



**River Forest Public Library
Regular Board Meeting
September 19, 2023
6:00 PM
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: July 18, 2023
 - b. Minutes of the Special Board Meeting: August 4, 2023
 - c. May 2023 and June 2023 Capital Reserve Fund
 - d. June 2023 Revenue and Expense Reports (both corrected)
 - e. July 2023 Revenue and Expense Reports
 - f. July 2023 Bill Payment List and Credit Card Charges
 - g. July 31, 2023 Capital Reserve Fund
 - h. August 2023 Revenue and Expense Reports
 - i. August 2023 Bill Payment List and Credit Card Charges
 - j. August 31, 2023 Capital Reserve Fund
 - k. Policy update: Oversight II – Fiscal Accountability
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - Monthly financial reports proposed changes - discussion
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Summer Reading Program Report - discussion
 - e. Collection Development Practices Report - discussion
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Project open issues - 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: July 18th, 2023, 6 pm - DRAFT

Call to Order: At 6:00 pm, President Ruggeri 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, Elan Long, Scott Delano, Ann Berens, Jim Hopkinson. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: River Forest residents Carol Schweig, Kurt Schweig, Pat Tyma, Mindy Credi, and Margaret Jones

Visitor Comments: Ms. Schweig read a prepared statement regarding her concerns about what she sees as the Library's promoting of LGBTQ+ materials in displays in the building, on the website, and in printed materials. She questioned the content of some Library programs, including the book selected for River Forest Reads. She also expressed concerns regarding the content of some materials and programs that she characterized as sexually explicit. Ms. Schweig ran out of her allotted comment time while reading her statement, and Ms. Credi finished reading it as her public comment. Ms. Tyma echoed the concerns voiced by Ms. Schweig and Ms. Credi.

Consent Agenda :

- a. Minutes of the Regular Board Meeting: June 20, 2023
- b. May 2023 Balance Sheet (corrected) and Capital Reserve Fund
- c. June 2023 Revenue and Expense Reports
- d. June 2023 Bill Payment List and Credit Card Charges
- e. June 30, 2023 Balance Sheet and Capital Reserve Fund
- f. Policy update: Oversight I – Board Responsibilities

President Ruggeri requested removing items b, c, and e.

Trustee Berens made a motion to approve items a, d, and f. The motion was seconded by Trustee Hill and passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Hill, Long, Ruggeri, Delano, Hopkinson

Patron Suggestions :

Director Compton reported a compliment for Adult and Teen Services Associate Angela Caringella on helping a patron find a book.

Director's Report :

Director Compton reported that June programming attendance included numbers from the Library's Summer Reading Program kickoff and the Juneteenth flag raising event. So far, adults have logged 1,254 books for the Summer Reading Program. 5th-8th graders have logged over 92,000 minutes, and younger children have logged 4,609 days of reading. To date, readers have earned 1,929 badges in the program.

Director Compton highlighted that Adult and Teen Services Librarian Brian Wolowitz was featured in the Wednesday Journal.

Trustee Hill commended Adult and Teen Services Manager Shannon Gruber's summer beach reads blog entry.

President's Report:

President Ruggeri reminded the Board to be careful not to open spam emails. She also reminded everyone that there is no Board meeting in August. The next regular Board meeting will be on September 19th.

New Business

Committee Reports

Facilities Committee

- Trustee Hill reported that the Facilities Committee joined the biweekly construction meeting on July 13th. Construction Solutions of Illinois (CSIL) and Williams Architects were also present. The Committee attempted to get an updated timeline on the air handler relocation project and clarified some choices regarding the ceiling height and boiler panel. CSIL confirmed that the air handler could be operational without a panel by installing a temporary on/off switch.
- While on-site, Oak Brook Mechanical (OMS) discovered that a two-way valve had been installed instead of the necessary three-way valve. CSIL and Williams confirmed that IMEG had mistakenly specified the two-way valve in the plans. At IMEG's expense, CSIL will install the three-way valve at no additional cost to the Library. OMS also believed that the water dripping from the vertical pipes in the northwest corner of the room was due to damage to the pipes rather than to condensation. CSIL stated that they would send out a plumber to fix the pipes but, as of the Board Meeting, had not done so.

Finance Committee

- President Ruggeri stated that the next Finance Committee meeting will be held shortly after the Library receives a draft of the annual audit from Lauterbach and Amen, most likely in August.
- There was discussion regarding two CDARs that mature in August. It was agreed that the Committee would discuss the maturing CDARs at its August meeting.

- Property tax bills are delayed, and the Library may not receive tax revenue until December. The Library currently has funds to cover 8-9 months of expenses in the Operating Fund.

Policy Committee

- Next meeting is not yet scheduled.

RFPL Foundation Liaison

- The next quarterly meeting will be July 25th.

Village of River Forest Collaboration Committee Liaison

- Trustee Berens reported that the Committee may meet over the summer, and all current members are interested in continuing on the Committee.

Holiday Closure Dates 2024

Director Compton presented holiday closure dates for 2024 to the Board. There was a short discussion of the Christmas Eve and New Year's Eve closures which differ from prior years because those holidays each fall on a Sunday which has shorter hours.

Approval of closed session minutes from June 20, 2023

A motion to approve and release minutes from the June 20, 2023 closed session and to destroy the tape after December 20, 2024 was made by Trustee Hill. The motion was seconded by Trustee Delano and passed on a roll call vote.

Ayes: Hill, Ruggeri, Berens, Delano, Long

Abstain: Hopkinson

Old Business

Oak Brook Mechanical proposal to replace the Library's air compressor - update

OMS was on-site to repair the Library's air compressor by replacing two pumps. The repair cost \$2,540. While working on the compressor, OMS noticed 2 leaks in the system outside the construction zone that will need to be fixed.

Air handler relocation and mechanical room renovation

Director Compton outlined current open issues in the project. CSIL has estimated that the air handler would be turned on in 2-3 weeks. Given that the siding material specified is no longer available, CSIL was asked to select a readily available material so as to avoid delay. There haven't been any updates on raising the wall of the AHU enclosure. CSIL provided an updated change order proposal for the boiler panel, and Williams recommended that Director Compton sign it. Director Compton requested that CSIL pay an invoice from the River Forest Park District for damage to its sprinkler system but has not received confirmation from CSIL that it will pay it. She also requested payment for an invoice from the Library's alarm company which handled a construction issue that would otherwise have been covered under the contract with CSIL. CSIL does not want the plastic sheeting in the Children's Room removed until the end of the project.

The Facilities Committee discussed the various ceiling height options and thought the one-soffit option would increase the volume of the room. They discussed two lighting options: pendant lighting and surface mounted fixtures. Williams believes that the rough electrical work can be finished without the final fixtures being selected.

A vote on the ceiling and lighting options was postponed until the Board has more information on how much the options will cost and how much credit will be received for the flat panels specified in the contract.

Adjournment

The meeting was adjourned at 7:28 pm following a motion by Trustee Hopkinson which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary

**River Forest Public Library
Special Board Meeting
MINUTES - DRAFT**

Friday, August 4th, 2023 – scheduled immediately following the Facilities Committee Meeting at 2:00 pm

Call to Order: At 2:56 pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Ann Berens, Elan Long, Deborah Hill, Scott Delano, Kosha Carstens. Jim Hopkinson called into the meeting.

- Also Present: Shannon Gruber (Adult & Teen Services Manager)

Trustee Berens moved to allow Trustee Hopkinson to vote by electronic means. Trustee Delano seconded the motion. The motion passed on a voice vote.

Visitors and Guests: None

New Business: None

Old Business

- a. Air handler relocation and mechanical room renovation project
 - i. Construction Update

Trustee Ruggeri updated the Board on the work that has recently been completed on the air handler project. The target date for the air handler to be turned on is the week of August 21.

- ii. Lighting options

Trustee Ruggeri moved to proceed with the lighting options as currently specified in the contract. Trustee Hill seconded. The motion passed on a voice vote.

The Board would like Emily to confirm that the lights provided for in the current plans can be dimmed even if the lighting controls currently specified don't have a dimming option.

- iii. Outlet Options (\$225 per)

Trustee Berens moved to go forward with a total of 5 outlets in the room as the plans currently provide but to move the south wall outlet to the west wall. Trustee Hill seconded. The motion passed on a voice vote.

- iv. Change Order Proposal No. 5 - additional mechanical demolition

The Library did not sign nor verbally agree to a change order for \$543 to remove and cap off a unit heater. The Library will not take any further action on this change order until Williams Architects raises it and justifies this additional cost.

v. Change Order No. 5 - provide 3-way valve

Trustee Hill moved to approve Change Order No. 5 in the amount of \$5,245.17 for the cost of the 3-way valve, conditioned on first receiving a check from IMEG or Williams Architects in that amount. Trustee Delano seconded. The motion passed on a roll call vote

Roll Call Vote:

Ayes: Ruggeri, Hopkinson, Berens, Delano, Hill, Long, Carstens

vi. Axis Air budget increase (\$2,750)

Trustee Long moved to provide \$2,750 for air conditioning unit rental for the rest of August and the first two weeks of September. Trustee Hill seconded. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Ruggeri, Hopkinson, Delano, Hill, Long, Carstens

Nays: Berens

vii. Open Issues

None.

Adjournment

The meeting was adjourned at 3:10 pm following a motion by Trustee Berens, seconded by Trustee Carstens.

Respectfully submitted,

Elan Long, Secretary



River Forest Public Library -Capital Reserve Fund
May-23
Fiscal Year: May 1, 2023 - April 30, 2024

Capital Reserve Account Balances

ICS Capital Reserve	\$	606,097.86
Byline Capital Checking	\$	<u>3,103.03</u>
Total Capital Reserve Fund	\$	609,200.89

Expenses

Rubino Engineering	5/17/2023	\$	961.00
Outsource Solutions Group	5/31/2023	\$	715.17

Income

Interest	5/31/2023	\$	258.93
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Prepared: 6.10.23



River Forest Public Library -Capital Reserve Fund

Jun-23

Fiscal Year: May 1, 2023 - April 30, 2024

Capital Reserve Account Balances

ICS Capital Reserve	\$	606,346.98
Byline Capital Checking	\$	<u>648.25</u>
Total Capital Reserve Fund	\$	606,995.23

Expenses

Transfers

To Operating- laptop and computer purchase 6/20/2023 \$ 2,455.50

Income

Interest 6/30/2023 \$ 249.84

Prepared: 6.10.23



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: June-23

<u>Account:</u>	<u>June-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				17% as of 6/30/23
Property Taxes	\$ -	\$ -	\$ 1,495,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ 8,963.94	\$ 8,963.94	\$ 20,000	44.82%
Lost Books Reimbursed	\$ 314.93	\$ 573.93	\$ 3,500	16.40%
Copy Machine Revenue	\$ 638.66	\$ 769.52	\$ 2,800	27.48%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 420.83	\$ 1,081.17	\$ 5,000	21.62%
Grants from RFPL Foundation	\$ 6,940.00	\$ 6,940.00	\$ 20,000	34.70%
Gifts - other	\$ -	\$ 5.35	\$ 300	1.78%
IL Per Capita Grant	\$ -	\$ -	\$ 17,300	0.00%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ 151.87	\$ 155.67	\$ 1,000	15.57%
Total:	\$ 17,430.23	\$ 18,489.58	\$ 1,579,200	1.17%
Income:	\$ 17,430.23	\$ 18,489.58	\$ 1,579,200	1.17%
Expense:	\$ 107,870.04	\$ 215,461.36	\$ 1,579,200	13.64%

Prepared 7.13.23, revised 8.16.23



River Forest Public Library

Fiscal Year: May 1, 2023 - April 30, 2024

Expense Report: Jun-23

June-23	Fiscal YTD	Actual % Budget	23-24 Budget
		17% as of 6/30/23	

Expenses
Personnel

Wages & Salaries	\$ 67,478.59	\$ 126,523.28	15.56%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 6,406.80	10.29%	\$ 62,250
IMRF	\$ 3,122.81	\$ 6,506.65	11.83%	\$ 55,000
Medicare/FICA	\$ 5,091.15	\$ 9,504.91	15.28%	\$ 62,200
Staff Recognition	\$ -	\$ 201.63	6.20%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,370.40	15.23%	\$ 9,000
Total Personnel	\$ 78,895.95	\$ 151,708.67	15.04%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ -	\$ -	0.00%	\$ 6,500
Advertising	\$ -	\$ 197.60	5.27%	\$ 3,750
Total Printing and Advertising	\$ -	\$ 197.60	1.93%	\$ 10,250

Programming

Children's Programs	\$ 832.96	\$ 1,485.18	9.90%	\$ 15,000
Teen Programs	\$ 529.46	\$ 1,278.69	15.98%	\$ 8,000
Adult Programs	\$ 929.21	\$ 2,112.85	20.12%	\$ 10,500
Special Programs	\$ 1,679.35	\$ 2,594.10	64.85%	\$ 4,000
Connections Programs	\$ -	\$ 67.62	0.81%	\$ 8,300
Total Programs	\$ 3,970.98	\$ 7,538.44	16.46%	\$ 45,800
Total Advertising and Programs	\$ 3,970.98	\$ 7,736.04	13.80%	\$ 56,050

