



**River Forest Public Library
Regular Board Meeting
May 17, 2022
Immediately following the 6:00 PM Annual Meeting of the
River Forest Public Library**

**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: April 19, 2022
 - b. April 2022 Revenue and Expense Reports
 - c. April 2022 Bill Payment List and Credit Card Charges
 - d. April 30, 2022 Balance Sheet
5. Patron Suggestions
6. Director's Report
 - a. Serving Our Public 4.0 Chapter 3: Personnel
7. President's Report
8. 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. Extension of Strategic Plan - vote
 - vii. Director's Annual Goals – vote
9. Old Business
 - a. Air handler project: status of permits and bid package - discussion
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: April 15th, 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: Hill, Ruggeri, Hopkinson, Smedinghoff, Berens, Long, Stierwalt (arrived at 6:03 pm)
- Also Present: Emily Compton (RFPL, Director) and Katie Cangelosi (RFPL, Operations Manager)

Visitors and Guests: Megan Traficano, Youth Services Director of the Oak Park Township, was present to discuss the Youth Engagement Program.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: March 15th, 2022
- b. March 2022 Revenue and Expense Reports
- c. March 2022 Bill Payment List and Credit Card Charges
- d. March 2022 Balance Sheet

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

Trustees decided to discuss the maturing CDARS accounts at the Finance Committee on June 2nd at 1:00 pm.

Roll Call Vote:

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

New Business**Youth Engagement Program Presentation by Megan Traficano, PRF Township**

- Megan Traficano, Director of Youth Services at the Oak Park Township, presented on the Youth Engagement Program up for a two-year renewal with the Library. The Youth Engagement Program has been operating since 1996 in a partnership between taxing bodies in Oak Park and River Forest. The program intends to put youth engagement as a focus over the next two years specializing in responses to mental health needs and crises experienced by the youth of the partnered communities.

Youth Engagement Program Intergovernmental Agreement 2022-2024 – Vote

- Trustee Smedinghoff moved to approve the Youth Engagement Program Intergovernmental Agreement 2022-2024. Trustee Ruggeri seconded the motion.

Roll Call Vote:

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

Committee Reports**Facilities Committee**

- The Facilities Committee has not met since the March Board meeting. The next Facilities Committee meeting will be posted on the Library's events calendar once scheduled.

Finance Committee

- The Finance Committee has not met since the March Board meeting. The next Finance Committee meeting is Thursday, June 2nd at 1pm.

Policy Committee

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

RFPL Foundation Liaison

- Trustee Long reported that the quarterly RFPL Foundation meeting is Tuesday, April 26th at 7:30 pm. The Foundation will consider a grant proposal received from the Library.

Village of River Forest Collaboration Committee Liaison

- Trustee Stierwalt reported that the Village of River Forest Collaboration Committee discussed the Youth Engagement Program and Intergovernmental Agreement.

Lauterbach & Amen Proposal to Provide Professional Auditing Service (1-year engagement: \$7,900 or a 3-year engagement: Yr1 - \$7,900, Yr2 - \$8,100, Yr3 - \$8,300) – Vote

Director Compton presented on the Lauterbach & Amen Proposal to Provide Professional Auditing Service:

- Lauterbach & Amen specializes in performing audits in the government sector and, incidentally, has experience working with Zabinski Consulting
- The Library received three strongly positive references for Lauterbach & Amen which highlighted:
 - Lauterbach & Amen communicated clearly with library staff and presented well to library boards
 - Lauterbach & Amen offer accountant/auditing training and advice throughout the year at no additional cost
- Trustee Berens moved to the approve the three-year Lauterbach & Amen Proposal to provide Professional Auditing Services. Trustee Ruggeri seconded the motion.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported that there were no patron suggestions since the Regular Board Meeting on March 15th.

Director’s Report

- Director Compton reported on the following items:
 - Beth Kirchenberg has accepted a librarian position with the Glen Ellyn Public Library. Beth provided excellent services to the Library’s tween population and will be missed.
 - There are 31.75 prepaid service hours left with Outsource Solutions Group (OSG) of the 100 hours purchased to date. OSG will send regular monthly reports on service hour usage.
 - Trustees asked if the Library’s programming survey implemented standards found in Project Outcome. Project Outcome is an online toolkit to assist in Library program measurement and analysis. Director Compton will investigate.
- As part of required Trustee training, Director Compton presented Serving our Public 4.0 Chapter 1: Core Standards and 2: Governance/Administration.

President’s Report

- President Hill announced that Director Compton will be speaking at Dominican University to reflect on her experience as an alum of Dominican University and local Library Director. Director Compton will be joined by Joanna Bertucci, Library Director at the Park Ridge Public Library and former Operations Manager at the River Forest Public Library. The event will be held at the Rebecca Crown Library on April 26th at 6:00 pm.

- President Hill reviewed a Trustee Tip sheet published by United for Libraries with best practices for trustees.

Old Business

- a. Air Handler project update: Director Compton presented the Air Handler Replacement Estimates memo included in the packet:
 - All HVAC companies confirmed they would have to create an opening in the wall to replace the air handler inside of the building.
 - Oak Brook Mechanical (OMS) stated that the air handler could last another five years.
 - The Live & Learn Grant Committee will meet on April 28th to interview grant candidates. The grant should be awarded in the Spring.
 - The deadline to apply for permits with the Village to install the air handler outside of the building is August 2022.
 - Trustees discussed whether there was merit to bidding the project with two alternative options: 1) replacing the unit outside with the exterior masonry enclosure; and 2) replacing the unit inside. Director Compton will investigate bidding options with Williams Architects.
 - Trustees asked if Williams Architect could provide structural engineering costs associated with creating an opening in a wall to replace the air handler inside the building. Director Compton will investigate.

Adjourn to Closed Session

5 ILCS 120/2c(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library. The Regular Board Meeting went into Closed Session at 7:56 pm.

Return to Open Session

- President Hill called the Regular Board Meeting to open session at 8:22 pm for roll call vote.
- Trustee Ruggeri moved to approve the merit increase for Director Compton of \$3,000. Trustee Smedinghoff seconded the motion.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 8:24pm following a motion by Trustee Smedinghoff, seconded by Trustee Stierwalt.

Respectfully submitted,
Elan Long, Secretary



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

<u>Account:</u>	<u>April-22</u>	<u>YTD</u>	<u>2021-2022</u>	<u>% of Budget</u>
				100% as of 4/30/22
Property Taxes	\$ 28,055.39	\$ 1,411,559.05	\$ 1,358,000	103.94%
Connections Program Grant	\$ -	\$ 2,666.36	\$ 9,000	29.63%
Replacement Taxes	\$ 13,816.60	\$ 39,899.27	\$ 13,000	306.92%
Lost Books Reimbursed	\$ 95.45	\$ 4,236.17	\$ 3,500	121.03%
Copy Machine Revenue	\$ 795.45	\$ 2,696.49	\$ 3,000	89.88%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 432.47	\$ 5,629.30	\$ 4,800	117.28%
Gifts from RFPL Foundation	\$ -	\$ 9,065.00	\$ 13,500	67.15%
Gifts - other	\$ -	\$ 51.08	\$ 1,000	5.11%
IL Per Capita Grant	\$ -	\$ 16,479.47	\$ 16,500	99.88%
Grants, other	\$ -	\$ 1,317.00	\$ 3,200	41.16%
Liebner Fund Endowment	\$ -	\$ 4,069.82	\$ 3,900	104.35%
Misc Income	\$ 445.00	\$ 2,175.02	\$ 1,200	181.25%
Total:	\$ 43,640.36	\$ 1,499,844.03	\$ 1,430,600	104.84%
Income:	\$ 43,640.36	\$ 1,499,844.03	\$ 1,430,600	104.84%
Expense:	\$ 175,822.21	\$ 1,298,352.89	\$ 1,430,600	90.76%

