

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
June 5th, 2023
6:00 PM

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda and requested changes to agenda

2. Open Forum

Audience Members wishing to address the Board: please complete the open forum sheet provided and give it to the Board Secretary.

3. Minutes

- A. Review Minutes of May 1st, 2023 Committee of Whole Meeting.

4. Finance

- A. FY24 draft Budget

5. Advocacy

- A. Centennial Celebration- July 30th
- B. Advocacy webinars

6. Building & Grounds

- A. Capital Improvement Plan
- B. Lower Level update discussion

7. Personnel

- A. Director's Review
- B. FY24 Compensation discussion

8. Policy

- A. Retirement recognition policy draft

9. Strategic Planning

10. Other Business

- A. ALA Annual Conference
- B. Brainstorm Committee Responsibilities and Expectations

11. Adjournment

The Library Board meeting is scheduled for Monday, June 19th, 2023 at 6:00pm.

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Minutes
Committee of the Whole
Board of Trustees
May 1st, 2023
6:00 PM

1. Open of Meeting

- A. Call to order at 6pm by Annette Corgiat.
- B. Determination of quorum: In attendance: Kathy Bonnar, Ken Rouleau, Annette Corgiat, Greg Gordon, John Mathias, and Kyle Johnson. Absent: Jeanne Ottenweller. Also in attendance: Natalie Starosta.
- C. There were no visitors.
- D. Motion made by Trustee Rouleau to approve the agenda with the removal of 8b, 9b, and 10b. Treasurer Bonnar seconded. All aye. Motion carried.

2. Open Forum

There were no visitors.

3. Minutes

- A. Minutes of April 3rd, 2023 Committee of Whole Meeting were reviewed and no changes were recommended.

4. Finance

- A. FY24 draft Budget - There were no questions or discussion of the draft budget outside of salaries. Vice President Gordon discussed the issue of staff leaving for higher paying jobs at local libraries. President Corgiat requested that Director Starosta send the 2022 IPLAR data to all trustees. Secretary Mathias noted that it may be possible to raise compensation packages over time depending on the economic situation. Director Starosta directed trustees to review the budget justification document that accompanies the FY24 draft budget and shows the recommended percentages of salary and benefits to total library budgets. Vice President Gordon requested a quote on a salary survey from HR Source.

5. Advocacy

- A. Centennial Celebration - no report.
- B. Senior Fair - no report.
- C. Advocacy webinars - no report.

6. Building & Grounds

- A. Lower Level update discussion - Trustee Rouleau informed the Board that the contractor walked through the space and will be presenting us to a quote for the proposed work this week. President Corgiat expressed concern for the cost of removing the wall between the kitchenette and Story Time room as well

as adding a wall in the current storage room. Trustee Rouleau will investigate the need for permits for the proposed sections 1, 2, 3 of the project. Item to be added to the June CoW agenda.

- B. Capital Improvements Assessment Plan - Trustee Rouleau urged all Board members to review the capital improvement assessment plans. Item will be added to the May regular Board meeting.

7. Personnel

- A. Director's Review - Vice President Gordon will be adding additional questions to the director's review document and has asked that the Board review and vote to approve the document at the May regular Board meeting.
- B. FY24 Compensation discussion - Se 4a above.

8. Policy

- A. Policy Review Schedule - Policy review schedule will be added into the Board Action Log spread sheet for future use.
- ~~B. Retirement recognition policy draft - Tabled for June~~

9. Strategic Planning

- A. Chapter 11 in IL Standards review - Tabled for June.
- B. Secretary Mathias talked about the possibility of adding window security film to the front windows in case of civil unrest in the future. Director Starosta will request updated quotes for future CoW meeting.
- ~~C. Review Trustee Handbook - Tabled for June~~