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 750
Technical Support (IT)	\$ 2,446.26	\$ 9,696.26	41.26%	\$ 23,500
Automation Administration	\$ 1,450.85	\$ 1,821.84	4.09%	\$ 44,500
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 5,500
Postage & Delivery	\$ 17.99	\$ 35.98	1.60%	\$ 2,250
Audit	\$ -	\$ -	0.00%	\$ 11,000
Payroll and Employment Services	\$ 431.26	\$ 859.78	14.33%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,965
Telephone/Internet	\$ 656.90	\$ 1,001.31	9.10%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 432.20	14.41%	\$ 3,000
Total Other Support Services	\$ 5,219.36	\$ 13,847.37	12.21%	\$ 113,365

Library Materials

Books	\$ 5,829.02	\$ 9,876.91	13.00%	\$ 76,000
Print Periodicals	\$ 918.19	\$ 4,115.02	68.58%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ -	0.00%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 4,691.89	\$ 11,415.20	14.57%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 988.51	\$ 2,295.39	14.35%	\$ 16,000
Total Library Materials	\$ 12,427.61	\$ 27,702.52	14.79%	\$ 187,335

Library and Office Supplies

Office Supplies	\$ 220.26	\$ 297.38	7.00%	\$ 4,250
Library Supplies	\$ -	\$ 420.00	7.64%	\$ 5,500
Copy And Printing Supplies	\$ 339.34	\$ 339.34	15.08%	\$ 2,250
Misc Expenses	\$ 109.51	\$ 189.13	9.46%	\$ 2,000
Total Office Supplies	\$ 669.11	\$ 1,245.85	8.90%	\$ 14,000
Total Library Materials & Supplies	\$ 13,096.72	\$ 28,948.37	14.38%	\$ 201,335

Strategic Initiatives

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

Building Materials & Supplies	\$ 459.26	\$ 459.26	9.67%	\$ 4,750
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 5,556.64	\$ 11,497.48	15.75%	\$ 73,000
Water	\$ 386.70	\$ 386.70	12.89%	\$ 3,000
Natural Gas	\$ -	\$ 429.38	1.53%	\$ 28,000
Copier Maintenance and Usage	\$ 123.77	\$ 238.44	9.54%	\$ 2,500
Total Facility Services	\$ 6,067.11	\$ 12,552.00	9.92%	\$ 126,500

Equipment & Furniture

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 5,000
Technology Misc.	\$ 160.66	\$ 209.65	5.99%	\$ 3,500
Total Equipment & Furniture	\$ 160.66	\$ 209.65	2.47%	\$ 8,500

Total Facilities Management	\$ 6,687.03	\$ 13,220.91	9.46%	\$ 139,750
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Total Operating Expenses	\$ 107,870.04	\$ 215,461.36	14.09%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 107,870.04	\$ 215,461.36	13.64%	\$ 1,579,200
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Total Income	\$ 17,430.23	\$ 18,489.58	1.17%	\$ 1,579,200
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Prepared 7.13.23, revised 8.16.23



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: July-23

<u>Account:</u>	<u>July-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				25% as of 7/31/23
Property Taxes	\$ -	\$ -	\$ 1,495,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ -	\$ 8,963.94	\$ 20,000	44.82%
Lost Books Reimbursed	\$ 186.09	\$ 760.02	\$ 3,500	21.71%
Copy Machine Revenue	\$ 23.87	\$ 793.39	\$ 2,800	28.34%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 397.02	\$ 1,478.19	\$ 5,000	29.56%
Grants from RFPL Foundation	\$ -	\$ 6,940.00	\$ 20,000	34.70%
Gifts - other	\$ -	\$ 5.35	\$ 300	1.78%
IL Per Capita Grant	\$ -	\$ -	\$ 17,300	0.00%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 155.67	\$ 1,000	15.57%
Total:	\$ 606.98	\$ 19,096.56	\$ 1,579,200	1.21%
Income:	\$ 606.98	\$ 19,096.56	\$ 1,579,200	1.21%
Expense:	\$ 115,296.03	\$ 297,602.12	\$ 1,579,200	18.85%

Prepared 8.21.23, revised 9.18.23



River Forest Public Library

Fiscal Year: May 1, 2023 - April 30, 2024

Expense Report: Jul-23

July-23 Fiscal YTD Actual % Budget 23-24 Budget
25% as of 7/31/23

Expenses
Personnel

Wages & Salaries	\$ 57,909.63	\$ 154,896.86	19.05%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 9,610.20	15.44%	\$ 62,250
IMRF	\$ 3,611.92	\$ 6,734.73	12.24%	\$ 55,000
Medicare/FICA	\$ 4,315.13	\$ 11,728.38	18.86%	\$ 62,200
Staff Recognition	\$ -	\$ 201.63	6.20%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,370.40	15.23%	\$ 9,000
Total Personnel	\$ 69,040.08	\$ 185,737.20	18.41%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ -	\$ -	0.00%	\$ 6,500
Advertising	\$ 619.86	\$ 817.46	21.80%	\$ 3,750
Total Printing and Advertising	\$ 619.86	\$ 817.46	7.98%	\$ 10,250

Programming

Children's Programs	\$ 1,477.00	\$ 2,962.18	19.75%	\$ 15,000
Teen Programs	\$ 509.52	\$ 1,788.21	22.35%	\$ 8,000
Adult Programs	\$ 632.29	\$ 2,745.14	26.14%	\$ 10,500
Special Programs	\$ -	\$ 2,594.10	64.85%	\$ 4,000
Connections Programs	\$ -	\$ 67.62	0.81%	\$ 8,300
Total Programs	\$ 2,618.81	\$ 10,157.25	22.18%	\$ 45,800
Total Advertising and Programs	\$ 3,238.67	\$ 10,974.71	19.58%	\$ 56,050

Other Support Services

ILL and RB Services	\$ 327.38	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ -	\$ 9,696.26	41.26%	\$ 23,500
Automation Administration	\$ 8,138.53	\$ 9,960.37	22.38%	\$ 44,500
Consultant Fees/Legal Fees	\$ 160.00	\$ 224.50	4.08%	\$ 5,500
Postage & Delivery	\$ 54.99	\$ 129.97	5.78%	\$ 2,250
Audit	\$ 6,100.00	\$ 6,100.00	55.45%	\$ 11,000
Payroll and Employment Services	\$ 494.30	\$ 1,478.63	24.64%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,965
Telephone/Internet	\$ 332.34	\$ 1,657.41	15.07%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 386.22	\$ 818.42	27.28%	\$ 3,000
Total Other Support Services	\$ 15,993.76	\$ 30,392.94	26.81%	\$ 113,365

Library Materials

Books	\$ 6,321.42	\$ 16,198.33	21.31%	\$ 76,000
Print Periodicals	\$ 357.71	\$ 4,472.73	74.55%	\$ 6,000
Automated Subscriptions (databases)	\$ 7,697.60	\$ 7,697.60	69.98%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 5,790.77	\$ 17,205.97	21.96%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 900.29	\$ 3,195.68	19.97%	\$ 16,000
Total Library Materials	\$ 21,067.79	\$ 48,770.31	26.03%	\$ 187,335

Library and Office Supplies

Office Supplies	\$ 115.54	\$ 528.50	12.44%	\$ 4,250
Library Supplies	\$ 402.05	\$ 1,483.14	26.97%	\$ 5,500
Copy And Printing Supplies	\$ 239.75	\$ 579.09	25.74%	\$ 2,250
Misc Expenses	\$ 78.54	\$ 302.67	15.13%	\$ 2,000
Total Office Supplies	\$ 835.88	\$ 2,893.40	20.67%	\$ 14,000
Total Library Materials & Supplies	\$ 21,903.67	\$ 51,663.71	25.66%	\$ 201,335

Strategic Initiatives

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

Building Materials & Supplies	\$ 325.56	\$ 1,277.62	26.90%	\$ 4,750
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 3,273.81	\$ 14,771.29	20.23%	\$ 73,000
Water	\$ -	\$ 386.70	12.89%	\$ 3,000
Natural Gas	\$ 1,510.02	\$ 1,939.40	6.93%	\$ 28,000
Copier Maintenance and Usage	\$ 10.46	\$ 248.90	9.96%	\$ 2,500
Total Facility Services	\$ 4,794.29	\$ 17,346.29	13.71%	\$ 126,500

Equipment & Furniture

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 5,000
Technology Misc.	\$ -	\$ 209.65	5.99%	\$ 3,500
Total Equipment & Furniture	\$ -	\$ 209.65	2.47%	\$ 8,500

Total Facilities Management	\$ 5,119.85	\$ 18,833.56	13.48%	\$ 139,750
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Total Operating Expenses	\$ 115,296.03	\$ 297,602.12	19.46%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 115,296.03	\$ 297,602.12	18.85%	\$ 1,579,200
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Total Income	\$ 606.98	\$ 19,096.56	1.21%	\$ 1,579,200
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Prepared 8.23.23, revised 9.18.23

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	07/13/2023	Bill Payment (Check)		-405.50
	06/20/2023	Bill	CAPITAL EXPENSE*** ALARM PANEL UPDATE/REMOVAL OF DEVICES NO LONGER IN USE	405.50
AMAZON				
	07/13/2023	Bill Payment (Check)		-704.17
	07/05/2023	Bill	SUMMER READING PRIZES	66.33
	07/06/2023	Bill	TAKE & MAKE MATERIALS	11.88
	07/07/2023	Bill	BOOK WAGON REPAIR HARDWARE	12.89
	07/07/2023	Bill	DOLLHOUSE REPLACEMENT DOLLS	45.93
	06/29/2023	Bill	POSTER FRAME FOR TEEN SPACE	33.99
	06/30/2023	Bill	GUESSTIMATION JAR SUPPLIES	7.29
	06/23/2023	Bill	JULY GUESSTIMATION JAR PRIZE	34.62
	06/27/2023	Bill	JAR PRIZE	208.74
	07/03/2023	Bill	VIDEO GAMES	149.68
	07/03/2023	Bill	SUMMER READING PRIZES	77.79
	07/04/2023	Bill	VIDEO GAMES	55.03
	07/26/2023	Bill Payment (Check)		-478.59
	07/24/2023	Bill	SRP BOOKS	40.46
	07/19/2023	Bill	SRP BOOKS	105.04
	07/19/2023	Bill	PAINT PENS FOR MURAL	31.76
	07/18/2023	Bill	CRAFT SUPPLIES	32.24
	07/18/2023	Bill	SRP PRIZES	24.99
	07/14/2023	Bill	SRP PRIZES	179.43
	07/11/2023	Bill	SRP PRIZES	25.99
	07/09/2023	Bill	TAKE & MAKE CRAFT SUPPLIES	11.68
	07/24/2023	Bill	SERIES BOOKS	27.00
ELEVATOR COMPANY				
	07/13/2023	Bill Payment (Check)		-211.00
	07/01/2023	Bill	ELEVATOR MAINTENANCE	211.00

**BAKER &
TAYLOR
C0260133**

07/13/2023	Bill Payment (Check)		-34.37
07/07/2023	Bill	BOOKS	34.37

**BAKER &
TAYLOR
L442365****

07/13/2023	Bill Payment (Check)		-9.57
07/03/2023	Bill	SRP BOOKS	9.57

**CHICAGO
TRIBUNE**

07/13/2023	Bill Payment (Check)		-297.73
06/25/2023	Bill	SUBSCRIPTION	297.73

**Cintas Fire
Protection**

07/13/2023	Bill Payment (Check)		-108.00
07/01/2023	Bill	MONTHLY AED SERVICE	108.00

**CleanNet of
Illinois**

07/13/2023	Bill Payment (Check)		-1,398.23
07/01/2023	Bill	CLEANING FEE	1,398.23

Comcast

07/13/2023	Bill Payment (Check)		-332.34
07/01/2023	Bill	JULY INTERNET	332.34

DEMCO, INC.