Prepared 5.07.22



River Forest Public Library

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

Expense Report: Apr-22

	April-22	Fiscal YTD	Actual % Budget 100% as of 4/30/22	21-22 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 62,303.60	\$ 685,444.54	93.00%	\$ 737,000
Medical Health Insurance Coverage	\$ 7,712.88	\$ 45,434.12	79.02%	\$ 57,500
IMRF	\$ 3,532.28	\$ 54,650.06	86.75%	\$ 63,000
Medicare/FICA	\$ 4,605.51	\$ 51,756.39	91.60%	\$ 56,500
Staff Training and Recognition	\$ 85.30	\$ 2,267.06	90.68%	\$ 2,500
Membership Dues	\$ -	\$ 2,259.00	56.48%	\$ 4,000
Professional Development	\$ -	\$ 2,488.69	35.55%	\$ 7,000
Total Personnel	\$ 78,239.57	\$ 844,299.86	91.03%	\$ 927,500
Support Services				
Printing and Advertising				
Printing/Bookplate	\$ 100.00	\$ 3,441.00	62.56%	\$ 5,500
Advertising	\$ 423.34	\$ 2,068.65	82.75%	\$ 2,500
Total Printing and Advertising	\$ 523.34	\$ 5,509.65	68.87%	\$ 8,000
Programming				
Children's Programs	\$ 1,560.25	\$ 9,789.61	89.00%	\$ 11,000
Teen Programs	\$ 476.69	\$ 5,619.51	93.66%	\$ 6,000
Adult Programs	\$ 1,040.74	\$ 6,083.51	81.11%	\$ 7,500
Special Programs	\$ 644.29	\$ 900.04	36.00%	\$ 2,500
Connections Programs	\$ -	\$ 546.48	6.07%	\$ 9,000
Total Programs	\$ 3,721.97	\$ 22,939.15	63.72%	\$ 36,000
Total Support Services and Programs	\$ 4,245.31	\$ 28,448.80	64.66%	\$ 44,000
Other Support Services				
ILL and RB Services (SWAN Libraries)	\$ 232.67	\$ 381.58	76.32%	\$ 500
Technical Support	\$ 851.91	\$ 20,845.55	104.23%	\$ 20,000
Automation Administration	\$ 8,059.80	\$ 34,940.07	91.95%	\$ 38,000
Consultant Fees/Legal Fees	\$ 322.50	\$ 6,027.00	86.10%	\$ 7,000
Postage & Delivery	\$ 67.99	\$ 1,806.77	51.62%	\$ 3,500
Audit Fees	\$ -	\$ 9,500.00	100.00%	\$ 9,500
Payroll and Employment Services	\$ 406.61	\$ 5,052.10	144.35%	\$ 3,500
Youth Interventionist Contract	\$ 1,147.50	\$ 5,692.50	132.38%	\$ 4,300
Telephone/Internet	\$ 6,320.44	\$ 17,320.63	115.47%	\$ 15,000
Trustee Training and Memberships	\$ -	\$ 125.00	15.63%	\$ 800
Copy Machine Lease	\$ 432.20	\$ 2,809.30	100.33%	\$ 2,800
Total Other Support Services	\$ 17,841.62	\$ 104,500.50	99.62%	\$ 104,900

Library Materials

Books	\$ 8,991.06	\$ 63,163.73	95.27%	\$ 66,300
Print Periodicals (Magazines)	\$ -	\$ 6,658.24	105.69%	\$ 6,300
Online Learning Tools & Data Base Subscriptions	\$ -	\$ 9,488.35	110.33%	\$ 8,600
Online E-Content - elect. books/magazines/movies/music	\$ 5,768.82	\$ 62,415.76	86.69%	\$ 72,000
In-House Audio Visual (DVDs, CDs, etc.)	\$ 3,333.18	\$ 17,437.14	76.48%	\$ 22,800
Total Library Materials	\$ 18,093.06	\$ 159,163.22	90.43%	\$ 176,000

Library and Office Supplies

Office Supplies	\$ 286.54	\$ 2,343.05	58.58%	\$ 4,000
Library Supplies	\$ 427.25	\$ 3,123.97	62.48%	\$ 5,000
Copy And Printing Supplies	\$ 101.98	\$ 1,337.41	133.74%	\$ 1,000
Misc Expenses	\$ 60.61	\$ 798.52	39.93%	\$ 2,000
Total Office Supplies	\$ 876.38	\$ 7,602.95	63.36%	\$ 12,000
Total Library Materials & Supplies	\$ 18,969.44	\$ 166,766.17	88.71%	\$ 188,000

Strategic Initiatives

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

Building Materials & Supplies	\$ 90.07	\$ 3,938.10	51.14%	\$ 7,700
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Facility Services

Insurance	\$ -	\$ 16,434.00	82.17%	\$ 20,000
Maintenance and Custodial Service	\$ 6,798.06	\$ 58,940.10	97.42%	\$ 60,500
Water	\$ 355.62	\$ 1,172.40	58.62%	\$ 2,000
Natural Gas	\$ 4,078.69	\$ 14,727.83	163.64%	\$ 9,000
Copier Maintenance and Usage	\$ 161.05	\$ 1,566.75	78.34%	\$ 2,000
Total Facility Services	\$ 11,393.42	\$ 92,841.08	99.30%	\$ 93,500

Equipment & Furniture

Equipment & Furniture	\$ 42.78	\$ 1,723.65	24.62%	\$ 7,000
Technology Misc.	\$ -	\$ 5,468.37	182.28%	\$ 3,000
Total Equipment & Furniture	\$ 42.78	\$ 7,192.02	71.92%	\$ 10,000

Total Facilities Management	\$ 11,526.27	\$ 103,971.20	93.50%	\$ 111,200
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Total Operating Expenses	\$ 130,822.21	\$1,253,352.89	90.46%	\$ 1,385,600
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Capital Improvement Reserve Fund	\$ -	\$ 45,000.00	100.00%	\$ 45,000
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Total Expenses	\$ 130,822.21	\$1,298,352.89	90.76%	\$ 1,430,600
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Total Income	\$ 43,640.36	\$1,499,844.03	104.84%	\$ 1,430,600
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Prepared 5.07.22

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

	Date	Transaction Type	Memo/Description	Amount	Split
4IMPRINT					
	04/22/2022	Bill Payment (Check)		-421.19	BYLINE Operations 00805669201
	04/21/2022	Bill	BRANDED LUGGAGE TAGS/MARKETING BRANDED LUGGAGE TAGS/TECHNICAL SERVICE USE	421.19	Library and Office Expenses:Library Supplies & Advertisement
AMAZON					
	04/05/2022	Bill Payment (Check)		-1,367.05	BYLINE Operations 00805669201 Library and Office Expenses:Library
	03/28/2022	Bill	HOTSPOT CHARGER	13.80	Supplies
	03/28/2022	Bill	BOARD GAMES (CIRCULATING)	391.28	Adult Expenses:Non-Print - Adult
	03/28/2022	Bill	SUMMER READING PROGRAM SUPPLIES	99.30	Teen Expenses:Programs-Teen Library and Office Expenses:Office
	04/05/2022	Bill	Coffee Supplies	27.99	Supplies
	03/28/2022	Bill	SENSORY PROGRAM MATERIALS SUMMER READING PRIZES, CRAFT MATERIALS, PROGRAMMING MATERIALS	101.84	Juvenile Expenses:Programs - Juv
	03/28/2022	Bill		732.84	Juvenile Expenses:Programs - Juv
	04/11/2022	Bill Payment (Check)		-742.24	BYLINE Operations 00805669201
	04/07/2022	Bill	02.26.22-03.25.22 Statement	742.24	Amazon Credit
	04/11/2022	Bill Payment (Check)		-39.49	BYLINE Operations 00805669201
	04/07/2022	Bill	STAFF DEVELOPMENT TITLE (OFFICE 365)	25.13	Adult Expenses:Books - Adult Library and Office Expenses:Office
	04/11/2022	Bill	Employee Handbook Supplies	14.36	Supplies
	04/22/2022	Bill Payment (Check)		-630.41	BYLINE Operations 00805669201
	04/18/2022	Bill	CHILDREN'S VIDEO GAME COLLECTION	439.27	Juvenile Expenses:Non-Print Juvenile
	04/18/2022	Bill	CHILDREN'S VIDEO GAME COLLECTION	39.98	Juvenile Expenses:Non-Print Juvenile
	04/18/2022	Bill	CUPS FOR PROGRAMS	14.99	Juvenile Expenses:Programs - Juv
	04/14/2022	Bill	NINTENDO SWITCH VIDEO GAME "LETTERS TO S'MORE"/ PENS AND PROGRAM STORAGE BINS	59.99	Juvenile Expenses:Non-Print Juvenile
	04/13/2022	Bill		55.99	Juvenile Expenses:Programs - Juv
	04/13/2022	Bill	HOOKS FOR COATS/ CHILDREN'S ROOM	12.99	Building Expenses:Maintenance - Supply
	04/13/2022	Bill	ZIPLOCS FOR GRAB + GO CRAFT BAGS	7.20	Juvenile Expenses:Programs - Juv
	04/29/2022	Bill Payment (Check)		-202.03	BYLINE Operations 00805669201
	04/26/2022	Bill	FAMILY FUN BAGS AND SUMMER READING PROGRAM DECORATIONS	75.55	Juvenile Expenses:Programs - Juv Library and Office Expenses:Office
	04/26/2022	Bill	CIRCULATION DEPARTMENT UMBRELLA	19.95	Supplies Library and Office Expenses:Office
	04/28/2022	Bill	STAPLER	6.57	Supplies Library and Office Expenses:Office
	04/28/2022	Bill	LAMINATION POUCHES 11X17	99.96	Supplies
	04/29/2022	Bill Payment (Check)		-74.98	BYLINE Operations 00805669201
	04/12/2022	Bill	April 2022 Statement	74.98	Amazon Credit
	04/29/2022	Bill Payment (Check)		-26.19	BYLINE Operations 00805669201
	04/30/2022	Bill	RETRACTABLE SHARPIES	26.19	Library and Office Expenses:Office Supplies
ANDERSON ELEVATOR COMPANY					
	04/11/2022	Bill Payment (Check)		-1,445.00	BYLINE Operations 00805669201
	04/08/2022	Bill	Regular Monthly Elevator Inspection	205.00	Building Expenses:Maintenance - Service