10. Other Business

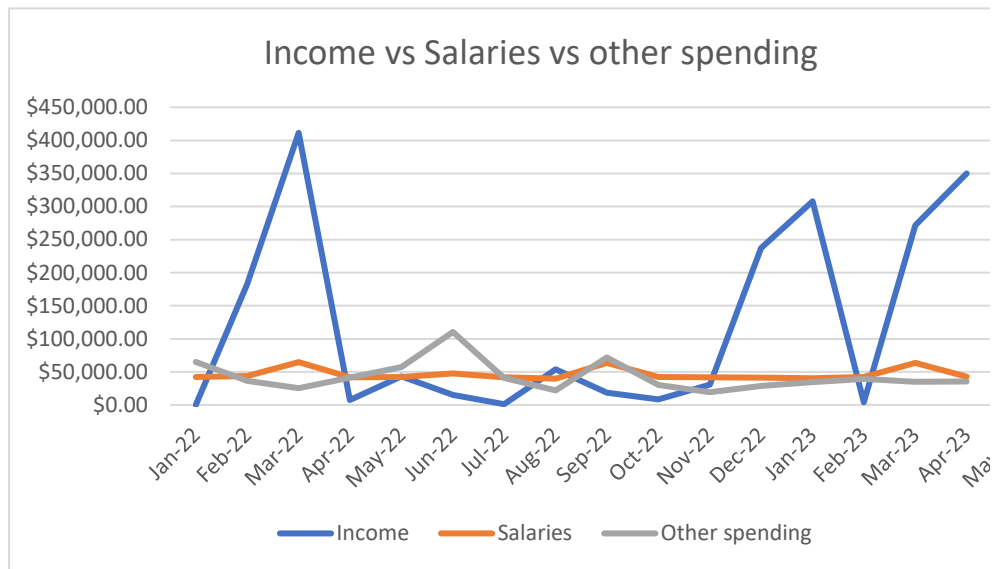
- A. ALA Annual Conference - Director Starosta asked all Trustees to let her know if they would like to attend ALA.
- ~~B. Brainstorm Committee Responsibilities and Expectations - Tabled for June~~

11. Adjournment

Motion made by Trustee Rouleau to adjourn the meeting at 6:55pm.
Motion seconded by Trustee Johnson. All aye.

The Library Board meeting is scheduled for Monday, May 15th, 2023 at 6:00pm.

Month	Income	Salaries	Benefits (Fica, Mcare, Insurnace, IMRF)	Other spending	Total expenses
Jan-22	\$146.22	\$42,226.82	\$6,547.65	\$65,026.00	\$113,800.47
Feb-22	\$182,697.62	\$43,613.72	\$13,277.94	\$36,221.38	\$93,113.04
Mar-22	\$411,323.74	\$64,712.88	\$15,266.69	\$25,353.76	\$105,333.33
Apr-22	\$7,556.93	\$41,890.23	\$5,237.49	\$41,493.24	\$88,620.96
May-22	\$43,088.57	\$42,179.07	\$9,636.95	\$57,171.87	\$108,987.89
Jun-22	\$14,941.73	\$47,785.49	\$16,357.53	\$110,292.02	\$174,435.04
Jul-22	\$1,200.13	\$41,914.78	\$10,070.64	\$40,961.56	\$92,946.98
Aug-22	\$53,971.05	\$39,764.58	\$9,856.82	\$21,998.65	\$71,620.05
Sep-22	\$18,334.83	\$63,560.48	\$12,807.97	\$71,960.95	\$148,329.40
Oct-22	\$8,402.10	\$42,338.74	\$7,036.83	\$29,911.74	\$79,287.31
Nov-22	\$30,668.46	\$41,633.75	\$3,349.70	\$19,239.25	\$64,222.70
Dec-22	\$237,241.79	\$41,037.23	\$6,364.24	\$28,825.96	\$76,227.43
Jan-23	\$307,911.66	\$40,187.32	\$8,245.67	\$34,596.74	\$83,029.73
Feb-23	\$4,214.13	\$42,183.23	\$10,567.94	\$39,179.69	\$91,930.86
Mar-23	\$271,560.56	\$63,695.37	\$12,464.21	\$35,063.47	\$111,223.05
Apr-23	\$350,053.59	\$42,907.85	\$11,392.13	\$35,489.80	\$89,789.78
May-23					
Totals	\$1,943,313.11	\$741,631.54	\$158,480.40	\$692,786.08	\$1,592,898.02
Monthly avg:	\$121,457.07	\$46,351.97	\$9,905.03	\$43,299.13	\$99,556.13