07/26/2023	Bill Payment (Check)		-161.93
07/13/2023	Bill	SUPPLIES	161.93

ELAN FINANCIAL SERVICES

	Bill Payment		
07/26/2023	(Check)		-1,329.13
07/24/2023	Bill	STATEMENT	1,329.13

Conservation Fund

	Bill Payment		
07/26/2023	(Check)		-400.00
07/25/2023	Bill	MAMMALS AND MORE PROGRAM	400.00

HOMETOWNS TO HOLLYWOOD

	Bill Payment		
07/26/2023	(Check)		-350.00
07/10/2023	Bill	COMEDIENNES)	350.00

Hoopla

	Bill Payment		
07/13/2023	(Check)		-2,210.48
07/06/2023	Bill	JUNE HOOPLA DOWNLOADS	2,210.48

Landscaping Contractors

	Bill Payment		
07/13/2023	(Check)		-735.00
06/28/2023	Bill	MONTHLY MAINTENANCE AND ANNUAL PRUNING	735.00

Services

	Bill Payment		
07/13/2023	(Check)		-3,033.41
07/07/2023	Bill	BOOK	15.71
07/07/2023	Bill	BOOKS	35.51
07/07/2023	Bill	BOOKS	34.38
07/11/2023	Bill	BOOKS	98.26
07/11/2023	Bill	BOOK	17.47
07/11/2023	Bill	BOOK	19.82
07/11/2023	Bill	BOOKS	69.32
07/11/2023	Bill	BOOK	17.47
07/11/2023	Bill	BOOKS	24.00
06/26/2023	Bill	BOOKS	62.75

06/26/2023	Bill	BOOK	18.31
06/26/2023	Bill	BOOKS	141.44
06/26/2023	Bill	BOOK	18.03
06/26/2023	Bill	BOOKS	36.06
06/26/2023	Bill	BOOK	17.47
06/26/2023	Bill	BOOKS	34.94
06/26/2023	Bill	BOOK	15.71
06/26/2023	Bill	BOOKS	51.27
06/26/2023	Bill	BOOKS	36.06
06/26/2023	Bill	BOOKS	41.44
06/26/2023	Bill	BOOK	15.92
06/26/2023	Bill	BOOK	15.92
06/26/2023	Bill	BOOK	8.11
06/26/2023	Bill	BOOK	19.91
06/26/2023	Bill	BOOKS	57.66
06/26/2023	Bill	BOOKS	37.70
06/26/2023	Bill	BOOK	14.41
06/26/2023	Bill	BOOK	13.11
06/26/2023	Bill	BOOKS	48.54
06/26/2023	Bill	BOOKS	76.53
06/26/2023	Bill	BOOKS	30.16
06/27/2023	Bill	BOOK	20.71
06/27/2023	Bill	BOOK	10.68
06/27/2023	Bill	BOOKS	36.08
06/27/2023	Bill	BOOKS	83.92
06/27/2023	Bill	BOOKS	334.62
06/27/2023	Bill	BOOK	17.28
06/27/2023	Bill	BOOKS	35.73
06/27/2023	Bill	BOOK	8.11
06/27/2023	Bill	BOOKS	50.05
06/28/2023	Bill	BOOK	20.47
06/30/2023	Bill	BOOK	24.43
06/30/2023	Bill	BOOK	18.03
06/30/2023	Bill	BOOKS	372.95
06/30/2023	Bill	BOOKS	32.42
06/30/2023	Bill	BOOK	19.73
06/30/2023	Bill	BOOKS	30.96
06/30/2023	Bill	BOOK	11.39
06/30/2023	Bill	BOOK	23.12
06/30/2023	Bill	BOOKS	29.39
06/30/2023	Bill	BOOKS	63.04
07/05/2023	Bill	BOOKS	14.50
07/05/2023	Bill	BOOKS	50.10
07/05/2023	Bill	BOOK	11.16

07/05/2023	Bill	BOOK	12.38
07/05/2023	Bill	BOOK	14.41
07/05/2023	Bill	BOOKS	66.28
07/05/2023	Bill	BOOKS	61.36
07/05/2023	Bill	BOOK	17.71
07/05/2023	Bill	BOOK	15.31
07/05/2023	Bill	BOOKS	53.54
07/05/2023	Bill	BOOK	17.89
07/05/2023	Bill	BOOK	11.95
07/05/2023	Bill	BOOK	8.38
07/05/2023	Bill	BOOK	19.88
07/05/2023	Bill	BOOK	12.38
07/05/2023	Bill	BOOK	21.14
07/05/2023	Bill	BOOKSS	60.25
07/05/2023	Bill	BOOKS	64.64
07/05/2023	Bill	BOOKS	12.56
07/07/2023	Bill	BOOK	14.81
07/07/2023	Bill	BOOKS	36.63
07/07/2023	Bill	BOOKS	49.65
	Bill Payment		
07/26/2023	(Check)		-3,226.64
07/12/2023	Bill	BOOK	21.04
		INVOICE #67506261 (REPLACEMENT	
07/19/2023	Vendor Credit	NOT AVAILABLE)	-33.94
07/12/2023	Bill	BOOKS	262.40
07/12/2023	Bill	BOOK	18.60
07/12/2023	Bill	BOOK	11.25
07/12/2023	Bill	BOOKS	84.49
07/12/2023	Bill	BOOK	14.11
07/12/2023	Bill	BOOK	15.89
07/12/2023	Bill	BOOKS	285.43
07/12/2023	Bill	BOOK	18.41
07/12/2023	Bill	BOOK	21.59
07/12/2023	Bill	BOOK	15.01
07/14/2023	Bill	BOOKS	39.65
07/14/2023	Bill	BOOK	11.39
07/14/2023	Bill	BOOKS	100.61
07/14/2023	Bill	BOOKS	13.82
07/14/2023	Bill	BOOKS	35.14
07/14/2023	Bill	BOOK	10.49
07/16/2023	Bill	BOOK	23.01
07/16/2023	Bill	BOOK	20.01
07/16/2023	Bill	BOOKS	166.13
07/16/2023	Bill	BOOKS	152.69

07/16/2023	Bill	BOOK	11.81
07/16/2023	Bill	BOOKS	35.51
07/16/2023	Bill	BOOK	20.72
07/16/2023	Bill	BOOKS	27.86
07/16/2023	Bill	BOOKS	62.31
07/16/2023	Bill	BOOK	13.76
07/16/2023	Bill	BOOK	12.94
07/16/2023	Bill	BOOKS	125.84
07/18/2023	Bill	BOOK	18.91
07/18/2023	Bill	BOOK	18.04
07/18/2023	Bill	BOOK	15.31
07/18/2023	Bill	BOOKS	34.82
07/18/2023	Bill	BOOKS	135.19
07/18/2023	Bill	BOOKS	54.68
07/18/2023	Bill	BOOK	15.94
07/18/2023	Bill	BOOK	14.11
07/18/2023	Bill	BOOKS	147.06
07/18/2023	Bill	BOOKS	13.16
07/18/2023	Bill	BOOK	10.49
07/19/2023	Bill	BOOK	30.71
07/19/2023	Bill	BOOK	19.73
07/19/2023	Bill	BOOKS	92.50
07/19/2023	Bill	BOOKS	100.26
07/19/2023	Bill	BOOK	12.94
07/19/2023	Bill	BOOKS	18.90
07/19/2023	Bill	BOOK	10.49
07/19/2023	Bill	BOOK	16.14
07/19/2023	Bill	BOOK	23.99
07/20/2023	Bill	BOOKS	18.02
07/20/2023	Bill	BOOKS	26.25
07/20/2023	Bill	BOOK	7.51
07/20/2023	Bill	BOOK	11.16
07/20/2023	Bill	BOOK	12.94
07/21/2023	Bill	BOOK	21.03
07/21/2023	Bill	BOOK	11.81
07/21/2023	Bill	BOOKS	54.65
07/21/2023	Bill	BOOKS	103.70
07/21/2023	Bill	BOOK	17.89
07/21/2023	Bill	BOOKS	43.55
07/21/2023	Bill	BOOK	18.59
07/21/2023	Bill	BOOKS	72.71
07/21/2023	Bill	BOOK	34.76
07/21/2023	Bill	BOOKS	32.94
07/21/2023	Bill	BOOK	7.78

07/23/2023	Bill	BOOKS	33.29
07/23/2023	Bill	BOOKS	61.32
07/23/2023	Bill	BOOKS	30.12
07/23/2023	Bill	BOOKS	50.77
07/23/2023	Bill	BOOK	21.60
07/23/2023	Bill	BOOK	16.91
07/23/2023	Bill	BOOKS	34.93
07/23/2023	Bill	BOOKS	17.47
07/23/2023	Bill	BOOK	17.47
07/23/2023	Bill	BOOKS	26.13

Kanopy

	Bill Payment		
07/13/2023	(Check)		-100.70
06/30/2023	Bill	JUNE KANOPY CHECKOUTS	100.70

Business Solutions

	Bill Payment		
07/26/2023	(Check)		-180.58
07/10/2023	Bill	JULY COPY USAGE	170.12
07/10/2023	Bill	JULY MAINTENANCE	10.46

Konica Minolta Premier Finance

	Bill Payment		
07/13/2023	(Check)		-216.10
06/26/2023	Bill	COPIER LEASE	216.10

LAUTERBACH & AMEN, LLP

	Bill Payment		
07/26/2023	(Check)		-6,100.00
07/10/2023	Bill	PROGRESS BILLING	6,100.00

MARISSA WALENTSCHIK

	Bill Payment		
07/13/2023	(Check)		-225.00
07/10/2023	Bill	CONCERT	225.00

McADAM LANDSCAPING

	Bill Payment		
07/13/2023	(Check)		-9,978.13

07/05/2023	Bill	REPAIR	9,978.13
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MIDWEST TAPE

	Bill Payment		
07/13/2023	(Check)		-348.95
06/29/2023	Bill	AUDIOBOOK CD	42.98
07/06/2023	Bill	BLU-RAY	38.37
07/06/2023	Bill	DVDS	54.11
07/06/2023	Bill	BLU-RAYS	75.85
07/06/2023	Bill	AUDIOBOOK CDS	95.96
07/06/2023	Bill	DVD	41.68
	Bill Payment		
07/26/2023	(Check)		-206.63
07/12/2023	Bill	DVDS	63.96
07/12/2023	Bill	AUDIOBOOK CD	47.98
07/12/2023	Bill	DVDS	55.71
07/12/2023	Bill	BLU-RAY	38.98

New York Times

	Bill Payment		
07/13/2023	(Check)		-2,303.60
07/06/2023	Bill	I YR DIGITAL NYT SUBSCRIPTION	2,303.60

NICOR GAS

	Bill Payment		
07/13/2023	(Check)		-778.98
06/27/2023	Bill	MAY AND JUNE GAS BILL	778.98
	Bill Payment		
07/26/2023	(Check)		-731.04
07/25/2023	Bill	GAS BILL 6/19/23-7/19/23	731.04

Oak Brook Mechanical Services, Inc.

	Bill Payment		
07/13/2023	(Check)		-2,540.00
07/12/2023	Bill	REPLACE AIR COMPRESSOR PUMPS	2,540.00

OverDrive

	Bill Payment		
07/13/2023	(Check)		-1,063.24
06/23/2023	Bill	16 EBOOKS 7 AUDIOBOOKS	993.25

06/27/2023	Bill	1 EBOOK	27.50
07/04/2023	Bill	2 EBOOKS	42.49
07/26/2023	Bill Payment (Check)		-2,416.35
07/17/2023	Bill	REMAINING PAYMENT OF INVOICE 4/6/23 - CREDIT APPLIED TWICE 2 EBOOKS (ORIGINAL INVOICE 4/11/23 - CREDIT APPLIED TWICE)	557.51
07/17/2023	Bill		95.53
07/11/2023	Bill	2 EBOOKS	76.99
07/10/2023	Bill	2 EBOOKS	150.00
07/07/2023	Bill	13 EBOOKS/5 AUDIOBOOKS	903.96
07/07/2023	Bill	4 EBOOKS/7 AUDIOBOOKS	458.77
07/18/2023	Bill	4 EBOOKS/1 AUDIOBOOK	173.59

PeopleFacts

07/13/2023	Bill Payment (Check)		-63.04
07/01/2023	Bill	BACKGROUND CHECK	63.04

PROFESSIONAL IMAGE

07/13/2023	Bill Payment (Check)		-35.40
07/07/2023	Bill	EMPLOYEE BADGES	13.45
07/10/2023	Bill	EMPLOYEE BADGES	21.95

Rhonda Fentry

07/13/2023	Bill Payment (Check)		-50.00
07/06/2023	Bill	GENTLE YOGA	50.00

S&D PRIME MAINTENANCE INC

07/13/2023	Bill Payment (Check)		-821.58
06/29/2023	Bill	JUNE MAINTENANCE VISITS	821.58

Staples

07/13/2023	Bill Payment (Check)		-633.78
06/25/2023	Bill		633.78

SWAN

	Bill Payment		
07/26/2023	(Check)		-12,317.63
07/10/2023	Bill	EBSCO DATABASES	5,394.00
07/07/2023	Bill	SWAN FEES 7/1 - 9/30	6,596.25
07/17/2023	Bill	RB & ILL FEES	327.38

**SYSTEM WEB
SOLUTIONS, LLC**

	Bill Payment		
07/26/2023	(Check)		-160.00
07/21/2023	Bill	WEBSITE ISSUE REPAIR ASSISTANCE	160.00

**VILLAGE OF
RIVER FOREST**

	Bill Payment		
07/13/2023	(Check)		-4,244.57
07/10/2023	Bill	June Health Insurance	4,244.57

