



**River Forest Public Library  
Regular Board Meeting  
April 16, 2024  
6:00 PM**

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

**Agenda**

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. River Forest Township Youth Engagement Program Intergovernmental Agreement - vote
5. Consent Agenda
  - a. Minutes of the Regular Board Meeting: March 19, 2024
  - b. March 2024 Revenue and Expense Reports
  - c. March 2024 Bill Payment List and Credit Card Charges
  - d. March 31, 2024 Fund Balances Report and Capital Reserve Fund
  - e. Policy updates: Patrons I – Borrowing Privileges; Patrons II – Circulation; Patrons III – Patron Confidentiality
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
      - Phase Two Room Renovation Project: Architect RFP - discussion
    - ii. Finance Committee
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
10. Old Business
  - a. Phase One Room Renovation Project – update
11. Closed Session – 5 ILCS 120/2c(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.
12. 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.*

## **AN INTERGOVERNMENTAL AGREEMENT FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026**

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, River Forest Public Library, Village of Oak Park, and Village of River Forest; hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

### **OAK PARK TOWNSHIP agrees as follows:**

- To work with any youth (kindergarten-senior year) who are residents of Oak Park and River Forest or attend Oak Park or River Forest community schools. The engagement specialists will provide individual mental health counseling to youth who need assistance in the following areas: depression/anxiety, crisis and trauma, gang involvement, and behavioral/aggression problems as well as with youth who need individual mentoring.
- To closely monitor youth, through individual counseling which focuses on the individual strengths and needs of clients and their families and helps in providing individual counseling, linking to services as needed, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Engagement clients and their families and share information about clients with partner agency staff as appropriate and only when a Release of Information has been signed by the appropriate party.
- To report program outcomes, such as reasons for discharge, demographics, referral reasons, and assessment information, in the aggregate only. Data can be broken down by school district attending or community of residence.
- To continue to provide intense engagement by and two Youth Engagement Specialists for the positions as described in Appendix I and one Youth Engagement Program Manager.
- To act as the administrative agent of the Youth Engagement Program, hiring, training, supervising, including clinical licensing hours, insuring and providing office space to the Youth Engagement Program staff.
- To provide the necessary support, services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To distribute monthly reports via email on the activities of Youth Engagement staff to all board members and the chief administrators of each participating government unit.
- To work with participating government units to establish additional meaningful outcome measures based on shared client data.
- To report on program activities and outcomes at least annually, or more often as needed or requested, at the Council of Governments meetings in Oak Park and in River Forest.
- To offer services listed in Appendix II: Menu of Services to partner agencies and to work responsively with partner agencies to develop other specific services based on emerging needs.

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026**

- To maintain an appropriate level of liability insurance and provide certificates of insurance to partner agencies as requested.
- To bill each participating government unit on a quarterly basis at the quarter amount listed in this IGA.
- To establish protocols with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Engagement caseload in the aggregate.

**The other participating government units agree as follows:**

- To support the Youth Engagement Program through referrals, offering space to meet with youth and families (including virtual access during e-learning school days), sharing information about youth behaviors and situations, participating in training events and planning meetings, and by providing outcome data.
- To bring policy and operational concerns and recommendations to the Youth and Family Services Director or Oak Park Township Manager or the Oak Park Township or River Forest Township Supervisor, for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth develop, learn problem solving skills and to become engaged positively in the community.
- To enter into data sharing agreements, where appropriate, so that the Township may collect and analyze data in the aggregate for youth that are participating in the Youth Engagement program.
- To support the cost of this joint endeavor in an amount listed to be billed Quarterly in four equal amounts. The total budget for the Youth Engagement Program for the first year of this agreement is \$322,597.00. Please see Table of Agency Amounts and Quarter Payments on the next page.

<b>AGENCY</b>	<b>2024-25 Amount</b>	<b>Qrt.</b>	<b>2025-26 Amount</b>
OP Elementary D97	\$37,218	\$9,304.50	\$38,483
Park District OP	\$14,829	\$3,707.25	\$15,333
OP Public Library	\$14,829	\$3,707.25	\$15,333
OPRF High School D200	\$38,781	\$9,695.25	\$40,100
Village of Oak Park*			
River Forest Township	\$21,102	\$5,275.50	\$21,819
RF Elementary D90	\$9,695	\$2,423.75	\$10,025
RF Park District	\$5,134	\$1,283.50	\$5,309
RF Public Library	\$5,134	\$1,283.50	\$5,309
Village of River Forest*			
Helen Brach Grant	\$5,000	-	-

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026**

<b>SUBTOTAL:</b>	<b>\$151,722</b>	-	-
Oak Park Township:	\$170,875	-	-
<b>TOTAL:</b>	<b>\$322,597</b>	-	-

\*We will be approaching both the Village of Oak Park and River Forest to participate in funding the Youth Engagement Program again, funding with each Village will be discussed and added to the table before signing.

- To promptly reimburse Oak Park Township upon receipt of a quarterly bill in the amount shown in the table above.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township. To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other parties, their elected officials, employees, officers, directors and agents from and against any third-party claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim for harm, injury, or death to any person, or damage to tangible personal property arising out of or in connection with the performance of the services under this Agreement to the extent of the negligence, fault, or willful act or omission of the indemnifying party, its personnel or agents during the course of performance of the services hereunder or otherwise in connection with the performance of this Agreement.

This Intergovernmental Agreement will be in force for two years from July 1, 2024.

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026**

**OAK PARK TOWNSHIP**

\_\_\_\_\_  
Signature Title Date

**RIVER FOREST TOWNSHIP**

\_\_\_\_\_  
Signature Title Date

**RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90**

\_\_\_\_\_  
Signature Title Date

**OAK PARK ELEMENTARY SCHOOL DISTRICT 97**

\_\_\_\_\_  
Signature Title Date

**OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200**

\_\_\_\_\_  
Signature Title Date

**PARK DISTRICT OF OAK PARK**

\_\_\_\_\_  
Signature Title Date

**RIVER FOREST PARK DISTRICT**

\_\_\_\_\_  
Signature Title Date

**AN INTERGOVERNMENTAL AGREEMENT  
FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026**

**OAK PARK PUBLIC LIBRARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RIVER FOREST PUBLIC LIBRARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**VILLAGE OF OAK PARK**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**VILLAGE OF RIVER FOREST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **APPENDIX**

### **Job Descriptions and Menu of Services**

CLASS. TITLE:	Youth Engagement Specialist	FLSA: Non-Exempt
DEPARTMENT:	Youth and Family Services	DATE: 09/2022
DIVISION:	Town	
REPORTS TO:	Youth Engagement Manager	

**Job Summary:** The Youth Engagement Specialist builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The interventionist assists youth and families, and implement programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

#### **Job Functions:**

- Ability to show knowledge or ability to gain knowledge in the following areas: youth mental health, specifically anxiety and depression, substance abuse, trauma, aggression, and behavioral problems, gangs.
- Carries a caseload of 20 individuals for counseling and interventions. Performs crisis intervention, making social diagnostic assessments, and assists in developing a comprehensive treatment plan for clients.
- Run groups during school year that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office. Transport youth, if necessary.
- Help provide wraparound services by encourage and referring youth, families, parents/guardians to other community services and activities.
- Knowledge of the DSM 5.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/guardians, families, mentors, therapist, police, and other community agencies involved in youth's case.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings.
- Performs other duties as assigned.
- Supervision for LPCs and MSWs available.