Monthly Rev -

Exp

Notes:

-\$113,654.25

\$89,584.58

\$305,990.41 3 payroll month

-\$81,064.03

-\$65,899.32

-\$159,493.31 Pay out vacation

-\$91,746.85

-\$17,649.00

-\$129,994.57 3 payroll month

-\$70,885.21

-\$33,554.24

\$161,014.36

\$224,881.93

-\$87,716.73

\$160,337.51 3 payroll month

\$260,263.81

\$350,415.09

\$21,900.94

Y-23

Director's Year in Review – 2022/23

*Note: I was out on maternity leave for 3 months so this review covers my work over the 9 months I was in the library.

Reports and Ordinances:

- 2022/23 saw the library upload every required ordinance and resolution in a timely manner to both RAILS (non-resident ordinance) and to Cook County (Levies, Resolutions, Reports) and the State Comptroller.
- Began work on collecting documents for required Decennial Committee in accordance with the sample report – to be completed early 2024

Visibility/Education:

- Served on ALA's governance Board as a Councilor-at-Large
- Serve as board member for ALA's Learning Round Table
- Served on two ALA grant review committees
- Attended LibLearnX and will attend ALA Annual conference
- Served on PLA's Continuing Education Committee and Library Journal's Program Planning
- Completed numerous national, state and local webinars and trainings
- Continue to attend local directors' meetings and grant meetings whenever possible
- Began work on local Collaboration Committee with the Library, Recreation and other organizations to provide better access to and planning for events and programs in the community
- Sent letters to all North Riverside businesses about donating to our Summer Reading program and possible future collaboration
- Reworking our "Show Your Library Card" program for roll out in 2024 to connect our patrons with local businesses

Benefits:

- Continued updates to the personnel manual as well as review of job descriptions.
- Enrolling staff in Mission Square (formerly ICMA)'s 457 plan and maintaining both that and IMRF
- Continued educational updates and meetings on both plans above
- Solicited and reviewed 2 additional quotes for library building, director's and officers insurance
- Updated and simplified departmental spreadsheets for time off (vacation, sick and personal days) for managers
- Informed the Board about laws related to paid time off (covered by our updated policy) and retirement (covered by our 457 plan and IMRF)

Staff:

- Hired and trained new youth services manager
- Discussed with various managers HR related topics and training

- Provided Personnel chair with list of staff who have left and reasons
- Provided Personnel chair and whole Board with salary benchmarking using 2021/22 data
- Set out a quarterly staff training schedule which will begin Fall 2023
- Put together welcome back bags for all new staff members including information on library policies, retirement options and benefits where applicable
- Worked with management staff on expanding hours
- Subscribed to a web based ap for staff scheduling allowing staff access to their schedule from anywhere
- Created a cross training month (February) when all staff are required to complete a cross training matrix in the other 2 departments (Adult/Teen Services, Circulation and Youth Services – excludes page and facilities)

Finances:

- Clean Audit with no findings
- Began working with DemandStar's free service to upload and classify all contracts – expect to complete in late 2023
- Created spending spreadsheets to help managers budget for materials and programs, grants and donations more easily
- Continued practice of working with management to set various parts of the yearly working budget
- Applied for but was denied for the bridge loan program through Cook County
- Working with staff to apply for additional grants, advocated for state funding, and on library fund raising efforts including:
 - o Project Next Generation Grant
 - o Age Options Grant
 - o Per Capita Grant
 - o State Legislative Grants
 - o Applied for: Dollar General Grant, Memory Lab grant,
 - o

Technology:

- Updated staff computers on established update schedule
- Added additional items to the Build Guild as well as the Library of Things
- Worked with Outsource Solutions Group to replace outdated switch, install new firewall, discussed moving email over to @nrpl.info to match the new website
- Worked with SWAN consortium and voted to approve group purchase of EBSCO databases
- Continued process of evaluating databases we offer for usage
- Worked with CyberOptik to finalize new website, including: writing all new content, design, legal FOIA requirements, ADA requirements, graphics, updated pictures, etc.

