



**River Forest Public Library
Regular Board Meeting
October 18, 2022
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. Victoria Muraiti, Materials Services Manager – Library Card Signup Month and EDI Committee updates
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: September 20, 2022
 - b. September 2022 Revenue and Expense Reports
 - c. September 2022 Bill Payment List and Credit Card Charges
 - d. September 30, 2022 Balance Sheet
 - e. Policy updates: Staff XI – Infectious Materials
5. Patron Suggestions
6. Director's Report
 - a. Serving Our Public 4.0 Chapter 11: Youth/Young Adult Services
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. Approval of the 2023 Calendar of Meetings
 - vii. \$100,000 bequest in capital fund – vote
9. Old Business
 - a. Air handler relocation and mechanical room renovation - update
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: September 20th, 2022 - DRAFT

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

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

Visitors and Guests: Jim McClanahan, Scott Delano

Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 19, 2022
- b. July 2022 Revenue and Expense Reports
- c. July 2022 Bill Payment List and Credit Card Charges
- d. July 31, 2022 Balance Sheet
- e. August 2022 Revenue and Expense Reports
- f. August 2022 Bill Payment List and Credit Card Charges
- g. August 31, 2022 Balance Sheet
- h. Policy updates: Staff IV – Staff and Trustee Development; Staff V – Expense Reimbursement; Staff VI - Accidents & First Aid

Trustee Berens moved to approve the consent agenda items a– h. Trustee Smedinghoff seconded the motion. Trustees asked for clarification of the payments for IT support services, WIFI fees, and the balance sheets for July and August. Minor edits were made to Staff IV-Staff and Trustee Development and Staff VI-Accidents & First Aid.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported several patron comments:

- Request to separate sci-fi from other books.
- Request to add Chicago museums to the Museum Adventure Pass program.
- “Thank you, Libby and Hoopla, for getting me through the pandemic.”
- Request for online renewal of library cards.

Old Business

Air Handler Project

- Andy Dogan from Williams Architects joined via phone to discuss the Construction Solutions of Illinois, Inc. (“CSI”) bid. Because the lowest bid was in line with cost expectations, CSI’s references were acceptable, CSI understands the scope and schedule of the work and will do the project according to the specifications, Mr. Dogan stated that CSI has met the statutory requirements for being a responsive

and responsible bidder. Mr. Dogan saw no reason to reject the bid and recommended the Trustees vote to accept it. Mr. Dogan answered questions from the Board on several aspects of the project.

- There were two alternate options in the bid package:
 - Upgrade to fiberglass acoustic ceiling tile to improve acoustics and to muffle noise from the air handler and ductwork system. Mr. Dogan stated that CSI's price for the upgraded ceiling tile was very good and recommended the Trustees accept this option.
 - Install vinyl floor tiles for a temporary finish to the floor before the second phase of the project when they would likely be replaced. Mr. Dogan did not think that CSI's flooring price was particularly competitive. Room could be used with concrete flooring that will be poured as part of Phase One; contractor could be asked to stain or seal the floor in lieu of temporary vinyl flooring.
- The room will meet all requirements for public use at the completion of Phase One and would be available for use in programming and services at that time. At the end of Phase One, two walls of the room will have drywall, and the concrete walls will be painted. Phase One includes rough-in plumbing for the bathroom and for a sink in the room.
- Two weeks after awarding of the bid, CSI should provide a project schedule, a list of subcontractors, and proof of insurance and performance bond.
- The bid price includes \$15,000 for contingencies. Timing of payments is estimated as follows:
 - First payment request in October, to be approved at the November regular Board meeting and paid within 30 days of approval.
 - A 40-50% deposit on the air handler unit upon the order date.
 - 30-35% of payments will be due after April 30, 2023.
 - Williams's fee of \$8,400 to manage the project is included in the fees the Trustees have already approved.
- Trustees thanked Mr. Dogan for his presentation, and he left the meeting.

Trustee Smedinghoff moved to approve the bid plus the alternate acoustic ceiling tile. Trustee Ruggeri seconded.

Before voting, Trustees discussed the project, including the overall cost, the opportunity to increase usable space inside the building, strategic planning goals, and the impact on the Library and on the community of the additional space.

Roll Call Vote:

Ayes: Long, Ruggeri, Smedinghoff, Berens, Hill

Nays: Stierwalt

Director's Report

- The Strategic Planning Committee created a survey to solicit feedback on how people use the Library, what they value about their interactions with the Library, how they receive information about the Library, and how they would like the Library to focus its resources in the future. The survey is live until October 7. The next step in the strategic planning process is in-person and virtual focus groups.

- Hartwig Mechanical inspected the Library's HVAC system, and its recommendations will be on the agenda at the September 27 Facilities Committee meeting.
- FSS Technologies is installing the new burglar alarm system and could handle fire alarm monitoring. Timing of a change may be dependent on the existing fire alarm monitoring contract.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0 Chapter 8: System Member Responsibilities and Resource Sharing.

President's Report

President Hill reported that the Dooley Band concert on September 10th was a great success. Before the concert, the River Forest Public Library Foundation hosted a wine and cheese event for donors with behind-the-scenes tours of the building. RFPL Foundation President Long gave a talk about how donations to the RFPL Foundation help the Library.

New Business:

Memorandum of Understanding Between RFPL and the RFPL Foundation

Trustee Ruggeri explained revisions to the agreement and the issues relating to insurance coverage for the RFPL Foundation under the Library's insurance policies.

Trustee Smedinghoff moved to approve the memorandum. Trustee Berens seconded. The motion was passed on a unanimous voice vote.

Committee Reports

Facilities Committee

The Facilities Committee met on August 19th and discussed Oak Brook Mechanical's recommendation to replace the Library's boiler and hot water valves. The Committee will meet again on September 27.

Finance Committee

The Finance Committee has not met since the last Board meeting. The Committee will meet with the auditor on September 22nd to discuss the first draft of the audit.

The delayed second installment property tax bill is expected to be due by the end of the year. The Cook County Assessor estimates that tax bills will be mailed in November, and tax-funded organizations should begin receiving tax payments in December. Future billing cycles may be delayed.

Trustee Ruggeri confirmed that the Library has sufficient funds in the operating fund to cover 2.5 to 3 months of expenses beyond December. Actual operating expenses are running about 4% ahead of last year and 5% under this year's budget.

Policy Committee

Committee chairman Hill reported that the Committee met on September 12. The Committee is on schedule with policy reviews and will meet again on January 9, 2023.

RFPL Foundation Liaison

- In July the Foundation made grants of \$500 for the Dooley Band concert and \$3000 for Children's Services' resources for Story Time and other programs and services.

- 45 donors attended a wine and cheese event before the Dooley Band concert. This was the Foundation's first donor appreciation event.
- The Foundation will start working on the Annual Appeal in the next few weeks.
- The next quarterly meeting is on October 25.

Village of River Forest Collaboration Committee Liaison

The Collaboration Committee met in July and is meeting again on September 21. Trustee Stierwalt will ask the other representatives to help promote the RFPL strategic planning survey and focus group registration.