	04/08/2022	Bill	Annual Elevator Testing and Fire Alarm Initiating Device Testing	1,240.00 Building Expenses:Maintenance - Service
AT&T - Electronic Gateway				
	04/29/2022	Bill Payment (Check)		-3,872.00 BYLINE Operations 00805669201 Support
	04/12/2022	Bill	Dec., Jan., Feb., AT&T non-stabilized internet rate	3,872.00 Services:Telephone/Internet:Telephone
Cardmember Service				
	04/22/2022	Bill Payment (Check)		-1,051.83 BYLINE Operations 00805669201
	04/21/2022	Bill	Byline Credit Card Statement 03.16-04.13	1,051.83 Byline Credit Card
Classic Cinemas				
	04/29/2022	Bill Payment (Check)		-360.00 BYLINE Operations 00805669201
	04/28/2022	Bill	SUMMER READING PRIZES/MOVIE TICKETS	360.00 Teen Expenses:Programs-Teen
CleanNet of Illinois				
	04/11/2022	Bill Payment (Check)		-1,398.23 BYLINE Operations 00805669201
	04/08/2022	Bill	Monthly Janitorial Services	1,398.23 Building Expenses:Maintenance - Service
CMP PRESS				
	04/05/2022	Bill Payment (Check)		-500.00 BYLINE Operations 00805669201
	03/28/2022	Bill	RAICES GITANAS FLAMENCO PERFORMANCE - 4/2/2022	500.00 Adult Expenses:Programs - Adult
Comcast				
	04/29/2022	Bill Payment (Check)		-475.74 BYLINE Operations 00805669201 Support
	04/12/2022	Bill	April Internet Charge including 1 time fee from April 2022 service visit	475.74 Services:Telephone/Internet:Internet
Comcast Business VoiceEdge				
	04/25/2022	Bill Payment (Check)		-1,732.70 BYLINE Operations 00805669201 Support
	04/25/2022	Bill	Comcast Business VoiceEdge Bill 02.28.22-04.30.22	1,732.70 Services:Telephone/Internet:Telephone
Communication Revolving Fund				
	04/11/2022	Bill Payment (Check)		-240.00 BYLINE Operations 00805669201 Support
	04/08/2022	Bill	Final Revolving Fund Internet Charge for February 2022	240.00 Services:Telephone/Internet:Internet
DEMCO, INC.				
	04/05/2022	Bill Payment (Check)		-308.45 BYLINE Operations 00805669201 Library and Office Expenses:Library
	03/28/2022	Bill	ASSORTED BOOK TAPE, LABELS, AND DVD CASES	308.45 Supplies
EZMail Services				
	04/22/2022	Bill Payment (Check)		-100.00 BYLINE Operations 00805669201
	04/21/2022	Bill	BOOKPLATE MAILING	100.00 Marketing:Printing

Fifth Third Bank

04/25/2022	Bill Payment (Check)		-299.80	BYLINE Operations 00805669201
04/25/2022	Bill	03.05.2022-04.04.2022 Statement	299.80	5/3 Financial Credit Card

Fox Valley Technical College

04/11/2022	Bill Payment (Check)		-179.00	BYLINE Operations 00805669201
04/08/2022	Bill	OCLC Replacement Cost for Lost Book	179.00	Support Services:InterLibrary Loan Expenses

Franzen Plumbing

04/22/2022	Bill Payment (Check)		-557.50	BYLINE Operations 00805669201
04/13/2022	Bill	PLUMBING SERVICES	557.50	Building Expenses:Maintenance - Service

Hoopla

04/11/2022	Bill Payment (Check)		-1,948.52	BYLINE Operations 00805669201
04/07/2022	Bill	MARCH HOOPLA CHECKOUTS	1,948.52	Online e-Content:Hoopla

Hulen Landscaping Contractors

04/29/2022	Bill Payment (Check)		-1,391.50	BYLINE Operations 00805669201
04/28/2022	Bill	APRIL MONTHLY MAINTENANCE	266.50	Building Expenses:Maintenance - Service
04/28/2022	Bill	ANNUAL MULCHING (APRIL)	1,125.00	Building Expenses:Maintenance - Service

ILLINOIS ALARM

04/22/2022	Bill Payment (Check)		-395.00	BYLINE Operations 00805669201
04/13/2022	Bill	UPDATE BUILDING ALARM SYSTEM TO INSTALL CELLULAR PHONE LINE	395.00	Building Expenses:Maintenance - Service

ILLINOIS HOLOCAUST MUSEUM

04/22/2022	Bill Payment (Check)		-50.00	BYLINE Operations 00805669201
04/13/2022	Bill	SUGGESTED DONATION OF \$4 PER ATTENDEE/ROUNDED UP TO \$50.00	50.00	Adult Expenses:Programs - Adult

Ingram Library Services

04/05/2022	Bill Payment (Check)		-1,556.09	BYLINE Operations 00805669201
03/28/2022	Bill	BOOKS	23.80	Juvenile Expenses:Books- Juv
03/28/2022	Bill	BOOK	32.61	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	49.95	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	10.77	Juvenile Expenses:Books- Juv
03/28/2022	Bill	BOOKS	36.09	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	32.86	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	33.21	Adult Expenses:Books - Adult
04/04/2022	Bill	BOOKS	470.97	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	35.10	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	17.55	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	51.53	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	17.55	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	40.28	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	16.96	Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	10.77	Juvenile Expenses:Books- Juv