Job Type: Full Time

Minimal Qualifications:

## **APPENDIX**

### **Job Descriptions and Menu of Services**

- Master's in counseling, psychology, social worker.
- Working with youth and families (preferred)

#### Education:

- Master's (Required)

#### Knowledge, Skills, and Abilities

##### Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution

##### Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

##### Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

##### Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.



## **APPENDIX**

### **Job Descriptions and Menu of Services**

CLASS. TITLE: Youth Engagement Program Manager      FLSA: Full Time  
DEPARTMENT: Youth and Family Services      DATE: 09/2022  
DIVISION: Town  
REPORTS TO: Youth Services Director

**Job Summary:** The Youth Engagement Program Manager builds collaborations between systems and agencies to assist, engage and collaborate with you in Oak Park and River Forest Communities. The Supervisor assists youth and families in the areas of anxiety and depression, crisis and trauma, behavioral issues, school refusal/attendance issues, and gang involvement, supervises interventionists, and works with the Director to review, develop, and implement programming geared toward youth in the Oak Park and River Forest Communities.

#### **Job Functions:**

1. Supervises Youth Engagement Specialists, building a positive rapport with trust, team work, and communication.
2. Carries a small caseload of individuals and groups for direct counseling. Performs other duties of an Engagement Specialist: crisis intervention, making social diagnostic assessments of youth, and assists in developing a comprehensive treatment plan for clients.
3. Develops relationships and partnerships with new and current agencies and organizations that serve youth in the Oak Park and River Forest Communities. Facilitates partnerships and collaborations, assists in problem solving to maintain productive relationships between community administrative leaders.
4. Provides oral and written reports to various boards and the public when required, speaks before various to groups to explain the Youth Engagement Program philosophy, mission, values, goals, and accomplishments.
5. Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies. Communicates with and between staff, administrations, boards, agencies, committees, and the public to continue community development efforts.
6. Establishes priorities among assignments. Establishes times of completion and quantity/quality of work services. Identifies, and discusses program projects, problems and issues. Supervises subordinate staff, monitors, and evaluates performance and recommends recognition/and or disciplinary action.
7. Monitors budgetary expenditures for training area of Youth Engagement Program and assists in developing narratives/justifications used in budgetary process as required.
8. Seeks outside funding to help support programs. Prepares and maintains grants related to sources of funding. Completes reports related to grants received and administers grant funded initiatives related to intervention program.
9. Works collaboratively with the Girls on the Rise Team, Prevention Team and Community Justice Team as indicated
10. Keeps Director Informed regarding community issues and sensitive topics.
11. Keeps open communication with Director in regard to the Youth Engagement Program.
12. Performs other duties as assigned.

#### **Minimum Qualifications**

## **APPENDIX**

### **Job Descriptions and Menu of Services**

**Education and Experience:** Masters Degree in Social Work, Social Services or a related field. 5-7 years of direct experience in working with youth issues including mental health, gangs, education, activities, and employment.

**Licenses and Certifications:** LCSW, LCPC or related license is preferred, not required  
**Knowledge, Skills, and Abilities**

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution
- Grant Writing and monitoring procedures

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building
- Supervision of subordinates

Ability To:

- Lead, organize, and maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

## **APPENDIX Job Descriptions and Menu of Services**

### **Youth Engagement Program – Services April 2024**

The Township's Youth Engagement Program staff are Masters Level Social Workers and Counselors, all with backgrounds in working with youth on a variety of issues. The Youth Engagement Program is constantly conducting needs assessments to address youth issues within the communities. Through the Youth Engagement Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

#### **TRAINING-in person, virtual and hybrid options**

- ◆ Any training as requested by a partner agency for staff or youth who they service, based on issues and needs they are seeing at their locations.
- ◆ Other training programs tailored to different entities' needs examples include, but are not limited to, Anti-Bullying, Restorative Justice and Practices, community issues (Youth De-Escalation).

#### **CONSULTING**

- ◆ Consult with private therapists, agencies (public and private, profit and non-profit), parents, schools, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of youth, including crisis and trauma, behavior and aggression, anxiety, depression and other mental health topics.
- ◆ Community and neighborhood problem solving, education, and training.
- ◆ Consult with partner agencies to help address staffing patterns, incident response, facility security, and safety procedures and protocols.

#### **INFORMATION/INTELLIGENCE**

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents regarding youth
- ◆ Assist in identifying and locating individuals representing a threat to youth

#### **DIRECT ENGAGEMENT-in person or via tele-health**

- ◆ Individual/family crisis intervention, as needed by youth on current caseload
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ On-site engagement at partner facilities in conjunction with partner staff
- ◆ Group work with grade, middle and high school students after needs are identified with community partners
- ◆ Engagement work specifically with youth who are experiencing trauma/crisis and mental health needs
- ◆ Individual counseling with youth regarding issues with trauma/crisis, behavior/aggression, and anxiety and depression, or gang involvement as well as mentoring.
- ◆ Casework-including referrals, family assessments, and connecting youth and families with partner agencies and organizations based on needs

## **Meeting Minutes: Regular Board Meeting: March 19, 2024, 6:00pm - DRAFT**

**Call to Order:** At 6:00pm, 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, Jim Hopkinson, Ann Berens, Kosha Baxi Carstens.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

**Visitors and Guests: None**

**Visitor Comments: n/a**

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: February 20, 2024
- b. February 2024 Revenue and Expense Reports
- c. February 2024 Bill Payment List and Credit Card Charges
- d. February 29, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Staff IX: Computer Use & Internet Access; Patrons IV: Computer Use and Internet Access

A motion to approve items a-e was made by Trustee Berens and seconded by Trustee Delano.

The Library needed to get a broken pipe repaired after it burst during the cold weather months. Insurance covered most of the cost after the deductible was paid.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported one suggestion to clean up the pods surrounding the outside area of the library. Operations Manager Shannon Duffy tried to sweep up some of the pods, but there were too many. Hulen Landscaping told the Library they wouldn't be able to come out for spring cleaning any earlier because the ground would still be too frozen to use their tools. They did confirm that they would come by on April 1<sup>st</sup> to complete cleaning.