Wednesday, Aug 16, 2023 12:34:34 PM GMT-7

Byline Credit Card July 2023

Date	Payee	Memo	Charge	Payment	Type	Account
07/27/2023	4IMPRINT	PROMOTIONAL MATERIALS FOR PATRONS (BAGS AND PENS) MONTHLY	541.35		Expense	Marketing:Advertisement
07/27/2023	Stamps.com	STAMPS.COM FEE	17.99		Expense	Support Services:Postage Adult
07/27/2023	WALL STREET JOURNAL	RECURRING MONTHLY CHARGE FOR WSJ	29.99		Expense	Expenses:Periodicals - Adult Children's Expenses:Programs -
07/27/2023	Target	SRP PRIZES	256.08		Expense	Children's Support Services:Automation - Administration (SWAN, website, etc)
07/25/2023	Zoobean, Inc.	BEANSTACK SUBSCRIPTION 6/14/23-7/14/23	676.00		Expense	
07/24/2023	ELAN FINANCIAL SERVICES	CREDIT CARD STATEMENT		1,329.13	Bill	2000 Accounts Payable
07/24/2023	Jewel Foods	STARBUCKS GIFT CARD/SCAVENGER HUNT MONTHLY	15.00		Expense	Teen Expenses:Programs- Teen
07/23/2023	Stamps.com	STAMPS.COM FEE	17.99		Expense	Support Services:Postage Support
07/21/2023	AMAZON	AMAZON PRIME MEMBERSHIP/ ESSENTIALS UP TO 3 USERS SUMMER READING VINYL BANNERS	179.00		Expense	Services:Automation - Administration (SWAN, website, etc)
07/21/2023	Uprinting.com	BUSINESS CARDS	115.58		Expense	Support Services:Automation - Administration (SWAN, website, etc)
07/21/2023	TechSoup	QUICKBOOK ONLINE SUBSCRIPTION	75.00		Expense	Children's Expenses:Programs -
07/19/2023		TALEWISE SAVING THE EARTH PROGRAM	375.00		Expense	Children's Library and Office Expenses:Library
07/13/2023	4IMPRINT	RFPL Umbrellas	331.83		Expense	Supplies Support Services:Automation - Administration (SWAN, website, etc)
07/10/2023	A2 Hosting	WEBSITE HOSTING 2 YR RENEWAL	791.28		Expense	

07/08/2023	Stamps.com WALL STREET	Stamps.com funds	25.00	Expense	Support Services:Postage Adult
07/08/2023	JOURNAL	WSJ MONTHLY CHARGE	29.99	Expense	Expenses:Periodicals - Adult
07/06/2023	Stamps.com	Stamps.com funds	10.00	Expense	Support Services:Postage
07/01/2023	META	FACEBOOK EVENT AD	10.00	Expense	Marketing:Advertisement



River Forest Public Library -Capital Reserve Fund

Jul-23

Fiscal Year: May 1, 2023 - April 30, 2024

Capital Reserve Account Balances

ICS Capital Reserve	\$	636,875.20 *
Byline Capital Checking	\$	<u>10,001.73</u>
Total Capital Reserve Fund	\$	646,876.93

Expenses

Oak Brook Mechanical	<u>7/13/2023</u>	\$	2,540.00
McAdam Landscaping	7/19/2023	\$	9,978.13
Alarm Detection Services	7/19/2023	\$	405.50

Income

Live and Learn Grant	7/17/2023	\$	50,000.00
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Income

Interest	7/31/2023	\$	265.33
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Prepared: 8.23.23, revised 9.18.23

*Includes \$50,000 Live and Learn Grant



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: August-23

<u>Account:</u>	<u>August-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				33% as of 8/31/23
Property Taxes	\$ 24,199.89	\$ 24,199.89	\$ 1,495,000	1.62%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ 7,246.95	\$ 16,210.89	\$ 20,000	81.05%
Lost Books Reimbursed	\$ 433.95	\$ 1,193.97	\$ 3,500	34.11%
Copy Machine Revenue	\$ 294.89	\$ 1,088.28	\$ 2,800	38.87%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 234.18	\$ 1,712.37	\$ 5,000	34.25%
Grants from RFPL Foundation	\$ -	\$ 6,940.00	\$ 20,000	34.70%
Gifts - other	\$ -	\$ 5.35	\$ 300	1.78%
IL Per Capita Grant	\$ -	\$ -	\$ 17,300	0.00%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 155.67	\$ 1,000	15.57%
Total:	\$ 32,409.86	\$ 51,506.42	\$ 1,579,200	3.26%
Income:	\$ 32,409.86	\$ 51,506.42	\$ 1,579,200	3.26%
Expense:	\$ 133,864.86	\$ 431,466.98	\$ 1,579,200	27.32%

Prepared 9.12.23, revised 9.18.23



River Forest Public Library

Fiscal Year: May 1, 2023 - April 30, 2024

Expense Report: Aug-23

August-23 Fiscal YTD Actual % Budget 23-24 Budget
 33% as of 8/31/2023

Expenses
Personnel

Wages & Salaries	\$ 86,374.87	\$ 241,271.73	29.68%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,491.64	\$ 13,101.84	21.05%	\$ 62,250
IMRF	\$ 3,030.17	\$ 9,764.90	17.75%	\$ 55,000
Medicare/FICA	\$ 6,621.79	\$ 18,350.17	29.50%	\$ 62,200
Staff Recognition	\$ 141.28	\$ 342.91	10.55%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ 145.00	\$ 1,515.40	16.84%	\$ 9,000
Total Personnel	\$ 99,804.75	\$ 285,541.95	28.31%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ 2,187.00	\$ 2,187.00	33.65%	\$ 6,500
Advertising	\$ -	\$ 817.46	21.80%	\$ 3,750
Total Printing and Advertising	\$ 2,187.00	\$ 3,004.46	29.31%	\$ 10,250

Programming

Children's Programs	\$ 1,141.77	\$ 4,103.95	27.36%	\$ 15,000
Teen Programs	\$ 507.99	\$ 2,296.20	28.70%	\$ 8,000
Adult Programs	\$ 664.60	\$ 3,409.74	32.47%	\$ 10,500
Special Programs	\$ -	\$ 2,594.10	64.85%	\$ 4,000
Connections Programs	\$ 139.67	\$ 207.29	2.50%	\$ 8,300
Total Programs	\$ 2,454.03	\$ 12,611.28	27.54%	\$ 45,800
Total Advertising and Programs	\$ 4,641.03	\$ 15,615.74	27.86%	\$ 56,050

Other Support Services

ILL and RB Services	\$ -	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ 2,529.18	\$ 12,225.44	52.02%	\$ 23,500
Automation Administration	\$ -	\$ 9,960.37	22.38%	\$ 44,500
Consultant Fees/Legal Fees	\$ 322.50	\$ 547.00	9.95%	\$ 5,500
Postage & Delivery	\$ 902.99	\$ 1,032.96	45.91%	\$ 2,250
Audit	\$ -	\$ 6,100.00	55.45%	\$ 11,000
Payroll and Employment Services	\$ 425.18	\$ 1,903.81	31.73%	\$ 6,000
Youth Interventionist Contract	\$ 1,205.00	\$ 1,205.00	24.27%	\$ 4,965
Telephone/Internet	\$ 1,659.24	\$ 3,316.65	30.15%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 1,034.52	34.48%	\$ 3,000
Total Other Support Services	\$ 7,260.19	\$ 37,653.13	33.21%	\$ 113,365

Library Materials

Books	\$ 5,624.39	\$ 21,822.72	28.71%	\$ 76,000
Print Periodicals	\$ 304.99	\$ 4,777.72	79.63%	\$ 6,000
Automated Subscriptions (databases)	\$ 983.00	\$ 8,680.60	78.91%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 6,777.59	\$ 23,983.56	30.62%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 1,789.54	\$ 4,985.22	31.16%	\$ 16,000
Total Library Materials	\$ 15,479.51	\$ 64,249.82	34.30%	\$ 187,335

Library and Office Supplies

Office Supplies	\$ 50.78	\$ 579.28	13.63%	\$ 4,250
Library Supplies	\$ 247.28	\$ 1,730.42	31.46%	\$ 5,500
Copy And Printing Supplies	\$ 20.10	\$ 599.19	26.63%	\$ 2,250
Misc Expenses	\$ 108.23	\$ 410.90	20.55%	\$ 2,000
Total Office Supplies	\$ 426.39	\$ 3,319.79	23.71%	\$ 14,000
Total Library Materials & Supplies	\$ 15,905.90	\$ 67,569.61	33.56%	\$ 201,335

Strategic Initiatives

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

Building Materials & Supplies	\$ 335.02	\$ 1,612.64	33.95%	\$ 4,750
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 4,639.56	\$ 19,410.85	26.59%	\$ 73,000
Water	\$ 411.30	\$ 798.00	26.60%	\$ 3,000
Natural Gas	\$ 719.31	\$ 2,658.71	9.50%	\$ 28,000
Copier Maintenance and Usage	\$ 104.85	\$ 353.75	14.15%	\$ 2,500
Total Facility Services	\$ 5,875.02	\$ 23,221.31	18.36%	\$ 126,500

Equipment & Furniture

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 5,000
Technology Misc.	\$ 42.95	\$ 252.60	7.22%	\$ 3,500
Total Equipment & Furniture	\$ 42.95	\$ 252.60	2.97%	\$ 8,500

Total Facilities Management	\$ 6,252.99	\$ 25,086.55	17.95%	\$ 139,750
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Total Operating Expenses	\$ 133,864.86	\$ 431,466.98	28.22%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 133,864.86	\$ 431,466.98	27.32%	\$ 1,579,200
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Total Income	\$ 32,409.86	\$ 51,506.42	3.26%	\$ 1,579,200
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Prepared 9.12.23, revised 9.18.23

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	08/29/2023	Bill Payment (Check)		-257.73
	08/06/2023	Bill	QUARTERLY CHARGES SEPTEMBER-NOVEMBER	257.73
AMAZON				
	08/15/2023	Bill Payment (Check)		-1,136.01
	07/26/2023	Bill	SRP PRIZE	20.79
	07/26/2023	Bill	VIDEO GAMES	117.06
	07/27/2023	Bill	CRAFT SUPPLIES	9.79
	07/27/2023	Bill	SRP PRIZES	162.61
	07/28/2023	Bill	SRP PRIZES SCAVENGER HUNT PRIZES AUGUST GUESSTIMATION	191.52
	08/01/2023	Bill	JAR	13.99
	08/01/2023	Bill	CRAFT SUPPLIES	63.93
	08/02/2023	Bill	SRP PRIZES AND CRAFTERNOON MATERIALS	81.80
	08/04/2023	Bill	SRP prizes	99.46
	08/04/2023	Bill	Clickers	11.95
	08/05/2023	Bill	SRP prizes	208.92
	08/10/2023	Bill	IPad charger	14.99
	08/11/2023	Bill	Guesstimation jar prizes	19.99
	08/11/2023	Bill	Series books	33.95
	07/26/2023	Bill	LABELS FOR DVD/CHECK OUT TECH (ATS)	16.52
	07/25/2023	Bill	CRAFT SUPPLIES	53.75
	07/25/2023	Bill	SRP PRIZES	14.99
	08/29/2023	Bill Payment (Check)		-468.91
	08/11/2023	Bill	MS MAKERS SUPPLIES	21.99
	08/11/2023	Bill	ORIGAMI PAPER	7.99
	08/12/2023	Bill	HEADPHONES FOR PUBLIC COMPUTERS	27.96
	08/15/2023	Bill	BOARD GAMES	75.63

08/15/2023	Bill	FRUIT FLY TRAP KITCHEN / MENSTRUATION RECEPTACLE	30.94
08/16/2023	Bill	I SPY MATERIALS & STEM & CRAFT MATERIALS	87.39
08/16/2023	Bill	ORGANIZING BINS	33.98
08/18/2023	Bill	I SPY SUPPLIES AG DOLL HAIRBRUSH	19.69
08/18/2023	Bill	I SPY SUPPLIES	24.98
08/19/2023	Bill	PASSIVE PROGRAM SUPPLIES	17.98
08/23/2023	Bill	POP-IN ART PROJECT PAINT & GUESSTIMATION JAR PRIZES	42.97
08/23/2023	Bill	guesstimation jar items	15.99
08/23/2023	Bill	CRAFTING SUPPLIES	61.42

**ANDERSON ELEVATOR
COMPANY**

08/15/2023	Bill Payment (Check)		-211.00
08/07/2023	Bill	Monthly elevator maintenance	211.00

ANNE KOWALSKI

08/29/2023	Bill Payment (Check)		-26.39
08/10/2023	Bill	GUESSTIMATION PRIZES(SKETCHBOOK & PENCILS) FOR AUGUST	26.39

**BAKER & TAYLOR
C0260133**

08/29/2023	Bill Payment (Check)		-17.81
08/22/2023	Bill	BOOK	17.81

Cintas Fire Protection

08/15/2023	Bill Payment (Check)		-108.00
08/07/2023	Bill	AED monthly service	108.00