03/28/2022	Bill	BOOKS	78.85 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	92.15 Teen Expenses:Books - Middle School
03/28/2022	Bill	BOOKS	41.60 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOKS	56.66 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOK	7.83 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	8.93 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	32.29 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	16.98 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	32.29 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	11.33 Juvenile Expenses:Books- Juv
03/28/2022	Bill	BOOKS	32.25 Teen Expenses:Books - Middle School
03/28/2022	Bill	BOOK	14.81 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOKS	22.51 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOKS	23.49 Teen Expenses:Books - Middle School
03/28/2022	Bill	BOOK	14.13 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOKS	23.64 Teen Expenses:Books - Teen
03/28/2022	Bill	BOOKS	42.56 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	10.88 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	78.92 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	17.56 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOK	16.43 Adult Expenses:Books - Adult
	Bill Payment		
04/11/2022	(Check)		-2,486.50 BYLINE Operations 00805669201
04/07/2022	Bill	BOOK	16.99 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	30.41 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	49.28 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	11.33 Juvenile Expenses:Books- Juv
04/07/2022	Bill	BOOKS	84.98 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	13.44 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	33.45 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	13.21 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	33.35 Juvenile Expenses:Books- Juv
04/07/2022	Bill	BOOKS	37.23 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	180.49 Juvenile Expenses:Books- Juv
04/07/2022	Bill	BOOK	23.21 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	13.44 Juvenile Expenses:Books- Juv
04/07/2022	Bill	BOOKS	26.27 Adult Expenses:Books - Adult
			Support Services:Automation -
04/08/2022	Bill	Annual iPage Renewal	350.00 Administration (SWAN, website, etc)
04/07/2022	Bill	BOOK	12.46 Teen Expenses:Books - Middle School
04/07/2022	Bill	BOOKS	22.66 Teen Expenses:Books - Middle School
04/07/2022	Bill	BOOKS	36.26 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOK	11.33 Teen Expenses:Books - Middle School
04/07/2022	Bill	BOOK	11.90 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOKS	30.25 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	168.13 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	16.42 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	32.84 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	12.61 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	17.39 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	46.69 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	77.59 Teen Expenses:Books - Middle School
04/07/2022	Bill	BOOK	15.43 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOK	12.18 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOK	12.46 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOKS	70.83 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOK	11.41 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	93.19 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	529.74 Juvenile Expenses:Books- Juv
04/07/2022	Bill	BOOKS	32.46 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	17.36 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOK	17.92 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	64.87 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	107.36 Adult Expenses:Books - Adult
04/07/2022	Bill	BOOKS	22.20 Teen Expenses:Books - Middle School
04/07/2022	Bill	BOOK	15.29 Teen Expenses:Books - Teen
04/07/2022	Bill	BOOKS	32.64 Juvenile Expenses:Books- Juv
	Bill Payment		
04/22/2022	(Check)		-4,049.06 BYLINE Operations 00805669201

04/13/2022	Bill	BOOKS	69.09 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOK	15.23 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	16.79 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	15.07 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	49.26 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	16.98 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	51.95 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	84.20 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	54.36 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	24.12 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOK	17.36 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	42.93 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOK	12.04 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	23.44 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	20.43 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	57.43 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	16.42 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	10.41 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOKS	82.39 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOKS	67.39 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	18.49 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	17.35 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	18.61 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	26.81 Teen Expenses:Books - Middle School
04/13/2022	Bill	BOOKS	58.78 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOK	15.23 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	11.84 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	33.99 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOK	17.41 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	25.53 Juvenile Expenses:Books- Juv
04/13/2022	Bill	BOOKS	41.95 Teen Expenses:Books - Middle School
04/13/2022	Bill	BOOKS	59.49 Teen Expenses:Books - Teen
04/13/2022	Bill	BOOK	12.01 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	18.64 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	14.43 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	12.18 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	46.03 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	105.15 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	29.46 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	21.04 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOKS	34.79 Adult Expenses:Books - Adult
04/13/2022	Bill	BOOK	17.43 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	12.63 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOKS	273.70 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	16.98 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	17.43 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	20.95 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOKS	272.68 Juvenile Expenses:Books- Juv
04/18/2022	Bill	BOOK	16.26 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	17.20 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	19.03 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOKS	57.48 Juvenile Expenses:Books- Juv
04/18/2022	Bill	BOOKS	28.92 Juvenile Expenses:Books- Juv
04/18/2022	Bill	BOOKS	95.56 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	12.01 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOKS	21.69 Juvenile Expenses:Books- Juv
04/18/2022	Bill	BOOK	6.61 Juvenile Expenses:Books- Juv
04/18/2022	Bill	BOOK	33.46 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOKS	70.94 Adult Expenses:Books - Adult
04/18/2022	Bill	BOOK	7.03 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOKS	52.77 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOKS	96.82 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOK	16.98 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	316.02 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOKS	41.66 Adult Expenses:Books - Adult

04/21/2022	Bill	BOOK	14.94 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	72.73 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	384.53 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	127.51 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOK	12.01 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	180.93 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	17.55 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	11.43 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	11.90 Teen Expenses:Books - Teen
04/21/2022	Bill	BOOKS	68.76 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOK	10.66 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	7.03 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOK	29.14 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	16.03 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOKS	46.44 Adult Expenses:Books - Adult
04/21/2022	Bill	BOOK	8.94 Juvenile Expenses:Books- Juv
04/21/2022	Bill	BOOK	12.04 Adult Expenses:Books - Adult
	Bill Payment		
04/29/2022	(Check)		-1,224.28 BYLINE Operations 00805669201
03/22/2022	Bill	BOOKS	23.49 Juvenile Expenses:Books- Juv
04/26/2022	Vendor Credit	SHORT SHIPPED TITLE ON INVOICE #67449934	-6.63 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	17.56 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	17.41 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	6.81 Juvenile Expenses:Books- Juv
03/22/2022	Bill	BOOK	12.01 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	14.41 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOK	17.39 Adult Expenses:Books - Adult
03/22/2022	Bill	BOOKS	31.66 Adult Expenses:Books - Adult
03/28/2022	Bill	BOOKS	24.03 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	55.80 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	288.32 Juvenile Expenses:Books- Juv
04/25/2022	Bill	BOOKS	80.67 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOK	17.17 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOK	14.23 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	44.89 Juvenile Expenses:Books- Juv
04/25/2022	Bill	BOOK	99.84 Juvenile Expenses:Books- Juv
04/25/2022	Bill	BOOK	13.24 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	57.79 Juvenile Expenses:Books- Juv
04/25/2022	Bill	BOOK	17.43 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	70.90 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	143.64 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	108.69 Adult Expenses:Books - Adult
04/25/2022	Bill	BOOKS	39.40 Juvenile Expenses:Books- Juv
04/26/2022	Bill	BOOK	14.13 Teen Expenses:Books - Teen

Kanopy

	Bill Payment		
04/11/2022	(Check)		-282.15 BYLINE Operations 00805669201
04/07/2022	Bill	KANOPY CHECKOUTS	282.15 Online e-Content:Kanopy

KLEIN, THORPE & JENKINS, LTD

	Bill Payment		
04/29/2022	(Check)		-322.50 BYLINE Operations 00805669201
04/26/2022	Bill	MARCH LEGAL EXPENSES	322.50 Support Services:Consultation/Legal Fees

Konica Minolta Business Solutions

	Bill Payment		
04/11/2022	(Check)		-78.60 BYLINE Operations 00805669201 Building Expenses:Copy Machine (usage, 78.60 maint., Konica Business))
04/08/2022	Bill	Copy Machine Usage	
	Bill Payment		
04/22/2022	(Check)		-82.45 BYLINE Operations 00805669201 Building Expenses:Copy Machine (usage, 82.45 maint., Konica Business))
04/13/2022	Bill	COPIER USAGE	

**Konica Minolta
Premier Finance**

04/11/2022	Bill Payment (Check)		-216.10 BYLINE Operations 00805669201 Support Services:Copier Lease (Konica 216.10 Premiere)
04/08/2022	Bill	Monthly Copier Lease	
04/29/2022	Bill Payment (Check)		-216.10 BYLINE Operations 00805669201 Support Services:Copier Lease (Konica 216.10 Premiere)
04/29/2022	Bill	COPIER LEASE	

Library Market

04/11/2022	Bill Payment (Check)		-1,250.00 BYLINE Operations 00805669201 Support Services:Automation -
04/07/2022	Bill	LIBRARY CALENDAR SOFTWARE/ANNUAL RENEWAL	1,250.00 Administration (SWAN, website, etc)

