (up 21% from May)
 - 306 requests for directions to the Library (up 7% from May)
 - 719 website visits from our profile (up 49% from May)
 - 4,255 profile views (up 16% from May)

Category	April 2022	May 2022	June 2022
Physical item circulation - initial checkouts	13,705	13,836	16,067
Digital item circulation	3,946	4,197	4,187
Total Circulation	17,651	18,033	19,248
Programs for Adults	12 programs	11 programs	14 programs

	139 attendees	86 attendees	469 attendees
Programs Middle School aged children	5 programs 38 attendees	5 programs 28 attendees	9 programs 216 attendees
Programs for Children	27 Programs 1061 attendees	27 Programs 1083 attendees	45 Programs 2411 attendees
New cardholders added	36	24	66
Total cardholders	8,266	8,296	8,398
Website sessions	6,812	6,943	7,123
Patron visits	6,782	7,001	5975
Instagram Followers	1,277	1,282	1,286
Facebook Followers	1,314	1,301	1,334

Collection Updates & Notable Programs

Summer Reading Kick Off

Thanks to a generous grant from the RFPL Foundation, the Library planned a fun-filled summer reading kick-off event including music from the School of Rock, face painting, lawn games, and ice cream.

The event saw 752 attendees: 275 adults, 143 middle school/teens, and 334 children 4th grade and under.



While we received a great deal of positive feedback, we also acknowledge that there was room for improvement. The lines for sign-up were very long, and access to the Library building was difficult for some. For future events of this size, we plan to schedule additional staff and more thoughtfully configure the activities throughout the garden.

As of June 30th, there were 88 adults, 181 teens, and 432 children signed up for the summer reading program.

We have received positive feedback on the creativity of our children's prizes this year. Patrons are particularly fond of the excavation kits and butterfly bookmarks, and the kids are thrilled with the popular titles and graphic novels among the book prizes. Children's has seen 518 rewards collected as of June 30th. A few other interesting statistics as of June 30: teen participants earned 480 badges and wrote 102 book reviews, and adult participants have earned 152 badges and logged 77 books.

Juneteenth Flag Raising Ceremony

In partnership with the Village of River Forest, the Library hosted a Juneteenth flag raising ceremony to commemorate General Order #3, which proclaimed free the last enslaved people in Texas in 1865.

An estimated 100 community members attended the educational and heartfelt ceremony that included a reading of the general order by Judge Aicha Marie MacCarthy, a presentation on the meaning of the day by Dominican University's Chief Diversity Officer Sheila Radford-Hill, and a reading of Maya Angelou's *Still I Rise* by a representative from Trinity High School's Black Student Union.



Other Program Highlights

Patron Jim Jacob reached out to Brian Wolowitz, Adult Programming Librarian, about hosting a discussion after Film Lover Friday showings. We are so grateful to have a local film expert volunteer his time to engage with fellow film buffs at the Library. Jim's first film discussion was *Red River* on Friday, June 17.

The Children's team was on the road this June, bringing *Stories in the Woods* to the Trailside Museum and *Park Play Story Time* at parks throughout River Forest.

Staff Training and Updates

Shannon Duffy will begin as Operations Manager in late July. Shannon comes to us with a unique background in both librarianship and operations management, most recently as an operations manager for a Chicago-based design, research and strategy firm. Shannon is thrilled to return to libraries in a role that combines her skillset so well, and we are so happy to have her join the RFPL team.

Ariel Schick, currently a Material Services Associate, has accepted the Adult & Teen Services (ATS) Associate position and will start upstairs in mid-July. Brittany Burns, who was working as an ATS Associate, has accepted the open Children's Services Associate position.

Public Relations and Outreach

Planning for our fall bookplate is underway. The newsletter will go to print the first week of August and hit homes during the third week of August. Some highlights for this edition will be recognition of Susie Young's 30-year anniversary and an emphasis on the library as a community center.

The local spotlight display currently features a fun display of photos from our summer programs, as well as some program and summer reading statistics.

Respectfully submitted,
Emily Compton
July 14, 2022

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Building Infrastructure and Maintenance Standards

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

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

Building Infrastructure and Maintenance Checklists

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

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: July 14, 2022

RE: OSG Proposal to Replace 9 Public PCs

There are nine public computers, purchased between 2016 and 2017, that were budgeted for replacement this fiscal year: 4 children's, 4 teen, and 1 adult. OSG had estimated the cost to replace the computers, with labor included, at \$17,000 when we were developing the FY22-23 budget. The quote has come in higher at \$19,846.26 total: \$13,546.26 for the computers and \$6300 for installation. OSG estimates needing 36 hours, or 4 hours per computer, for installation. The OSG rate for service is \$175 per hour.

The first quote attached to this memo is for \$13,546.26 to purchase 9 desktop computers. The second is a statement of work for a purchase of 50 prepaid service hours for installation. Service hours cost incrementally less in prepaid blocks:

- \$4250 for 25 (\$170/hr)
- \$8,000 for 50 (\$160/hr)
- \$11,250 for 75 (\$150/hr)
- \$14,000 for 100 (\$140/hr)

My recommendation is to purchase a 50-hour block of time to allow for the 36-hours estimated to install the computers, working in a buffer in case more hours are needed. Any remaining hours would be added to the Library's service bank for future use. A 50-hour block of time would bring the total cost of the project to \$21,546.26.

