



**River Forest Public Library
Regular Board Meeting
March 21, 2023
6:00 PM**

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

Agenda

1. Call to Order
 2. Roll Call
 3. Visitors and Guests
 - a. Shannon Gruber, Adult & Teen Services Manager – Collection Updates
 4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: February 21, 2023
 - b. February 2023 Revenue and Expense Reports
 - c. February 2023 Bill Payment List and Credit Card Charges
 - d. February 28, 2023 Balance Sheet and Capital Reserve Fund
 - e. Policy updates: Board Bylaws; Staff IX: Computer & Internet Access; Patrons IV: Computer & Internet Access
 5. Patron Suggestions
 6. Old Business
 - a. Air handler relocation and mechanical room renovation
 7. Director's Report
 8. President's Report
 9. New Business
 - a. Server Replacement – update
 - i. OSG Prepaid Service Hours Proposal (\$7,250) - vote
 - b. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - FY 2022-2023 Amended Operating and Capital Budgets - vote
 - FY 2023-2024 Operating and Capital Budgets - vote
 - FY2021-2022 Excess Revenues (\$196,085) Capital Reserve Transfer – vote
 - FY2022-2023 Budgeted (\$45,000) Capital Reserve Transfer - vote
 - iii. Policy Committee
 - c. RFPL Foundation Liaison
 - d. Village of River Forest Collaboration Committee Liaison
 - e. Motion to Declare a Vacancy in the Office of Library Board Trustee Karen Stierwalt Due to Resignation
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: February 21st, 2023, 6pm - 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: Deborah Hill, Cathy Ruggeri, Ann Berens, Jim Hopkinson, Elan Long, Tom Smedinghoff. Trustee Karen Stierwalt was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Monika Adamski, Lauterbach & Amen (L&A), joined via conference phone to discuss the 2021-2022 audit.

Guest Comments/Audit Discussion:

Ms. Adamski answered a variety of questions from the Board regarding the Library's annual audit. Based on the discussion of the draft audit, the following actions were agreed upon.

- Ms. Adamski will have her team look into differences in 2020-2021 results as reflected in this year's vs last year's audits. She thinks these changes are due to classification differences between L&A and the company that conducted last year's audit.
- Trustee Ruggeri will send Ms. Adamski language used in last year's audit regarding excess revenues over expenditures available to be transferred to the Library's capital reserve fund.
- Director Compton will follow up with Village of River Forest staff regarding the Library's Other Post-Employment Benefits (OPEB) liability, particularly the source of the obligations.
- L&A will issue the final audit following a partner review and a technical review which will begin after all the issues are resolved -between the Library and the audit team. Ms. Adamski will provide an updated draft to the Library's Finance Committee by February 28th.
- Based on the expected timing of responses from L&A, the Finance Committee agreed to meet February 28th at 1:30pm to review the updated audit draft.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 17, 2023
- b. January 2023 Revenue and Expense Reports
- c. January 2023 Bill Payment List and Credit Card Charges
- d. January 31, 2023 Balance Sheet
- e. Policy updates: Staff I: Employment

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

There was a brief discussion regarding the Drug and Alcohol section of the Employment policy prior to the vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported that two patrons requested more chair yoga programs.

Director's Report:

Director Compton reported on the following topics:

- Trustee Smedinghoff received two phishing emails. Outsource Solutions Group (OSG) blocked the senders and are looking for a further solution.
- OSG is installing an additional antivirus software on the Library's computers.
- Play area visits are separated from Children's Program statistics in the Director's Report.
- The Adult & Teen Services Department began tracking how many middle schoolers come through the space after school. On one day, 49 students visited the space; 200 students were present between February 1st and 9th.

Trustee Long noted that at current visitor levels, the Library is on track to have 100,000 annual visitors again, returning to pre-pandemic visit levels.

President's Report:

President Hill reported on the following topics:

- President Hill commended Director Compton on representing the library so admirably at the River Forest Police Department's quarterly safety meeting.
- Following discussion at the Policy committee, Director Compton will advise the Board of planned holiday closure dates prior to finalizing the schedule each year.

New Business

Committee Reports

Facilities Committee

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

Finance Committee

- The 2022-2023 fiscal year amended operating budget reflects the increase in the natural gas budget line.
- The 2022-2023 fiscal year amended capital budget accounts for the RFPL Foundation's grant being partially spent on an Apple laptop, as well as excess revenue from the previous fiscal year. The budget for Technology was lowered to reflect actual costs. The Air Handler Project section was updated using the bid package cost breakdown.
- Director Compton used property tax estimates to determine revenue for the 2023-2024 fiscal year. She proposed a 5.9% increase in overall personnel expenses to

account for minimum wage ladder increases, compression increases, and merit increases of 3-4.5%. She lowered the budget for IMRF to reflect the Library's new rate. Water and natural gas budgets were raised to reflect the current fiscal year's spending. The Board will vote on the budget at the March meeting

Policy Committee

- The Policy Committee met in February to finalize proposed revisions to the employment policy and will meet again on April 20th.
- Director Compton provided dates for 2023 holiday closures in the Board packet.

RFPL Foundation Liaison

The Foundation Board had its annual meeting in January. The Foundation met most of its 2022 goals. Jim Hopkinson was elected the Foundation Board President for 2023. Rachel Goldrick was elected as a new outside director; Rachel is a CPA with young children who brings a new perspective to the board.

Village of River Forest Collaboration Committee Liaison

No report this month.

Old Business

Air handler relocation and mechanical room renovation

- Payment application (\$95,340.74) - vote
- Trustee Ruggeri outlined some remaining work to be completed and explained that there would be no additional charges for that work. Subcontractor lien waivers lag a month behind so that the waivers will be provided with the next pay application.

Trustee Long moved to approve the payment. Trustee Berens seconded the motion which passed in a roll call vote.

Roll Call Vote

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

Adjournment

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

Respectfully submitted,
Elan Long, Secretary



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

<u>Account:</u>	<u>February-23</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				83% as of 2/28/23
Property Taxes	\$ 5,195.55	\$ 656,355.58	\$ 1,415,000	46.39%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ 7,020.03	\$ 37,980.62	\$ 9,000	422.01%
Lost Books Reimbursed	\$ 446.68	\$ 3,098.94	\$ 3,500	88.54%
Copy Machine Revenue	\$ 293.69	\$ 2,346.35	\$ 3,000	78.21%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 333.35	\$ 5,065.75	\$ 4,800	105.54%
Grants from RFPL Foundation	\$ -	\$ 7,351.00	\$ 20,000	36.76%
Gifts - other	\$ -	\$ 189.13	\$ 500	37.83%
IL Per Capita Grant	\$ -	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ 500.00	\$ 1,215.00	\$ 1,500	81.00%
Liebner Fund Endowment	\$ -	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ 198.68	\$ 404.35	\$ 1,200	33.70%
Total:	\$ 13,987.98	\$ 735,779.45	\$ 1,489,000	49.41%
Income:	\$ 13,987.98	\$ 735,779.45	\$ 1,489,000	49.41%
Expense:	\$ 107,862.47	\$ 1,070,232.47	\$ 1,489,000	71.88%

Prepared 3.8.23



River Forest Public Library

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

Expense Report: Feb-23

February-23 Fiscal YTD Actual % Budget 22-23 Budget
 83% as of 2/28/2023

Expenses
Personnel

Wages & Salaries	\$ 58,029.24	\$ 571,106.53	75.15%	\$ 760,000
Medical Health Insurance Coverage	\$ -	\$ 27,707.60	46.18%	\$ 60,000
IMRF	\$ 2,878.42	\$ 39,731.80	68.50%	\$ 58,000
Medicare/FICA	\$ 4,436.90	\$ 43,015.26	73.91%	\$ 58,200
Staff Recognition	\$ 158.23	\$ 1,745.87	58.20%	\$ 3,000
Membership Dues	\$ -	\$ 2,075.00	51.88%	\$ 4,000
Staff Training and Development	\$ 400.00	\$ 4,223.57	46.93%	\$ 9,000
Total Personnel	\$ 65,902.79	\$ 689,605.63	72.42%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 6,250.00	113.64%	\$ 5,500
Advertising	\$ 1,077.06	\$ 2,807.77	80.22%	\$ 3,500
Total Printing and Advertising	\$ 1,077.06	\$ 9,057.77	100.64%	\$ 9,000