Adjournment

The meeting was adjourned at 7:41 pm following a motion by Trustee Long which was seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

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

Expense Report: Sep-22

September-22 Fiscal YTD Actual % Budget 22-23 Budget
 41.66% as of 9/30/22

Expenses
Personnel

Wages & Salaries	\$ 55,857.51	\$ 277,158.00	36.47%	\$ 760,000
Medical Health Insurance Coverage	\$ -	\$ 9,533.20	15.89%	\$ 60,000
IMRF	\$ 3,233.97	\$ 18,014.06	31.06%	\$ 58,000
Medicare/FICA	\$ 4,284.28	\$ 20,933.03	35.97%	\$ 58,200
Staff Recognition	\$ 59.61	\$ 569.59	18.99%	\$ 3,000
Membership Dues	\$ -	\$ 1,285.00	32.13%	\$ 4,000
Staff Training and Development	\$ 450.00	\$ 2,430.63	27.01%	\$ 9,000
Total Personnel	\$ 63,885.37	\$ 329,923.51	34.65%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ 2,157.00	\$ 4,093.00	74.42%	\$ 5,500
Advertising	\$ 153.25	\$ 1,224.26	34.98%	\$ 3,500
Total Printing and Advertising	\$ 2,310.25	\$ 5,317.26	59.08%	\$ 9,000

Programming

Children's Programs	\$ 13.99	\$ 5,289.89	40.69%	\$ 13,000
Teen Programs	\$ 261.08	\$ 2,382.14	31.76%	\$ 7,500
Adult Programs	\$ 448.04	\$ 2,451.75	24.52%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 723.11	\$ 11,991.34	27.89%	\$ 43,000
Total Advertising and Programs	\$ 3,033.36	\$ 17,308.60	33.29%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 500
Technical Support (IT)	\$ 1,703.82	\$ 11,259.55	51.18%	\$ 22,000
Automation Administration	\$ 2,246.38	\$ 9,592.24	23.40%	\$ 41,000
Consultant Fees/Legal Fees	\$ 408.50	\$ 4,556.00	37.97%	\$ 12,000
Postage & Delivery	\$ 872.99	\$ 948.75	27.11%	\$ 3,500
Audit	\$ 5,900.00	\$ 5,900.00	59.00%	\$ 10,000
Payroll and Employment Services	\$ 454.58	\$ 2,513.26	59.84%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 1,147.50	23.91%	\$ 4,800
Telephone/Internet	\$ 1,113.05	\$ 4,929.93	39.44%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ -	\$ 864.40	28.81%	\$ 3,000
Total Other Support Services	\$ 12,699.32	\$ 41,711.63	36.46%	\$ 114,400

Library Materials

Books	\$ 7,365.80	\$ 28,736.92	39.37%	\$ 73,000
Print Periodicals	\$ 212.81	\$ 5,153.37	85.89%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 8,397.72	85.69%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 4,659.30	\$ 25,633.93	34.18%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 768.30	\$ 5,745.55	31.92%	\$ 18,000
Total Library Materials	\$ 13,006.21	\$ 73,667.49	40.52%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 201.30	\$ 1,446.49	36.16%	\$ 4,000
Library Supplies	\$ 968.89	\$ 1,920.85	34.92%	\$ 5,500
Copy And Printing Supplies	\$ 216.97	\$ 809.68	40.48%	\$ 2,000
Misc Expenses	\$ 39.00	\$ 272.94	10.92%	\$ 2,500
Total Office Supplies	\$ 1,426.16	\$ 4,449.96	31.79%	\$ 14,000
Total Library Materials & Supplies	\$ 14,432.37	\$ 78,117.45	39.90%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ 170.40	\$ 1,494.61	14.95%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 264.08	\$ 1,122.20	24.94%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 1,506.90	\$ 20,956.37	29.94%	\$ 70,000
Water	\$ -	\$ 1,221.98	61.10%	\$ 2,000
Natural Gas	\$ 1,848.04	\$ 10,088.76	112.10%	\$ 9,000
Copier Maintenance and Usage	\$ 136.99	\$ 678.63	26.10%	\$ 2,600
Total Facility Services	\$ 3,491.93	\$ 32,945.74	31.80%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 187.93	2.68%	\$ 7,000
Technology Misc.	\$ 36.82	\$ 395.17	8.78%	\$ 4,500
Total Equipment & Furniture	\$ 36.82	\$ 583.10	5.07%	\$ 11,500

Total Facilities Management	\$ 3,792.83	\$ 34,651.04	28.97%	\$ 119,600
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Total Operating Expenses	\$ 98,013.65	\$ 503,206.84	34.85%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 98,013.65	\$ 503,206.84	33.79%	\$ 1,489,000
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Total Income	\$ 27,828.13	\$ 50,827.43	3.41%	\$ 1,489,000
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Prepared 10.10.22



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

<u>Account:</u>	<u>September-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				41.66% as of 9/30/22
Property Taxes	\$ -	\$ 2,894.51	\$ 1,415,000	0.20%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ 823.76	\$ 10,845.23	\$ 9,000	120.50%
Lost Books Reimbursed	\$ 181.16	\$ 1,675.62	\$ 3,500	47.87%
Copy Machine Revenue	\$ 932.95	\$ 1,298.58	\$ 3,000	43.29%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 553.66	\$ 2,526.46	\$ 4,800	52.63%
Grants from RFPL Foundation	\$ 3,500.00	\$ 8,850.00	\$ 20,000	44.25%
Gifts - other	\$ 1.00	\$ 172.13	\$ 500	34.43%
IL Per Capita Grant	\$ 17,304.68	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ 4,468.05	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ 62.87	\$ 77.17	\$ 1,200	6.43%
Total:	\$ 27,828.13	\$ 50,827.43	\$ 1,489,000	3.41%
Income:	\$ 27,828.13	\$ 33,522.75	\$ 1,489,000	2.25%
Expense:	\$ 98,013.65	\$ 503,206.84	\$ 1,489,000	33.79%

Prepared 10.10.22

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

AMAZON	Date	Transaction Type	Memo/Description	Amount
		Bill Payment		
	09/07/2022	(Check)		
	09/06/2022	Bill	MO WILLEMS PIGEON BOOK PRIZING	13.99
		Vendor		
	09/01/2022	Credit	CREDIT FOR DAMAGED TONER	-109.99
	09/07/2022	Bill	CRAFT & CHAT BAKING SUPPLIES	70.97
		Bill Payment		
	09/19/2022	(Check)		-243.66
	09/08/2022	Bill	CHARGING CABLES FOR CIRCULATING HOTSPOT & CHROMEBOOK	27.83
	09/08/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	20.97
		Vendor		
	09/01/2022	Credit	CREDIT FOR DAMAGED TONER	-109.99
	09/13/2022	Bill	MIDDLE SCHOOL MAKERS MATERIALS	17.99
	09/19/2022	Bill	MIDDLE SCHOOL MAKERS MATERIALS	60.93
	09/19/2022	Bill	PORTABLE FLANNEL MAGNET BOARD FOR STORYTIME OUTREACH	55.03
	09/19/2022	Bill	STORYTIME WIRELESS MICROPHONE AND SPEAKER	43.37
	09/13/2022	Bill	SIGNHOLDER FOR WOMEN'S BATHROOM	24.58
	09/08/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	17.99
		Bill Payment		
	09/27/2022	(Check)		-170.38
	09/20/2022	Bill	VIDEO GAMES	129.46
	09/20/2022	Bill	VIDEO GAMES	17.93
	09/20/2022	Bill	SOCKS FOR MIDDLE SCHOOL MAKERS CRAFT	22.99
ANDERSON ELEVATOR COMPANY		Bill Payment		
	09/07/2022	(Check)		-205.00
	09/07/2022	Bill	MONTHLY ELEVATOR MAINTENANCE	205.00