MIDWEST TAPE

04/05/2022	Bill Payment (Check)		-320.79 BYLINE Operations 00805669201
03/28/2022	Bill	AUDIOBOOK CD	54.24 Adult Expenses:Non-Print - Adult
03/28/2022	Bill	DVD	24.54 Adult Expenses:Non-Print - Adult
03/28/2022	Bill	AUDIOBOOK CDS	78.48 Adult Expenses:Non-Print - Adult
03/28/2022	Bill	BLU-RAY	33.54 Adult Expenses:Non-Print - Adult
03/28/2022	Bill	DVDS	129.99 Adult Expenses:Non-Print - Adult
04/11/2022	Bill Payment (Check)		-699.48 BYLINE Operations 00805669201
04/07/2022	Bill	BLU-RAYS	67.08 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	AUDIOBOOK CDS	121.72 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	DVDS	45.33 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	BLU-RAY	
04/07/2022	Bill	DVD	36.34 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	DVDS	227.31 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	AUDIOBOOK CDS	88.48 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	DVD	19.74 Adult Expenses:Non-Print - Adult
04/07/2022	Bill	AUDIOBOOK CDS	93.48 Adult Expenses:Non-Print - Adult
04/22/2022	Bill Payment (Check)		-646.07 BYLINE Operations 00805669201
04/18/2022	Bill	DVDS	179.28 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	DVD	26.04 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	BLU-RAY	37.09 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	DVD	18.54 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	AUDIOBOOK CDS	132.72 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	BLU-RAY	20.79 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	DVDS	109.65 Adult Expenses:Non-Print - Adult
04/13/2022	Bill	AUDIOBOOK CD	34.24 Adult Expenses:Non-Print - Adult
04/18/2022	Bill	AUDIOBOOK CDS	87.72 Adult Expenses:Non-Print - Adult
04/29/2022	Bill Payment (Check)		-661.34 BYLINE Operations 00805669201
04/26/2022	Bill	BLU-RAYS AND DVDS	127.76 Adult Expenses:Non-Print - Adult
04/26/2022	Bill	DVDS	111.78 Juvenile Expenses:Non-Print Juvenile
04/25/2022	Bill	BLU-RAY/DVDS	73.43 Juvenile Expenses:Non-Print Juvenile
04/25/2022	Bill	DVDS	147.03 Juvenile Expenses:Non-Print Juvenile
04/25/2022	Bill	AUDIOBOOK CDS	103.48 Adult Expenses:Non-Print - Adult
04/26/2022	Bill	DVDS	97.86 Adult Expenses:Non-Print - Adult

NICOR GAS

04/05/2022	Bill Payment (Check)		-2,207.65 BYLINE Operations 00805669201
03/28/2022	Bill	MONTHLY HEATING CHARGE	2,207.65 Building Expenses:Heat
04/29/2022	Bill Payment (Check)		-1,871.04 BYLINE Operations 00805669201
04/27/2022	Bill	MONTHLY HEATING BILL/APRL	1,871.04 Building Expenses:Heat

Nina Koziol

04/22/2022	Bill Payment (Check)		-250.00 BYLINE Operations 00805669201
04/13/2022	Bill	VICTORY GARDEN PROGRAM 4/10/22	250.00 Adult Expenses:Programs - Adult

**Norah
Guequierre**

04/22/2022	Bill Payment (Check)		-250.00	BYLINE Operations 00805669201
04/21/2022	Bill	RFPL Hotspot Refund	250.00	Lost Books Revenue

**OAK PARK
TOWNSHIP
YOUTH
SERVICES**

04/22/2022	Bill Payment (Check)		-1,147.50	BYLINE Operations 00805669201 Support Services:Youth Interventionist
04/21/2022	Bill	Youth Engagement Program Q3 January - March 2022	1,147.50	Contract

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

04/22/2022	Bill Payment (Check)		-851.91	BYLINE Operations 00805669201
04/21/2022	Bill	MONTHLY I.T. FEE	851.91	Support Services:Technical Support
04/29/2022	Bill Payment (Check)		-1,167.99	BYLINE Capital 00805669202
04/26/2022	Bill	OFFICE BITTITAN USER MIGRATION BUNDLE	480.00	Capital Expense:Capital Technology
04/26/2022	Bill	OFFICE A3 ONE TIME LICENSES	687.99	Capital Expense:Capital Technology

OverDrive

04/11/2022	Bill Payment (Check)		-152.98	BYLINE Operations 00805669201
04/07/2022	Bill	3 EBOOKS		
	Bill Payment (Check)	1 AUDIOBOOK	152.98	-Split-
04/22/2022	Bill Payment (Check)		-3,143.49	BYLINE Operations 00805669201
04/13/2022	Bill	11 EBOOKS		
	Bill	8 AUDIOBOOKS	688.82	Online e-Content:eContent - Juvenile
04/13/2022	Bill	7 EBOOKS		
	Bill	3 AUDIOBOOKS	348.12	Online e-Content:eContent - Adult
04/18/2022	Bill	4 EBOOKS		
	Bill	1 AUDIOBOOK	162.19	Online e-Content:eContent - Adult
04/18/2022	Bill	36 EBOOKS		
	Bill	7 AUDIOBOOKS	1,517.22	Online e-Content:eContent - Adult
04/13/2022	Bill	16 EBOOKS	427.14	Online e-Content:eContent - Teen
04/29/2022	Bill Payment (Check)		-241.68	BYLINE Operations 00805669201
04/25/2022	Bill	3 EBOOKS	133.34	Online e-Content:eContent - Adult
04/26/2022	Bill	2 EBOOKS/1 AUDIOBOOK	108.34	Online e-Content:eContent - Adult

PeopleFacts

04/11/2022	Bill Payment (Check)		-50.43	BYLINE Operations 00805669201
04/08/2022	Bill	Background Check Fee	50.43	Support Services:Payroll Service

**PROFESSIONAL
IMAGE**

04/11/2022	Bill Payment (Check)		-12.45	BYLINE Operations 00805669201 Library and Office Expenses:Office
04/11/2022	Bill	Nametag	12.45	Supplies

**RIVER FOREST
PARK DISTRICT**

04/05/2022	Bill Payment (Check)		-50.00	BYLINE Operations 00805669201
04/04/2022	Bill	MEMORIAL DAY PARADE ENTRANCE FEE	50.00	Special Programs

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

04/05/2022	Bill Payment (Check)		-683.55 BYLINE Operations 00805669201
03/28/2022	Bill	REGULAR MAINTENTANCE	683.55 Building Expenses:Maintenance - Service
04/22/2022	Bill Payment (Check)		-877.28 BYLINE Operations 00805669201
04/18/2022	Bill	MONTHLY MAINTENANCE	877.28 Building Expenses:Maintenance - Service

Shannon Gruber

04/22/2022	Bill Payment (Check)		-99.37 BYLINE Operations 00805669201
04/13/2022	Bill	CUTTING BOARDS FOR CRAFT & CHAT	99.37 Adult Expenses:Programs - Adult
04/29/2022	Bill Payment (Check)		-31.67 BYLINE Operations 00805669201 Personnel:Staff Training and Recognition
04/26/2022	Bill	SUNSHINE COMMITTEE APRIL BIRTHDAYS	14.28 (InService)
04/26/2022	Bill	POEMS FOR PANCAKES/PANCAKE SUPPLIES	17.39 Teen Expenses:Programs-Teen

Staples

04/22/2022	Bill Payment (Check)		-258.13 BYLINE Operations 00805669201
04/13/2022	Bill	8X5X11 COPY PAPER SANITARY BAGS, TOWELS TAPE, LABELS, BINDER CLIPS	258.13 -Split-

SWAN

04/11/2022	Bill Payment (Check)		-6,160.00 BYLINE Operations 00805669201 Support Services:Automation -
04/07/2022	Bill	4TH QUARTER FEE	6,160.00 Administration (SWAN, website, etc)
04/22/2022	Bill Payment (Check)		-53.67 BYLINE Operations 00805669201 Support Services:InterLibrary Loan
04/21/2022	Bill	QUARTERLY ILLINOIS INVOICE	53.67 Expenses

**VILLAGE OF
RIVER FOREST**

04/05/2022	Bill Payment (Check)		-4,962.64 BYLINE Operations 00805669201
04/05/2022	Bill	March 2022 Health Insurance	4,962.64 -Split-
04/05/2022	Bill Payment (Check)		-50.00 BYLINE Operations 00805669201
03/28/2022	Bill	ELEVATOR INSPECTION	50.00 Building Expenses:Maintenance - Service
04/11/2022	Bill Payment (Check)		-355.62 BYLINE Operations 00805669201
04/08/2022	Bill	Quarterly Water Bill	355.62 Building Expenses:Water
04/29/2022	Bill Payment (Check)		-4,962.64 BYLINE Operations 00805669201
04/29/2022	Bill	April 2022 Health Insurance	4,962.64 -Split-