Classic Restoration

08/15/2023	Bill Payment (Check)		-1,600.00
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	08/01/2023	Bill	Tuckpointing repair near Children's room	1,600.00
CleanNet of Illinois				
	08/15/2023	Bill Payment (Check)		-1,398.23
	08/07/2023	Bill	Monthly cleaning bill	1,398.23
Comcast				
	08/15/2023	Bill Payment (Check)		-324.94
	08/07/2023	Bill	August 2023 Internet bill	324.94
COMCAST BUSINESS (VoiceEdge)				
	08/15/2023	Bill Payment (Check)		-1,334.30
	08/01/2023	Bill	July / August 2023 phone bill	1,334.30
EBSCO Information Services				
	08/15/2023	Bill Payment (Check)		-983.00
	08/04/2023	Bill	LibraryAware renewal	983.00
ELAN FINANCIAL SERVICES				
	08/29/2023	Bill Payment (Check)		-3,657.33
	08/15/2023	Bill	CREDIT CARD STATEMENT 7/15-8/15 2023	3,657.33
EZMail Services				
	08/29/2023	Bill Payment (Check)		-985.00
	08/10/2023	Bill	MAILING AND POSTAGE FOR BOOKPLATE	985.00
Hoopla				
	08/15/2023	Bill Payment (Check)		-2,482.94
	08/02/2023	Bill	JULY HOOPLA CHECKOUTS	2,482.94

**Hulen Landscaping
Contractors**

08/15/2023	Bill Payment (Check)		-150.00
07/26/2023	Bill	JULY MAINTENANCE SERVICE	150.00

Ingram Library Services

08/15/2023	Bill Payment (Check)		-1,294.54
07/25/2023	Bill	BOOKS	167.63
07/25/2023	Bill	BOOK	20.15
07/25/2023	Bill	BOOK	10.82
07/25/2023	Bill	BOOK	35.47
07/25/2023	Bill	BOOK	21.59
07/26/2023	Bill	BOOKS	178.14
07/26/2023	Bill	BOOK	18.60
07/26/2023	Bill	BOOKS	89.27
07/26/2023	Bill	BOOK	17.28
07/26/2023	Bill	BOOKS	31.18
07/27/2023	Bill	BOOKS	98.84
07/27/2023	Bill	BOOKS	46.40
07/27/2023	Bill	BOOKS	39.95
07/27/2023	Bill	BOOKS	38.83
07/27/2023	Bill	BOOKS	53.18
07/27/2023	Bill	BOOK	15.31
07/27/2023	Bill	BOOK	11.81
07/27/2023	Bill	BOOKS	35.51
07/27/2023	Bill	BOOK	23.12
07/27/2023	Bill	BOOK	12.56
08/01/2023	Bill	BOOK	20.71
08/01/2023	Bill	BOOK	11.81
08/01/2023	Bill	BOOKS	125.67
08/01/2023	Bill	BOOK	27.64
08/01/2023	Bill	BOOK	11.79
08/01/2023	Bill	BOOKS	37.20
08/01/2023	Bill	BOOKS	77.60
07/25/2023	Bill	BOOK	16.48
08/29/2023	Bill Payment (Check)		-4,278.09
08/18/2023	Bill	BOOK	12.69
08/04/2023	Bill	BOOKS	33.40
08/04/2023	Bill	BOOK	18.03
08/04/2023	Bill	BOOKS	111.61
08/04/2023	Bill	BOOKS	37.20

08/04/2023	Bill	BOOK	21.32
08/04/2023	Bill	BOOKS	42.85
08/04/2023	Bill	BOOK	17.04
08/04/2023	Bill	BOOK	8.11
08/04/2023	Bill	BOOK	24.42
08/04/2023	Bill	BOOK	17.19
08/07/2023	Bill	BOOK	19.34
08/07/2023	Bill	BOOKS	54.27
08/07/2023	Bill	BOOKS	45.58
08/07/2023	Bill	BOOKS	27.88
08/07/2023	Bill	BOOK	31.77
08/07/2023	Bill	BOOK	11.04
08/07/2023	Bill	BOOKS	48.19
08/07/2023	Bill	BOOKS	36.81
08/07/2023	Bill	BOOK	18.60
08/07/2023	Bill	BOOKS	105.29
08/07/2023	Bill	BOOK	14.41
08/07/2023	Bill	BOOK	17.47
08/07/2023	Bill	BOOKS	33.95
08/08/2023	Bill	BOOK	20.71
08/08/2023	Bill	BOOK	18.60
08/08/2023	Bill	BOOKS	105.93
08/08/2023	Bill	BOOKS	28.80
08/08/2023	Bill	BOOK	12.59
08/08/2023	Bill	BOOK	16.15
08/08/2023	Bill	BOOKS	43.21
08/08/2023	Bill	BOOK	13.11
08/08/2023	Bill	BOOK	10.51
08/08/2023	Bill	BOOKS	78.35
08/09/2023	Bill	BOOK	13.51
08/09/2023	Bill	BOOK	10.68
08/09/2023	Bill	BOOK	17.05
08/09/2023	Bill	BOOK	18.31
08/09/2023	Bill	BOOK	21.32
08/09/2023	Bill	BOOK	23.99
08/09/2023	Bill	BOOKS	145.08
08/09/2023	Bill	BOOK	18.41
08/09/2023	Bill	BOOKS	49.64
08/09/2023	Bill	BOOK	19.73
08/11/2023	Bill	BOOK	18.69
08/11/2023	Bill	BOOK	21.60
08/11/2023	Bill	BOOK	19.73
08/11/2023	Bill	BOOK	17.71
08/11/2023	Bill	BOOKS	52.97

08/11/2023	Bill	BOOK	21.14
08/11/2023	Bill	BOOK	12.38
08/11/2023	Bill	BOOK	17.46
08/11/2023	Bill	BOOKS	43.84
08/11/2023	Bill	BOOK	11.25
08/14/2023	Bill	BOOK	18.01
08/14/2023	Bill	BOOKS	534.30
08/14/2023	Bill	BOOKS	51.38
08/15/2023	Bill	BOOKS	45.62
08/15/2023	Bill	BOOKS	51.22
08/16/2023	Bill	BOOKS	52.58
08/16/2023	Bill	BOOK	10.12
08/16/2023	Bill	BOOKS	60.08
08/16/2023	Bill	BOOK	17.39
08/16/2023	Bill	BOOKS	26.63
08/16/2023	Bill	BOOKS	53.54
08/16/2023	Bill	BOOKS	84.00
08/16/2023	Bill	BOOKS	38.80
08/16/2023	Bill	BOOK	11.81
08/16/2023	Bill	BOOK	18.60
08/16/2023	Bill	BOOK	17.47
08/16/2023	Bill	BOOKS	33.23
08/16/2023	Bill	BOOK	8.11
08/16/2023	Bill	BOOKS	55.47
08/17/2023	Bill	BOOKS	37.12
08/17/2023	Bill	BOOK	18.03
08/17/2023	Bill	BOOKS	136.40
08/17/2023	Bill	BOOK	16.71
08/17/2023	Bill	BOOK	17.28
08/17/2023	Bill	BOOK	18.41
08/18/2023	Bill	BOOK	14.25
08/18/2023	Bill	BOOK	11.81
08/18/2023	Bill	BOOKS	81.68
08/18/2023	Bill	BOOKS	38.26
08/18/2023	Bill	BOOK	24.43
08/18/2023	Bill	BOOKS	35.50
08/18/2023	Bill	BOOKS	24.75
08/18/2023	Bill	BOOK	18.03
08/18/2023	Bill	BOOKS	24.87
08/22/2023	Bill	BOOKS	179.18
08/22/2023	Bill	BOOKS	51.28
08/22/2023	Bill	BOOK	16.72
08/22/2023	Bill	BOOKS	39.85
08/25/2023	Bill	BOOK	20.71

08/25/2023	Bill	BOOK	35.40
08/25/2023	Bill	BOOK	17.47
08/25/2023	Bill	BOOK	10.12
08/25/2023	Bill	BOOK	17.47
08/25/2023	Bill	BOOKS	95.87
08/25/2023	Bill	BOOKS	70.32
08/25/2023	Bill	BOOK	12.38
08/25/2023	Bill	BOOKS	86.80
08/25/2023	Bill	BOOKS	35.31
08/25/2023	Bill	BOOKS	40.13
08/25/2023	Bill	BOOK	13.11
08/25/2023	Bill	BOOK	17.01
08/25/2023	Bill	BOOKS	18.02
08/25/2023	Bill	BOOKS	64.14

Kanopy

08/15/2023	Bill Payment (Check)		-196.65
07/31/2023	Bill	JULY KANOPY CHECKOUTS	196.65

KLEIN, THORPE & JENKINS, LTD

08/29/2023	Bill Payment (Check)		-322.50
08/14/2023	Bill	JULY LEGAL SERVICE	322.50

Konica Minolta Business Solutions

08/15/2023	Bill Payment (Check)		-104.85
08/10/2023	Bill	August 2023 copy machine maintenance	10.46
08/10/2023	Bill	July 2023 copy machine usage	94.39

Konica Minolta Premier Finance

08/15/2023	Bill Payment (Check)		-216.10
07/27/2023	Bill	COPIER LEASE	216.10

Luciano Antonio

08/17/2023	Bill Payment (Check)		-500.00
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08/17/2023	Bill	Musician fee	500.00
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Mid-America Graphics

	Bill Payment		
08/29/2023	(Check)		-2,087.00
08/22/2023	Bill	BOOKPLATE/ FALL 2023	2,087.00

MIDWEST TAPE

	Bill Payment		
08/15/2023	(Check)		-153.32
07/27/2023	Bill	BLU-RAY	34.18
07/27/2023	Bill	AUDIOBOOK CDS	93.96
07/27/2023	Bill	DVD	25.18
	Bill Payment		
08/29/2023	(Check)		-762.53
08/09/2023	Bill	DVD	27.43
08/09/2023	Bill	BLU-RAY	34.62
08/09/2023	Bill	DVD	26.68
08/17/2023	Bill	BLU-RAY	34.18
08/17/2023	Bill	DVD	24.43
08/17/2023	Bill	DVDS	45.86
08/24/2023	Bill	BLU-RAY	33.43
08/24/2023	Bill	DVDS	106.12
08/09/2023	Bill	AUDIOBOOK CD	47.98
08/03/2023	Bill	DVD	29.03
08/03/2023	Bill	AUDIOBOOK CD	47.98
08/03/2023	Bill	BLU-RAY	38.37
08/03/2023	Bill	BLU-RAYS	72.99
08/03/2023	Bill	DVDS	69.16
07/19/2023	Bill	AUDIOBOOK CD	47.98
07/19/2023	Bill	DVD	26.68
08/24/2023	Bill	DVDS	49.61

MobileBeacon

	Bill Payment		
08/15/2023	(Check)		-480.00
08/09/2023	Bill	Service renewal for four hotspots	480.00

NICOR GAS

	Bill Payment		
08/29/2023	(Check)		-718.31
08/22/2023	Bill	GAS BILL	718.31

**Oak Brook Mechanical
Services, Inc.**

	Bill Payment		
08/15/2023	(Check)		-510.00
08/07/2023	Bill	Assess work to turn AHU on	510.00

**OAK PARK TOWNSHIP
YOUTH SERVICES**

	Bill Payment		
08/15/2023	(Check)		-1,205.00
07/26/2023	Bill	Q4 YOUTH ENGAGEMENT	1,205.00

**OUTSOURCE SOLUTIONS
GROUP, INC.**

	Bill Payment		
08/29/2023	(Check)		-2,529.18
08/15/2023	Bill	AUGUST SUPPORT	1,264.59
07/14/2023	Bill	JULY SUPPORT	1,264.59

OverDrive

	Bill Payment		
08/15/2023	(Check)		-1,599.75
08/04/2023	Bill	1 ebook, 1 audiobook 4 EBOOKS	120.80
07/25/2023	Bill	1 AUDIOBOOK 12 EBOOKS	198.61
07/27/2023	Bill	8 AUDIOBOOKS	936.18
08/10/2023	Bill	2 ebooks, 1 audiobook	134.99
08/04/2023	Bill	1 audiobook	47.50
08/04/2023	Bill	2 ebooks, 1 audiobooks	161.67
	Bill Payment		
08/29/2023	(Check)		-1,438.25
08/22/2023	Bill	25 EBOOKS/8 AUDIOBOOKS	1,428.26
08/22/2023	Bill	EBOOK	9.99

PROFESSIONAL IMAGE

	Bill Payment		
08/29/2023	(Check)		-13.45
08/16/2023	Bill	NAME TAGS	13.45

Rhonda Fentry

	Bill Payment		
08/15/2023	(Check)		-50.00

08/07/2023	Bill	Yoga instructor fee	50.00
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**S & D PRIME
MAINTENANCE,INC**

08/15/2023	Bill Payment (Check)		-863.60
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08/07/2023	Bill	Monthly building maintenance	863.60
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**Smithereen Pest
Management**

08/15/2023	Bill Payment (Check)		-51.00
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08/10/2023	Bill	Monthly pest control	51.00
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Staples

08/15/2023	Bill Payment (Check)		-424.98
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08/01/2023	Bill	COMPOSTABLE PLATES PENCILS MISC. PAPER JANITORIAL SUPPLIES ORANGE COPY PAPER	424.98
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TUMBLEWEED PRESS, INC.