### **Director's Report:**

The American Library Association (ALA) released 2023 book ban data. 2023 saw more book challenges than 2021 and 2022 combined. Challenges at public libraries increased by 92%. Most of the titles that were challenged were about LGBTQ+ and BIPOC people. Outsource Solutions Group (OSG) replaced the switches and laptops that were scheduled for work in under the time quoted. The Middle School and Teen Volunteer Program is live on the

Library's website. The Library discussed doing River Forest Reads again during its Summer Reading Program, but couldn't find an author to commit to a library visit before the Bookplate went out with Summer Reading info. It's possible to do the program without an author visit, but having an author visit adds so much value to the program. The Library may try to do River Forest Reads in the fall instead.

### **President's Report:**

President Ruggeri thanked Director Compton for participating in a panel at the League of Women Voters meeting. There were 20 people in attendance. The panel also discussed steps that librarians are taking to support each other through out book challenges. The Board will deliver Director Compton's performance review at the April Board meeting. Ahead of that meeting, Director Compton will prepare a self-evaluation and President Ruggeri will share it with the Board.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

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

##### **Finance Committee**

The Finance Committee has been investing the Library's money into CDARS accounts. In addition to what was on the February Fund Balances Report, another \$150,000 was invested into a 6-month CDARS. Once more property tax money begins to come in, another \$150,000 will be invested: \$50,000 in a 3-month CDARS and \$100,000 into a 6-month. Some of the current CDARS will be rolled over once they mature. \$220,000 was rolled over on March 14<sup>th</sup>. If the Board approves, the money will be moved from Operating to Capital to account for the excess revenues over expenditures annual transfer and the annual budgeted transfer.

##### **FY 2023-2024 Amended Operating and Capital Budgets- vote**

Since the last Board meeting, there haven't been any changes to the Amended Operating Budget. Director Compton split the construction expenses to come out of Capital into Phase One and Phase Two and moved the remaining Construction Solutions of Illinois contract cost to FY2024-2025.

Trustee Delano moved to approve the FY 2023-2023 amended operating and capital budgets. Trustee Hopkinson seconded the motion.

A roll call vote was taken.

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

##### **FY 2024-2025 Operating and Capital Budgets- vote**

Since the last Board meeting, the Connections Grant was finalized so that number was updated. There were some language changes in Capital.

Trustee Carstens moved to approve the FY 2024-2025 Operating and Capital budgets. Vice-President Hill seconded the motion.  
A roll call vote was taken.

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

FY 2022-2023 Excess Revenues (\$170,080) and Capital Reserve Transfer- vote  
The annual audit determined the Library's excess revenue in the amount of \$170,080.  
Combined with the \$50,000 Capital Reserve Transfer, that comes to \$220,080 to transfer.

Trustee Hopkinson moved to approve a \$220,080 transfer. Trustee Delano seconded the motion.

A roll call vote was taken.

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

FY 2023-2024 Budgeted (\$50,000) Capital Reserve Transfer- vote

Vice-President Hill moved to transfer \$50,000 to the Capital Reserve. Trustee Berens seconded the motion.

A roll call vote was taken.

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

### **Policy Committee**

The Policy Committee will next meet on April 3<sup>rd</sup> at 2:30pm.

### **RFPL Foundation Liaison**

The Foundation included a thank you in the Bookplate for their annual appeal. Trustee Berens reported that the Foundation's after-hours event was very successful with 54 people in attendance. They cleared \$1500 in donations. The Foundation had a goal to get 24 first-time donors and they got 33.

### **Village of River Forest Collaboration Committee Liaison**

Lincoln School's PTO came up with money for a new playground. On February 14<sup>th</sup>, there were two lockdowns at the high school that were stressful, but thankfully uneventful.

### **OC Creative Branding Proposal**

Ahead of the work that will lead to a new website, the Library decided to do a minor rebranding. RFPL Marketing and PR Specialist Fran Arnold researched OC Creative for the work. They will work within the Library's budget and came with positive references from libraries in LaGrange and Downers Grove. The branding refresh will happen before a new website is built as it will change the visual tone of the new website. The Board discussed whether the Library will own the rights to the work. Director Compton will clarify.

## **Old Business**

### **Phase One Room Renovation Project- update**

The baseboard was reinstalled and Broadleaf touched up a portion of the floor near the west wall. The Community Room is now in the reservation system so patrons may now reserve it. There is now a whiteboard to block off the future sink piping and posters to improve the look of the room. The Library is still waiting on a few items including a follow-up from Williams Architects, testing of the freezestat alarm, and insurance obligations. Substantial completion has not been approved.

## **Adjournment**

The meeting was adjourned at 6:54pm following a motion by Trustee Berens, which was seconded by Vice-President Hill. All approved, and the meeting was adjourned.

Respectfully submitted,

Elan Long, Secretary



**River Forest Public Library**  
**Fiscal Year: May 1, 2023-April 30, 2024**  
**Revenue Report: March-24**

<u>Account:</u>	<u>March-24</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				92% as of 3/31/2024
Property Taxes	\$ 559,184.12	\$ 1,541,018.20	\$ 1,495,000	103.08%
Connections Program Grant	\$ 8,025.63	\$ 8,025.63	\$ 8,300	96.69%
Replacement Taxes	\$ 2,430.92	\$ 36,481.72	\$ 20,000	182.41%
Lost Books Reimbursed	\$ 458.54	\$ 3,179.33	\$ 3,500	90.84%
Copy Machine Revenue	\$ 265.37	\$ 3,060.02	\$ 2,800	109.29%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 2,559.64	\$ 12,796.23	\$ 5,000	255.92%
Grants from RFPL Foundation	\$ -	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ 50.00	\$ 161.16	\$ 300	53.72%
IL Per Capita Grant	\$ -	\$ 17,457.22	\$ 17,300	100.91%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ 4,419.21	\$ 4,500	98.20%
Misc Income	\$ 715.50	\$ 934.19	\$ 1,000	93.42%
<b>Total:</b>	<b>\$ 573,689.72</b>	<b>\$ 1,635,072.91</b>	<b>\$ 1,579,200</b>	<b>103.54%</b>
<b>Income:</b>	<b>\$ 573,689.72</b>	<b>\$ 1,635,072.91</b>	<b>\$ 1,579,200</b>	<b>103.54%</b>
<b>Expense:</b>	<b>\$ 126,336.67</b>	<b>\$ 1,226,896.88</b>	<b>\$ 1,579,200</b>	<b>77.69%</b>