**BAKER &
TAYLOR
C0260133**

	09/19/2022	Bill Payment (Check)		-8.44
	09/14/2022	Bill	BOOK	8.44

**BRIAN
WOLOWITZ**

	09/19/2022	Bill Payment (Check)		-22.14
	09/14/2022	Bill	COFFEE MONDAY/PANERA	22.14

**Cardmember
Service**

	09/19/2022	Bill Payment (Check)		-1,280.74
	09/19/2022	Bill	MONTHLY STATEMENT (7/15 -8/12)	1,280.74
	09/27/2022	Bill Payment (Check)		-1,827.11
	09/26/2022	Bill	MONTHLY STATEMENT (8/13- 9/14 2022)	1,827.11

Children's Plus

	09/07/2022	Bill Payment (Check)		-1,364.44
	09/06/2022	Bill	BOOKS	1,364.44

Comcast

	09/07/2022	Bill Payment (Check)		-121.01
	09/06/2022	Bill	AUGUST SERVICE VISIT REFLECTING CREDIT (- \$645.96)	121.01

Danielle Moore

	09/19/2022	Bill Payment (Check)		-16.97
	09/19/2022	Bill	TOILET LEVER	16.97

DEMCO, INC.

	09/19/2022	Bill Payment (Check)		-520.01
	09/19/2022	Bill	TECH SERVICES MATERIALS	143.69

09/13/2022	Bill	CHILDRENS BOOKMARKS	119.37
		TECH SERVICES SUPPLIES	
09/19/2022	Bill	TECH SERVICES MATERIALS	256.95

EZMail Services

	Bill Payment		
09/07/2022	(Check)		-100.00
09/06/2022	Bill	NEWSLETTER MAILING	100.00
	Bill Payment		
09/27/2022	(Check)		-805.00
09/26/2022	Bill	POSTAGE ANNUAL PERMIT/ POSTCARD MAILING	805.00

**FSS
TECHNOLOGIES
, LLC**

	Bill Payment		
09/07/2022	(Check)		-1,875.00
09/07/2022	Bill	50% INSTALLATION FEE/ALARM SYSTEM	1,875.00

GOOD EARTH

	Bill Payment		
09/27/2022	(Check)		-295.00
09/26/2022	Bill	FALL PLANTERS	295.00

**GOOD EARTH
GREENHOUSE**

	Bill Payment		
09/07/2022	(Check)		-295.00
09/06/2022	Bill	SUMMER CONTAINER INSTALLATION	295.00

**GROWING
COMMUNITY
MEDIA**

	Bill Payment		
09/07/2022	(Check)		-490.00
09/06/2022	Bill	BID NOTICE PUBLICATION	490.00

**Historical
Society of OPRF**

	Bill Payment		
09/07/2022	(Check)		-100.00

DONATION IN LIEU OF PAYMENT FOR AUGUST
27,2022 PROGRAM BY JOHN ELLIOTT (AS
REQUESTED BY ELLIOTT)

09/06/2022	Bill		100.00
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Hoopla

	Bill Payment		
09/07/2022	(Check)		-2,002.84
09/06/2022	Bill	AUGUST HOOPLA CHECKOUTS	2,002.84

**Hulen
Landscaping
Contractors**

	Bill Payment		
09/07/2022	(Check)		-266.50
09/06/2022	Bill	AUGUST LANDSCAPING	266.50

IBC, INC.

	Bill Payment		
09/19/2022	(Check)		-234.00
09/19/2022	Bill	ELEVATOR PHONE LINE REPAIR (ALARM CO. HAD DISCONNECTED)	234.00

ILA

	Bill Payment		
09/27/2022	(Check)		-200.00
09/27/2022	Bill	ILA REGISTRATION ANNUAL CONFERENCE 10/18/22	200.00

**Ingram Library
Services**

	Bill Payment		
09/07/2022	(Check)		-1,152.28
09/01/2022	Bill	BOOKS	24.68
09/01/2022	Bill	BOOKS	59.04
09/01/2022	Bill	BOOKS	36.88
09/01/2022	Bill	BOOKS	73.53
09/01/2022	Bill	BOOKS	38.04
09/01/2022	Bill	BOOKS	52.41
09/01/2022	Bill	BOOK	18.03
09/01/2022	Bill	BOOKS	35.07
09/01/2022	Bill	BOOK	8.11
09/01/2022	Bill	BOOKS	16.82
09/06/2022	Bill	BOOKS	50.83
09/06/2022	Bill	BOOK	13.52
09/06/2022	Bill	BOOKS	64.58
09/06/2022	Bill	BOOK	15.91

09/06/2022	Bill	BOOK	16.90
09/06/2022	Bill	BOOKS	90.71
09/06/2022	Bill	BOOKS	35.31
09/06/2022	Bill	BOOKS	24.02
09/06/2022	Bill	BOOK	13.00
09/06/2022	Bill	BOOK	17.71
09/06/2022	Bill	BOOK	12.31
09/06/2022	Bill	BOOKS	67.79
09/06/2022	Bill	BOOK	17.46
09/06/2022	Bill	BOOK	17.47
09/06/2022	Bill	BOOKS	50.13
09/06/2022	Bill	BOOK	18.03
09/06/2022	Bill	BOOK	11.81
09/06/2022	Bill	BOOK	17.46
09/07/2022	Bill	BOOKS	64.92
09/07/2022	Bill	BOOK	13.78
09/07/2022	Bill	BOOK	31.77
09/07/2022	Bill	BOOK	26.65
09/07/2022	Bill	BOOKS	97.60
	Bill Payment		
09/19/2022	(Check)		-2,523.52
09/12/2022	Bill	BOOKS	38.51
09/12/2022	Bill	BOOKS	66.50
09/12/2022	Bill	BOOKS	30.98
09/12/2022	Bill	BOOK	16.91
09/12/2022	Bill	BOOK	17.46
09/12/2022	Bill	BOOKS	33.82
09/12/2022	Bill	BOOK	8.99
09/12/2022	Bill	BOOKS	34.35
09/12/2022	Bill	BOOKS	69.44
09/12/2022	Bill	BOOKS	33.02
09/12/2022	Bill	BOOKS	29.42
09/13/2022	Bill	BOOKS	67.84
09/13/2022	Bill	BOOKS	35.43
09/13/2022	Bill	BOOKS	36.75
09/13/2022	Bill	BOOK	12.38
09/13/2022	Bill	BOOKS	88.65
09/13/2022	Bill	BOOK	17.47
09/13/2022	Bill	BOOKS	150.41
09/13/2022	Bill	BOOK	27.62
09/13/2022	Bill	BOOK	18.60
09/13/2022	Bill	BOOK	17.60
09/13/2022	Bill	BOOKS	127.28
09/13/2022	Bill	BOOKS	49.27
09/13/2022	Bill	BOOK	4.82
09/13/2022	Bill	BOOK	16.15
09/13/2022	Bill	BOOK	12.55
09/14/2022	Bill	BOOKS	33.39
09/14/2022	Bill	BOOK	17.47