Programming

Children's Programs	\$ 260.83	\$ 8,986.77	69.13%	\$ 13,000
Teen Programs	\$ 1,059.58	\$ 4,692.85	62.57%	\$ 7,500
Adult Programs	\$ 712.13	\$ 6,098.29	60.98%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 2,032.54	\$ 21,645.47	50.34%	\$ 43,000
Total Advertising and Programs	\$ 3,109.60	\$ 30,703.24	59.04%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 524.82	104.96%	\$ 500
Technical Support (IT)	\$ 1,028.74	\$ 16,312.29	74.15%	\$ 22,000
Automation Administration	\$ 5,359.95	\$ 28,822.21	70.30%	\$ 41,000
Consultant Fees/Legal Fees	\$ 7,338.30	\$ 15,587.80	129.90%	\$ 12,000
Postage & Delivery	\$ -	\$ 1,120.71	32.02%	\$ 3,500
Audit	\$ 1,825.00	\$ 9,725.00	97.25%	\$ 10,000
Payroll and Employment Services	\$ 723.00	\$ 4,976.69	118.49%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 3,557.50	74.11%	\$ 4,800
Telephone/Internet	\$ 1,007.64	\$ 9,152.47	73.22%	\$ 12,500
Trustee Training and Memberships	\$ 40.00	\$ 40.00	4.44%	\$ 900
Copy Machine Lease	\$ -	\$ 2,023.17	67.44%	\$ 3,000
Total Other Support Services	\$ 17,322.63	\$ 91,842.66	80.28%	\$ 114,400

Library Materials

Books	\$ 4,245.24	\$ 55,904.80	76.58%	\$ 73,000
Print Periodicals	\$ -	\$ 5,863.69	97.73%	\$ 6,000
Automated Subscriptions (databases)	\$ 1,750.00	\$ 10,477.72	106.92%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 6,865.86	\$ 61,232.21	81.64%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 372.17	\$ 13,211.48	73.40%	\$ 18,000
Total Library Materials	\$ 13,233.27	\$ 146,689.90	80.69%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 143.65	\$ 2,648.51	66.21%	\$ 4,000
Library Supplies	\$ 480.87	\$ 3,302.02	60.04%	\$ 5,500
Copy And Printing Supplies	\$ 15.24	\$ 1,289.58	64.48%	\$ 2,000
Misc Expenses	\$ 249.33	\$ 943.20	37.73%	\$ 2,500
Total Office Supplies	\$ 889.09	\$ 8,183.31	58.45%	\$ 14,000
Total Library Materials & Supplies	\$ 14,122.36	\$ 154,873.21	79.10%	\$ 195,800

Strategic Initiatives

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

Building Materials & Supplies	\$ 320.11	\$ 3,043.27	67.63%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ 16,291.69	81.46%	\$ 20,000
Maintenance and Custodial Service	\$ 4,095.75	\$ 53,669.07	76.67%	\$ 70,000
Water	\$ 339.14	\$ 2,548.54	127.43%	\$ 2,000
Natural Gas	\$ 1,818.27	\$ 20,386.52	226.52%	\$ 9,000
Copier Maintenance and Usage	\$ 350.21	\$ 1,376.70	52.95%	\$ 2,600
Total Facility Services	\$ 6,603.37	\$ 94,272.52	91.00%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ 436.05	\$ 1,953.98	27.91%	\$ 7,000
Technology Misc.	\$ 45.56	\$ 1,535.73	34.13%	\$ 4,500
Total Equipment & Furniture	\$ 481.61	\$ 3,489.71	30.35%	\$ 11,500

Total Facilities Management	\$ 7,405.09	\$ 100,805.50	84.29%	\$ 119,600
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Total Operating Expenses	\$ 107,862.47	\$1,070,897.47	74.16%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 107,862.47	\$1,070,897.47	71.92%	\$ 1,489,000
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Total Income	\$ 13,987.98	\$ 735,779.45	49.41%	\$ 1,489,000
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Prepared 3.8.23

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

Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services			
02/14/2023	Bill Payment (Check)		-246.63
02/05/2023	Bill	QUARTERLY FIRE ALARM SERVICE (MAR-MAY 2023)	246.63
AMANDA STANDERFER			
02/23/2023	Bill Payment (Check)		-7,000.00
02/22/2023	Bill	50% STRATEGIC PLANNING CONSULTATION FEE	7,000.00
AMAZON			
02/09/2023	Bill Payment (Check)		-95.70
02/07/2023	Bill	MIDDLE SCHOOL MAKER SUPPLIES	13.99
02/08/2023	Bill	MIDDLE SCHOOL MAKER SUPPLIES	18.80
02/09/2023	Bill	PASSIVE ORIGAMI PROGRAM	17.35
01/31/2023	Bill	HEADPHONES FOR PATRON COMPUTERS/CHILDREN'S ROOM	45.56
02/14/2023	Bill Payment (Check)		-254.12
02/14/2023	Bill	FAMILY FUN BAG MATERIALS MIDDLE SCHOOL MAKERS	40.73
02/10/2023	Bill	SUPPLIES	14.99
02/09/2023	Bill	CARDSTOCK IVORY MIDDLE SCHOOL MAKERS	15.24
01/27/2023	Bill	SUPPLIES	29.98
01/27/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	204.68

02/09/2023	Vendor Credit	VIDEO GAME REFUND	-51.50
02/23/2023	Bill Payment (Check)		-165.15
02/21/2023	Bill	SHORT STORY CONTEST PRIZE	42.79
02/23/2023	Bill	ADULT GUESSTIMATION JAR (MARCH)	13.99
02/17/2023	Bill	FAMILY FUN BAGS	26.99
02/19/2023	Bill	WINTER READING PRIZE	41.01
02/19/2023	Bill	FAMILY FUN BAG SUPPLIES	10.38
02/21/2023	Bill	NINTENDO SWITCH GAME	29.99

**ANDERSON ELEVATOR
COMPANY**

02/09/2023	Bill Payment (Check)		-205.00
02/01/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	205.00

Bibliotheca, LLC

02/14/2023	Bill Payment (Check)		-4,644.00
02/09/2023	Bill	ANNUAL SELF-CHECK SERVICE RENEWAL	4,644.00

Cardmember Service

02/23/2023	Bill Payment (Check)		-1,366.14
02/21/2023	Bill	BYLINE CREDIT CARD JAN. 2023-FEB. 2023	1,366.14

Cintas Fire Protection

02/23/2023	Bill Payment (Check)		-1,540.92
02/23/2023	Bill	FIRE EXTINGUISHER AND REPLACEMENT	1,540.92

Clarence Goodman

02/23/2023	Bill Payment (Check)		-264.00
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02/20/2023	Bill	PRESENTER FEE 2-26-23 PROGRAM	264.00
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Comcast VoiceEdge

02/14/2023	Bill Payment (Check)		-1,007.64
02/14/2023	Bill	FEBRUARY PHONE BILL	1,007.64

**CONSTRUCTION
SOLUTIONS OF ILLINOIS,
INC.**

02/23/2023	Bill Payment (Check)		-95,340.74
02/22/2023	Bill	CAPITAL** AIR HANDLER #2021-019 PAYMENT #1, CSIL	95,340.74

Cynthia Hanifin

02/09/2023	Bill Payment (Check)		-225.00
02/09/2023	Bill	Zine program for teens	225.00

DEMCO, INC.