Prepared 4.9.24





River Forest Public Library

Fiscal Year: May 1, 2023 - April 30, 2024  
 Expense Report: Mar-24

	March-24	Fiscal YTD	Actual % Budget 92% as of 3/31/2024	23-24 Budget
<b>Expenses</b>				
<b>Personnel</b>				
Wages & Salaries	\$ 66,366.63	\$ 688,167.31	84.65%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 37,703.10	60.57%	\$ 62,250
IMRF	\$ 3,405.68	\$ 35,392.29	64.35%	\$ 55,000
Medicare/FICA	\$ 5,168.03	\$ 52,090.94	83.75%	\$ 62,200
Staff Recognition	\$ 57.41	\$ 1,740.83	53.56%	\$ 3,250
Membership Dues	\$ -	\$ 2,458.75	61.47%	\$ 4,000
Staff Training and Development	\$ 458.00	\$ 3,416.50	37.96%	\$ 9,000
<b>Total Personnel</b>	<b>\$ 78,987.44</b>	<b>\$ 820,969.72</b>	<b>81.39%</b>	<b>\$ 1,008,700</b>
<b>Support Services</b>				
<b>Printing and Advertising</b>				
Newsletter	\$ -	\$ 4,379.00	67.37%	\$ 6,500
Advertising	\$ -	\$ 1,821.76	48.58%	\$ 3,750
<b>Total Printing and Advertising</b>	<b>\$ -</b>	<b>\$ 6,200.76</b>	<b>60.50%</b>	<b>\$ 10,250</b>
<b>Programming</b>				
Children's Programs	\$ 3,042.12	\$ 13,500.94	90.01%	\$ 15,000
Teen Programs	\$ 919.97	\$ 7,082.56	88.53%	\$ 8,000
Adult Programs	\$ 1,079.62	\$ 10,457.96	99.60%	\$ 10,500
Special Programs	\$ 819.00	\$ 4,060.61	101.52%	\$ 4,000
Connections Programs	\$ 257.69	\$ 1,513.28	18.23%	\$ 8,300
<b>Total Programs</b>	<b>\$ 6,118.40</b>	<b>\$ 36,615.35</b>	<b>79.95%</b>	<b>\$ 45,800</b>
<b>Total Advertising and Programs</b>	<b>\$ 6,118.40</b>	<b>\$ 42,816.11</b>	<b>76.39%</b>	<b>\$ 56,050</b>
<b>Other Support Services</b>				
ILL and RB Services	\$ -	\$ 626.87	83.58%	\$ 750
Technical Support (IT)	\$ 2,616.82	\$ 25,691.83	85.64%	\$ 30,000
Automation Administration	\$ 6,841.10	\$ 31,976.86	84.15%	\$ 38,000
Consultant Fees/Legal Fees	\$ 382.50	\$ 1,753.75	31.89%	\$ 5,500
Postage & Delivery	\$ 65.97	\$ 2,764.87	122.88%	\$ 2,250
Audit	\$ -	\$ 10,175.00	92.50%	\$ 11,000
Payroll and Employment Services	\$ 448.03	\$ 5,327.40	88.79%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ 3,687.50	74.27%	\$ 4,965
Telephone/Internet	\$ 1,587.11	\$ 9,287.67	84.43%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ 150.00	16.67%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 2,491.21	83.04%	\$ 3,000
<b>Total Other Support Services</b>	<b>\$ 12,157.63</b>	<b>\$ 93,932.96</b>	<b>82.86%</b>	<b>\$ 113,365</b>

**Library Materials**

Books	\$ 8,760.83	\$ 59,447.90	78.22%	\$ 76,000
Print Periodicals	\$ 757.49	\$ 6,423.51	107.06%	\$ 6,000
Automated Subscriptions (databases)	\$ 1,837.50	\$ 10,863.10	98.76%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 6,383.85	\$ 71,207.27	90.90%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 1,503.97	\$ 12,958.16	80.99%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 19,243.64</b>	<b>\$ 160,899.94</b>	<b>85.89%</b>	<b>\$ 187,335</b>

**Library and Office Supplies**

Office Supplies	\$ 504.86	\$ 2,637.55	62.06%	\$ 4,250
Library Supplies	\$ 372.19	\$ 3,049.80	55.45%	\$ 5,500
Copy And Printing Supplies	\$ 109.98	\$ 1,309.39	58.20%	\$ 2,250
Misc Expenses	\$ 142.88	\$ 1,447.46	72.37%	\$ 2,000
<b>Total Office Supplies</b>	<b>\$ 1,129.91</b>	<b>\$ 8,444.20</b>	<b>60.32%</b>	<b>\$ 14,000</b>
<b>Total Library Materials &amp; Supplies</b>	<b>\$ 20,373.55</b>	<b>\$ 169,344.14</b>	<b>84.11%</b>	<b>\$ 201,335</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 10,000</b>
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**Facility Supplies**

<b>Building Materials &amp; Supplies</b>	<b>\$ 1,013.44</b>	<b>\$ 5,128.49</b>	<b>107.97%</b>	<b>\$ 4,750</b>
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**Facility Services**

Insurance	\$ 39.00	\$ 18,344.65	91.72%	\$ 20,000
Maintenance and Custodial Service	\$ 5,958.06	\$ 63,033.03	86.35%	\$ 73,000
Water	\$ -	\$ 1,908.90	63.63%	\$ 3,000
Natural Gas	\$ 1,459.01	\$ 7,332.64	26.19%	\$ 28,000
Copier Maintenance and Usage	\$ 125.65	\$ 1,073.04	42.92%	\$ 2,500
<b>Total Facility Services</b>	<b>\$ 7,581.72</b>	<b>\$ 91,692.26</b>	<b>72.48%</b>	<b>\$ 126,500</b>

**Equipment & Furniture**

Equipment & Furniture	\$ 104.49	\$ 1,525.99	30.52%	\$ 5,000
Technology Misc.	\$ -	\$ 1,487.21	42.49%	\$ 3,500
<b>Total Equipment &amp; Furniture</b>	<b>\$ 104.49</b>	<b>\$ 3,013.20</b>	<b>35.45%</b>	<b>\$ 8,500</b>

<b>Total Facilities Management</b>	<b>\$ 8,699.65</b>	<b>\$ 99,833.95</b>	<b>71.44%</b>	<b>\$ 139,750</b>
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<b>Total Operating Expenses</b>	<b>\$ 126,336.67</b>	<b>\$ 1,226,896.88</b>	<b>80.23%</b>	<b>\$ 1,529,200</b>
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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<b>Total Expenses</b>	<b>\$ 126,336.67</b>	<b>\$ 1,226,896.88</b>	<b>77.69%</b>	<b>\$ 1,579,200</b>
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<b>Total Income</b>	<b>\$ 573,689.72</b>	<b>\$ 1,635,072.91</b>	<b>103.54%</b>	<b>\$ 1,579,200</b>
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Prepared 4.9.24