09/14/2022	Bill	BOOK	16.91
09/14/2022	Bill	BOOK	18.60
09/14/2022	Bill	BOOKS	326.15
09/19/2022	Bill	BOOKS	26.06
09/19/2022	Bill	BOOK	11.16
09/19/2022	Bill	BOOKS	49.52
09/19/2022	Bill	BOOK	13.11
09/19/2022	Bill	BOOKS	21.04
09/19/2022	Bill	BOOKS	82.22
09/19/2022	Bill	BOOK	17.46
09/19/2022	Bill	BOOKS	144.17
09/19/2022	Bill	BOOK	18.04
09/19/2022	Bill	BOOKS	35.50
09/19/2022	Bill	BOOK	16.91
09/19/2022	Bill	BOOKS	45.77
09/19/2022	Bill	BOOKS	220.10
09/19/2022	Bill	BOOKS	19.94
09/19/2022	Bill	BOOK	9.79
09/19/2022	Bill	BOOKS	95.97
09/19/2022	Bill	BOOKS	189.17
09/19/2022	Bill	BOOKS	32.85

	Bill Payment		
09/27/2022	(Check)		-1,071.25
09/19/2022	Bill	BOOKS	43.41
09/19/2022	Bill	BOOK	30.95
09/19/2022	Bill	BOOK	11.25
09/19/2022	Bill	BOOK	17.46
09/19/2022	Bill	BOOK	21.32
09/19/2022	Bill	BOOK	18.03
09/19/2022	Bill	BOOK	16.18
09/19/2022	Bill	BOOK	19.40
09/19/2022	Bill	BOOK	22.93
09/19/2022	Bill	BOOK	16.71
09/19/2022	Bill	BOOKS	19.29
09/22/2022	Bill	BOOK	18.71
09/22/2022	Bill	BOOKS	18.76
09/22/2022	Bill	BOOKS	12.56
09/22/2022	Bill	BOOK	9.93
09/22/2022	Bill	BOOKS	99.28
09/22/2022	Bill	BOOK	17.46
09/22/2022	Bill	BOOK	12.69
09/22/2022	Bill	BOOK	17.89
09/22/2022	Bill	BOOK	18.03
09/22/2022	Bill	BOOK	18.57
09/22/2022	Bill	BOOK	21.31
09/22/2022	Bill	BOOKS	22.07
09/22/2022	Bill	BOOK	15.92
09/22/2022	Bill	BOOKS	30.03
09/22/2022	Bill	BOOKS	21.03

09/22/2022	Bill	BOOK	17.47
09/22/2022	Bill	BOOK	14.09
09/22/2022	Bill	BOOK	17.47
09/22/2022	Bill	BOOK	18.03
09/22/2022	Bill	BOOK	18.59
09/22/2022	Bill	BOOK	21.43
09/22/2022	Bill	BOOK	20.44
09/22/2022	Bill	BOOK	8.11
09/26/2022	Bill	BOOKS	38.50
09/26/2022	Bill	BOOKS	56.80
09/26/2022	Bill	BOOK	18.03
09/26/2022	Bill	BOOK	19.17
09/26/2022	Bill	BOOK	18.03
09/26/2022	Bill	BOOK	21.43
09/26/2022	Bill	BOOK	15.91
09/26/2022	Bill	BOOK	14.72
09/26/2022	Bill	BOOKS	25.53
09/26/2022	Bill	BOOKS	39.00
09/26/2022	Bill	BOOK	11.16
09/26/2022	Bill	BOOKS	26.22
09/26/2022	Bill	BOOKS	39.95

Kanopy

	Bill Payment		
09/07/2022	(Check)		-249.85
09/06/2022	Bill	AUGUST KANOPY CHECKOUTS	249.85

**KLEIN, THORPE
& JENKINS, LTD**

	Bill Payment		
09/27/2022	(Check)		-610.00
09/20/2022	Bill	REVIEW BID DOCUMENTS FOR RELOCATION WORK	610.00
	Bill Payment		
09/27/2022	(Check)		-408.50
09/20/2022	Bill	AUGUST LEGAL SERVICE	408.50

**Konica Minolta
Business
Solutions**

	Bill Payment		
09/19/2022	(Check)		-136.99
09/12/2022	Bill	AUGUST COPY MACHINE USAGE	136.99

**LAUTERBACH &
AMEN, LLP**

	Bill Payment		
09/07/2022	(Check)		-5,900.00
09/07/2022	Bill	AUDIT PROCESS FILING FEE	5,900.00

**Mid-America
Graphics**

	Bill Payment		
09/19/2022	(Check)		-2,057.00
09/12/2022	Bill	BOOKPLATE PRINTING	2,057.00

MIDWEST TAPE

	Bill Payment		
09/07/2022	(Check)		-152.80
09/01/2022	Bill	AUDIOBOOK CD	44.24
09/01/2022	Bill	AUDIOBOOK CD	44.24
09/01/2022	Bill	DVDS	64.32

	Bill Payment		
09/19/2022	(Check)		-260.61
09/19/2022	Bill	DVD	26.04
09/12/2022	Bill	AUDIOBOOK CD	44.24
09/12/2022	Bill	DVDS	72.12
09/12/2022	Bill	BLU-RAYS	96.67
09/19/2022	Bill	DVD	21.54

NICOR GAS

	Bill Payment		
09/27/2022	(Check)		-1,848.04
09/21/2022	Bill	MONTHLY GAS BILL (8/17/22 - 9/16/22)	1,848.04

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

	Bill Payment		
09/19/2022	(Check)		-851.91
09/19/2022	Bill	MONTHLY IT SUPPORT (AUGUST)	851.91

	Bill Payment		
09/27/2022	(Check)		-851.91
09/20/2022	Bill	IT SUPPORT	851.91

OverDrive

09/07/2022	Bill Payment (Check)		-215.00
09/06/2022	Bill	2 EBOOKS 2 AUDIOBOOKS	215.00
09/19/2022	Bill Payment (Check)		-1,242.04
09/19/2022	Bill	1 EBOOK 37 EBOOKS	64.99
09/19/2022	Bill	4 AUDIOBOOKS	802.27
09/15/2022	Bill	ADULT OVERDRIVE 1 EBOOK	65.00
09/08/2022	Bill		309.78
09/27/2022	Bill Payment (Check)		-744.45
09/20/2022	Bill	15 EBOOKS 5 AUDIOBOOKS	744.45