08/29/2023	Bill Payment (Check)		-580.00
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09/01/2023	Bill	TUMBLEBOOKS ANNUAL	580.00
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**VILLAGE OF RIVER
FOREST**

08/15/2023	Bill Payment (Check)		-411.30
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08/07/2023	Bill	Water bill: May-June 2023	411.30
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08/17/2023	Bill Payment (Check)		-4,335.56
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08/16/2023	Bill	July 2023 Health Insurance	4,335.56
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Byline Credit Card August 2023

Date	Payee	Memo	Charge	Payment	Type	Account
08/30/2023	Jewel Foods	GUESSTIMATION JAR FILLER	21.96		Expense	Teen Expenses:Programs-Teen
08/30/2023	PUMPKIN MOON	GUESSTIMATION JAR PRIZE	15.00		Expense	Teen Expenses:Programs-Teen
08/30/2023	Kahoot	KAHOOT SUBSCRIPTION	48.00		Expense	
08/30/2023	Shelfwiz	12 SHELFTALKERS FOR NON-FICTION COLLECTION	91.33		Expense	Library and Office Expenses:Library Supplies
08/28/2023	GovDocs	LABOR LAW POSTERS	41.98		Expense	Library and Office Expenses:Office Supplies
08/23/2023	Stamps.com	MONTHLY STAMPS.COM FEE	17.99		Expense	Support Services:Postage
08/23/2023	COSTCO	SNACKS FOR BACK TO SCHOOL	83.68		Expense	Teen Expenses:Programs-Teen
08/23/2023	Jewel Foods	COOKIES FOR PROGRAMS	14.29		Expense	Adult Expenses:Programs - Adult

08/23/2023	FLOWERS FOR DREAMS	STAFF RECOGNITION	70.64	Expense	Personnel:Staff Recognition (InService)
08/23/2023	FLOWERS FOR DREAMS	BEREAVEMENT FLOWERS	70.64	Expense	Personnel:Staff Recognition (InService)
08/18/2023	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	29.99	Expense	Adult Expenses:Periodicals - Adult
08/17/2023	THE BOOK TABLE	GIFT CARDS FOR 100 BOOKS TEEN PROGRAM	150.00	Expense	Teen Expenses:Programs- Teen
08/15/2023	AMAZON	MOVIE RENTAL	3.39	Expense	Adult Expenses:Programs - Adult
08/15/2023	ELAN FINANCIAL SERVICES	CREDIT CARD STATEMENT 7/15-8/15 2023	3,657.33	Bill	2000 Accounts Payable
08/04/2023	FINANCIAL TIMES	1 YR. SUBSCRIPTION/FINANCIAL TIMES	275.00	Expense	Adult Expenses:Periodicals - Adult
08/04/2023	PANERA BREAD	COFFEE AND PASTRIES FOR COFFEE MONDAY	33.93	Expense	Adult Expenses:Programs - Adult

08/04/2023	Universal Yums	SUBSCRIPTION FOR SRP PRIZE	54.00	Expense	Teen Expenses:Programs-Teen
08/04/2023	TRAIN HR LEARNING	WEBINAR REGISTRATION	145.00	Expense	Personnel:Staff Training and Development
08/04/2023	Target	SRP BOOKS	183.50	Expense	Children's Expenses:Programs - Children's
08/02/2023	SCOTT HARRIS HOSPITALITY	GUESSTIMATION JAR PRIZE (FIORE RESTAURANT GIFT CERTIFICATE)	25.00	Expense	Adult Expenses:Programs - Adult
08/02/2023	American Girl	AMERICAN GIRL DOLL AND CARRIERS	672.00	Expense	Children's Expenses:Non-Print Children's



River Forest Public Library -Capital Reserve Fund

Aug-23

Fiscal Year: May 1, 2023 - April 30, 2024

Capital Reserve Account Balances

ICS Capital Reserve	\$	637,147.41 *
Byline Capital Checking	\$	<u>10,003.36</u>
Total Capital Reserve Fund	\$	647,150.77

Expenses

Oak Brook Mechanical	<u>8/15/2023</u>	\$	510.00
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Transfers

Income

Interest	8/31/2023	\$	273.84
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Prepared: 9.12.23, revised 9.18.23

*Includes \$50,000 Live and Learn Grant

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of RFPL's revenue. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore, RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees ("Village Board") for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has Board-approved operating and capital budgets. Expenditures may not exceed appropriations at the fund level. These budgets are developed annually as a cooperative process between the Board, the Director, and additional staff members with responsibility for budgetary elements. The overall responsibility for the assumptions and timely preparation of materials and presentations throughout the process rests with the Director.

Changes to the approved budgets may be made mid-cycle. Transfers between line items of more than \$5,000 require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board and, ultimately, of the Village Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues (property taxes, grants, and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess operating funds to other funds.

A minimum of 3 months of operating expenses shall be maintained in the Operating Fund. Any expenditure that would bring the Operating Fund below this threshold must be approved by Board resolution and accompanied by a written plan to return the Operating Fund to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to the Illinois Local Library Act (75 ILCS 5/5-8), RFPL shall accumulate and set aside reserve funds ("Capital Improvement Fund") for improvements and for acquiring, updating, or repairing long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement Fund. Any capital expenditures not included in the annual capital budget will require approval by a

roll call vote of the Board. Expenditures from this fund are restricted by state statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of projected annual tax receipts will be transferred annually to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.

C. Capital Expenditures and Operating Expenditures

1. Expenditures Charged to Capital Improvement Fund

An asset with a useful life that is greater than one year is a Capital Asset. If the purchase price of a Capital Asset, including the cost to install such asset, exceeds \$1,000, the total cost to purchase and install the asset shall be charged to the Capital Improvement Fund.

If the repair cost of a Capital Asset exceeds \$1,000, and the repair: (1) extends the efficiency or quality of the asset, or (2) replaces a major component of the asset, or (3) extends the useful life of the asset, the repair cost shall be charged to the Capital Improvement Fund.

2. Expenditures Charged to Operating Fund

If the purchase price of a Capital Asset, including the cost to install such asset, is less than \$1,000, the total cost to purchase and install the asset shall be charged to the Operating Fund.

If the repair cost of a Capital Asset is less than \$1,000, the repair cost shall be charged to the Operating Fund.

If the repair cost of a Capital Asset exceeds \$1,000, but the repair does not meet any of the three criteria in (C)(1) above, the repair cost shall be charged to the Operating Fund.

D. Reporting

RFPL prepares and maintains records of RFPL financial operations. Those records are presented by the Director or designee of the Director (“Designee”) at each Board meeting and indicate the financial position of RFPL. Fund balances, records of the current position of each budget line item, including budgeted amount, receipts, monthly and year-to-date expenditures, and remaining budget are presented. Roll call action is required by the Board on all financial matters.

RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL’s website.

E. Authority to Spend

1. Routine Banking

The Director, or Designee, is authorized to make deposits into the Operating Fund. Such deposits include, but are not limited to, the deposit of accumulated fees, gifts, donations, grants, tax receipts, and other sources of income.

The Director, or Designee, is authorized to transfer funds between RFPL operating accounts for payment of monthly RFPL expenditures. Upon authorization of the Board, the Director, or Designee, is authorized to transfer funds into the Capital Improvement Fund.

The President, Vice President, Treasurer and Director are authorized to sign checks for the RFPL Operating Fund and Capital Improvement Fund accounts.

Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director, or Designee, is authorized to pay all budgeted expenditures (invoices, warrants, voucher, payroll and personnel) and all invoices for contracts and agreements previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws.

The Director is authorized to spend up to \$5,000 on any single expenditure without the prior approval of the Board. Purchases in this category are typically routine purchases of materials, supplies and services.

The Director may stipulate a “not to exceed” dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director, or Designee, for approval. The Director, or Designee, is responsible for determining whether: (a) an item is budgeted; (b) adequate funds are available; and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. The Director will develop all procedures for obtaining, receiving, and posting bills, with department managers responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every reasonable effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$5,000 but less than \$25,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$5,000 shall be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$5,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$25,000

Expenditures exceeding \$25,000 shall be presented to the Board for roll call approval. In accordance with 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$25,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$25,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

F. Credit Card Use

1. Authorized Purchases

The Board authorizes the Director and up to 3 additional staff designated by the Director ("Authorized Cardholders") to use RFPL credit cards ("Library Credit Cards") for RFPL authorized purchases only ("Authorized Purchases"). Authorized Purchases include, but are not limited to, library supplies and materials, and food for RFPL events and programs, in an amount that does not exceed an aggregate amount of \$6,000 per month. Purchases may be made in person, online, or by telephone. Authorized Cardholders shall submit all receipts for purchases to the Director, or Designee, within 7 days after making a purchase. Itemization of the charges of the Library Credit Card statements will be included monthly in the Board packet. Any benefit received from Library Credit Card usage will accrue to RFPL.

2. Purchases Requiring Director Approval

- Any single purchase in excess of \$1,000 must be authorized in advance by the Director ("Single Purchase Limit").

- Any equipment and travel expenses must be authorized in advance by the Director (“Equipment/Travel Purchase”).

3. Unauthorized Purchases

- Authorized Cardholders may not charge expenses that are not for Authorized Purchases to the Library Credit Cards.
- Absent Director approval, Authorized Cardholders may not charge a single purchase in excess of the Single Purchase Limit or an Equipment/Travel Purchase to the Library Credit Card.
- Alcohol is not an Authorized Purchase.
- Any unauthorized purchase by a party shall be deemed the responsibility of that party who shall reimburse RFPL before the date payment for same is due.
- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment, and may result in a referral to law enforcement.
- The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

G. Travel Expenses

The Local Government Travel Expense Control Act (50 ILCS 150)(“Travel Act”) requires that RFPL regulate the reimbursement of all Trustee and employee travel expenses for official business as set forth below. “Official business” includes, but is not limited to, Library advocacy, outreach, professional development, and education.

1. Reimbursement

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incidental to official RFPL business travel by Trustees or employees of RFPL.

- The Board shall use the following overriding principles to determine the maximum reimbursement allowed for food, lodging, and transportation:
 - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, and any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.

- Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- The total maximum reimbursement allowed for any one trip for RFPL purposes is \$2,000.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee or employee submits said expenses on RFPL's Reimbursement Request Form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.

4. Board Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board and after a Reimbursement Request Form has been submitted to the Board:

- Any reimbursable expenses of an employee that exceeds the maximum allowed under this policy.
- Any reimbursable expense of a Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the Travel Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the Travel Act, the Travel Act shall control.

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of ~~the RFPL's revenue~~operating budget. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore, RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees ("Village Board") for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has ~~a~~ Board-approved written line item operating and capital budgets. Expenditures may not exceed appropriations at the fund level. ~~This~~These budgets are~~is~~ developed annually as a cooperative process between the Board, the Director, and additional staff members with responsibility for budgetary elements. The overall responsibility for the assumptions and timely preparations of materials and presentations throughout the process rests with the Director.

Changes to the approved budgets may be made mid-cycle. Transfers between line items of more than \$5,000 require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board, and, ultimately, of the Village Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues (property taxes, grants, ~~fees~~ and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess operating funds to other funds.

A minimum of 3 months of operating expenses shall be~~is~~ maintained in the Operating Fund. Any expenditure that would bring the Operating Fund below this threshold must be approved by Board resolution and accompanied by a written plan to return the Operating Fund to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to the Illinois Local Library Act (-75 ILCS See-5/5-8), RFPL shall ~~has~~ accumulated and set aside reserve funds ("Capital Improvement Fund") ~~for capital repairs or improvements. The Capital Improvement Fund provides funding for~~ improvements and for acquiring, ~~or~~ updating, or repairing long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement

Fund. Any capital expenditures not included in the annual capital budget will require approval by a roll call vote of the Board. Expenditures from this fund are restricted by state statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of projected annual tax receipts will be transferred annually to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.-

C. **Reporting Capital Expenditures and Operating Expenditures**

1. Expenditures Charged to Capital Improvement Fund

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D. Reporting

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b. Purchases in Excess of \$~~2025~~,000

Expenditures exceeding \$~~2025~~,000 ~~should~~~~shall~~ be presented to the Board for roll call approval. In accordance with ~~Chapter~~ 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$~~2025~~,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$~~2025~~,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call ~~approval~~. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

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- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment, and may result in a form the basis for referral to law enforcement or criminal charges to be brought.
- The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

G. Travel Expenses

~~IL Public Act 99-0604~~ The Local Government Travel Expense Control Act (50 ILCS 150) (“Travel Act”) requires that RFPL regulate the reimbursement of all Trustees, ~~management,~~ and employee travel expenses for official business as set forth below. “Official business” includes, but is not limited to, Library advocacy, outreach, professional development, and education.

1. ~~Reimburs~~Reimbursementable Rates

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly ~~incident~~incidental to official RFPL business travel by Trustees, ~~the Director,~~ or employees of RFPL.

- ~~The Board will post the Maximum Allowable Reimbursements for food, lodging, and transportation in the office of the Director.~~ The Board shall use the following

overriding principles to determine the maximum reimbursement allowed for food, lodging, and transportation:

- Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, and any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- The total maximum reimbursement allowed for any one trip for RFPL purposes is \$2,000.~~00~~.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee, ~~the Director~~, or employee submits said expenses on RFPL's Reimbursement Request Form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee, ~~the Director~~, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.