**River Forest Public Library  
Bills and Applied Payments  
March 2024**

	Date	Transaction Type	Memo/Description	Amount
<b>Alarm Detection Services</b>				
	03/01/2024	Bill Payment (Check)		-257.73
	02/11/2024	Bill	ALARM SERVICE 3/2024 -5/2024	257.73
<b>AMAZON</b>				
	03/01/2024	Bill Payment (Check)		-2,513.24
	12/05/2023	Bill	DOLL CLOTHES	18.98
	02/20/2024	Vendor Credit	POPCORN SNACK PACK NOT REC'D WITH INVOICE #1WP1-4TY7-NJKW	-34.75
	12/05/2023	Bill	BOOKS	51.06
	02/28/2024	Vendor Credit	Credit / Refund	-29.97
	12/13/2023	Bill	BOOKS	17.99
	01/05/2024	Bill	CRAFT SUPPLIES	46.66
	01/05/2024	Bill	POP-IN PROJECT SUPPLIES	11.98
	02/06/2024	Bill	SQUISHMALLOWS	241.95
	02/09/2024	Bill	HANDRAIL ANTI-COLLISION COVER	25.38
	02/10/2024	Bill	SEED PACKETS FOR GARDENING	6.99
	02/11/2024	Bill	SERIES BOOKS	81.84
	02/12/2024	Bill	PROGRAM SUPPLIES	283.85
	02/12/2024	Bill	SRP PRIZES	748.48

02/12/2024	Bill	DOUBLE SIDED FOAM TAPE/ SHARP EDGE PROTECTION	12.74
02/13/2024	Bill	KIT TOY ACTIVITIES	140.11
02/14/2024	Bill	PUZZLE STORAGE & SUPERHERO PARTY SUPPLIES	23.42
02/14/2024	Bill	ADHESIVE GLUE DOTS	5.59
02/15/2024	Bill	DUPLOS FOR TABLE	180.86
02/16/2024	Bill	SUPER HERO PARTY SUPPLIES	42.05
02/19/2024	Bill	EGG SHAKERS/DANCE SCARVES	29.58
02/20/2024	Bill	CRAFTING MATERIALS	49.02
02/20/2024	Bill	STICKERS/BOOKMARKS	18.98
02/20/2024	Bill	BOOKS	46.13
02/20/2024	Bill	FLANNEL BOARD STORY WALK BOOKS	106.79
02/20/2024	Bill	SEED LIBRARY BOXES	24.29
02/21/2024	Bill	STUFFED ANIMAL SLEEPOVER BAGS	29.42
02/25/2024	Bill	Nintendo switch games	209.35
02/26/2024	Bill	Standing desk converter	104.49
02/28/2024	Bill	Books	19.98
03/08/2024	Bill Payment (Check)		-169.35
03/06/2024	Bill	PARACORD BRACELET SUPPLIES	24.18
03/05/2024	Bill	CRAFT SUPPLIES	34.76
03/05/2024	Bill	CRAFT SUPPLIES	6.99
03/05/2024	Bill	ZEN GARDEN SUPPLIES	95.43

02/29/2024	Bill	SEED PROGRAM ENVELOPES	7.99
	Bill Payment		
03/20/2024	(Check)		-779.94
03/18/2024	Bill	PLANT POTS	29.74
03/19/2024	Bill	ADULT TAKE & MAKE BAGS	22.59
03/20/2024	Bill	BOOKS	76.70
03/14/2024	Bill	APRIL TAKE & MAKE SUPPLIES	46.77
03/14/2024	Bill	CRAFTING SUPPLIES	55.68
03/18/2024	Bill	APRIL TAKE & MAKE SUPPLIES	11.22
02/29/2024	Bill	CRAFTING SUPPLIES	10.99
		DOOR HANDLE REFUND	
03/08/2024	Vendor Credit	INVOICE #1TNP-TPRX-76FG	-6.79
		BIN LABEL CREDIT (NOT RECEIVED)	
03/11/2024	Vendor Credit	INVOICE #19KD-VF4W-947L	-6.99
		REPLACEMENT BOARD GAME	
03/05/2024	Bill	MARKER	7.99
03/08/2024	Bill	COMMAND HOOKS & CABLE STRAPS	27.75
03/08/2024	Bill	TRASH CAN AND LABELS	144.60
03/08/2024	Bill	APRIL & MAY MAKERS SUPPLIES	101.78
03/11/2024	Bill	CRAYONS	70.34
03/13/2024	Bill	CRAFTING SUPPLIES	55.68
		WHITEBOARD FOR CONNECTIONS	
03/13/2024	Bill	PROGRAMS	99.90
03/14/2024	Bill	STORYTIME PUPPET	31.99

**ANDERSON  
ELEVATOR  
COMPANY**

03/20/2024	Bill Payment (Check)		-211.00
03/01/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00

**ANNE KOWALSKI**

03/08/2024	Bill Payment (Check)		-20.00
03/04/2024	Bill	GUESSTIMATION JAR PRIZE	20.00

**BayScan  
Technologies**

03/01/2024	Bill Payment (Check)		-189.50
02/06/2024	Bill	STICKY RECEIPT PAPER	189.50

**BRIAN WOLOWITZ**

03/08/2024	Bill Payment (Check)		-90.71
03/01/2024	Bill	COFFEE MONDAY COFFEE AND PASTRIES	34.76
03/01/2024	Bill	WINTER READING PRIZE/FRANK LLOYD WRIGHT BOOKMARKS	55.95

**CHICAGO TRIBUNE**

03/20/2024	Bill Payment (Check)		-497.52
03/03/2024	Bill	6 MONTH SUBSCRIPTION	497.52

**Cintas Fire  
Protection**

03/01/2024	Bill Payment (Check)		-772.30
02/23/2024	Bill	Fire extinguisher inspection	772.30
03/08/2024	Bill Payment (Check)		-108.00
03/01/2024	Bill	AED MONTHLY SUBSCRIPTION	108.00

**CleanNet of Illinois**

03/01/2024	Bill Payment (Check)		-1,398.23
02/29/2024	Bill	Monthly cleaning bill	1,398.23

**Comcast**

03/20/2024	Bill Payment (Check)		-374.67
03/01/2024	Bill	INTERNET BILL 3/24	374.67

**COMCAST  
BUSINESS  
(VoiceEdge)**

03/01/2024	Bill Payment (Check)		-1,212.44
02/23/2024	Bill	Jan / Feb phone bill	1,212.44

**DEMCO, INC.**

03/01/2024	Bill Payment (Check)		-233.02
02/06/2024	Bill	TECH SERVICES PROCESSING LABELS	119.70
02/26/2024	Bill	Book tape, book labels	113.32

**ELAN FINANCIAL  
SERVICES**

03/20/2024	Bill Payment (Check)		-957.24
03/14/2024	Bill	Statement: 2/14/24 to 3/13/24	957.24