**PENWORTHY
COMPANY**

09/19/2022	Bill Payment (Check)		-195.14
09/12/2022	Bill	BOOKS	195.14

PeopleFacts

09/07/2022	Bill Payment (Check)		-50.43
09/06/2022	Bill	BACKGROUND CHECKS	50.43

Rhonda Fentry

09/07/2022	Bill Payment (Check)		-90.00
09/07/2022	Bill	YOGA PROGRAM INSTRUCTOR FEE	90.00

Rivistas

09/27/2022	Bill Payment (Check)		-15.84
09/20/2022	Bill	RUNNER'S WORLD	15.84

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

09/07/2022	Bill Payment (Check)		-1,001.49
09/07/2022	Bill	MONTHLY MAINTENANCE	1,001.49

**Southwest
Fireplace**

09/19/2022	Bill Payment (Check)		-211.40
09/19/2022	Bill	50% DEPOSIT FOR FIREPLACE ANNUAL SERVICE (TOTAL BILL \$422.80)	211.40

Staples

09/19/2022	Bill Payment (Check)		-857.72
09/08/2022	Bill	BATHROOM HYGIENE SUPPLIES (INCLUDING PRODUCT HOLDERS) 8.5 x 11 PAPER CLEANING SUPPLIES (TISSUE, CLOROX, TOILET PAPER ETC.) MISC. DESKTOP SUPPLIES (STAMP, SHARPIES, LABELS, STAPLES)	857.72

**Today's
Business
Solutions**

09/19/2022	Bill Payment (Check)		-2,046.40
09/19/2022	Bill	ANNUAL PRINTING SERVICE (10/3/2022- 10-2-2023)	2,046.40

**Williams
Architects**

09/27/2022	Bill Payment (Check)		-7,044.35
09/20/2022	Bill	DESIGN, ENGINEERING, PERMITTING	7,044.35

Monday, Oct 10, 2022 06:59:58 AM GMT-7

Byline Credit September 2022

Date	Payee	Memo	e	Payment	Type	Account
09/30/2022	Rare Bird Preserves	RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	40.00		Expense	Marketing:Advertisement
09/29/2022	Jewel Foods	CANDY FOR GUESSTIMATION JAR	19.94		Expense	
09/29/2022	River Forest Chocolates	CHOCOLATE BARS FOR FOCUS GROUPS	72.00		Expense	Strategic Initiatives
09/28/2022	WALL STREET JOURNAL	WST MONTHLY SUBSCRIPTION	29.99		Expense	Adult Expenses:Periodicals - Adult
09/28/2022	WALL STREET JOURNAL	1 YR WST SUBSCRIPTION	29.99		Expense	Adult Expenses:Periodicals - Adult
09/28/2022	CANDYCOPIA	RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	34.95		Expense	Marketing:Advertisement
09/28/2022	Bertolli's	BERTOLLI GIFT CARD (LIBRARY CARD SIGN-UP)	30.00		Expense	Marketing:Advertisement
09/28/2022	Kribi Coffee	KRIBI COFFEE RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	25.00		Expense	Marketing:Advertisement
09/26/2022	Cardmember Service	MONTHLY STATEMENT (8/13- 9/14 2022)		1,827.11	Bill	2000 Accounts Payable
09/19/2022	Cardmember Service	MONTHLY STATEMENT (7/15 -8/12)		1,280.74	Bill	2000 Accounts Payable
09/15/2022	Oriental Trading	Mini spiders	5.49		Expense	Teen Expenses:Programs-Teen

09/14/2022	ILLINOIS LIBRARY ASSOCIATION	ILA CONFERENCE PASS	250.00	Expense	Personnel:Staff Training and Development
09/12/2022	FLOWERS FOR DREAMS	FLOWERS FOR DEE DEE CARR (EMPLOYEE)	59.61	Expense	Personnel:Staff Recognition (InService)
09/12/2022	ScreenCloud	LOBBY MONITOR SERVICE	15.30	Expense	Marketing:Advertisement
09/10/2022	Cardmember Service	Late fee	39.00	Expense	Library and Office Expenses:Misc. Expenses
09/08/2022	Go Daddy.com	STANDARD SSL RENEWAL (2 YRS.	199.98	Expense	Support Services:Automation - Administration (SWAN, website, etc)
09/08/2022		16 CAKES FOR CRAFT & CHAT	130.00	Expense	Adult Expenses:Programs - Adult
09/07/2022	Stamps.com	Stamps.com funds Annual Digital School Library	50.00	Expense	Support Services:Postage
09/07/2022	School Library Journal	Journal Subscription	136.99	Expense	Adult Expenses:Periodicals - Adult
09/07/2022	Kahoot	KAHOOT! 1 YEAR SUBSCRIPTION AUGUST	48.96	Expense	
09/01/2022	META	FACEBOOK ADVERTISING MONTHLY	8.00	Expense	Marketing:Advertisement
09/01/2022	Stamps.com	STAMPS.COM FEE	17.99	Expense	Support Services:Postage

River Forest Public Library

Balance Sheet

As of September 30th, 2022

Prepared 10.11.22

ASSETS

				<u>9/30/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		640,163.62
Byline Operations	805669201	0.40%		37,690.74
Petty Cash				40.00
TOTAL Operations Current				677,894.36
Maturity Date	Long-Term CDARS Reserves		Interest Rate	
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,213.92
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,607.51
TOTAL CDARS Reserves				132,821.43
TOTAL OPERATIONS ACCOUNT				810,715.79
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%		264,077.53
Byline Capital	805669202	0.40%		89,983.49
TOTAL CAPITAL ACCOUNT				354,061.02
TOTAL CURRENT CHECKING/SAVINGS				<u>1,164,776.81</u>
Accounts Receivable				(2,501.50)
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				<u>1,862,974.72</u>
TOTAL ASSETS				<u>1,862,974.72</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				1,409.89
Total Credit Cards				<u>1,409.89</u>
Accrued Salaries				42,512.72
Total Current Liabilities				<u>43,922.61</u>
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				714,372.93
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				219,627.74
Net Income				-502,951.50
Opening Bal Equity				79.55
Total Equity				<u>1,148,601.79</u>
TOTAL LIABILITIES & EQUITY				<u><u>1,862,974.72</u></u>



River Forest Public Library -Capital Reserve Fund
Sep-22
Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	354,077.53
Byline Capital Checking	\$	<u>7,027.84</u>
Total Capital Reserve Fund	\$	361,105.37

Expenses

FSS Technologies	9/15/2022	\$	1,875.00
Growing Community Media	9/15/2022	\$	490.00
Klein, Thorpe, & Jenkins, LTD	9/30/2022	\$	610.00

Income

Interest	9/30/2022	\$	148.25
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Prepared: 10/11/2022

XI. Infectious Materials

While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials (“Infectious Materials”), RFPL complies with Illinois Department of Labor regulations and therefore with the federal Occupational Safety and Health Administration (“OSHA”) regulations relating to occupational exposures to Infectious Materials.