02/09/2023	Bill Payment (Check)		-102.46
02/01/2023	Bill	TECH SERVICES PROCESSING MATERIALS	102.46
02/09/2023	Bill Payment (Check)		-296.06
02/09/2023	Bill	CHILDREN'S ROOM BOOKCART	296.06
02/14/2023	Bill Payment (Check)		-59.82
02/14/2023	Bill	TECH SERVICES PROCESSING MATERIALS	59.82
02/23/2023	Bill Payment (Check)		-288.75
02/14/2023	Bill	TECH SERVICES (PROCESSING) AND ATS DEPT. MATERIALS (BOOK EASELS)	117.73
02/14/2023	Bill	TECH SERVICES PROCESSING MATERIALS	56.30

02/22/2023	Bill	TECHINICAL SERVICES PROCESSING MATERIALS	114.72
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02/09/2023	Bill Payment (Check)		-325.00
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01/29/2023	Bill	SNOW REMOVAL	325.00
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Hoopla

02/09/2023	Bill Payment (Check)		-2,509.44
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02/03/2023	Bill	JANUARY HOOLPA CHECKOUTS	2,509.44
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Ingram Library Services

02/09/2023	Bill Payment (Check)		-1,616.14
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01/31/2023	Bill	BOOKS	70.08
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01/31/2023	Bill	BOOK	17.46
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01/31/2023	Bill	BOOK	21.12
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01/31/2023	Bill	BOOK	12.38
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01/31/2023	Bill	BOOK	18.03
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01/31/2023	Bill	BOOK	23.12
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01/31/2023	Bill	BOOK	11.81
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01/31/2023	Bill	BOOKS	36.63
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01/31/2023	Bill	BOOKS	102.87
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02/01/2023	Bill	BOOK	21.04
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02/01/2023	Bill	BOOKS	71.57
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02/01/2023	Bill	BOOK	11.81
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02/01/2023	Bill	BOOKS	36.64
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02/01/2023	Bill	BOOK	11.25
02/01/2023	Bill	BOOKS	59.77
02/01/2023	Bill	BOOKS	32.72
02/06/2023	Bill	BOOKS	66.02
02/06/2023	Bill	BOOKS	36.01
02/06/2023	Bill	BOOKS	11.17
02/06/2023	Bill	BOOK	12.38
02/06/2023	Bill	BOOKS	48.71
02/06/2023	Bill	BOOK	18.75
02/06/2023	Bill	BOOK	6.91
02/06/2023	Bill	BOOK	87.87
02/06/2023	Bill	BOOK	15.71
02/06/2023	Bill	BOOKS	32.83
02/06/2023	Bill	BOOK	7.78
02/06/2023	Bill	BOOKS	119.71
02/06/2023	Bill	BOOK	17.47
02/06/2023	Bill	BOOK	17.47
02/06/2023	Bill	BOOKS	48.86
02/06/2023	Bill	BOOK	13.19
02/06/2023	Bill	BOOK	17.70
02/06/2023	Bill	BOOK	14.81
02/06/2023	Bill	BOOKS	33.41

02/06/2023	Bill	BOOKS	146.43
02/06/2023	Bill	BOOK	18.04
02/06/2023	Bill	BOOK	12.38
02/06/2023	Bill	BOOK	16.58
02/06/2023	Bill	BOOK	15.92
02/06/2023	Bill	BOOKS	48.22
02/06/2023	Bill	BOOK	11.25
02/06/2023	Bill	BOOK	7.29
02/06/2023	Bill	BOOKS	32.83
02/06/2023	Bill	BOOK	11.71
02/06/2023	Bill	BOOK	87.07
02/06/2023	Bill	BOOK	15.58
02/06/2023	Bill	BOOK	7.78
02/14/2023	Bill Payment (Check)		-561.48
02/10/2023	Bill	BOOKS	29.39
01/27/2023	Bill	BOOKS	45.27
02/08/2023	Bill	BOOKS	24.61
02/08/2023	Bill	BOOKS	126.17
02/08/2023	Bill	BOOK	15.71
02/08/2023	Bill	BOOK	6.91
02/08/2023	Bill	BOOK	18.59
02/08/2023	Bill	BOOK	20.72

02/08/2023	Bill	BOOKS	132.59
02/08/2023	Bill	BOOK	11.06
02/08/2023	Bill	BOOKS	16.76
02/09/2023	Bill	BOOK	20.46
02/09/2023	Bill	BOOK	9.73
02/09/2023	Bill	BOOK	17.04
02/09/2023	Bill	BOOK	7.98
02/09/2023	Bill	BOOKS	42.30
02/10/2023	Bill	BOOK	16.19
02/23/2023	Bill Payment (Check)		-2,067.62
02/22/2023	Bill	BOOK	7.78
01/10/2023	Bill	BOOK	12.38
02/15/2023	Bill	BOOKS	33.32
02/15/2023	Bill	BOOK	12.38
02/15/2023	Bill	BOOK	16.91
02/15/2023	Bill	BOOK	17.47
02/15/2023	Bill	BOOK	19.16
02/15/2023	Bill	BOOKS	266.02
02/15/2023	Bill	BOOKS	32.98
02/15/2023	Bill	BOOKS	124.14
02/15/2023	Bill	BOOKS	51.26
02/15/2023	Bill	BOOK	18.04

02/15/2023	Bill	BOOKS	35.46
02/15/2023	Bill	BOOKS	26.20
02/15/2023	Bill	BOOKS	58.01
02/15/2023	Bill	BOOKS	14.25
02/15/2023	Bill	BOOKS	30.33
02/16/2023	Bill	BOOKS	124.21
02/16/2023	Bill	BOOKS	42.71
02/16/2023	Bill	BOOK	12.05
02/16/2023	Bill	BOOK	12.62
02/16/2023	Bill	BOOKS	72.80
02/16/2023	Bill	BOOKS	18.72
02/16/2023	Bill	BOOK	9.93
02/16/2023	Bill	BOOKS	22.12
02/16/2023	Bill	BOOK	11.96
02/21/2023	Bill	BOOK	20.47
02/21/2023	Bill	BOOKS	37.48
02/21/2023	Bill	BOOK	16.09
02/21/2023	Bill	BOOKS	21.05
02/21/2023	Bill	BOOKS	24.76
02/21/2023	Bill	BOOKS	37.46
02/21/2023	Bill	BOOKS	194.56
02/21/2023	Bill	BOOK	14.98

02/21/2023	Bill	BOOKS	79.53
02/21/2023	Bill	BOOKS	47.81
02/21/2023	Bill	BOOK	14.41
02/22/2023	Bill	BOOKS	28.81
02/22/2023	Bill	BOOKS	162.28
02/22/2023	Bill	BOOK	21.14
02/22/2023	Bill	BOOK	12.38
02/22/2023	Bill	BOOKS	106.51
02/22/2023	Bill	BOOKS	24.75
02/22/2023	Bill	BOOK	12.38
02/22/2023	Bill	BOOK	18.04
02/22/2023	Bill	BOOKS	36.07
02/22/2023	Bill	BOOK	16.34
02/22/2023	Bill	BOOK	17.11

Kanopy

02/09/2023	Bill Payment (Check)		-300.20
02/03/2023	Bill	JANUARY KANOPY CHECKOUTS	300.20

**KLEIN, THORPE &
JENKINS, LTD**

02/09/2023	Bill Payment (Check)		-338.30
02/03/2023	Bill	ANNUAL PREP TIMELINE LEGAL SERVICES	338.30

**Konica Minolta Business
Solutions**

02/14/2023	Bill Payment (Check)		-350.21
01/01/2023	Bill	DECEMBER COPY USAGE	88.12
02/01/2023	Bill	JANUARY COPY USAGE	107.25
02/01/2023	Bill	JANUARY COPY MAINTENANCE	10.46
02/02/2023	Bill	FEBRUARY COPY MAINTENANCE	10.46
12/02/2022	Bill	DECEMBER 2022 COPY MAINTENANCE	10.46
12/01/2022	Bill	NOVEMBER COPY USAGE	123.46

Mango Languages

02/09/2023	Bill Payment (Check)		-1,750.00
02/09/2023	Bill	MANGO LANGUAGES 1 YR. SUBSCRIPTION	1,750.00

MIDWEST TAPE

02/09/2023	Bill Payment (Check)		-123.64
02/06/2023	Bill	AUDIOBOOK CDS	90.96
02/06/2023	Bill	BLU-RAY	32.68
02/14/2023	Bill Payment (Check)		-169.85
02/08/2023	Bill	BLU-RAY	34.18
02/08/2023	Bill	AUDIOBOOK	42.98
02/08/2023	Bill	BLU-RAY	34.62
02/08/2023	Bill	DVDS/BLU-RAYS	58.07
02/23/2023	Bill Payment (Check)		-100.19
02/15/2023	Bill	AUDIOBOOK	42.98
02/15/2023	Bill	DVD	25.98

02/15/2023	Bill	DVD	31.23
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NICOR GAS

02/23/2023	Bill Payment (Check)		-1,818.27
02/21/2023	Bill	MONTHLY GAS BILL	1,818.27

**OUTSOURCE SOLUTIONS
GROUP, INC.**

02/23/2023	Bill Payment (Check)		-1,028.74
02/17/2023	Bill	FEBRUARY MONTHLY IT SUPPORT	1,028.74