**Emily Compton**

03/08/2024	Bill Payment (Check)		-374.00
02/26/2024	Bill	HR CONFERENCE	329.00

02/26/2024	Bill	MAILCHIMP ESSENTIALS PLAN (2,500 CONTACTS)	45.00
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**Franzen Plumbing**

03/01/2024	Bill Payment (Check)		-95.00
02/26/2024	Bill	Floor drain odor issue	95.00

**FSS  
TECHNOLOGIES,  
LLC**

03/20/2024	Bill Payment (Check)		-114.00
03/17/2024	Bill	BURGLAR ALARM SERVICE 3-6/24	114.00

**Hoopla**

03/08/2024	Bill Payment (Check)		-2,581.69
03/02/2024	Bill	FEBRUARY HOOPLA CHECKOUTS	2,581.69

**Ingram Library  
Services**

03/01/2024	Bill Payment (Check)		-3,614.53
02/20/2024	Bill	BOOK	12.38
02/20/2024	Bill	BOOK	16.90
02/20/2024	Bill	BOOKS	72.13
02/20/2024	Bill	BOOK	13.11
02/20/2024	Bill	BOOK	21.92
02/20/2024	Bill	BOOK	27.01
02/20/2024	Bill	BOOK	5.74



02/20/2024	Bill	BOOKS	32.85
02/20/2024	Bill	BOOKS	16.15
02/20/2024	Bill	BOOK	11.71
02/21/2024	Bill	BOOKS	48.99
02/21/2024	Bill	BOOK	14.11
02/21/2024	Bill	BOOK	13.76
02/21/2024	Bill	BOOK	10.51
02/21/2024	Bill	BOOKS	41.66
02/21/2024	Bill	BOOKS	30.52
02/06/2024	Bill	BOOK	16.71
02/08/2024	Vendor Credit	CREDIT FOR SHORT SHIPPED BOOK INVOICE #63025480	-16.71
02/08/2024	Bill	BOOKS	24.63
02/15/2024	Vendor Credit	DEFECTIVE BOOK INVOICE #63028251	-12.38
02/08/2024	Bill	BOOKS	24.19
02/08/2024	Bill	BOOKS	76.92
02/08/2024	Bill	BOOKS	52.84
02/08/2024	Bill	BOOK	30.07
02/08/2024	Bill	BOOK	6.32
02/09/2024	Bill	BOOKS	90.87
02/09/2024	Bill	BOOKS	118.94
02/09/2024	Bill	BOOKS	36.85

02/09/2024	Bill	BOOK	18.60
02/13/2024	Bill	BOOK	20.71
02/13/2024	Bill	BOOKS	294.47
02/13/2024	Bill	BOOK	7.86
02/13/2024	Bill	BOOKS	96.20
02/13/2024	Bill	BOOKS	40.05
02/13/2024	Bill	BOOKS	237.44
02/13/2024	Bill	BOOKS	28.17
02/13/2024	Bill	BOOKS	73.53
02/13/2024	Bill	BOOK	16.57
02/13/2024	Bill	BOOK	20.99
02/13/2024	Bill	BOOK	14.45
02/13/2024	Bill	BOOK	24.12
02/13/2024	Bill	BOOKS	33.18
02/13/2024	Bill	BOOKS	44.34
02/13/2024	Bill	BOOK	12.46
02/13/2024	Bill	BOOKS	62.65
02/13/2024	Bill	BOOKS	56.72
02/14/2024	Bill	BOOKS	56.79
02/14/2024	Bill	BOOKS	53.54
02/14/2024	Bill	BOOK	18.60

02/14/2024	Bill	BOOK	21.92
02/14/2024	Bill	BOOK	12.94
02/14/2024	Bill	BOOKS	35.74
02/15/2024	Bill	BOOK	16.51
02/15/2024	Bill	BOOKS	33.24
02/15/2024	Bill	BOOK	11.81
02/15/2024	Bill	BOOK	11.81
02/15/2024	Bill	BOOK	18.60
02/15/2024	Bill	BOOKS	25.32
02/15/2024	Bill	BOOK	17.47
02/15/2024	Bill	BOOKS	82.07
02/15/2024	Bill	BOOK	8.38
02/15/2024	Bill	BOOKS	88.30
02/15/2024	Bill	BOOK	17.44
02/15/2024	Bill	BOOKS	117.47
02/15/2024	Bill	BOOK	16.47
02/15/2024	Bill	BOOK	12.58
02/16/2024	Bill	BOOK	18.77
02/16/2024	Bill	BOOKS	37.20
02/16/2024	Bill	BOOKS	491.82
02/16/2024	Bill	BOOK	12.38

02/16/2024	Bill	BOOKS	54.67
02/16/2024	Bill	BOOK	18.60
02/16/2024	Bill	BOOKS	36.64
02/16/2024	Bill	BOOKS	52.02
02/16/2024	Bill	BOOK	15.82
02/16/2024	Bill	BOOK	15.81
02/20/2024	Bill	BOOKS	92.48
02/20/2024	Bill	BOOK	17.47
02/20/2024	Bill	BOOK	24.43
02/20/2024	Bill	BOOKS	95.83
02/20/2024	Bill	BOOK	12.38
03/08/2024	Bill Payment (Check)		-1,413.77
02/27/2024	Bill	BOOK	18.92
02/27/2024	Bill	BOOK	18.03
02/27/2024	Bill	BOOK	18.60
02/27/2024	Bill	BOOK	18.04
02/28/2024	Bill	BOOK	15.94
02/28/2024	Bill	BOOKS	25.32
02/28/2024	Bill	BOOK	17.66
02/28/2024	Bill	BOOK	14.07
02/28/2024	Bill	BOOKS	26.45

02/28/2024	Bill	BOOK	13.06
02/28/2024	Bill	BOOK	7.51
02/28/2024	Bill	BOOK	11.25
02/28/2024	Bill	BOOK	9.31
02/28/2024	Bill	BOOKS	30.48
02/29/2024	Bill	BOOK	17.72
02/29/2024	Bill	BOOK	9.89
02/29/2024	Bill	BOOKS	88.84
03/01/2024	Bill	BOOKS	49.01
03/01/2024	Bill	BOOK	16.90
03/01/2024	Bill	BOOK	13.49
03/01/2024	Bill	BOOKS	11.81
03/01/2024	Bill	BOOK	18.57
03/01/2024	Bill	BOOKS	34.38
03/01/2024	Bill	BOOK	15.71
03/01/2024	Bill	BOOKS	56.30
03/01/2024	Bill	BOOKS	27.90
03/01/2024	Bill	BOOK	15.59
03/01/2024	Bill	BOOKS	27.87
03/04/2024	Bill	BOOK	18.92
03/04/2024	Bill	BOOK	12.38