A. Exposure Determination

No particular job classification of RFPL has Occupational Exposure (defined by OSHA as a “reasonably anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”). Emergencies may occur, however, with staff or patrons, and RFPL employees may need to assist.

B. Universal Precautions

All potential circumstances of exposure must be taken into account by RFPL and its employees to protect against exposures. Hepatitis B (“HBV”), human immune deficiency virus (“HIV”), and other pathogens found in Infectious Materials cause life-threatening diseases. In emergency or other such circumstances, when contact with potentially Infectious Materials may result, RFPL’s approach to infection control requires all such materials be treated as if known to be infectious for HIV, HBV, and other pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

C. Exposure Control Plan

At any time that potentially Infectious Materials are present within the RFPL environment, the area contaminated shall be immediately cordoned off and quarantined even if the entire RFPL must be closed temporarily. Personal protection clothing, such as gloves, gowns, and masks, are kept at RFPL and shall be used as needed. If advisable, a professional hazardous/contamination cleanup firm shall be retained for cleanup and decontamination. The quarantine shall be effective until cleanup and disposal are fully completed. Hand-washing facilities are provided by RFPL and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. Any employee who has an Occupational Exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with federal and state regulations. Following the report of an exposure incident, RFPL will make immediately available to any exposed employee a confidential medical evaluation. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by regulations.

D. Training

RFPL shall provide annual precautionary and exposure control training for all employees

XI. Infectious ~~M~~aterials

While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens (and other infectious materials (“~~I~~nfectious ~~M~~aterials”)), RFPL complies with Illinois Department of Labor regulations and therefore with the federal Occupational Safety and Health Administration (“OSHA”) regulations relating to occupational exposures to “~~I~~nfectious ~~M~~aterials”.

A. Exposure Determination

No particular job classification of RFPL has Occupational Exposure (defined by OSHA as a “~~a~~-reasonably anticipated... contact with blood or other potentially “infectious materials” that may result from the performance of an employee’s duties”).

Emergencies may occur, however, with staff or patrons, and RFPL employees may need to assist.

B. Universal Precautions

All potential circumstances of exposure must be taken into account by ~~the~~ RFPL and its employees to protect against exposures. Hepatitis B (“HBV”), human immune deficiency virus (“HIV”), and other pathogens found in “~~I~~nfectious ~~M~~aterials” cause life-threatening diseases. In emergency or other such circumstances, when contact with potentially “~~I~~nfectious ~~m~~aterials” may result, ~~the~~ RFPL’s approach to infection control requires all such materials be treated as if known to be infectious for “HIV”, “HBV”, and other pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

C. Exposure Control Plan

At any time ~~within the RFPL environment~~ that potentially “~~I~~nfectious ~~m~~aterials” are present ~~within the RFPL environment~~, the area contaminated shall be immediately cordoned off and quarantined even if the entire RFPL must be closed temporarily. Personal protection clothing, such as gloves, gowns, and masks, are kept at RFPL and shall be used as needed. If advisable, a professional hazardous/contamination cleanup firm shall be retained for cleanup and decontamination. The quarantine shall be effective until cleanup and disposal are fully completed. Hand-washing facilities are provided by RFPL and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. Any employee who has an Occupational Exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with federal and state regulations. Following the report of an exposure incident, RFPL will make immediately available to any exposed employee, a confidential medical evaluation. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by ~~the~~ regulations.

D. Training

RFPL shall provide annual precautionary and exposure control training for all employees

Administration

Lauterbach & Amen (L&A) discussed their first audit draft with the Finance Committee at their September meeting. L&A can prepare a final draft once they receive reports related to the Library's Illinois Municipal Retirement Fund contributions from the Village of River Forest.

Thank you to the Strategic Planning Team, Library staff and trustees for promoting both the community survey and focus groups. The strategic planning survey closed on October 7, and we received 284 responses. There were 25 in attendance at our in-person focus groups held on October 3 and 19 joined the virtual focus groups held October 11 and 12. FastForward Libraries will analyze the information from the survey results, focus groups, usage statistics, and community information into a Learning Report, which will be shared with trustees and staff before their October retreats.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapter for Trustee review is Chapter 11: Youth/Young Adult Services

Facility updates:

- Good Earth Greenhouse updated the entryway planters with beautiful fall plants.
- FSS Technologies installed a replacement burglar alarm system.
- After discussing the Library's boiler further with Oak Brook Mechanical, they will schedule a visit to replace the boiler's flame sensor and ignitor.

Financial highlights:

- Levy estimations are delayed this year, though we should have the estimate in time to include the 2022 resolution in the November regular board packet, to be approved by the Village board in December.
- There is no Medical Health Insurance Coverage payment in the September expense report because the Village had us hold the payment while they corrected an issue. There was no lapse in insurance coverage for staff, and all payments are current now.
- Questions from September regular board meeting:
 - *Why was the Canva subscription payment listed twice on July credit card report? And why is the price \$179.28?* The payment was entered into Quickbooks twice in error, though the payment was made just once. The error has been corrected. The Library pays for Canva for Teams, which is a higher price than an individual subscription. Canva recently changed their Canva for Teams pricing model, however, and reduced the price to \$149. The Library will receive a prorated refund for the difference.
 - *Is the wireless access point subscription an annual subscription.* Yes, it is an annual renewal. The payment has been moved from Technology Miscellaneous to the Automation Administration budget line.
 - *Why don't the total liabilities and equity lines add up properly in the July and August balance sheets?* Both balance sheets were thrown off balance because the bank account amounts reflected the bank balances as of the end of the month rather than the amount generated by the Balance Sheet report, which accounts for outstanding checks. This was my error.

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	July 2022	August 2022*	September 2022
Physical item circulation - initial checkouts	16,966	14,089 (corrected)	11,964
Digital item circulation	4,329	6,585 (corrected)	5,837
Total Circulation	21,295	20,674 (corrected)	17,801
Programs for Adults	5 programs 45 attendees	8 programs 175 attendees**	12 programs 286 attendees
Programs Middle School aged children	8 programs 120 attendees	8 programs 281 attendees	12 programs 175 attendees
Programs for Children	48 Programs 2245 attendees	26 Programs 1647 attendees	29 programs 1892 attendees
New cardholders added	54	41	42
Total cardholders	8,448	8,489	8,522
Website sessions	7,840	6,428	6,918
Patron visits	8,132	5,173	6,981
Instagram Followers	1,302	1,305	1,306
Facebook Followers	1,341	1,354	1,366

*The September Director's Report incorrectly listed the August 2022 circulation statistics as 13,459 (physical), 4,224 (digital), and 17,683 (total)

**Question from the September regular board meeting: *Why was adult program attendance higher in June and August?* June statistics included adult attendees at the Summer Reading Kick-Off event, and August statistics included adult summer reading participants under passive programs.

Collection Updates & Notable Programs

This September, Children's Services Manager Melaina took our mascot S'more on a trip to Rome and Paris. S'more was photographed up close at famous sites and a picture was posted to our Instagram and Facebook stories asking patrons to guess where S'more was. The next day we revealed S'more's location with a picture featuring the landmark and S'more! We hope to bring S'more on more vacation adventures with any willing staff!