Building:

- Applied for and was awarded a grant to redesign the lower level youth services area by Library Journal's Design Institute, design completed by Chicago based architecture firm Studio GC
- Removed all files from lower level storage and began process to classifying them according to our record retention policy from the State
- Worked with Clark to create a list of priorities for the building
- Working with architects and construction companies to get a bid on a comprehensive capital improvement assessment plan for future budgeting and planning large capital projects
- Asked for grant funding for furniture for the youth services area from Riverside Township and the Foundation and Friends group. Defended and received grants. Received and built furniture.
- Completed removal and replacement of concrete apron around the building, asphalt parking lot, electrical under the parking lot leading to the lights
- Ordered new light fixtures for the entry way
- Removal of all failing wall paper – wall repair underway

Foundation/Friends:

- Attended and virtual host Foundation Meetings
- Completed name change with IRS and State
- Update annual forms
- Created Foundation & Friend square terminal site, updated site access and listed items for sale; created links to monthly reoccurring donations and annual reoccurring membership
- Created section on the new library website for the Foundation & Friends, created all content, photos, etc.
- Continued assistance with Foundation events (planning and promotion)

2023/24 Goals

1. Create technology, marketing, communication and emergency plans for the library.
2. Encourage staff members to become more active in continuing education, organizations and outreach. Increase expected continuing education hours from 9 to 16 and participation in RAILS/SWAN groups from optional to at least 1 with regular meeting attendance.
3. Work to expand the Collaboration Committee with additional organizations in North Riverside as well as those that serve North Riverside with the goal to have 4 meetings per year and grow attendees to at least 4 organizations.
4. Focus on outreach opportunities, planning events a quarter ahead and marketing/merchandising our services, programs and materials.

Salary Information (with 2% CoLa raises)									
Current Employees	Weekly	FY 22-23	23-24		22-23	23-24		FY22-FY23	FY23-FY24
	Avg hrs	Hourly	Hourly		Annual	Annual		Difference from previous	
ADMINISTRATORS			7% cola	5% cola		7% cola	5% cola		7% cola
Starosta, Natalie	40	\$38.39	\$41.08	\$40.31	\$79,848	\$85,437	\$83,840	\$3,071	\$5,589
Bradley, Mike	40	\$26.01	\$27.83	\$27.31	\$54,097	\$57,884	\$56,802	\$2,081	\$3,787
Aguirre, Natalie	40	\$22.50	\$24.07	\$23.62	\$46,790	\$50,065	\$49,130	\$6,771	\$3,275
Musial, Britney	40	\$25.45	\$27.24	\$26.73	\$52,944	\$56,651	\$55,592	\$2,036	\$3,706
Quinn, Karen	40	\$20.28	\$21.70	\$21.29	\$42,182	\$45,135	\$44,292	\$1,622	\$2,953
TOTAL	200				\$275,862	\$295,172	\$289,655	\$15,581	\$19,310
							\$0		
Adult Services							\$0		
Artz, Melanie	30	\$14.56	\$15.58	\$15.29	\$22,714	\$24,304	\$23,849	\$874	\$1,590
Borth, Madison	31	\$14.56	\$15.58	\$15.29	\$23,471	\$25,114	\$24,644	\$903	\$1,643
Stubitsch, Koko	32	\$14.88	\$15.92	\$15.62	\$24,760	\$26,494	\$25,998	\$948	\$1,733
Total	93.00				\$70,944.64	\$75,910.76	\$74,491.87	\$2,724.80	\$4,966.12
Circulation									
Cervanka, Jessica	18	\$13.50	\$14.50	\$14.18	\$12,636	\$13,572	\$13,268	\$1,084	\$936
Almazan, Patricia	12	\$13.50	\$14.50	\$14.18	\$8,424	\$9,048	\$8,845	\$627	\$624
new person	16.5	\$13.50	\$14.50	\$14.18	\$11,583	\$12,441	\$12,162	-\$1,734	\$858
Herrera, Gissely	26.5	\$16.25	\$17.00	\$17.06	\$22,393	\$23,426	\$23,512	\$2,508	\$1,034
Silvestri, Barbara	13	\$15.03	\$0.00	\$0.00	\$10,159	\$0	\$0	\$391	
Johnson, Mary	26.5	\$16.25	\$17.00	\$17.06	\$22,393	\$23,426	\$23,512	-\$841	\$1,034
LeMesurier, Ross	1	\$13.00	\$14.00	\$13.65	\$676	\$728	\$710	\$34	\$52
Silhavey, Joe	8	\$13.50	\$14.50	\$14.18	\$4,914	\$5,278	\$5,160	\$546	\$364
Total	121.50	114.53			\$93,176.59	\$87,919.00	\$87,168.90	\$2,615.36	\$4,901.00
PAGES/FACILIITES									
Mastandrea, Lucy	14.5	\$13.50	\$14.45	\$14.18	\$10,179	\$10,892	\$10,688	\$950	\$713