03/04/2024	Bill	BOOKS	36.07
03/04/2024	Bill	BOOK	11.81
03/04/2024	Bill	BOOKS	327.99
03/04/2024	Bill	BOOK	16.15
03/04/2024	Bill	BOOK	23.01
03/05/2024	Bill	BOOKS	39.60
03/05/2024	Bill	BOOKS	44.04
03/05/2024	Bill	BOOK	18.60
03/05/2024	Bill	BOOK	21.14
03/05/2024	Bill	BOOK	18.60
03/05/2024	Bill	BOOKS	127.55
03/05/2024	Bill	BOOK	10.49
03/05/2024	Bill	BOOK	14.45
03/05/2024	Bill	BOOKS	24.35
03/20/2024	Bill Payment (Check)		-3,484.57
03/11/2024	Bill	BOOKS	28.32
03/11/2024	Bill	BOOKS	27.52
03/11/2024	Bill	BOOKS	39.63
03/11/2024	Bill	BOOK	19.17
03/11/2024	Bill	BOOK	18.60
03/11/2024	Bill	BOOK	18.60

03/11/2024	Bill	BOOKS	34.94
03/11/2024	Bill	BOOK	16.91
03/11/2024	Bill	BOOK	14.07
03/11/2024	Bill	BOOKS	24.08
03/11/2024	Bill	BOOK	16.15
03/13/2024	Bill	BOOK	31.65
03/13/2024	Bill	BOOK	12.38
03/13/2024	Bill	BOOKS	23.62
03/13/2024	Bill	BOOKS	15.62
03/13/2024	Bill	BOOKS	22.73
03/13/2024	Bill	BOOK	15.36
03/13/2024	Bill	BOOK	31.77
03/13/2024	Bill	BOOK	6.54
03/13/2024	Bill	BOOKS	110.13
03/13/2024	Bill	BOOKS	39.22
03/13/2024	Bill	BOOKS	27.75
03/13/2024	Bill	BOOK	12.38
03/13/2024	Bill	BOOKS	85.81
03/14/2024	Bill	BOOK	17.71
03/14/2024	Bill	BOOK	17.46
03/14/2024	Bill	BOOK	6.91

03/14/2024	Bill	BOOK	16.59
03/14/2024	Bill	BOOK	16.72
03/15/2024	Bill	BOOKS	52.65
03/15/2024	Bill	BOOKS	441.83
03/15/2024	Bill	BOOKS	12.32
03/15/2024	Bill	BOOK	4.85
03/15/2024	Bill	BOOK	22.25
03/15/2024	Bill	BOOKS	21.87
03/15/2024	Bill	BOOKS	33.44
03/15/2024	Bill	BOOKS	33.44
03/15/2024	Bill	BOOK	11.06
03/15/2024	Bill	BOOK	9.93
03/15/2024	Bill	BOOK	15.38
01/24/2024	Bill	BOOK	12.91
		DEFECTIVE BOOK CREDIT INVOICE	
03/18/2024	Vendor Credit	#67679610	-12.91
01/24/2024	Bill	BOOKS	24.75
01/24/2024	Bill	BOOK	38.84
02/22/2024	Bill	BOOKS	25.46
02/22/2024	Bill		38.69
02/22/2024	Bill	BOOK	12.46
02/22/2024	Bill	BOOK	19.91



02/22/2024	Bill	BOOKS	94.69
02/22/2024	Bill	BOOK	12.94
02/22/2024	Bill	BOOK	11.81
02/22/2024	Bill	BOOKS	34.93
02/22/2024	Bill	BOOK	17.47
02/22/2024	Bill	BOOKS	88.47
02/22/2024	Bill	BOOK	16.91
02/22/2024	Bill	BOOKS	89.61
02/22/2024	Bill	BOOK	17.47
02/22/2024	Bill	BOOKS	49.91
02/22/2024	Bill	BOOKS	22.12
02/22/2024	Bill	BOOK	16.15
02/23/2024	Bill	BOOK	11.71
02/26/2024	Bill	BOOKS	41.60
02/26/2024	Bill	BOOK	20.69
02/26/2024	Bill	BOOK	11.81
02/26/2024	Bill	BOOK	13.74
02/26/2024	Bill	BOOKS	17.60
02/26/2024	Bill	BOOK	15.59
02/27/2024	Bill	BOOKS	12.38
02/27/2024	Bill	BOOK	15.77

02/27/2024	Bill	BOOKS	35.50
02/27/2024	Bill	BOOKS	39.46
02/27/2024	Bill	BOOK	21.32
02/27/2024	Bill	BOOK	12.92
02/27/2024	Bill	BOOKS	56.03
03/06/2024	Bill	BOOKS	27.09
03/06/2024	Bill	BOOK	14.41
03/06/2024	Bill	BOOK	13.51
03/06/2024	Bill	BOOKS	25.33
03/06/2024	Bill	BOOK	13.12
03/06/2024	Bill	BOOKS	51.83
03/06/2024	Bill	BOOK	33.80
03/06/2024	Bill	BOOK	21.32
03/06/2024	Bill	BOOK	11.06
03/07/2024	Bill	BOOK	27.01
03/07/2024	Bill	BOOKS	34.92
03/07/2024	Bill	BOOK	15.21
03/07/2024	Bill	BOOK	17.47
03/07/2024	Bill	BOOK	12.69
03/07/2024	Bill	BOOK	17.47
03/07/2024	Bill	BOOKS	24.10

03/07/2024	Bill	BOOK	16.12
03/08/2024	Bill	BOOKS	58.80
03/08/2024	Bill	BOOKS	285.51
03/08/2024	Bill	BOOK	14.45
03/08/2024	Bill	BOOK	18.60
03/08/2024	Bill	BOOKS	30.99
03/08/2024	Bill	BOOKS	158.21
03/08/2024	Bill	BOOK	22.79
03/08/2024	Bill	BOOKS	20.14
03/08/2024	Bill	BOOK	9.36
03/08/2024	Bill	BOOKS	27.75
03/08/2024	Bill	BOOK	12.94
03/08/2024	Bill	BOOKS	40.59
03/08/2024	Bill	BOOK	21.91

**iREAD**

03/01/2024	Bill Payment (Check)		-343.50
02/15/2024	Bill	SRP PRIZES/FLASHLIGHTS	343.50

**Kanopy**

03/08/2024	Bill Payment (Check)		-280.80
02/29/2024	Bill	FEBRUARY KANOPY CHECKOUTS	280.80

**KLEIN, THORPE &  
JENKINS, LTD**

03/08/2024	Bill Payment (Check)		-382.50
02/27/2024	Bill	JANUARY LEGAL SERVICES	382.50

**Konica Minolta  
Business Solutions**

03/01/2024	Bill Payment (Check)		-10.46
02/02/2024	Bill	FEBRUARY COPY MAINTENANCE	10.46
03/20/2024	Bill Payment (Check)		-115.19
03/01/2024	Bill	COPY MAINTENANCE 3/24	10.46
03/01/2024	Bill	COPY USAGE 2/24	104.73