Saturday, September 10th, we hosted the annual Dooley Band Concert, generously sponsored by the River Forest Public Library Foundation. It was a beautiful night and we had at least 125 attendees. There were some people in the audience that have been following the Dooley Band for their entire 50-year career! The Foundation also provided freshly popped popcorn, which was a big hit with the crowd.



Sunday, September 18th, River Forest resident Timothy Jacob presented *Endurance 22: The Search for Shackleton's Lost Ship*. Mr. Jacob participated in the expedition to Antarctica that located explorer Ernest Shackleton's ship, which was lost in 1915. We had a wonderful turnout of 34 patrons and Mr. Jacob even waived his fee to show his support for the Library.

In passive programming, Adult & Teen Services (ATS) and Children's Services set up guesstimation jars. Patrons guess how many items are in the jar to try to win its contents. Brian and Anne, ATS Librarian and Middle School Librarian, filled the ATS jar with school supplies for September. There were 121 entries and many lively conversations at the desk about the contest. Children's Services had 507 Legos in their jar this September, 128 entries, and one exact guess! Want to test your guesstimation skills? Stop by the Library to see what you can win this October.

Anne has also been updating the Middle School & Teen nonfiction collections with more up-to-date titles. She is recataloging titles with new categories to make them easier for students to find. For example, the 'DIY' books will now be 'Hobbies' and 'Body' will now be 'Health'. Anne partnered with Fran, Marketing and PR Specialist, who created colorful spine labels with unique icons for each category.

Story Time and Programming Supplies Grant

Children's continued to unveil more items from the Story Time and Programming Grant, generously funded by the Foundation. Our new story time cushions and caddy are a hit with kids and grownups alike, as are our sensory tiles and stepping stones. Kids at the Family Story Time and Play have enjoyed using movement and motions to get out some wiggles with our new sensory play items. Children's Associate Debbie used our new travel size flannel board for Pajama Story Time, a smaller story time that takes place in the Children's Room. This month we will purchase our final item, an Apple laptop, so we can streamline our virtual content for patrons.

Staff Training and Updates

Kate Marsh, Children's Services Associate, has accepted a full-time position at a school, and will be leaving the Library near the end of October. We are sad to see Kate go, but are so happy for her and wish her all the best in her new role. Children's has posted the open position.

I attended *Benchmarking Fundamentals*, a class presented by HR Source this September. The class covered how to use their annual salary surveys (there is one specifically for libraries) to benchmark different jobs and develop pay ranges.

Public Relations and Outreach

The Library had a table once again at the annual LemonAid fundraiser event. Despite the rain on the 11th, we had a very successful turnout. The library participated by reading books and handing out bookmarks the kids could decorate. 100 kids visited our table at this awesome community event!

We had 200 entries in our Library Card Sign Up raffle and also received some great comments. Winners were drawn and all prizes have been picked up.

We are excited to be partnering with Sarah's Inn for Domestic Violence Awareness month (October). At our September Junior Justice League program, teens prepared Domestic Violence Action Kits for Sarah's Inn. Library staff will also volunteer for several initiatives in October. Our October Local Spotlight Display features Sarah's Inn and the Library is an official Yard Sign pickup location. As part of the display, we are also collecting donations for Sarah's Inn.

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 August 19 and September 27

The Finance Committee met on September 22

Respectfully submitted,
Emily Compton
October 12, 2022

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

**River Forest Public Library
Facilities Committee Meeting
MINUTES
Friday, August 19th, 2022, at 9:30am**

Call to Order: Trustee Stierwalt called the meeting to order at 9:29am.

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

Visitors: none

Approved Minutes: The June 2nd, 2022 minutes were approved.

New Business

- A. General Facilities Updates: Ms. Duffy provided an update on facilities since the Committee last convened in June 2022.
 - a. Oak Brook Mechanical (OMS) was on-site to power wash the chiller at the end of July.
 - b. Two new book drops were installed by S&D Maintenance in August.
- B. Library Maintenance Schedule- September
 - a. Fall planters will be ordered
 - b. Fireplace inspection will be scheduled
- C. Alarm system Proposals
 - a. Director Compton presented 3 proposals for a new burglar alarm system
 - i. Option 1- Illinois Alarm
 - 1. Illinois Alarm is the current vendor for the Library's alarm system. They have the most competitive installation fee but are more expensive than FSS overall when monitoring fees are included.
 - ii. Option 2- FSS
 - 1. Northlake Public Library has used FSS for four years and is happy with their service.
 - iii. Option 3- Quality Alarm System
 - 1. Quality Alarm Systems had the most expensive bid.
 - b. Director Compton clarified that, under the proposals, all staff members will have either a key fob or the ability to turn the alarm on and off using a mobile app. Anyone who doesn't have a smartphone will have a unique code for the keypad.

- c. Director Compton will ask FSS if it can also monitor the Library's security cameras and smoke and fire alarms. She will also review long-term contracts with other vendors to see when the terms of those contracts renew or expire.
 - d. The Committee discussed the difference in cost between FSS and Illinois Alarm and at what point in time FSS's proposal would be less expensive than Illinois Alarm's.
 - e. President Hill moved to approve the contract with FSS with the understanding that the cost may be more than the proposal if wiring needs to be replaced. The motion was seconded by Trustee Berens and unanimously approved.
- D. Valves and Boiler
- a. OMS reported that 19 valves are failing to close properly, resulting in the building using more gas than it should. OMS also reported that the boiler has started to fail.
 - i. OMS estimated that it will cost \$30,440 for all of the valves to be replaced and just under \$70,000 for a new boiler.
 - b. OMS represented that it is an authorized service agent for the valves, and, since it is also a known vendor, the Library might not need to go out to bid on this project.
 - c. The Committee discussed the age, life expectancy, and OMS's previous status report on the boiler.
 - d. Trustee Stierwalt suggested that the Library have the HVAC system audited and recommended Johnson Controls.
- E. Serving Our Public 4.0
- a. The Committee discussed the Facilities Management Checklists (Appendix K) and Chapter 6: Safety from Serving Our Public 4.0.
 - i. The Committee discussed how frequently elevator inspections should occur. They are currently done monthly.
 - ii. Director Compton will add window cleaning to S&D's maintenance schedule.
 - iii. The Committee discussed whether the Library should have a NARCAN kit and an epi pen on site. President Hill asked for more information on what other libraries do.
 - iv. Director Compton will ask RF Public Works if they could provide snow removal service.

Old Business

- A. Air Handler
- a. Williams Architect has completed the bid documents. Notification of the availability of the bid documents and the timeline for the bidding process will appear in the Wednesday Journal on August 24th. The deadline for the

submission of bids is September 14th. The bids will be opened by Williams in a public meeting at the Library on September 14th at 2:00pm.

Next Meeting: September 27th at 5pm

Adjournment: Trustee Stierwalt moved to adjourn the meeting at 10:21am, seconded by Trustee Ruggeri.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Tuesday, September 27th, 2022, at 5:00pm**

Call to Order: Trustee Stierwalt called the meeting to order at 5:03pm.