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Byline Credit April 2022

Date	Payee	Memo	Charge	Payment	Type	Account
						Adult
04/29/2022	PANERA BREAD	COFFEE MONDAY/ PANERA COFFEE	21.63		Expense	Expenses:Programs - Adult
04/29/2022	PANERA BREAD	BREAKFAST FOR IN- SERVICE	71.02		Expense	Personnel:Staff Training and Recognition (InService)
04/28/2022	Uprinting.com	VINYL BANNERS AND CHILDREN'S ROOM SIGNAGE	91.85		Expense	Marketing:Advertisement
04/28/2022	Ferrara Pan	CANDY FOR MEMORIAL DAY PARADE	150.00		Expense	Special Programs
04/26/2022	Uprinting.com	PARADE BANNER SUMMER READING CRAFT BAG SUPPLIES AND	53.01		Expense	Special Programs
04/26/2022	ORIENTAL TRADING	DECORATIONS/JUVENIL E	156.54		Expense	Juvenile Expenses:Programs - Juv
04/25/2022	ORIENTAL TRADING	FAMILY FUN BAG SUPPLIES	153.37		Expense	Juvenile Expenses:Programs - Juv
04/25/2022	officesupply.com	MODELING CLAY FOR CHILDREN'S PROGRAM	38.96		Expense	Juvenile Expenses:Programs - Juv
04/24/2022	Uprinting.com	Giant Book Covers for Memorial Day Parade	391.28		Expense	Special Programs
04/21/2022	Cardmember Service	Byline Credit Card Statement 03.16-04.13		1,051.83	Bill	2000 Accounts Payable
04/18/2022	Jewel Foods	CHILDREN'S ICE CREAM MAKING PROGRAM SUPPLIES	36.01		Expense	Juvenile Expenses:Programs - Juv
04/13/2022	Stamps.com	MONTHLY STAMPS.COM FEE	17.99		Expense	Support Services:Postage
04/13/2022	Hobby Lobby	SUPPLIES FOR CRAFT & CHAT	96.11		Expense	Adult Expenses:Programs - Support
04/12/2022	Stamps.com	POSTAGE	50.00		Expense	Services:Postage
04/07/2022	ScreenCloud	MONTHLY TV AD	15.30		Expense	Marketing:Advertisement
04/07/2022	ORIENTAL TRADING	SUPER HERO CRAFT BAG SUPPLIES	186.96		Expense	Juvenile Expenses:Programs - Juv
04/07/2022	Uprinting.com	CHILDREN'S ROOM SIGNAGE	42.78		Expense	Equipment & Furniture Adult
04/04/2022	PANERA BREAD	COFFEE FOR COFFEE MONDAY PROGRAM	23.63		Expense	Expenses:Programs - Adult

Amazon Credit April 2022

Date	Payee	Memo	Charge	Payment	Type	Account
04/12/2022	AMAZON	VIDEO GAMES	59.99		Expense	Teen Expenses:Non-print - Teen
04/12/2022	AMAZON	Kindle ebook April 2022	14.99		Expense	Adult Expenses:Non-Print - Adult
04/12/2022	AMAZON	Statement		74.98	Bill	2000 Accounts Payable

River Forest Public Library

Balance Sheet

As of April 30, 2022

Prepared 5.08.2022

ASSETS

				<u>4/30/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		926,297.28
Byline Operations	805669201	0.40%		6,638.15
Petty Cash				40.00
TOTAL Operations Current				932,975.43
Mid-Term CDARS Reserves				
<u>Maturity Date</u>			<u>Interest Rate</u>	
8/4/2022	OP CD 26 WK	1025635694	0.05%	63,064.46
8/11/2022	OP CD 26 WK	1025640582	0.05%	64,876.60
Long-Term CDARS Reserves				
7/28/2022	OP CD 5 YEAR	1020450904	1.95%	65,816.71
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	66,443.60
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,087.08
TOTAL CDARS Reserves				325,288.45
TOTAL OPERATIONS ACCOUNT				1,258,263.88
CHECKING/SAVINGS - CAPITAL ACCOUNT				
		Interest Rate		
ICS Capital	805669202	0.08%		412,195.50
Byline Capital	805669202	0.40%		(56.08)
TOTAL CAPITAL ACCOUNT				412,139.42
TOTAL CURRENT CHECKING/SAVINGS				<u>1,670,403.30</u>
Property Tax Receivable				752,494.94
Prepaid Assets				23,984.69
TOTAL CURRENT ASSETS				<u>2,446,882.93</u>
TOTAL ASSETS				<u>2,446,882.93</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				2,424.16
Credit Cards				
Byline Credit Card				2,548.41
Amazon Credit				162.21
Total Credit Cards				<u>2,710.62</u>
Accrued Salaries				39,298.11
Total Current Liabilities				44,432.89
Long-Term Liability				
Deferred Revenue				676,571.69
Total Liabilities				721,004.58
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				-4,323.24
Net Income				298,355.59
Total Equity				<u>1,725,878.35</u>
TOTAL LIABILITIES & EQUITY				<u>2,446,882.93</u>



River Forest Public Library -Capital Reserve Fund

Apr-22

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	412,195.50
Byline Capital Checking	\$	<u>1,204.91</u>
Total Capital Reserve Fund	\$	413,400.41

Income

Interest	4/31/2022	\$	25.76
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Prepared: 5/08/2022

Administration

The Library switched from a Google Workspace environment to an Office 365 environment this April. Staff also began virtual CPR, AED, and Basic First Aid training modules to prepare for the May 6 in-service day live training. On April 26, I joined a panel of library leaders at Dominican University as part of a series of programs to celebrate the 50th anniversary of the Rebecca Crown Library. We spoke about our experiences using the library and about our careers, and it was a unique and rewarding experience.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapter for Trustee review is Chapter 3: Personnel

Facility updates:

- Fox Valley Fire was onsite in April to service the Library's backflow preventer.
- Oak Brook Mechanical Services was onsite in April to replace two dielectric unions in the Children's Department.

Financial highlights:

- The Village of River Forest issued the Library a \$5,291 refund check in early May from the escrow money submitted as part of our planned development application.
- The Library paid a final bill of \$3872 to AT&T for internet service this April. The Library's contract with AT&T expired in December, 2021, at which time our monthly service fee went to a "non-stabilized rate." The final bill was for service from December through February. The Library filed a dispute with AT&T because notification about the contract expiration was buried within the bill, and AT&T refused to reduce any charges. After consulting with the Library's attorney, they advised that we pay the bill because notification was given and we did receive service.
- The Comcast charges in April include:
 - \$475.74 - for internet service and a one-time fee of \$119.95 from a service visit to establish a connection to the elevator.
 - \$1,732.70 - for phone services from Feb 28-April30, and a one-time installation fee of \$199. This amount also includes an incorrect charge of \$199 that will be refunded in the June statement.
- Correction from the April, 2022 director's report: Comcast credited an amount of \$273.25 to the March bill due to system downtime and other issues related to the internet and phone upgrades in February. I had incorrectly stated that the entire bill had been credited.

Key Performance Indicators Update

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

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

Category	February 2022	March 2022	April 2022
Physical item circulation - initial checkouts	13,693	14,997	13,705
Digital item circulation	4,108	4,395	3,946
Total Circulation	17,801	19,392	17,651
Programs for Adults	10 programs 114 attendees	11 programs 124 attendees	12 programs 139 attendees
Programs Middle School aged children	9 programs 95 attendees	9 programs 53 attendees	5 programs 38 attendees
Programs for Children	35 programs 447 attendees	28 programs 657 attendees	27 Programs 1061 attendees
New cardholders added	22	31	36
Total cardholders	8,214	8,242	8,266
Website sessions	6,547	8,516	6,812
Patron visits	6,420	6,761	6,782
Instagram Followers	1,269	1,273	1,277
Facebook Followers	1,277	1,278	1,314

Collection Updates & Notable Programs

Children's Services began a reclassification project of the picture book collection. New categories include *Authors & Illustrators*, *Characters*, *World Languages* and *Seasonal*. Other main categories have been updated with new themes and highlight. For example, the *Me* category will now include an *Empowerment* section, and what was formerly *Fears*, will now be called *Courage*. Our *World Languages* picture books will move from the nonfiction shelves to their new home in picture books, so that children who speak another language or are bilingual can browse alongside their peers.

In Adult programming news, the Library hosted our first concert upstairs in over two years, the Raices Gitanas Flamenco Ensemble. Not only did they entertain patrons with their upbeat music, but they educated them on the instruments and the history of flamenco.

On April 21st, we held a Poems for Pancakes program for the middle school students to celebrate National Poetry Month. Anne Kowalski, Children's Associate, made the students a fresh pancake for each poem they read. She had 16 students attend, and they stayed to read poems even after all the pancake batter ran out! They may have come for the pancakes, but hopefully they discovered a new appreciation for

poetry.