Williamson, Clark	35	\$15.00	\$16.05	\$15.75	\$27,300	\$29,211	\$28,665	\$4,568	\$1,911
Total	49.50	28.50			\$37,479.00	\$40,102.53	\$39,352.95	\$5,518.24	\$2,623.53
Youth Services									
Nguyen, Elizabeth	25	\$16.35	\$17.49	\$17.17	\$21,255	\$22,743	\$22,318	\$3,055	\$1,488
Kroc, Gloria	15	\$14.89	\$15.94	\$15.64	\$11,617	\$12,430	\$12,198	\$447	\$813
Martinez, Veronica	15	\$18.45	\$19.45	\$19.37	\$14,389	\$15,171	\$15,109	\$553	\$782
Swade, Laurie	15	\$16.33	\$17.48	\$17.15	\$12,741	\$13,633	\$13,378	\$490	\$892
Arias, Andrea	32	\$16.50	\$17.66	\$17.33	\$27,456	\$29,378	\$28,829	\$27,456	\$1,922
Total	102.00	82.53			\$87,457.81	\$93,354.55	\$91,830.70	\$32,001.26	\$5,896.75
TOTAL					\$564,920	\$592,459	\$582,499	\$58,441	\$37,698
TOTAL	566.00								
Full time equivalent	14.15								

Year	Min Wage
1/1/2020	\$9.25
7/1/2020	\$10
1/1/2021	\$11
1/1/2022	\$12
1/1/2023	\$13
1/1/2024	\$14
1/1/2025	\$15