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

Visitors: none

Approved Minutes: The August 19th, 2022 minutes were approved with one grammatical edit.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in August 2022:
- a. Anderson Elevator was on-site earlier this summer for regular maintenance and found that the elevator phone was not operational. Comcast and Outsource Solutions Group (OSG) inspected the elevator phone, and they found a wiring issue, which we were told was repaired. Anderson confirmed that the elevator phone was working at that time.
 - b. The Fire Department subsequently conducted its annual inspection of the Library. It found two violations: the phone in the elevator was out of service, despite Anderson's representation that it had been fixed, and the emergency light in the stairwell to the roof needed a new battery. The emergency light is now functional, and the elevator phone repair is in progress.
 - c. S&D Maintenance removed the graffiti in the garden.
 - d. OSG installed 9 new computers in Children and Teen Services.
 - e. FSS Technologies is in the process of installing the Library's new burglar alarm system.
 - f. Good Earth Greenhouse installed the Library's fall planters.
 - g. The Library's water bill has been increasing recently. Ms. Duffy looked into the matter and found that the cost per unit went up in June. Additionally, the staff bathroom toilet had been running continuously, leading to higher usage. The toilet has since been fixed. If the water expense continues to run

higher than expected, the amount budgeted for this item in next year's budget may have to be increased.

B. Library Maintenance Schedule- October

- a. Fireplace Inspection
- b. Security Camera Maintenance

C. Library Maintenance Schedule- November

- a. Gutter cleaning
 - i. Ms. Duffy will ask if S&D can also clean the windows.

Old Business

A. Burglar Alarm Update

- a. Ms. Duffy will be in charge of training staff on the new system.
- b. Director Compton looked into the Library's fire monitoring contract to see if FSS Technologies could add fire monitoring to the Library's contract. The Library's current contract with Alarm Detection Services (ADS) for fire monitoring is in effect until 2026. Director Compton stated that we have had no issues with service from ADS.

B. HVAC repairs and maintenance contract discussion

- a. Director Compton reported that Hartwig Mechanical had assessed the Library's HVAC systems. Hartwig agreed with Oak Brook Mechanical (OMS) that the Library should update its hot water valves and VAV boxes to digital control from pneumatic control. Hartwig reported that the boiler could last another 10 years with maintenance, while OMS recommended replacing the boiler now. Hartwig also reported that the Library's hot water valves and VAV boxes are functional, while OMS reported that the some of the hot water valves and VAV boxes are failing.
 - i. The committee discussed both recommendations and asked clarifying questions about OMS's and Hartwig's proposals and service contracts.
 - ii. Trustee Berens raised the issue of considering digital controls as a more energy-efficient option in the future.
 - iii. Trustee Hill suggested that the Library wait until the air handler project is complete before considering major upgrades to the HVAC systems.

- iv. Trustee Hopkinson suggested asking the HVAC subcontractors working on the air handler project if they can offer recommendations about HVAC upgrades.
- v. Director Compton will solicit further information about the boiler from OMS, including determining what servicing OMS has recently performed on the boiler and whether it has already performed the cleaning of the burner and heat exchanger recommended by Hartwig. Director Compton will also ask OMS whether it can clean or replace components of the boiler to keep it running rather than replacing the entire boiler.

Next Meeting: TBD

Adjournment: Trustee Stierwalt moved to adjourn the meeting at 5:45pm, seconded by Trustee Berens.

**River Forest Public Library – DRAFT
Finance Committee Meeting
MINUTES
Thursday, September 22, 2022, at 1:30 PM**

Present: Committee members Cathy Ruggeri, Deborah Hill, and Tom Smedinghoff. RFPL Director Emily Compton, and Operations Manager Shannon Duffy. Monika Adamski of Lauterbach & Amen (L&A) joined the meeting via phone.

Call to Order: Trustee Ruggeri called the meeting to order at 1:30pm.

Minutes: The June 2nd, 2022 minutes were approved.

New Business

A. Audit Draft Discussion

- a. The Committee discussed several aspects of the audit:
 - i. The draft audit's reporting of the Library's original and final budgets did not zero out revenues and expenditures.
 - ii. Two capital fund transfers, totaling \$88,894, were not reported in the draft.
 - iii. The Committee discussed changes to how revenues are described in the Capital Improvements-Capital Projects Fund portion of the audit.
- b. Director Compton called Monika Adamski of L&A to discuss the audit with the Committee:
 - i. Ms. Adamski confirmed that the Library had implemented the two accounting practice recommendations from the previous year's audit.
 - ii. Ms. Adamski reported that there are several outstanding reports needed for L&A to complete the audit: IMRF and OPEB reports from the Village, a collection depreciation report from accounting consultant Kelly Zabinski, and a collateral schedule from Byline Bank.
 - iii. L&A needs all outstanding reports by September 28 to complete the audit in time for the October regular Board meeting. The deadline to file the audit is October 31.
 - iv. The Committee discussed the RFPL Foundation, and whether it is considered a component unit in the audit. Ms. Adamski explained that the financials of the RFPL Foundation were not included in the Library's audit because, although the auditors concluded the Foundation was a component unit of the Library, the Foundation does not have a material financial or operational relationship with the Library.

- v. Ms. Adamski said she would include the missing \$88,894 in transfers to the Capital fund.
- vi. Ms. Adamski said she would investigate why the audit does not zero out the Library's revenues and expenditures in its reporting of the original and final budgets.
- vii. The Committee discussed the excess revenue over expenditures amount that can be transferred from the Library's Operating fund to its Capital fund. Ms. Adamski explained that the depreciation report will have an impact on the amount in the draft audit. She will go through last year's audit as well to see how the previous auditing firm calculated this number
- viii. The Committee discussed the Capital Improvements-Capital Projects Fund report, including corrections to the amounts transferred to the Capital fund as well as changes to descriptions of revenue sources.
- ix. Ms. Adamski reported that once all outstanding reports are received, L&A can get the next draft to the Library within 48 hours.
- x. Ms. Adamski plans to attend the October regular board meeting to present the audit if it can be completed by then.

Old Business

- A. Budgeting for Operations: 2nd installment property tax delay
 - a. The latest news from the Cook County Assessor's office is that second installment tax bills will be due in December. The Library has enough money in reserves to operate past January 2023.

Next Meeting: October 4th at 1:00pm or October 6th at 1:00pm, depending on Ms Adamski's schedule.

Adjournment

President Hill moved to adjourn the meeting at 2:36pm, seconded by Trustee Smedinghoff.

River Forest Public Library Board Meetings 2023

The Board of Trustees holds its regular meeting on the third Tuesday of the month, except August and December, at 6:00 PM at the River Forest Public Library.

735 Lathrop Avenue
River Forest, Illinois

Tuesday, January 17

Tuesday, February 21

Tuesday, March 21

Tuesday, April 18

Tuesday, May 16

Tuesday, June 20

Tuesday, July 18

Tuesday, September 19

Tuesday, October 17

Tuesday, November 14

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