OverDrive

02/09/2023	Bill Payment (Check)		-1,273.18
02/03/2023	Bill	2 EBOOKS	119.99
02/09/2023	Bill	I YR. DIGITAL MAGAZINE SUBSCRIPTION	932.20
02/09/2023	Bill	4 EBOOKS/ 2 AUDIOBOOKS	220.99
02/14/2023	Bill Payment (Check)		-1,457.69
02/08/2023	Bill	23 EBOOKS/ 11 AUDIOBOOKS	1,457.69
02/23/2023	Bill Payment (Check)		-919.66
02/14/2023	Bill	1 EBOOK/1 AUDIOBOOK	75.00
02/23/2023	Bill	13 EBOOKS/7 AUDIOBOOKS	844.66

PeopleFacts

02/09/2023	Bill Payment (Check)		-50.43
02/04/2023	Bill	BACKGROUND CHECK	50.43

PROFESSIONAL IMAGE

02/09/2023	Bill Payment (Check)		-12.45
02/09/2023	Bill	NAME TAG	12.45

Rhonda Fentry

02/09/2023	Bill Payment (Check)		-50.00
02/06/2023	Bill	YOGA INSTRUCTOR (PROGRAM) FEE	50.00

**RUBINO ENGINEERING
INC.**

02/14/2023	Bill Payment (Check)		-1,235.00
02/09/2023	Bill	CAPITAL* MATERIAL TESTING	1,235.00

**S & D Prime Maintenance,
Inc.**

02/09/2023	Bill Payment (Check)		-807.48
01/31/2023	Bill	JANUARY 2023 MONTHLY MAINTENANCE	807.48
02/23/2023	Bill Payment (Check)		-919.72
02/16/2023	Bill	PAINTING/PATCHING INTERIOR WALLS MATERIALS SERVICES WORK AREA	919.72

**Smithereen Pest
Management**

02/09/2023	Bill Payment (Check)		-51.00
02/01/2023	Bill	MONTHLY PEST SERVICES	51.00

Staples

02/14/2023	Bill Payment (Check)		-535.36
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			DESKTOP MATERIALS (PENS, LABELS, SHARPIES) KITCHEN/BATHROOM SUNDRIES (TOILET PAPER, PAPER TOWELS, TRASH BAGS) HOLE PUNCHER FILE CABINET	535.36
SUE FINK				
	01/25/2023	Bill		
		Bill Payment (Check)		-300.00
	02/09/2023			
	02/06/2023	Bill	PROGRAM PRESENTER FEE	300.00
TEE JAY SERVICE CO. INC				
		Bill Payment (Check)		-385.00
	02/14/2023			
	02/14/2023	Bill	BROKEN DOOR REPAIR	385.00
VILLAGE OF RIVER FOREST				
		Bill Payment (Check)		-339.14
	02/09/2023			
	02/01/2023	Bill	WATER BILL NOV-DEC 2022	339.14
Williams Architects				
		Bill Payment (Check)		-2,178.00
	02/09/2023			
	02/09/2023	Bill	CAPITAL* CONSTRUCTION ADMIN/L&L GRANT DRAWINGS	2,178.00
Zabinski Consulting Services, Inc.				
		Bill Payment (Check)		-1,825.00
	02/14/2023			
	12/31/2022	Bill	AUDIT PREP SERVICES	1,825.00
Zoobean, Inc.				

	Bill Payment		
02/14/2023	(Check)		-676.00
02/14/2023	Bill	BEANSTACK SUMMER READING SOFTWARE	676.00

Tuesday, Mar 07, 2023 12:10:37 PM GMT-8

Byline Credit Card February 2023

Date	Payee	Memo	Charge	Payment	Type	Account
02/28/2023	AMAZON	KINDLE TITLES FOR ROMANCE KINDLE	154.87		Expense	Online e-Content:eContent - Adult
02/26/2023	AMAZON	KINDLE TITLES	250.82		Expense	Online e-Content
02/24/2023	Target	STUFFED ANIMAL SLEEPOVER AND SRP PRIZES	107.58		Expense	Children's Expenses:Programs - Children's
02/22/2023	PROPAY, INC.	PROPAY ACCOUNT RENEWAL	39.95		Expense	Support Services:Automation - Administration (SWAN, website, etc)
02/22/2023	INSTANT PROMOTION	CUSTOM EVENT CANOPY	1,044.00		Expense	Marketing:Advertisement
02/21/2023	Cardmember Service	BYLINE CREDIT CARD JAN. 2023-FEB. 2023		1,366.14	Bill	2000 Accounts Payable
02/17/2023	AMERICAN LIBRARY ASSOCIATION	JUNE 2023 ALA CONFERENCE REGISTRATION	385.00		Expense	Personnel:Staff Training and Development
02/17/2023	Jewel Foods	FILM LOVER FRIDAY SNACKS	9.61		Expense	Adult Expenses:Programs - Adult

02/16/2023	ILLINOIS LIBRARY ASSOCIATION	STAFF TRAINING TRUSTEE TRAINING	55.00	Expense	
02/09/2023	META	FACEBOOK ADVERTISING	17.76	Expense	Marketing:Advertisement
02/07/2023	Uprinting.com	S'MORES POSTCARDS	75.15	Expense	Children's Expenses:Programs - Children's
02/07/2023	Uprinting.com	BUSINESS CARDS FOR ANNE AND JOSE	85.78	Expense	Library and Office Expenses:Office Supplies
02/07/2023	ScreenCloud	SCREENCLOUD LOBBY MONITOR SUBSCRIPTION	15.30	Expense	Marketing:Advertisement
02/03/2023	PANERA BREAD	COFFEE FOR IN SERVICE	45.49	Expense	Personnel:Staff Recognition (InService) Teen
02/03/2023	Universal Yums	UNIVERSAL YUMS	492.00	Expense	Expenses:Programs- Teen
02/03/2023	PANERA BREAD	COFFEE MONDAY 2/6/23	33.52	Expense	Adult Expenses:Programs - Adult
02/03/2023	Jewel Foods	IN SERVICE BREAKFAST	112.74	Expense	Personnel:Staff Recognition (InService)

River Forest Public Library

Balance Sheet

As of February 28th, 2023

Prepared 3.10.23

ASSETS

				<u>2/28/2023</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		771,087.56
Byline Operations	805669201	0.40%		31,061.30
Petty Cash				40.00
TOTAL Operations Current				802,188.86
<u>Maturity Date</u>	Long-Term CDARS Reserves	Interest Rate		
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,982.93
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	66,125.22
TOTAL CDARS Reserves				134,108.15
TOTAL OPERATIONS ACCOUNT				936,297.01
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%		304,240.62
Byline Capital	805669202	0.40%		98,741.56
TOTAL CAPITAL ACCOUNT				402,982.18
TOTAL CURRENT CHECKING/SAVINGS				1,339,279.19
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				2,039,978.60
TOTAL ASSETS				2,039,978.60
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				3,717.39
Total Credit Cards				3,717.39
Accrued Salaries				42,512.72
Total Current Liabilities				46,230.11
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				716,680.43
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-330,708.74
Total Equity				1,323,298.17
TOTAL LIABILITIES & EQUITY				2,039,978.60



River Forest Public Library -Capital Reserve Fund
Feb-23
Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	394,240.62
Byline Capital Checking	\$	<u>10,001.56</u>
Total Capital Reserve Fund	\$	404,242.18

Expenses

Williams Architects	2/6/2023	\$	1,260.00
Williams Architects	2/21/2023	\$	2,178.00
Rubino Engineering	2/21/2023	\$	1,235.00
Construction Solutions of Illinois	2/27/2023	\$	95,340.74

Income

Interest	2/28/2023	\$	191.01
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Prepared: 3/10/20223

BOARD BYLAWS

BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

ARTICLE ONE

Bylaws

These Bylaws shall constitute the Bylaws of the Board of Trustees of the River Forest Public Library and shall nullify and take the place of all other Bylaws of said Board of Trustees. Wherever these Bylaws shall be inconsistent with the latest Illinois Compiled Statutes, said Statutes and not these Bylaws shall govern.

ARTICLE TWO

Board of Trustees

The Board shall consist of seven members elected on a staggered basis every two years, serving for a term of four years. The term of each member of the Board shall commence after being sworn in at the first annual meeting subsequent to the election. Their term shall continue until their successor is sworn in, unless state law shall hereafter otherwise provide.