Staff Training and Updates

Our very own Anne Kowalski has accepted the Middle School & Teen Librarian position, and will begin in her new role this May. Children's Services will post the open Children's Associate position soon.

Fran Arnold, Marketing & PR Specialist, attended an Instagram workshop and has begun applying some of the strategies that she learned. She updated the Library's profile and set up a linktree account. This link: <https://linktr.ee/riverforestpubliclibrary> is now in our Instagram and Facebook bios. Additional planned improvements to our Instagram profile include adding highlights, which will allow us to focus on specific offerings such as summer reading or story times. Fran will attend Part 2 of the workshop on May 18. Fran encourages all members of the Board to follow our social media platforms (Instagram, Facebook, and YouTube).

Public Relations and Outreach

The summer bookplate has been mailed to all homes.

Fran created new signage for the Children's reclassification project in time for the May 6 in service, which allowed the reorganization work to begin while we were closed. The summer reading banner is complete and will be installed on May 20. In preparation for the Library's participation in the Memorial Day parade, Fran also created and ordered a new parade banner, as well as oversized book covers for staff to hold. The book covers will also be used for a social media campaign, called Favorite Book Fridays, which will feature pictures of staff holding their favorite book signs along with a review of the book.

Library branded sweatshirts arrived and were disseminated to staff.

The new patron welcome package will consist of a small branded book tote (made of organic cotton) with a luggage tag attached. The totes have been ordered and should arrive this May.

May's Local Spotlight features local artist Judy Steed and her annual display of mosaic art.

Committee Updates

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

The Facilities Committee met on May 10

The Policy Committee met on May 10

Fiscal Year 2021-22 Highlights

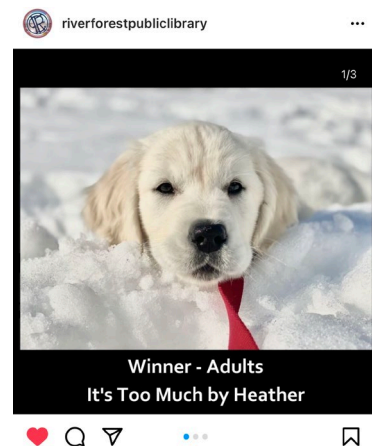
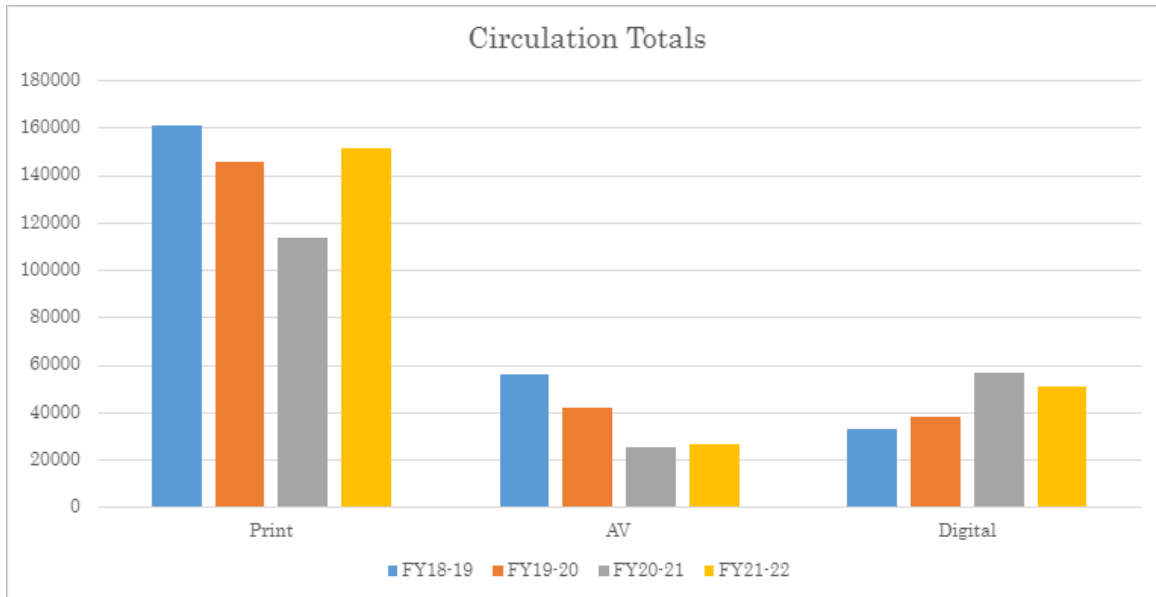
Access

We made strides to increase access this year, first by re-instating in-person programs, using the beautiful Anne T. Smedinghoff Memorial Garden to do so safely last spring. We were happy to expand to pre-pandemic operating hours soon afterward in July. The Library also implemented the SORA program, allowing River Forest students - regardless of whether they have a library card - to check out Media on Demand titles, increasing access to digital collections.

Engagement

As we increased access, we also enticed patrons to use the Library with activities like a winter photo contest and seasonal photo booths. Thanks to a generous grant from the RFPL Foundation, we updated our Middle School & Teen area this year with new furniture and paint, and River Forest students are back in force, one group even hosting their book club regularly in the space. We were happy to see engagement with the Library rise throughout the year. Circulation numbers are increasing overall as we

come out of the COVID pandemic. The Library's first large event since 2019, the Dooley Band Concert, saw nearly 200 people attend. The average monthly program attendance, which had been declining since 2019, is up by nearly 30%, from 958 in fiscal year 20-21 to 1232 this fiscal year. We saw a 66% increase in reference and advisory transactions this year, and a 50% increase in one-on-one tutorials.



Partnerships

The Library has many strong community partnerships, which we benefitted from this past year. The Township not only partners with us to provide programming, we also benefitted from the Youth Interventionist (now Youth Engagement) program, and took advantage of the Township's Dementia-Friendly River Forest training. We were fortunate to coordinate an internship with a library science student from Dominican University this year as well, and staff participated in community events such as LemonAid, the Halloween Hoot 'n Howl, and the Sarah's Inn ribbon tying event for Domestic Violence Awareness month.

Respectfully submitted,
 Emily Compton
 May 12, 2022

Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
 - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
 - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
 - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
 - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
 - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
 - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
 - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
 - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
 - Local Records Act* [50 ILCS 205/1 *et seq.*]
 - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
 - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
 - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
 - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
 - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
 - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
 - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
 - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
 - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
 - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
 - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
 - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
 - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Tuesday, May 10th, 2022, at 3:30 PM**

Call to Order: Trustee Stierwalt called the meeting to order at 3:32 PM.

Present: Committee members Deborah Hill, Ann Berens, Elan Long, and Karen Stierwalt. Also present were Director Emily Compton and Operations Manager Katie Cangelosi.

Visitors: Trustees Cathy Ruggeri and James Hopkinson; River Forest resident Kristen Coe.

Minutes: The March 3rd, 2022 minutes were approved.

New Business

a. General Facilities Updates: Ms. Cangelosi provided an update on facilities since the Committee last convened in March 2022. The Facilities Committee did not have a meeting in April.

- Fox Valley Fire was onsite in April to service the Library's backflow preventer.
- Oak Brook Mechanical Services was onsite in April to replace two dielectric unions in the Children's Department.
- The Library is seeking competitive quotes for deep cleaning of the Library's carpets.

b. Library Maintenance Schedule – May

- Oak Brook Mechanical Services will perform its regular HVAC inspection in May.

c. Library Maintenance Schedule – June

- There is no scheduled maintenance to perform in June.

Old Business:

a. Air Handler Project Discussion: Director Compton provided an update on the Air Handler Project.

- The Live and Learn Grant review committee voted to fund the Library's project but did not have sufficient funds to award the grant after funding other accessibility, small construction projects, and two other new construction projects throughout the state.
- The Live and Learn committee awards small construction and accessibility grants before funding new construction grants. If the Library applies for the \$25,000-\$50,000 accessibility grant during phase two of the project, there is a better chance of receiving a grant.
- The Library was named as a beneficiary in the will of Mr. Walter Cowan, in honor of his sister who loved the Library. The bequest is \$100,000.
- Director Compton received feedback from Andy Dogan of Williams Architect about several questions:

- Is it possible to simultaneously bid an exterior and interior air handler replacement?*
Yes, but it is not recommended to bid both at the same time. The interior replacement bid will cost about \$15,000 which includes engineering and permitting fees. Williams Architects will also need a four-week lead time to engineer the project before beginning the permitting process. It would take a total of about two months to prepare to go out to bid on the interior option.
- What would the structural engineering fees be if replacing the air handler inside?* About \$2,000.
- Is there a way to get better estimates?* The best estimates will come from bids.