4. RFPL Board Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting ~~of of RFPL; the Board~~ and after a Reimbursement Request Form has been submitted to the Board:

- Any reimbursable expenses of ~~the Director or~~ an employee that exceeds the maximum allowed under ~~the regulations adopted under Section B~~ of this policy.
- Any reimbursable expense of an ~~RFPL~~ Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the ~~Local Government Travel Expense Control~~ Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the ~~Local Government Travel Expense Control~~ Act, the Travel Act shall control. -

Strategic Directions



Community

Goal: Reach new audiences by working with community partners and stakeholders:

- A team of staff reached out to local businesses in August to request donations for Library Card Signup Month in September. 24 businesses agreed to donate 5 items each, to be included in 5 local business prize bags. Anyone who signs up for a new card or uses their card in September is entered into the raffle to win a bag. As of September 13, 72 people entered the raffle.

Thank you to Fran Arnold, Victoria Muraiti, Dee Dee Carr, and Melaina Maraldi, for securing such fabulous prizes. It was a great team effort.

- Middle School & Teen Librarian Anne Kowalski joined the OPRF Township Back to School Fair and School Supply Drive this August, sharing information, booklists, and giveaways.

Spaces

Goal: Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming.

Work continued to install the new air handler and to renovate the mechanical room. Facilities Committee met in July and August with Williams Architects and Construction Solutions of Illinois to discuss project issues and solutions. Controls contractors began their work and the air handler was turned on in August. The air handler is scheduled for final testing/balance this September.

Contractors completed piping and framing and began drywall work in the new room and future bathroom. We were thrilled to take the plastic sheeting down in Children's this August as well!

Goal: Be a place where community members can gather in small and large groups.

The Local Spotlight continues to draw interesting and new artists. This July, Nancy Fong's students provided a beautiful art display and held a "meet the artists" reception. This August, we enjoyed the very creative work by Casey Jones, which consisted of bird paintings made from recycled materials.





Events, Services & Collections

Goal: Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events.

- 61 participants joined Talewise for a fun and interactive STEM program on the library lawn. The K-4th graders explored Newton's Laws of Motion, air pressure, chemical reactions, and more.
- Adult & Teen and Children's Services co-hosted a program for K-8th grade with Flying Fox Conservation Fund. Flying Fox brought in and taught about a multitude of animals. There were 64 participants, and people raved about it!
- We continued celebrating the Summer Reading Program, which is covered in a separate report later in the packet. Highlights this year -

694 people registered
9,891 days of reading were logged
475 books were logged
135 books were reviewed



- This summer we incorporated a River Forest Reads program for adults, selecting Eden Robins' *When Franny Stands Up* as this year's title. River Forest Reads is also covered in the summer reading report in your packet. We were thrilled to host an author visit with Ms. Robins this August, complete with a question / answer session and reading from the book.



Key Performance Indicators

Category	June 2023	July 2023	August 2023
Physical item circulation - initial checkouts	14,363	15,684	14,740
Digital item circulation	4,064	4,255	4,173
Total Circulation	18,427	19,939	18,913
Programs for Adults	14 programs 450 attendees	8 programs 179 attendees	10 programs 289 attendees
Programs Middle School aged children	16 programs 595 attendees	9 programs 225 attendees	7 programs 332 attendees
Programs for Children	35 programs 2366 attendees	25 programs 1335 attendees	19 programs 1333 attendees
Children's Play Area Visits	1312	1336	1192
New cardholders added	48	32	47
Total cardholders	8,187	8,211	8,228
Website sessions	7,214	6,619	6,378
Patron visits	9,986	9,999	10,038
Instagram Followers	1,375	1,388	1,396
Facebook Followers	1,346	1,351	1,357

Staff updates

Children's Services Associate and MLIS student, Jenn Meadows, was selected by the Illinois Library Association to present her paper, *From Satanic Panic to QAnon: Political Movements and Book Bans*, at the Illinois Library Association Annual Conference. Big kudos to Jenn on this awesome recognition and for tackling the very timely topic of book banning.

Ana Hernandez started this August as an Adult & Teen Services Associate. She is a MLIS student, and this is her first public library position. We're so happy Ana has joined us.

Financial highlights

- From the July board meeting: why was Children's Programming only 9.9% spent by end of June? Summer reading prizes and supplies were ordered and received in April, so those expenses came out of FY22-23. Last year, some Summer Reading Kickoff expenses came out of the Children's Programming budget (face painter, for example), and we felt that was more appropriate in Special Programs moving forward.
- The Library had to adjust its pay schedule to be compliant with the Illinois Wage Payment and Collection Act by paying out two pay periods with the August 31 paycheck. Additional expenses from that payroll included \$26,600 in wages, \$2,100 in Medicare/FICA, and \$3,200 in IMRF. The Library is not overbudget in any category.

- Lauterbach & Amen (L&A) completed audit fieldwork this July. The Finance Committee discussed the first draft of the audit at their August 29 meeting with representatives from L&A.

Facility updates

- Oak Brook Mechanical fixed a series of leaks in our air compressor system. The total cost for the work was \$4,511.44.
- The River Forest Fire Department completed their annual inspection and there were no issues.
- Due to a clog in the Library's HVAC system, a second-floor air conditioning unit leaked and damaged the ceiling, wall, and floor by one of the windows in the Barbara Hall Room. The leak has been stopped, and a claim has been filed with the Library's insurance company. Our insurance company sent a contractor to assess the damage, and we are waiting on that report to schedule repairs.

Committee updates

Facilities Committee met on August 4

Finance Committee met on August 29

Respectfully submitted,

Emily Compton

September 13, 2023

**River Forest Public Library
Facilities Committee Meeting
MINUTES - DRAFT
Friday, August 4th, 2023 at 2:00 pm**

Call to order: Trustee Hill called the meeting to order at 2:00 pm.

Present: Committee members Deborah Hill, Elan Long, Cathy Ruggeri, Ann Berens, and Scott Delano. Jim Hopkinson called in to the meeting. Kosha Carstens arrived at 2:35 pm. Also present was Adult & Teen Services Manager Shannon Gruber.

Visitors: None

Approved minutes: The July 13th meeting minutes were approved. Trustee Berens moved to approve the minutes. Trustee Delano seconded. Motion was approved.

New Business: none

Old Business:

A. Air Handler relocation and room renovation project

Construction Update

- Trustee Hill, Trustee Ruggeri, and Director Compton met with Ron Marlowe (CSIL) to walk through the space since progress was made this week. They completed wiring across the Children's Room for boiler/air handler unit (AHU) panels and panel installation is scheduled for next week. Electrician is scheduled and AHU estimated to be turned on by August 21st.
- Framing contractors began work this week in new room. Work has not been done in the office space/bathroom area.
- CSIL chose an alternate siding material that is readily available and siding work has begun.
- Insulation on all chilled water piping will begin after the room is sealed to stop leaks and then drywall work will begin. Ron said a pipe fitter needs to assess if pipes are damaged or if it's condensation. Pipefitters will assess when they are on site for the valve fix. Valve will be replaced according to change orders.
- Exterior ductwork will happen next week. Outlets installed week of 8/14. The Children's Room should be mostly available during the 2nd or 3rd week of August.
- Trustee Hill asked when IMEG (Williams Architects engineering company) needs to come out to inspect the electrical work and pipes. Trustee Delano

thinks before the drywall is done. Contractors will arrange to have Village inspections.

Lighting options

- Lighting may have to be chosen before the electrical work begins. The architect is raising questions about lighting balance. Trustee Ruggeri recommends going with the flat lights that are currently in the contract for cost reasons. Trustee Delano also recommends we use the light fixtures we already bought since the lighting is appropriate for the space. The lights we have already purchased will provide 71 foot-candles of light, which is more than we need for the space. We will have 84.5 foot-candles of light in the center of the east side of the room. Trustee Delano explained that the lights we purchased are dimmable, according to the manufacturer's website. The Committee discussed having a lighting control panel to control the lighting options, but that does not need to be determined at this time. A lighting control panel can be installed in Phase 2. Trustee Ruggeri is going to confirm with the architect that these light panels are dimmable due to the high level of lighting and if controls are included in our current quote.

Outlet options (\$225 per)

- Trustee Delano recommends keeping the 5 outlets shown in the plans. If we decide to move an outlet, IMEG will determine if it meets code. The Committee discussed the 'future water heater' indicated on the electrical plans. Trustee Ruggeri is going to confirm that they are planning for a sink in the room. The Committee discussed whether or not a change order is needed to move an outlet that has not been wired yet.
- Trustee Berens wanted to discuss whether we should stop work after the air handler is on and start fresh with a new contractor. Trustee Ruggeri thinks we need to see it through to the end of our contract. Trustee Long pointed out that we need to get the room to the point where it meets the code for public occupancy. The Committee discussed how much time it will take to do so. Trustee Berens is concerned it will be a gut rehab after we finish this first phase. Trustee Delano asked what the initial plan for the end of Phase 1 was and what was communicated to the community. Trustee Hill understood we would be getting a vanilla box that would be up to code that could be used by the public. The Committee decided to move forward as planned.

Change Order Proposal No.5 - additional mechanical demolition

- In April, Director Compton received a change order for demolition that would cap off a heater not shown in plans, and we never signed & returned. The Library is getting charged for this without signing off on it. The Committee discussed whether or not to challenge the charge for this

demolition. Trustee Delano said that if there is a demolition order for the wall, whatever is on the wall goes with it. The Committee decided to leave it as is and see what happens.

Change Order No. 5 - provide 3-way valve

- Trustee Ruggeri explained that IMEG specified that the 2-way valve should be a 3-way valve and that they would reimburse us for making the change. Director Compton will not sign the change order until Williams Architects or IMEG issues a check to the Library for the amount of the change in contract price.

Axis Air budget increase (\$2,750)

- The Library has been paying in 4-week increments, the latest ending August 28th. The cost is over \$330 for that time. CSIL said the air conditioning should be operational by the end of August but the Library would like to have funding for the first two weeks of September in case the air handler is not yet operating.

Open Issues

- None discussed.

Adjournment: Trustee Berens moved to adjourn the meeting at 2:55pm, seconded by Trustee Ruggeri.

**River Forest Public Library
Finance Committee Meeting
MINUTES-DRAFT
Tuesday, August 29th, 2023, at 3:00 pm**

Present: Committee members Cathy Ruggeri, Deborah Hill, Jim Hopkinson, and Scott Delano. RFPL Director Emily Compton, and Operations Manager Shannon Duffy.

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

Minutes: The April 20th, 2023 draft Minutes were approved.

New Business

FY22-23 Audit Draft- discussion with Monika Adamski of Lauterbach & Amen

Before calling Ms. Adamski, the Committee discussed several items from the audit draft-

- The audit reports that the amount of excess revenue over expenditures available to be transferred into the Library's Capital Fund is \$270,080 (p. 5). This amount seems to include a \$100,000 bequest that has already been transferred to the Capital Fund;
- The audit doesn't consistently treat a \$70,000 capital grant from the Foundation. The audit treats it as part of the Library's Operating revenue which was subsequently transferred to Capital and also as direct revenue to Capital (p. 19);
- The total Capital Fund expenses from the amended budget were not included in the audit (p. 50); and
- Items for discussion: property taxes received for year under audit were lower than the previous fiscal year, and expenses as reported on p. 8 of audit were substantially lower than previous fiscal year.

Director Compton called Ms. Adamski and Ann Scales from Lauterbach & Amen ("L&A"). The Committee discussed the following with Ms. Adamski and Ms. Scales-

- Substantial year-over-year drop in expenses for the net position computation. Ms. Scales explained that the number will change when L&A receives IMRF and OPEB information from the Village of River Forest.
- Recategorizing the \$100,000 bequest so it is not included in the excess revenues over expenditures amount that is still available to be transferred to the Capital Fund. Director Compton will ask the Library's accountant to add a journal entry to QuickBooks to allow the correction in the audit.
- Recategorizing the \$70,000 capital grant as direct revenue to the Capital Fund rather than as Operating revenue and subsequent transfer to Capital. Director Compton will ask the Library's accountant to add a journal entry for this as well.

- Why property tax revenue went down from the previous fiscal year while the levy increased. Ms. Adamski and Ms. Scales suspect the timing of tax disbursements may have caused this and will look into this further. Director Compton will ask the Village Finance Director if they know more about this.
- Why there is a substantial increase in the investment in library materials under capital assets. Ms. Scales was working from information provided by the Library. She will send the report to Director Compton to review.
- Why the audit states that the Library has no long-term debt but then references note 3 for additional information about its long-term debt. Ms. Adamski will reword this sentence.
- Should reference to Covid in the “Economic Factors and Next Year’s Budget and Rates” section be deleted. That section is highlighted for Director Compton to update.
- References to “Net Pension Liability-IMRF” have been added this year. Ms. Adamski explained that this is determined by the market and is nothing to be concerned about.
- The total expenses from the amended Capital budget are not shown in the audit. Ms. Adamski will look into it.
- Minor edits sent to Ms. Adamski ahead of the meeting. L&A will review the comments and edit accordingly.
- The Library has implemented a capital asset/capital expense policy as recommended by L&A in the previous year’s audit.