Any vacancies occurring in the membership of the Board other than by expiration of the term for which the Trustee has been elected shall be filled by the remaining Trustees who shall elect by vote a successor, per the Illinois Local Library Act 75ILCS 5/4-4.

Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create policy.

ARTICLE THREE

Fiscal Year

The fiscal year of the library shall be the same as the fiscal year of the Village of River Forest, Illinois. (May 1st through April 30th).

ARTICLE FOUR

Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board will meet at least ten times a year.

The regular meetings of the Board shall be held in the library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Trustees are expected to prepare for and attend all regular meetings.

Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in a conspicuous place in the library and on the Library website.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in a conspicuous place in the Library and on the Library website. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.

An annual letter shall be sent to the local media informing them of the schedule of monthly meetings.

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

Special meetings may be called at the request of the President or any two Trustees. Notice of the meeting and its purpose shall be given at least 48 hours in advance by posting public notice in a conspicuous place in the Library and on the Library website.

In the absence of the President the meeting shall be presided over by the Vice-President. The Secretary shall preside in the absence of both the President and the Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

Order of Business

The order of business at all regular meeting of the Board shall be as follows:

Call to Order
Roll Call
Visitors and Guests
Consent Agenda, including but not limited to Minutes and
Financial Report.

Communications
Director's Report
Old Business
New Business
Executive Session
Adjournment

Quorum

Four Trustees shall constitute a quorum at all meetings of the Board.

Participation by Electronic Means

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of those physically present vote to allow a Trustee to attend by electronic means; (b) the Trustee is unable to physically attend the meeting due to: i) illness or disability; ii) employment purposes or Library business; or iii) a family or other emergency; and (c) the Trustee has notified the Secretary before the meeting unless notice is impractical.

Procedure

Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees except when such rules are in conflict with any of the rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of a majority of the members present at any meeting.

ARTICLE FIVE

Officers

The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

Each officer shall be elected at the Annual Meeting by a majority vote of the Trustees present. Each term of office shall be for two years or until a successor has been elected and qualified.

President: The President shall supervise the affairs of the Board of Library Trustees. They shall preside at all meetings of the Board and shall appoint such committees as may be necessary to carry out the purposes of the Board. The President shall be an ex officio member of all committees so appointed.

Vice-President: In the absence of the President the Vice-President shall assume all duties of the President.

Secretary: The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on votes (except when a ballot vote is taken). The Secretary shall perform all other clerical duties as may be assigned by the Board.

Treasurer: The Treasurer shall review and recommend for approval by the Board all payment vouchers for purchases of books, payroll expenditures, and other expenses for the library. The Treasurer shall be authorized to sign checks. In the absence of the Treasurer, or inability to serve, the President, Vice-President or Secretary may perform the duties of the Treasurer and may sign checks.

ARTICLE SIX

Appointments

The President shall appoint such committees as they deem necessary to formulate policy and efficiently carry out the financial, operational and other responsibilities of the Board.

The President may appoint members of the Board to act as liaisons between the library and other institutions in the community.

ARTICLE SEVEN

Financial support shall be provided to Library Trustees for membership dues in library associations and expenses for attendance at appropriate meetings, conferences and workshops (including mileage, etc.). Newly elected Trustees will participate in Trustee orientation within one year.

ARTICLE EIGHT

Trustees, officers, employees and agents of the River Forest Public Library and its partners shall be indemnified as set forth, and to the extent permitted, in a policy adopted by the Board of Library Trustees.

ARTICLE NINE

The Library Director

The Board shall appoint the Library Director who is responsible for administering the policies adopted by the Board and supervising the operation of the library.

The Library Director's responsibilities include hiring, directing, and supervising all staff members, preparing monthly and annual reports as required by the Board and statutes, and recommending such policies and procedures as will increase the efficiency of library operation, align with the strategic plan and promote improved library service to the community.

ARTICLE TEN

Gifts and Donations

All gifts and donations received by the library shall be subject to review by the Board for acceptance.

ARTICLE ELEVEN

Amendments

Amendments to these Bylaws may be proposed at any regular meeting of the Board and shall become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

The By-laws shall be reviewed bi-annually.

Approval of Amendments

Revised March 16, 2021

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The By-laws shall be reviewed bi-annually.

Approval of Amendments

The By-laws shall be reviewed bi-annually.

~~Approved January 10, 1996~~

~~Reviewed January 12, 2005~~

~~Revised February 21, 2006~~

~~Revised January, 29, 2010~~

~~Revised January 19, 2016~~

~~Revised May 18, 2016~~

~~Revised May 23, 2017~~

~~Revised February 19, 2019~~

Revised March 16, 2021

IX. Computer and Internet Access

A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of personal devices brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error.

RFPL staff members will notify RFPL Managers as soon as reasonably practical of any known failure or security issue with RFPL hardware or software. Staff will inform RFPL Managers if updates are needed on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a network or cloud-based drive or to a portable storage device. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff are assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

Use of RFPL's computers must be for legal, acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- Harassment, including but not limited to sexual harassment;
- Defamation;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances;
- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers;

- Deliberately accessing obscene materials.

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- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances;
- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers;

- Deliberately accessing obscene materials.

IV. Computer and Internet Access

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. Some computers may be designated for use by specific patron age groups. Patrons may not use another patron's library card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit and/or ban the use of RFPL equipment and computers by any patron. Public computers are configured such that hard drives are wiped and restored at the end of each session. Documents and data are not saved after a session ends. Patrons may use portable storage devices to save and store their data.

There is a charge for printing from RFPL computers. At the RFPL staff's discretion patrons may use personal paper to print specialized documents. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL, other than storage devices such as USB drives, may only be connected to the RFPL network by wireless connection.

RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case-by-case basis, at the discretion of the Adult and Teen Services Manager. RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of its networks. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held responsible for the safety or security of information transmitted via the Internet using RFPL computers or networks.

RFPL assumes no responsibility for users who either purposefully or in error access systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might

encounter messages, materials, or graphics on the Internet that they find to be offensive.

RFPL's computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment, including but not limited to sexual harassment;
- Defamation;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for inappropriate purposes may lose the privilege of using RFPL services and equipment.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's computer use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

IV. Computer and Internet Access

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. Some computers may be designated for use by specific patron age groups. Patrons may not use another patron's library card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit, ~~refuse,~~ and/or ban [the use of RFPL equipment and computers by](#) any patron ~~from using RFPL equipment and computers.~~

Public computers are configured such that hard drives are wiped and restored at the end of each session. ~~Documents and data are not saved after a session ends.~~ ~~RFPL patrons~~ Patrons may use portable storage devices to save and store their data. ~~Documents and data are not saved after a session ends.~~

There is a charge for printing from RFPL computers. At the ~~discretion of~~ RFPL staff's ~~discretion,~~ RFPL patrons may use personal paper to print specialized documents ~~such as resumes.~~ RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL, [other than storage devices such as USB drives,](#) may only be connected to the RFPL network by wireless connection, ~~except for storage devices such as USB drives.~~

RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a ~~ease-by-ease~~ [case-by-case](#) basis, at the discretion of the ~~Manager of Adult Services~~ [Adult and Teen Services Manager.](#)

RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

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safety or security of information transmitted via the [Internet](#) using RFPL computers or networks.

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RFPL's computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
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- Violation of licensing or access agreements with software or online service providers;
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Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's [computer](#) use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

Administration

Lauterbach & Amen made final edits to the audit from the February 28 Finance Committee meeting. The final audit was posted and will be filed this March.

The staff strategic planning team met twice in February to begin work on an activity plan and evaluation framework based on the 2023-2025 Strategic Plan directions. The process will continue through the end of the fiscal year, to allow time to solicit feedback from all staff and to select achievable goals for each strategic direction.

Inspired by the [Cross-Community Climate Collaborative](#) (C4), which encourages collaboration within organizations' own ecosystems, RFPL joined 4 other public libraries to create a C4 for Libraries. I met with the directors of Oak Park, Bellwood, Berwyn, and Forest Park libraries this March, where we discussed what each library is doing now to promote sustainability and potential opportunities to collaborate. We committed to meeting on a quarterly basis and to seeking opportunities such as shared environmental programming and joint grant applications.