- d. *Is there any way to reduce cost?* No, in the current market, prices will only continue to rise.
- e. *Why are construction costs higher for commercial projects than residential projects?*
Commercial projects use a higher quality of materials, pay prevailing wage (which can result in labor costs being 2-3 times higher), use licensed contractors with more stringent insurance requirements, often require performance bonds (which can increase a total project cost 4-5%), and are generally more complex than residential projects, requiring more experienced contractors.
- Director Compton presented four options to replace the aged air handler: 1) bid only for the exterior air handler replacement, 2) bid both projects, exterior replacement first followed by the interior replacement, 3) bid only for the interior replacement, and 4) decide how long to wait before revisiting the air handler replacement project entirely.
- Director Compton encouraged the Committee to consider proactively planning to replace the air handler. The air handler is an essential component to continuing Library operations, and a worst-case scenario is the equipment failing with a minimum of a 12-16 week lead time for replacement.
- Director Compton presented the capital funds projection sheet included in the Facilities Committee packet. The projections include phase one of the exterior air handler replacement at the cost reflected in the '22-'23 capital budget.
- Trustee Long also presented a cost and impact analysis of the exterior vs. interior air handler replacement project. The Committee discussed these impacts including the ADA restroom and a second community room.
- Trustee Berens will assist in looking for additional grant resources for phase two of the air handler replacement.
- The Committee discussed the four options presented by Director Compton. The Committee made a recommendation for the Regular Board Meeting on May 17th to bid the exterior replacement of the air handler project and to not engage architects to prepare drawings for a possible interior replacement at this time.

Next Meeting: Thursday, June 2nd at 2:00 pm.

Adjournment: President Hill moved to adjourn the meeting at 4:45 pm, seconded by Trustee Berens.

River Forest Public Library – DRAFT
Policy Committee Meeting

MINUTES

Tuesday, May 10th at 5:00 PM

Present: Committee members Deborah Hill, Cathy Ruggeri, Elan Long, Jim Hopkinson, and Ann Berens. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber.

Call to Order: President Hill called the meeting to order at 5:00 pm.

Minutes : February 8th meeting minutes were approved unanimously.

Trustee Long asked if the packet included each policy as currently written and the redlined copy with suggested changes. Trustee Hill clarified that the redlined copy includes suggested changes from Director Compton and Shannon.

1. Staff II. Employee Tiers & Benefits

a. The Committee discussed simplifying the policy since the Paid Sick Leave and Paid Vacation paragraphs are repeated multiple times for nonexempt and exempt employees. Trustee Berens suggested a chart for this information. Trustee Hill asked Director Compton if a chart would be more helpful to staff. Director Compton indicated that the current format works for now but may revisit converting to a chart in the future.

b. Trustee Ruggeri reported that the Employee Sick Leave Act, 820 ILCS 191, referenced throughout the policy as IL Public Act 99-0841, was revised in 2021 to provide that an employee may take sick leave for the “personal care” (as defined in the statute) of covered family members. The reference to this statute and the addition of the "personal care" language will be updated throughout the policy.

c. The Committee agreed to move the sentence "RFPL's work week runs from Monday through Sunday" up to the first paragraph of the policy.

d. The Committee discussed adding "offered by RFPL" to the health insurance descriptions in all relevant paragraphs.

e. The Committee discussed clarifying the language in Section II.B.d. about compensatory time off.

2. Staff IV. Professional Development

a. Trustee Berens asked if we should combine this policy with Expense Reimbursement. It was decided that the policies would not be combined, but Trustee Berens will rewrite the Professional Development policy to clarify what expenses are covered and will circulate the revised policy prior to the September Policy Committee meeting.

b. The Committee decided to continue to provide in Section IV.C. Educational Assistance, that employees may be asked to repay tuition financial assistance if they leave the employment of the Library within one year of receiving the assistance.

3. Staff V. Expense Reimbursement

a. The Committee approved the policy as written.

4. Staff VI. Accidents and First Aid

a. The Committee will look at adding information on blood borne pathogens to this policy when they discuss Staff XI. Blood Borne Pathogens policy at the September Policy Committee meeting.

5. The Committee reviewed what policies are visible to the public on the website. No staff policies are posted on the website at this time.

6. Shannon will share the most up-to-date version of the Policy Manual with all members of the Committee.

Next Meeting: Tuesday, September 13th at 5:00 PM to discuss the Dispute Resolution, Employee Discipline, and Blood Borne Pathogens policies as well as to consider further the Professional Development policy.

Adjournment: Trustee Long moved to adjourn the meeting at 5:50 PM. Trustee Berens seconded.

Annual Goals for Fiscal Year 2022 -23

Emily Compton

1. Strategic Planning

The Library extended the current strategic plan by one fiscal year, until April 30, 2023, to allow time to thoughtfully plan what comes next. This year, my goals related to strategic planning are to

- a. Assess whether it is feasible to engage with a strategic planning consultant for any elements of the process, and if so, to select and sign on with one. From my research so far, I know of two library consultants who offer a la carte menus of service for strategic planning, making the process more affordable for smaller libraries.
- b. Conduct a community needs assessment by examining existing data, identifying stakeholders, and creating avenues to solicit feedback about library collections and services from those stakeholders.
- c. Decide whether to further extend, alter the existing, or create a new strategic plan, and plan accordingly, including identification of assessment tools to track progress toward goals.

2. Air Handler Replacement and Potential Room Remodel

Continue to manage the air handler project. The project's details will depend on whether the Board decides to replace the equipment in its current location or outside of the building.

3. VAV Box Replacement Plan

The Library's 17 VAV boxes are due for replacement, and several are failing. Oak Brook Mechanical estimated the complete replacement to cost \$60,000. Hartwig Mechanical, an outside vendor, estimated the replacement cost to be \$55,000 - \$65,000, for comparison. OBM confirmed that we can break the project into smaller pieces for budget reasons. My goal this year is to work with OBM to put together a formal plan to replace all 17 VAV boxes over the next 5 years, and to schedule the first phase of work to be completed this fiscal year.

4. IT plan

Working with OSG, my goal is to develop a new technology replacement schedule as well as a plan for necessary upgrades in the next 2-3 years.

5. Maintain a highly motivated and committed staff by reviewing and updating staff pay grades and salary scales

Consulting with HR Source, I would like to assess the Library's pay grades and salary scale for each position, then update based on library salary data of comparable institutions.

	A	B	C	D	E	F
1		2022-23	2023-24	2024-25	2025-26	2026-27
2	Capital Improvement Fund Balance 5/1	\$ 413,400	\$ 99,000	\$ 159,000	\$ 204,000	\$ 264,000
3	Transfer previous FY excess of revenues over expenditures	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
4	Budgeted transfer from operating	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
5	Additional transfers from operating					
6	Grants/Donations for Capital Projects	\$ 70,000				
7	Total Funds Available	\$ 628,400	\$ 244,000	\$ 304,000	\$ 349,000	\$ 409,000
8						
9	Projects					
10	Technology	\$ 30,000				
11	HVAC	\$ 20,000	\$ 20,000	\$ 25,000	\$ 20,000	\$ 35,000
12	Furniture/Equipment	\$ 15,000				\$ 25,000
13	Air Handler / Space prep	\$ 449,400				
14	Plumbing			\$ 20,000		
15	Building		\$ 50,000		\$ 50,000	
16	Roof			\$ 40,000		\$ 85,000
17	Exterior					\$ 50,000
18	Contingency	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
19						
20	Total Expenditures	\$ 529,400	\$ 85,000	\$ 100,000	\$ 85,000	\$ 210,000
21						
22	Capital Improvement Fund Balance 4/30	\$ 99,000	\$ 159,000	\$ 204,000	\$ 264,000	\$ 199,000
23						
24	Excess operating revenue history					
25	2020-21	\$ 161,274				
26	2019-20	\$ 99,650				
27	2018-19	\$ 113,000				
28	2017-18	\$ 107,658				
29	2016-17	\$ 140,845				