	2023 rate	2024 rate			0.62%					
	IMRF			Insurance	Social		Medicare		TOTAL	
FY	9.83%	9.97%			Security					
5% cola		7% cola	5% cola		7% cola	5% cola	7% cola	5% cola	7% cola	5% cola
\$3,992	\$7,849	\$8,518	\$8,359	\$0	\$5,297	\$5,198	\$1,239	\$1,216	\$100,491	\$103,910
\$2,705	\$5,318	\$5,771	\$5,663	\$10,400	\$3,589	\$3,522	\$839	\$824	\$78,483	\$70,399
\$2,340	\$4,599	\$4,992	\$4,898	\$10,400	\$3,104	\$3,046	\$726	\$712	\$69,287	\$60,890
\$2,647	\$5,204	\$5,648	\$5,542	\$0	\$3,512	\$3,447	\$821	\$806	\$66,632	\$68,899
\$2,109	\$4,147	\$4,500	\$4,416	\$10,400	\$2,798	\$2,746	\$654	\$642	\$63,488	\$54,894
\$13,793	\$27,117	\$29,429	\$28,879	\$31,200	\$18,301	\$17,959	\$4,280	\$4,200	\$378,381	\$358,992
\$1,136	\$2,233	\$2,423	\$2,378		\$1,507	\$1,479	\$352	\$346	\$30,176	\$29,187
\$1,174	\$2,307	\$2,504	\$2,457		\$1,557	\$1,528	\$364	\$357	\$31,182	\$30,160
\$1,238	\$2,434	\$2,641	\$2,592		\$1,643	\$1,612	\$384	\$377	\$32,895	\$31,817
\$3,547.23	\$6,974	\$7,568.30	\$7,426.84	\$0.00	\$4,706.47	\$4,618.50	\$1,100.71	\$1,080.13	\$94,252.37	\$91,164.57
\$632					\$841	\$823	\$197	\$192	\$14,610	\$15,124
\$421					\$561	\$548	\$131	\$128	\$9,740	\$10,083
\$579					\$771	\$754	\$180	\$176	\$13,393	\$13,864
\$1,120	\$2,201	\$2,336	\$2,344		\$1,452	\$1,458	\$340	\$341	\$25,218	\$26,763
					\$0	\$0	\$0	\$0	\$0	\$0
\$1,120	\$2,201	\$2,336	\$2,344		\$1,452	\$1,458	\$340	\$341	\$25,218	\$26,763
\$34					\$45	\$44	\$11	\$10	\$784	\$809
\$246					\$327	\$320	\$77	\$75	\$5,682	\$5,882
\$4,150.90	\$4,402.37	\$4,671.14	\$4,688.32	\$0.00	\$5,450.98	\$5,404.47	\$1,274.83	\$1,263.95	\$94,644.80	\$99,288.30
\$509					\$675	\$663	\$158	\$155	\$11,725	\$11,506

\$1,365	\$2,684	\$2,912	\$2,858		\$1,811	\$1,777	\$424	\$416	\$34,358	\$33,716
\$1,873.95	\$2,683.59	\$2,912.34	\$2,857.90	\$0.00	\$2,486.36	\$2,439.88	\$581.49	\$570.62	\$46,082.71	\$45,221.35
\$1,063					\$1,410	\$1,384	\$330	\$324	\$24,483	\$24,025
\$581					\$771	\$756	\$180	\$177	\$13,381	\$13,131
\$719					\$941	\$937	\$220	\$219	\$16,332	\$16,264
\$637	\$1,252	\$1,359	\$1,334		\$845	\$829	\$198	\$194	\$16,035	\$15,735
\$1,373	\$2,699	\$2,929	\$2,874		\$1,821	\$1,787	\$426	\$418	\$34,554	\$33,908
\$4,372.89	\$3,951.37	\$4,288.18	\$4,208.03	\$0.00	\$5,787.98	\$5,693.50	\$1,353.64	\$1,331.55	\$104,784.35	\$103,063.77
\$27,738	\$45,128	\$48,869	\$48,060	\$31,200	\$36,732	\$36,115	\$8,591	\$8,446	\$718,145	\$697,730
									difference	\$20,415





5% vs 7% COLA plus merit raises:

- On May 26th Greg, John and I met to discuss the proposed 7% COLA (cost of living adjustment) and merit raises. I provided the two documents “2023 Staff COLA Options” and “22-23 Income vs. Expenses” which are in the COW folder for June’s meeting and explained what they show (a brief description of both is below) and the draft 2023-24 working budget.
- 2023 Staff COLA Options: this large spreadsheet shows each employee, which department they are in, how many hours they are working, what their current hourly rate is, proposed 7% and 5% COLA increase, annual pay (current and with the proposed 7% or 5% COLA), the difference between what they are making now and the proposed increase, IMRF, insurance, employer FICA and MCARE and the total compensation.
 - o Items of note:
 - With either proposed increase we will not have anyone at minimum wage (\$14 as of January 1st 2024)
 - The total difference between 7% COLA and a 5% COLA is \$20,415 (this difference includes increases to benefits as a result of the increase in hourly wage)
 - Since 2020 we have had 25 staff members leave the library. Many have left for higher pay/benefits. Turnover is costly to the library in terms of lower moral, learning curve and loss of knowledge base.
 - *Each year we levy for approximately 5% more than the previous year, which means that with a 7% COLA increase we would be taking 2% from elsewhere in our budget but 5% of that 7% is already built into the annual increase
- 22-23 Income vs. Expenses: the concise worksheet shows funds received from January 2022 through April 2023. The income line will show you the 3 tax revenue payouts. You can see that unlike a business, our funds are not equally distributed month to month but rather are received in spikes coordinating with tax collection in the fall and spring. As we are paid biweekly, we have 2 months per year which have 3 payrolls in them which accounts for the higher payrolls. In addition, in June we pay out up to 50% of vacation time an employee has accrued in the fiscal year (employees are allowed to carry over up to 20% and be paid for up to 50% of vacation time each year). The other columns show spending on benefits (FICA, Mcare, IMRF, Insurance and unemployment insurance), all other spending, total expenses per month, and revenue minus expenses per month.
 - o Items of note:
 - Funding is greatest in the months when taxes are collected and distributed
- Draft 2023-24 Working Budget (and Budget Justification document): these documents go line by line through our working budget and describe what changes are made to each budgeted line item.
 - o Items of note:
 - A 7% proposed COLA and the approximately \$10,000 in merit increase is already built into the proposed budget
 - Line item 8335-07 Building Repairs is an inflated amount compared to what we expect to spend. The remaining funds will be used to continue building our capital improvement fund to address issues noted by the upcoming capital assessment plan

Program Title	Program Attendance - Pre-K (ages 0-5)	Program Attendance - Elementary (ages 6-11)
Morning Munchkin Stories	6	5 adults
Bilingual Safari ABCs-April 5	4	4 adults
After School Art Escape 4/6/23	9	8
Calming Crafts	3	2 (3 adults)
Morning Munchkins	2	(2 adults)
4/7/23 Take and Make		23
Silly Science 4/10/23	4	4 (4 adults)
My First Storytime-April 11	3	2 adults
4/11/23 Bingo/ Loteria	7	4 (5 adults)
Safari ABCs-April 12	2	1 adult
Preschool Yoga Storytime	5	(5 parents)
After School Art Escape	2	5 (3 adults)
Take and Make Friday		25
Lego Club	3	2 (4 adults)
4/17/23 Morning Munchkin Stories	9	8 adults
4/18/2023 Village Pre-K Story Time	11	2 teachers
Bilingual Safari ABCs-April 19	4	2 adults
Baby & Me 4/21/23	2	(2 adults)
4/21/2023 Village Preschool S/T	20	3 adults
4/24/2023 Morning Munchkin Stories	5	5 adults
My First Storytime	1	(1 adult)
4/21/23 Calming Crafts for Kids	4	7 (6 adults)
4/21/23 Take and Make		33
Safari ABCs-April 26	5	4 adults
After School Art Escape April 27th	6	3
Take and Make		21
Lego Club	1	1 (1 adult)

Teens

Diamond Painting	17
Intro to DnD	3
Video Game Tournament	2

Adult/Seniors

KFC: Mr. Malcolm's List	5
American Heart Month	19
Hell Hath No Fury`	25
Spice Club Mexican Hot Chocolate	25
Take and Make Carrot Candy Bags	25
Crafternoon Bunny Gumball Machine	20
Stretching and Meditation	4
Veteram Healthcare	3
Tai Chi	8

Crafterdark Landscape Painting	15
Spanish book club	3
Spice Club	25
Sewing Kit March	15
KFC: This Changes Everything	0

Technology

Gmail Basics	4
1-on-1 tech help	2
1-on-1 Tech Help	1
VHS-to-DVD Help	1
VHS-to-DVD Help	1
1-on-1 Tech Help	1
Internet Security Basics	3
1-on-1 Tech Help	1
1-on-1 Tech Help	1
VHS-to-DVD Help	1
VHS-to-DVD Help	1