Facility updates:

- Anderson Elevator performed our annual inspection, and the elevator passed.
- Oak Brook Mechanical inspected the Library's HVAC system and repaired a broken drainage pipe and leak in the boiler room.
- Cintas Fire Protection inspected the Library's fire extinguishers and added two extinguishers to the Adult and Teen Services Department.
- Outsource Solutions Group installed security software on all of the Library's computers.
- S&D Maintenance patched and painted the wall outside of Director Compton's office.

Financial highlights:

- Adult, Teen, and Children's programming lines are between 60-70% spent. All three lines should end up close to or completely spent by fiscal year end, after summer reading program materials are purchased and spring presenters are paid.
- Bills for the Library's audit and strategic planning have been paid in full as of February.

Key Performance Indicators Update

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

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

Category	December 2022	January 2023	February 2023
Physical item circulation - initial checkouts	13,464	14,567	13,279
Digital item circulation	4,356	4,764	4,316
Total Circulation	17,820	19,331	17,595

Programs for Adults	10 programs 89 attendees	11 programs 165 attendees	15 programs 296 attendees
Programs Middle School aged children	10 programs 147 attendees	12 programs 216 attendees	11 programs 182 attendees
Programs for Children	25 programs 752 attendees	29 programs 1136 attendees	32 programs 1183 attendees
Children's Play Area Visits	879	1040	951
New cardholders added	18	37	32
Total cardholders	8,595	8,597	8,624
Website sessions	6,200	6,918	6,794
Patron visits	5,825	8,793	8,151
Instagram Followers	1,319	1,323	1,336
Facebook Followers	1,376	1,320	1,326

Collection Updates & Notable Programs

Adult & Teen Services celebrated Black History Month and Women's History Month with some programs that patrons raved about. 22 people attended *The Unfinished Journey: African American Music in Its Pivotal Decades*. Clarence Goodman discussed how important music was to the Civil Rights movement and performed songs from artists such as Billie Holiday, Marvin Gaye, and Sam Cook. This March we welcomed Leslie Goddard, performing as Julia Child. She brought Julia to life for 45 people in attendance.

The American Girl Doll kits have been quite popular in Children's Services. They have circulated 17 times since we made them available in mid-January. We have received lots of positive feedback from patrons and look forward to adding to our American Girl Doll collection in the next fiscal year.

The Winter Reading Program ran from January 3th – February 28, and it was a big hit, particularly with our youngest readers. 47 adults and 14 teens participated this year. 165 kids signed up and completed bingos on the Children's Services bingo sheet. The sheet included 25 reading and other activities. 10 children completed all 25 activities, and about 100 other happy kids completed a multitude of the bingos.

Staff Training and Updates

All staff attended in-service day on February 3rd, where we discussed the new strategic plan, received fire safety training from the River Forest Fire Department, cross-trained among the departments, and worked together to organize our storage spaces.

Dorothy Houlihan is leaving the Library this March. Among her many contributions, Dorothy's book talks and readers' advisory expertise were appreciated by both staff and patrons, and she did excellent work managing the adult nonfiction collection. We wish Dorothy all the best.

Children's welcomed new a new associate, Jenn Meadows, in February. Jenn is currently enrolled in the MLIS program at Dominican University with a focus on Children's Services. She is eager to plan and conduct programming and to get to know our patrons.

Public Relations and Outreach

A recent patron compliment: “On a day like we had recently where it was sleeting and snowing, there’s no better place to be than here. I also think you all did a beautiful job with the renovation.”

A custom tent/canopy is in production and will arrive this March. The canopy will be used for outreach and at library events, giving us more visibility and reinforcing our brand.

Local resident and calligraphy artist Diane Daly has her work displayed upstairs through the end of March. Judy Steed will display her mosaics in April.

Work on the Spring/Summer bookplate has begun. It will go to print at the beginning of April and hit homes around April 24.

Committee Updates

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

The Finance Committee met on February 28

The Facilities Committee met on March 6

Respectfully submitted,

Emily Compton

March 16, 2023

**River Forest Public Library – DRAFT
Finance Committee Meeting
MINUTES
Tuesday, February 28th, 2023, at 1:30 PM**

Present: Committee members Cathy Ruggeri, Deborah Hill, and Tom Smedinghoff. RFPL Director Emily Compton, and Operations Manager Shannon Duffy were also present.

Call to Order: Trustee Ruggeri called the meeting to order at 1:29pm.

Minutes: The February 6th, 2023 minutes were approved with one minor edit.

Old Business

A. FY 2021-2022 Audit

- i. The Committee discussed the audit, suggested some changes and additions to the audit language, and raised questions about the OPEB discussion in the audit.
- ii. Director Compton will send the Committee's suggestions and questions to Lauterbach & Amen.

New Business

- A. The Committee discussed different methods for estimating property tax revenue for FY 23-24.
- B. The Committee will discuss moving some operating funds into CD's after transfers from the operating fund to the capital fund have been made and after the delayed first installment property tax revenue has been received.

Next Meeting: TBD

Adjournment

President Hill moved to adjourn the meeting at 2:17pm, seconded by Trustee Smedinghoff.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Monday, March 6th, 2023, at 3:00pm**

Call to Order: Trustee Stierwalt called the meeting to order at 3:02pm.

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

Visitors: none

Approved Minutes: The January 9th, 2023 minutes were approved with minor edits.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in January 2023:
 - i. The annual elevator inspection was performed by Anderson Elevator.
 - ii. Oak Brook Mechanical (OMS) inspected the Library's HVAC system and repaired a drainage pipe and leak in the boiler room.
 - iii. Cintas Fire Protection inspected the Library's fire extinguishers. Two additional extinguishers were added to the Adult and Teen Services department.
 - iv. Outsource Solutions Group (OSG) was on site to install security software on all of the Library's computers.
 - v. S&D Maintenance painted the wall outside of Director Compton's office to cover up some patches.
- B. Library Maintenance Schedule- March
 - i. Fire extinguisher inspection
 - ii. Spring planters
- C. Library Maintenance Schedule- April
 - i. Spring garden cleanup
 - ii. Mulch garden
- D. Future Major Facilities Updates- discussion

- i. Director Compton presented a chart of major items from the master building plan that were scheduled to be completed between FY 22-23 and FY 26-27, including repairs to the skylight, roof, and elevator.
- ii. Director Compton mentioned that department heads have requested various furniture items, including new tables for the meeting room, new study room chairs, and bookshelves near the bay window in the Children's Department. Before ordering new chairs for the study rooms, Director Compton will see if S&D Maintenance can tighten the existing wooden chairs.

Old Business

A. Air handler relocation and mechanical room renovation

- i. Interior remodel- discussion of questions for Williams Architects.
 1. The Committee reviewed and discussed electrical and plumbing plans prepared by Williams for the mechanical room renovation. Director Compton will raise the Committee's questions on the plans with Williams, including the nature of the temporary lights, increasing the number of outlets on the south wall, and the height of the electrical outlets.

Next Meeting: TBD

Adjournment: Trustee Long moved to adjourn the meeting at 3:54pm, seconded by Trustee Ruggeri.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 16, 2023

RE: Server Update and OSG Prepaid Hours Proposal

The Library's server crashed on Wednesday evening, March 8th, putting public facing technology (public computers, printing/copying, catalog stations) out of service. OSG began working on it right away but were not able to restore it until the following morning. The server replacement was included in the FY2023-24 capital budget because it would no longer be supported as of October, 2023. Considering the server crashed and it was so difficult to restore, OSG recommended replacing it as soon as possible.

Lead times for a new server are 2-6 weeks, and OSG estimates needing 50 hours for installation if we replace the server while it is still live. There will be no downtime if we replace the server while it is live. If the server dies, we could be without public facing technology for a month or longer. Installing the new server from our backup will also require an additional 30-50 service hours.

After discussing with President Hill, given the crash of the server, the difficulty of restoring it, the potential for extended interruption in service if the server fails, and the lead time of 2-6 weeks for the purchase of a new server, we agreed that this constitutes an extreme emergency under our policy (II.D.3.a). President Hill and Vice President Ruggeri approved the purchase of a new server at \$18,482.36, and the server was ordered on Friday, March 10.

Included in your packet is a proposal from OSG for the purchase of 50 prepaid service hours to install the replacement server, at a rate of \$145 per hour, or a total of \$7,250. OSG is offering us the 100-hour block rate, assuming we will purchase 50 additional hours of time in the new fiscal year. I had included funds in the FY23-24 Operating Budget for a purchase of 50 prepaid hours for regular service.



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 Avenue 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 \$185/hour and will not be deducted from your prepaid time balance.