Capital Budget – Technology

The FY22-23 budget for technology incorporated \$17,000 for computer replacements and \$13,000 for a server replacement. Upon further review, the Library's server does not need to be replaced until FY23-24. While \$21,546.26 is more costly than anticipated for the computer replacements, the Library would not go over budget in this category if we wait to purchase the server until next fiscal year.



We have prepared a quote for you

Replacement Desktops

Quote # 000010
Version 1

Prepared for:

River Forest Public Library

Emily Compton
emily.compton@riverforestlibrary.org

Hardware

Description	Price	Qty	Ext. Price
EST LEAD TIME FOR DESKTOPS 5-6 MONTHS			
HP ProOne 440 G9 All-In-One, i5 Processor, 256GB SSD, 8GB RAM, Windows10, 3Year 9x5 NBD Warranty	\$1,466.89	9	\$13,202.01
Kingston 8GB DDR4 SDRAM Memory Module - 8 GB - DDR4-3200/PC4-25600 DDR4 SDRAM - 3200 MHz - CL22 - 1.20 V - Non-ECC - Unbuffered - 260-pin - SoDIMM - Lifetime Warranty	\$38.25	9	\$344.25
INSTALLATION HOURS WILL BE ESTIMATED IN A SEPARATE STATEMENT OF WORK (SOW) AND ARE NOT INCLUDED IN THIS QUOTE TOTAL.			



Subtotal: **\$13,546.26**

Replacement Desktops

Prepared by:

Outsource Solutions Group, Inc.

Ashley Caringello
630-236-6625
acaringello@osgusa.com

Prepared for:

River Forest Public Library

735 Lathrop Avenue
River Forest, IL 60305
Emily Compton
(708) 366-5205
emily.compton@riverforestlibrary.org

Quote Information:

Quote #: 000010

Version: 1
Delivery Date: 07/14/2022
Expiration Date: 07/31/2022

Quote Summary

Description	Amount
Hardware	\$13,546.26
Subtotal:	\$13,546.26
Shipping:	\$89.41
Total:	\$13,635.67

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Outsource Solutions Group, Inc.

Signature: *Ashley Caringello*
Name: Ashley Caringello
Title: Sr. Inside Sales Administrator
Date: 07/14/2022

River Forest Public Library

Signature: _____
Name: Emily Compton
Date: _____



PRE-PAID TIME STATEMENT OF WORK

This is a "Statement of Work" or "SOW" under the Professional Services Agreement dated 8/25/2021 between Outsource Solutions Group, a Illinois corporation whose address for notices is 1730 Park Street Suite 225 Naperville IL 60563 ("Vendor") and River Forest Public Library whose address for notices is 735 Lathrop Ave., River Forest, IL 60305 ("Customer") (each of Vendor and Customer, a "Party"; together, the "Parties")."

DESCRIPTION OF SERVICES:

Scope of Services.

OSG agrees to provide, upon Customers' request, skilled and/or certified professional services and resources, including materials if requested, for the purpose of servicing and maintaining Customers' computer networks, related business applications, or other services. OSG will make a good faith effort to satisfy Customers' regular and emergency needs in a timely manner. There will be a one-hour minimum billed for each on-site visit and phone support is billed in 1/4hr increments. Blocks of time are designed for your utmost convenience by providing various on-demand IT services. Rate per hour remains the same for after hours (outside normal support hours 6:30am – 10pm), holidays, and weekends. There is no charge for travel time. **There are no restrictions with the use of prepaid time. However, the hours will expire after 2 years from the time of purchase if unused. Prepaid time is non-refundable. You can simply use the hours when necessary and carry unused hours over from year 1 to year 2.**

Payment: All service requests performed prior to receiving payment for your block of hours will be invoiced at \$180/hour and will not be deducted from your prepaid time balance.

RATES:	Please initial desired selection
_____	\$4,250 for a 25-hour prepaid block of time (\$170/HR)
<u> X </u>	\$8,000 for a 50-hour prepaid block of time (\$160/HR)
_____	\$11,250 for a 75-hour prepaid block of time (\$150/HR)
_____	\$14,000 for a 100-hour prepaid block of time (\$140/HR)

Computer Replacement Project – Estimated 36 Hours

****Hours that remain after project is completed can be used for service requests and/or other projects****

AGREED:

River Forest Public Library	Outsource Solutions Group, Inc.
Signature	Signature
Name	Name
Title	Title
Date	Date

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: July 14, 2022

RE: OSG 75-Hour Prepaid Service Hour Proposal

The FY21-22 operating budget incorporated the cost of a 75-hour block of prepaid service hours from OSG into the Technical Support (IT) line. Considering the Library has fewer than 20 hours of pre-paid, reduced cost service hours in its bank, I recommend purchasing a 75-hour block now. Prepaid block pricing:

- \$4,250 for 25 (\$170/hr)
- \$8,000 for 50 (\$160/hr)
- \$11,250 for 75 (\$150/hr)
- \$14,000 for 100 (\$140/hr)

OSG recommends budgeting for a quarter-hour of service per staff member per month, which would be roughly 6 hours per month, or 72 hours per year for our staff size. The Library purchased a 50-hour block of time in March 2022, and as of July 14 has 18 hours remaining, meaning we used roughly 7 service hours per month. At our current rate, a 75-hour block of time should last through most if not all of the fiscal year.