Collateralization option for CDs and accounts from Byline Bank

Currently, the Library’s accounts and CDARS are fully FDIC insured. Trustee Ruggeri explained that Byline Bank offers a collateralization option to protect public funds in lieu of fully insuring through the FDIC. Under this option, all of the Library’s assets would be held by Byline in CDs and public fund bank accounts that would pay a slightly higher interest rate than is paid by the Library’s current accounts and CDARS. Byline would segregate securities with a value equal to the amount by which the Library’s assets exceed the limit of FDIC insurance; these securities would serve as collateral in the event of a bank failure. The Committee discussed and opted to retain the Library’s FDIC-insured accounts and CDARS, concluding that the risks of the collateralization option outweigh the benefit.

Plan for funds from \$400,000 CIBC CDAR maturing on 8/31/23

The Committee discussed the \$400,000 maturing CDAR. Trustee Ruggeri presented several options for investing funds over the next 18 months, while keeping in mind that property tax bills are running late again in Cook County. Trustee Ruggeri suggested the Library invest \$50,000 in a 12-month CDAR through CIBC bank. The Library has enough operating reserves to lock up \$50,000 for one year. Trustee Hill suggested the Library invest \$100,000 each in a 3-month and 6-month CDAR. The Committee discussed this option, as well as

possibly opening 4 \$25,000 CDARS so the penalty would be lessened if the Library had to cash a CDAR out early.

The Committee decided at this time to open one \$50,000 CDAR through CIBC bank for one year. The remaining money from the maturing CDAR will be transferred to the Library's Operating Fund. The Committee will consider other CDAR investments in the future.

Balance sheet options for monthly financial reporting

Director Compton explained that the Library struggles with elements of the balance sheet because there is not an accountant on staff to update monthly some of the elements of the balance sheet. Director Compton asked the Library's accounting consultant if libraries typically present a full balance sheet in their monthly financials, and she said that many libraries do not. The Committee discussed which elements of the balance sheet are meaningful to report. Director Compton suggested reporting fund balances, then adding the credit card balance to the existing credit card report. The Committee agreed, and Director Compton will include an option for a revised balance sheet on the September Regular Board agenda for a final decision.

Pay schedule adjustment as of 8.31.23

Director Compton explained that the Library had to adjust its pay schedule to be compliant with the Fair Labor Standards Act by paying out two pay periods with the August 31 paycheck. Additional expenses from that payroll included \$26,600 in wages, \$2,100 in Medicare/FICA, and an estimated \$4,200 in IMRF.

Old Business

None

Next Meeting: TBD

Adjournment

Trustee Ruggeri moved to adjourn the meeting at 4:33 pm, seconded by Trustee Delano.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: September 14, 2023

RE: Proposed Changes to Monthly Financials Reporting

I am proposing that rather than including a full balance sheet with the Library's monthly financial reports, the Library include a fund balance report as of the end of the month and that we add a balance to the credit card report. We do not have an accountant on staff to update monthly some of the elements of the balance sheet, so we struggle to answer questions and troubleshoot issues with sections such as retained earnings and net income.

We discussed which elements of the balance sheet are meaningful to report at the last Finance Committee meeting. In addition to the other regular reports (revenue, expense, bills and applied payments, credit card, and capital reserve reports), the committee agreed that a monthly fund balance report would be the most helpful. We also discussed adding the credit card balance to the existing credit card report.

Attached are the July balance sheet and mock-ups of July and August fund balance reports for comparison.

River Forest Public Library

Balance Sheet

As of July 31st, 2023

Prepared 8.25.23

ASSETS

		7/31/2023
Current Assets		
CHECKING/SAVINGS - OPERATIONS ACCOUNT		
Operations Current		Interest Rate
ICS Operations	0.07%	175,708.66
Byline Operations	0.40%	20,145.89
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL Operations Current		195,894.55
<u>Maturity Date</u>	Long-Term CDARS Reserves	<u>Interest Rate</u>
8/10/2023	OP CD 5 YEAR	2.75%
7/25/2024	OP CD 5 YEAR	1.90%
8/31/2023	OP CD 3 MONTHS	3.25%
11/30/2023	OP CD 6 MONTHS	3.75%
	TOTAL CDARS Reserves	735,425.06
TOTAL OPERATIONS ACCOUNT		931,319.61
CHECKING/SAVINGS - CAPITAL ACCOUNT		<u>Interest Rate</u>
ICS Capital	0.08%	546,875.20
Byline Capital	0.40%	98,263.98
TOTAL CAPITAL ACCOUNT		645,139.18
TOTAL CURRENT CHECKING/SAVINGS		1,576,458.79
Property Tax Receivable		758,248.58
Prepaid Assets		21,126.36
Accounts Receivable		(2,501.50)
TOTAL CURRENT ASSETS		2,353,332.23
TOTAL ASSETS		2,353,332.23
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		0.00
Credit Cards		650.35
Total Credit Cards		650.35
Accrued Salaries		43,284.04
Total Current Liabilities		43,934.39
Long-Term Liability		
Deferred Revenue		758,248.58
Total Liabilities		802,182.97
Equity		
Fund Balance Capital		401,873.08
Fund Balance Library		1,245,028.03
Retained Earnings		187,298.58
Net Income		-283,050.43
Total Equity		1,551,149.26
TOTAL LIABILITIES & EQUITY		2,353,332.23

River Forest Public Library

Fund Balances

As of July 31st, 2023

Prepared 9.8.23

7/31/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.07%	175,708.66
Byline Operations	0.40%	20,145.89
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL Checking/Savings 195,894.55

Maturity Date

Long-Term CDARS Reserves

Interest Rate

8/10/2023	OP CD 5 YEAR	2.75%	68,771.10
7/25/2024	OP CD 5 YEAR	1.90%	66,653.96
8/31/2023	OP CD 3 MONTHS	3.25%	400,000.00
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00

TOTAL CDARS Reserves 735,425.06

TOTAL OPERATIONS FUND

931,319.61

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.08%	546,875.20
Byline Capital	0.40%	98,263.98

TOTAL CAPITAL FUND

645,139.18

TOTAL OPERATIONS/CAPITAL FUNDS

1,576,458.79

River Forest Public Library

Fund Balances

As of August 31st, 2023

Prepared 9.14.23

8/31/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.07%	416,520.49
Byline Operations	0.40%	50,013.46
CIBC Operations	0.00%	50,000.00
Petty Cash		40.00

TOTAL Checking/Savings 516,573.95

Maturity Date

Long-Term CDARS Reserves

Interest Rate

8/8/2024	OP CD 1 YEAR	4.20%	68,817.75
7/25/2024	OP CD 5 YEAR	1.90%	66,653.96
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00

TOTAL CDARS Reserves 335,471.71

TOTAL OPERATIONS FUND

852,045.66

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.08%	637,147.41
Byline Capital	0.40%	10,003.36

TOTAL CAPITAL FUND

647,150.77

TOTAL OPERATIONS/CAPITAL FUNDS

1,499,196.43



Summer Reading 2023

We kicked off this year's summer reading program on June 8th, celebrating the 'All Together Now' theme with a party for all ages complete with a concert, bubble show, ice cream and face painting. 832 people attended: 410 children, 247 middle schoolers and teens, and 175 adults. Attendees appreciated a smoother registration process and the addition of the bubble show. We struggled with long lines for the face painter and ran out of dairy free ice cream, which we will keep in mind when planning next year's party. Overall, feedback was positive and we were happy to see an 11% increase in attendance from the previous year.



Participation

Children

426 children (4th grade and younger) registered and 9,891 total days of reading were logged.

The average number of registrants per grade was in the 40s, with 2nd graders leading the pack at 62 registrants. 2nd grade may have had a higher number as 1st grade classes visit the library in late May/early June and learn about the program. Next year Children's Services would like to reach more grade levels in this manner to boost numbers.

Each week close to 300 prizes were redeemed. Patrons loved the prizes this year, particularly the prize books, and they also really enjoyed choosing from our prize basket!

Middle Schoolers & Teens

198 middle school and high school students registered and 109 actively logged reading time.

16 participants finished reading 24 hours. Students received an extra raffle ticket for book reviews and we received 135 reviews! The prize bin and book prizes were very popular, with teens taking time to choose their prize and they were always excited to come back to log reading and pick out more.

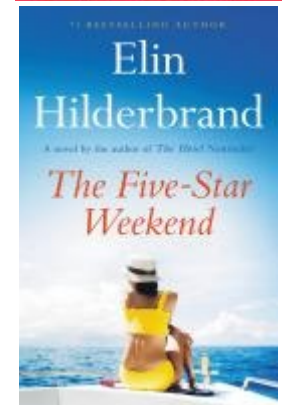
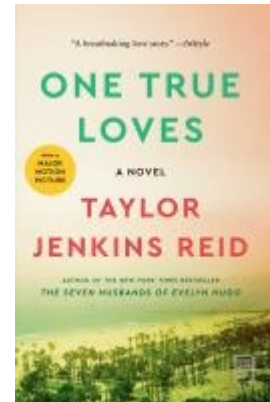
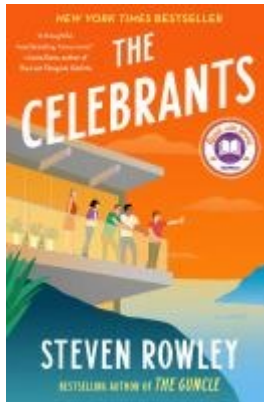
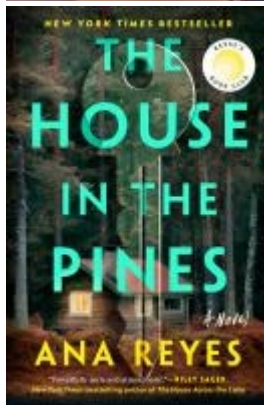
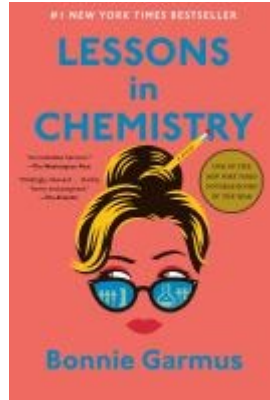
Adults

102 adult readers registered, logging a total of 475 books.

This year, the adult program incorporated *When Franny Stands Up*, by Eden Robins, as a River Forest Reads selection. We were excited to share a story about a young woman trying to make it in the stand-up comedy scene in the 1950s and loved that the main character is from nearby Oak Park, making it a hyper-local read. The series of programming kicked off on July 29th with Annette Bochenek presenting *Ladies of Laughter: Great Comediennes* to a crowd of 30 people. Eden Robins came to the Library on August 5th where she read from her book and discussed her writing process and more with our very own Brian Wolowitz. 25 people attended and Ms. Robins stayed for a book signing after the event. The final program, a book discussion on August 17, saw only 2 attendees.

We received mixed feedback about the River Forest Reads selection, though most feedback was positive. Residents commented at the July board meeting that *When Franny Stands Up* is inappropriate due to sexual content. We also received comments like this one – “Hi superhero library friends. Just wanted to say thank you for choosing *When Franny Stands Up* as a summer read. I loved it and hadn’t heard of it before RFPL shone its light on it. Thanks also for having Eden Robins in August, how amazing! Keep doing what you’re doing and thinking how you think. Please and thank you.”

Next year, we plan to incorporate River Forest Reads again into our Summer Reading Program. We plan to form a cross-departmental committee to select the title and have discussed adding a title for children as well, to make it community-wide program rather than just for adults. We will also avoid scheduling book discussions in late August when many residents are on vacation.



The most
logged books by
adults

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: September 14, 2023

RE: Air Handler Relocation and Mechanical Room Renovation

Project Status

The air handler is functional but all controls work is not completed and the unit is not yet tested/balanced. Drywall work is complete and painting should begin Friday the 15th and continue into next week. The next steps are to install the ceiling grid, additional wall outlet, bathroom exhaust fan, and sprinkler system.

During our August 31 construction meeting, Scott Morlock of Williams Architects raised the issue of the ceiling height in the future bathroom. The vent pipe for the bathroom forces the ceiling height to be 9' rather than 9'6" called for in the original plans. Scott recommended adding a header along the west side of the bathroom to allow for two different ceiling heights: 9' in the bathroom and 9'6" in the office space. The Library approved a change order to add the header for \$600.

IMEG performed their site visit to review the mechanical installation. They found no problems with the work that had been done and noted in their report what remains to be completed. Construction Solutions of Illinois (CSIL) confirmed that they will complete all of the noted items. CSIL estimates the first week of October for substantial completion, at which time IMEG will prepare a punch list and check that the items in their report have been addressed.

Existing Open Issues

1. Requested a proposal from CSIL to raise the enclosure walls above the height of the air handler.
2. CSIL and Williams may need to move the trash enclosure fence if the fence is in the way of the gate for the enclosure.
3. Condensation from the air handler is puddling in the grass outside of the enclosure and has reached the soccer field.