- RATES:** **Please initial desired selection**
- _____ \$4,375 for a 25-hour prepaid block of time (\$175/HR)
 - _____ \$8,250 for a 50-hour prepaid block of time (\$165/HR)
 - _____ \$11,625 for a 75-hour prepaid block of time (\$155/HR)
 - _____ \$14,500 for a 100-hour prepaid block of time (\$145/HR)
 - _____ \$ 7,250 for 50 hour prepaid block of time (\$ 145 /HR)

AGREED:

River Forest Public Library	Outsource Solutions Group, Inc.
Signature	Signature
Name	Name
Title	Title
Date 03/21/2023	Date

BSG

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 16, 2023

RE: FY2022-23 Amended Budgets

Operating Budget

There are no changes from the draft presented at the February board meeting. Minor amendments are an increase in Replacement Tax revenue and a decrease in Insurance expenditures to account for an increase in the Natural Gas expenditure line.

Capital Budget

There is one change from the draft presented at the February board meeting. An additional \$26,000 was added to the Technology line to allow the emergency purchase of a replacement server (\$18,482.36) and the prepaid service hours needed for installation (\$7,250).

Revenues

I added a line for 'Additional Transfers from Operating' to account for the \$100,000 bequest received this year. I also included the \$196,085 in excess revenues over expenditures from FY2021-2022.

Expenditures

The most significant changes are to the *Air Handler Project* section.

- Based on the pricing schedule from Construction Solutions of Illinois, itemizing the \$574,653 bid package by work type, I updated the categories and expenditures in the amended budget.
- I added a line for 'Air handler equipment and installation' because the pricing schedule includes both in one lump sum, rather than in two separate lines.
- I added a line for 'Air handler and room renovation combined expenses,' incorporating items such as performance and payment bonds, and bid package engineering fees.
- Just over \$11,000 is incorporated into the Air Handler Project budget for the remaining contingency allowance and further unexpected expenses.

River Forest Public Library Budget 2022-23			
General Fund for Operation		Budget 2022-23	Amended Budget 2022-23
Revenues			
	Property Taxes	\$ 1,415,000	\$ 1,415,000
	Connections Program	\$ 9,500	\$ 9,500
	Replacement Tax	\$ 9,000	\$ 27,000
	Lost Books Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 3,000	\$ 3,000
	Rentals-Library Space	\$ -	\$ -
	Interest	\$ 4,800	\$ 4,800
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 500	\$ 500
	Illinois Per Capita Grant	\$ 17,000	\$ 17,000
	Grants, Other	\$ 1,500	\$ 1,500
	Liebner Fund Endowment Distribution	\$ 4,000	\$ 4,000
	Miscellaneous Income	\$ 1,200	\$ 1,200
	Total Revenues	\$ 1,489,000	\$ 1,507,000
Expenses			
Personnel			
	Wages & Salaries	\$ 760,000	\$ 760,000
	Medical Health Insurance Coverage	\$ 60,000	\$ 60,000
	IMRF	\$ 58,000	\$ 58,000
	FICA, Medicare	\$ 58,200	\$ 58,200
	Staff Recognition	\$ 3,000	\$ 3,000
	Membership Dues	\$ 4,000	\$ 4,000
	Staff Training and Development	\$ 9,000	\$ 9,000
	Total Personnel	\$ 952,200	\$ 952,200
		63.9%	63.2%
Printing and Advertising			
	Newsletter	\$ 5,500	\$ 5,500
	Advertisement	\$ 3,500	\$ 3,500
	Total Printing and Advertising	\$ 9,000	\$ 9,000
		0.6%	0.6%
Programming			
	Children's Programs	\$ 13,000	\$ 13,000
	Teen Programs	\$ 7,500	\$ 7,500
	Adult Programs	\$ 10,000	\$ 10,000
	Special Programs	\$ 3,000	\$ 3,000

	Connections Programs	\$	9,500	\$	9,500
	Total Programs	\$	43,000	\$	43,000
			2.9%		2.9%
	Total Advertising & Programming	\$	52,000	\$	52,000
			3.5%		3.5%
Support Services					
	ILL and RB Services	\$	500	\$	500
	Technical Support (IT)	\$	22,000	\$	22,000
	Automation - SWAN / RAILS and Website	\$	41,000	\$	41,000
	Consultant / Legal	\$	12,000	\$	12,000
	Postage & Delivery	\$	3,500	\$	3,500
	Audit	\$	10,000	\$	10,000
	Payroll and employment services	\$	4,200	\$	4,200
	Youth Interventionist Contract	\$	4,800	\$	4,800
	Telephone/Internet	\$	12,500	\$	12,500
	Trustee Training and Memberships	\$	900	\$	900
	Copy Machine Leases	\$	3,000	\$	3,000
	Total Other Support Servies	\$	114,400.00	\$	114,400.00
			7.7%		7.6%
Library Materials					
	Books	\$	73,000	\$	73,000
	Print Periodicals	\$	6,000	\$	6,000
	Automated Subscriptions (databases)	\$	9,800	\$	9,800
	Online E-content (MOD, Hoopla, Kanopy)	\$	75,000	\$	75,000
	In-House Audio Visual (DVD's, CD's, audioboc)	\$	18,000	\$	18,000
	Total Library Materials	\$	181,800	\$	181,800
			12.2%		12.1%
Materials and Supplies					
	Office Supplies	\$	4,000	\$	4,000
	Library Supplies	\$	5,500	\$	5,500
	Copy And Printing Supplies	\$	2,000	\$	2,000
	Misc Expenses	\$	2,500	\$	2,500
	Total Library and Office Supplies	\$	14,000	\$	14,000
			0.9%		0.9%
	Total Library Materials and Supplies	\$	195,800	\$	195,800
			13.6%		13.4%
	Strategic Initiatives	\$	10,000	\$	10,000
			0.7%		0.7%
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	4,500	\$	4,500
	Total Facility Supplies	\$	4,500	\$	4,500
			0.3%		0.3%
Facility Services					
	Insurance	\$	20,000	\$	19,000
	Maintenance and Custodial Services	\$	70,000	\$	70,000

	Water	\$	2,000	\$	2,000
	Natural Gas	\$	9,000	\$	28,000
	Copier Maintenance and Usage	\$	2,600	\$	2,600
	Total Facilities Services	\$	103,600	\$	121,600
			7.0%		8.0%
Equipment & Furniture					
	Equipment & Furniture	\$	7,000	\$	7,000
	Technology Misc.	\$	4,500	\$	4,500
	Total Equipment and Furniture	\$	11,500	\$	11,500
			0.8%		0.8%
	Total Facilities Management	\$	119,600	\$	137,600
			8.0%		9.0%
	Total Operating Expenses	\$	1,444,000	\$	1,462,000
			97.0%		97.0%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$	45,000	\$	45,000
			3.0%		3.0%
	Total	\$	1,489,000	\$	1,507,000

River Forest Public Library Budget 2022-23			
Capital Improvement Fund		Budget 2022-23	Amended Budget 2022-23
Revenues and Transfers			
	Grants	\$ 70,000	\$ 71,499
	Budgeted Capital Transfer	\$ 45,000	\$ 45,000
	Additional Transfers from Operating (Bequest)		\$ 100,000
	Excess of revenues over expenditures from prior fiscal year		\$ 196,085
	Total Revenues	\$ 115,000	\$ 412,584
Expenses			
	Technology	\$ 30,000	\$49,000
	HVAC (not related to air handler project)	\$ 20,000	\$ 20,000
	Contingency	\$ 15,000	\$ 15,000
	Furniture/Equipment	\$ 15,000	\$ 15,000
	<i>Air Handler Project</i>		
	Air handler equipment	\$ 38,000	
	Air handler installation	\$ 148,000	
	Air handler equipment and installation		\$ 244,375
	Concrete pad and masonry enclosure	\$ 70,000	\$ 137,248
	Infrastructure work	\$ 90,000	\$ 51,125
	Interior mechanical room renovation	\$ 95,000	\$ 43,000
	Air handler and room renovation combined expenses		\$ 135,000
	Construction administration fees	\$ 8,400	\$ 8,400
	Total Capital Expenses	\$ 529,400	\$718,148

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 16, 2023

RE: FY2023-24 Budgets

Operating Revenue

There are no changes from the draft presented at the February board meeting.

Property Taxes

Previous fiscal years, property tax revenue was calculated by taking 98% of the latest levy estimate, increasing that number by the previous year's change in CPI percentage, then rounding. Using that calculation, the FY2023-24 budget shows \$1,495,000 in tax revenue.

Operating Expenses

There are no changes from the draft presented at the February board meeting.

Total Personnel

There is a 5.9% increase in total personnel, with a 7% increase in the 'Wages & Salaries' line. The *Serving Our Public 4.0* standard is to expend 60% - 70% of the annual budget on salaries and benefits.

The IMRF employer contribution rate decreased again this year, explaining the reduction in this line.

Consultant/Legal

I lowered this line by \$6,500. Last fiscal year, we increased the budget to accommodate a strategic planning consultant.

Insurance

LIRA recommended budgeting for a 20% increase in insurance rates for calendar year 2023, though they were able to keep our rate flat at just over \$16,000. I have budgeted for a potential 20% increase from our current rates in the coming year.

Water and Natural Gas

I increased both budget lines based on spending in FY2022-23.

Capital Budget

There is one change from the draft presented at the February board meeting. The technology budget is reduced by \$26,000 because the \$18,482.36 server purchase will come out of FY2022-23 and assuming the purchase of prepaid service hours for installation (\$7,250) is approved for FY2022-23.

The budget accounts for projects in three categories: Technology, HVAC, and Interior Mechanical Room Renovation.

Revenues and Transfers

The Illinois State Library will review Live & Learn Construction grant applications this April. We have applied for a \$50,000 accessibility grant to help fund bathroom construction. I will submit a grant request to the RFPL Foundation to help fund the room renovation as well. We typically also have at least \$100,000 in excess revenues over expenditures from the previous fiscal year to transfer into the capital fund each year.

Technology

\$19,000 is budgeted for switch replacements, scheduled PC replacements, and the prepaid hours needed for each project.

HVAC

\$150,000 incorporates the latest estimates for a new boiler (\$70,000), replacement valves (\$30,000), and funding for professional services, bidding, and unexpected costs (\$50,000).

Interior Mechanical Room Renovation

\$250,000 assumes the high end of Williams Architect's range for the project. Their estimate includes general conditions, professional fees, and a 15% contingency.

River Forest Public Library Budget 2023-24			
General Fund for Operation		Amended Budget 2022-23	Budget 2023-24
Revenues			
	Property Taxes	\$ 1,415,000	\$ 1,495,000
	Connections Program	\$ 9,500	\$ 8,300
	Replacement Tax	\$ 27,000	\$ 20,000
	Lost Books Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 3,000	\$ 2,800
	Rentals-Library Space	\$ -	\$ -
	Interest	\$ 4,800	\$ 5,000
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 500	\$ 300
	Illinois Per Capita Grant	\$ 17,000	\$ 17,300
	Grants, Other	\$ 1,500	\$ 1,500
	Liebner Fund Endowment Distribution	\$ 4,000	\$ 4,500
	Miscellaneous Income	\$ 1,200	\$ 1,000
	Total Revenues	\$ 1,507,000	\$ 1,579,200
Expenses			
Personnel			
	Wages & Salaries	\$ 760,000	\$ 813,000
	Medical Health Insurance Coverage	\$ 60,000	\$ 62,250
	IMRF	\$ 58,000	\$ 55,000
	FICA, Medicare	\$ 58,200	\$ 62,200
	Staff Recognition	\$ 3,000	\$ 3,250
	Membership Dues	\$ 4,000	\$ 4,000
	Staff Training and Development	\$ 9,000	\$ 9,000
	Total Personnel	\$ 952,200	\$ 1,008,700
		63.2%	63.9%
Printing and Advertising			
	Newsletter	\$ 5,500	\$ 6,500
	Advertisement	\$ 3,500	\$ 3,750
	Total Printing and Advertising	\$ 9,000	\$ 10,250
		0.6%	0.6%
Programming			
	Children's Programs	\$ 13,000	\$ 15,000
	Teen Programs	\$ 7,500	\$ 8,000
	Adult Programs	\$ 10,000	\$ 10,500
	Special Programs	\$ 3,000	\$ 4,000
	Connections Programs	\$ 9,500	\$ 8,300
	Total Programs	\$ 43,000	\$ 45,800
		2.9%	2.9%
	Total Advertising & Programming	\$ 52,000	\$ 56,050
		3.5%	3.5%
Support Services			
	ILL and RB Services	\$ 500	\$ 750

	Technical Support (IT)	\$	22,000	\$	23,500
	Automation - SWAN / RAILS and Website	\$	41,000	\$	44,500
	Consultant / Legal	\$	12,000	\$	5,500
	Postage & Delivery	\$	3,500	\$	2,250
	Audit	\$	10,000	\$	11,000
	Payroll and employment services	\$	4,200	\$	6,000
	Youth Interventionist Contract	\$	4,800	\$	4,965
	Telephone/Internet	\$	12,500	\$	11,000
	Trustee Training and Memberships	\$	900	\$	900
	Copy Machine Leases	\$	3,000	\$	3,000
	Total Other Support Servies	\$	114,400.00	\$	113,365.00
			7.6%		7.2%
Library Materials					
	Books	\$	73,000	\$	76,000
	Print Periodicals	\$	6,000	\$	6,000
	Automated Subscriptions (databases)	\$	9,800	\$	11,000
	Online E-content (MOD, Hoopla, Kanopy)	\$	75,000	\$	78,335
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$	18,000	\$	16,000
	Total Library Materials	\$	181,800	\$	187,335
			12.1%		11.9%
Materials and Supplies					
	Office Supplies	\$	4,000	\$	4,250
	Library Supplies	\$	5,500	\$	5,500
	Copy And Printing Supplies	\$	2,000	\$	2,250
	Misc Expenses	\$	2,500	\$	2,000
	Total Library and Office Supplies	\$	14,000	\$	14,000
			0.9%		0.9%
	Total Library Materials and Supplies	\$	195,800	\$	201,335
			13.4%		12.7%
Strategic Initiatives					
		\$	10,000	\$	10,000
			0.7%		0.6%
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	4,500	\$	4,750
	Total Facility Supplies	\$	4,500	\$	4,750
			0.3%		0.3%
Facility Services					
	Insurance	\$	19,000	\$	20,000
	Maintenance and Custodial Services	\$	70,000	\$	73,000
	Water	\$	2,000	\$	3,000
	Natural Gas	\$	28,000	\$	28,000
	Copier Maintenance and Usage	\$	2,600	\$	2,500
	Total Facilities Services	\$	121,600	\$	126,500
			8.1%		8.0%
Equipment & Furniture					
	Equipment & Furniture	\$	7,000	\$	5,000
	Technology Misc.	\$	4,500	\$	3,500
	Total Equipment and Furniture	\$	11,500	\$	8,500
			0.8%		0.5%
	Total Facilities Management	\$	137,600	\$	139,750

		9.1%	8.8%
	Total Operating Expenses	\$ 1,462,000	\$ 1,529,200
		97.0%	96.8%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 45,000	\$ 50,000
		3.0%	3.2%
	Total	\$ 1,507,000	\$ 1,579,200

River Forest Public Library Budget 2023-24				
Capital Improvement Fund		Amended Budget	Budget 2023-24	
		2022-23		
Revenues and Transfers				
	Grants	\$ 71,499		
	Budgeted Capital Transfer	\$ 45,000	\$ 50,000	
	Additional Transfers from Operating	\$ 100,000		
	Excess of revenues over expenditures from prior fiscal year	\$ 196,085		
	Total Revenues	\$ 412,584	\$ 50,000	
Expenses				
	Technology	\$ 49,000	\$ 19,000	
	HVAC (not related to air handler project)	\$ 20,000	\$ 150,000	
	Contingency	\$ 15,000	\$ 15,000	
	Furniture/Equipment	\$ 15,000	\$ -	
	<i>Air Handler Project</i>			
	Air handler Equipment and Installation	\$ 244,375	\$ -	
	Concrete Pad and Masonry Enclosure	\$ 137,248	\$ -	
	Infrastructure Work	\$ 51,125	\$ -	
	Interior Mechanical Room Renovation	\$ 43,000	\$ 250,000	
	Air Handler and Room Renovation Combined Expenses	\$ 135,000	\$ -	
	Construction Administration Fees	\$ 8,400		
	Total Capital Expenses	\$ 718,148	\$ 434,000	