**Konica Minolta  
Premier Finance**

03/01/2024	Bill Payment (Check)		-216.10
02/26/2024	Bill	Copier lease payment	216.10

**Mango Languages**

03/01/2024	Bill Payment (Check)		-1,837.50
02/09/2024	Bill	1 YR. MANGO LANGUAGES SUBSCRIPTION	1,837.50

**Melaina Maraldi**

03/08/2024	Bill Payment (Check)		-19.34
02/23/2024	Bill	Cinnamon rolls and donut holes for stuffed animal sleepover pickup.	19.34

**MIDWEST TAPE**

03/01/2024	Bill Payment (Check)		-389.83
02/15/2024	Bill	AUDIOBOOK CD	42.98

02/08/2024	Bill	BLU-RAYS	71.05
02/08/2024	Bill	BLU-RAY & DVDS	76.74
02/08/2024	Bill	DVDS	179.88
02/15/2024	Bill	DVD	19.18
03/20/2024	Bill Payment (Check)		-756.69
03/15/2024	Bill	DVDS	75.54
03/15/2024	Bill	BLU-RAY /DVD	40.62
03/07/2024	Bill	DVD	16.93
03/07/2024	Bill	DVDS	72.91
03/07/2024	Bill	AUDIOBOOK CD	42.98
03/07/2024	Bill	BLU-RAY	64.61
03/07/2024	Bill	DVD	24.43
03/01/2024	Bill	DVDS	39.86
03/01/2024	Bill	DVD	17.68
03/01/2024	Bill	AUDIOBOOK CD	52.98
02/21/2024	Bill	BLU-RAYS	78.99
02/21/2024	Bill	DVDS	71.04
02/21/2024	Bill	DVD	19.18
02/21/2024	Bill	AUDIOBOOK CD	47.98
03/15/2024	Bill	AUDIOBOOK CD	90.96

03/01/2024	Bill Payment (Check)		-360.00
02/15/2024	Bill	HOTSPOT SERVICE RENEWAL FOR 3 DEVICES	360.00

**MOTION PICTURE  
LICENSING CORP.**

03/01/2024	Bill Payment (Check)		-319.00
02/26/2024	Bill	1 year MPLC umbrella license	319.00

**NICOR GAS**

03/01/2024	Bill Payment (Check)		-1,459.01
02/23/2024	Bill	Gas bill: 1-17-24 to 2-15-24	1,459.01

**Oak Brook  
Mechanical Services,  
Inc.**

03/01/2024	Bill Payment (Check)		-940.89
02/14/2024	Bill	BOILER REGULATION VALVE REPLACEMENT	940.89

**OUTSOURCE  
SOLUTIONS GROUP,  
INC.**

03/01/2024	Bill Payment (Check)		-1,308.41
02/15/2024	Bill	FEBRUARY TECH SUPPORT	1,308.41
03/20/2024	Bill Payment (Check)		-1,308.41
03/18/2024	Bill	MARCH TECH SUPPORT	1,308.41
03/20/2024	Bill Payment (Check)		-8,508.61
03/11/2024	Bill	CAPITAL***2 REPLACEMENT LAPTOPS	5,209.99
03/07/2024	Bill	CAPITAL*** EHTERNET SWITCHES	3,298.62

**OverDrive**

03/01/2024	Bill Payment (Check)		-928.37
02/20/2024	Bill	1 EBOOK	27.50
02/13/2024	Bill	2 EBOOKS /1 AUDIOBOOK	122.78
02/12/2024	Bill	11 EBOOKS/6 AUDIOBOOKS	778.09
03/08/2024	Bill Payment (Check)		-719.70
03/05/2024	Bill	4 EBOOKS/2 AUDIOBOOKS	246.73
03/29/2024	Bill	4 EBOOKS/5 AUDIOBOOKS	472.97
03/20/2024	Bill Payment (Check)		-1,513.29
03/12/2024	Bill	25 EBOOKS/8 AUDIOBOOKS	1,370.04
02/27/2024	Bill	2 EBOOKS	55.00
03/12/2024	Bill	2 EBOOKS/1 AUDIOBOOK	88.25

**Rhonda Fentry**

03/08/2024	Bill Payment (Check)		-100.00
03/04/2024	Bill	4/13 ALL LEVELS YOGA	50.00
03/01/2024	Bill	3/9 GENTLE YOGA	50.00

**RISK PROGRAM  
ADMINISTRATORS**

03/01/2024	Bill Payment (Check)		-39.00
02/26/2024	Bill	Workers comp post audit invoice	39.00

**S&D PRIME  
MAINTENANCE,INC**

03/01/2024	Bill Payment (Check)		-1,835.91
02/29/2024	Bill	Monthly building maintenance	1,404.96
02/29/2024	Bill	*CAPITAL* Reattaching the wall base in community room	430.95

**Second Chance  
Cardiac Solutions,  
Inc.**

03/20/2024	Bill Payment (Check)		-225.00
03/20/2024	Bill	AED Battery	225.00

**Shannon Gruber**

03/01/2024	Bill Payment (Check)		-37.41
02/13/2024	Bill	VALENTINE'S DAY PARTY SUPPLIES	37.41
03/08/2024	Bill Payment (Check)		-83.50
02/26/2024	Bill	CRAFT & CHAT SUPPLIES	83.50

**Staples**

03/08/2024	Bill Payment (Check)		-626.39
02/08/2024	Bill	Cleaning supplies, office supplies, copier paper	626.39
03/20/2024	Bill Payment (Check)		-610.11
03/20/2024	Bill	Supplies	610.11

**STAVROULA  
HARISSIS**

03/20/2024	Bill Payment (Check)		-285.00
02/27/2024	Bill	4/14/24 PASTRIES & POETRY PROGRAM	285.00

**SWAN**



03/01/2024	Bill Payment (Check)		-6,596.25
10/05/2023	Bill	10/2023-12/2023 SWAN FEES	6,596.25

**VILLAGE OF RIVER  
FOREST**

03/08/2024	Bill Payment (Check)		-4,314.33
03/05/2024	Bill	Health Insurance February 2024	4,314.33
03/20/2024	Bill Payment (Check)		-5,525.40
03/20/2024	Bill	IMRF February 2024	5,525.40

**XMP LTD**

03/20/2024	Bill Payment (Check)		-850.00
03/15/2024	Bill	ARABIQA PROGRAM 4/7/24 PRESENTER FEE SPLIT 3 WAYS	850.00

Monday, Apr 01, 2024 05:38:17 PM GMT-7

**Byline Credit Card March 2024 Ending Balance: \$2059.03**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
03/29/2024	PANERA BREAD	COFFEE MONDAY PASTRY AND COFFEE	32.66		Expense	Adult Expenses:Programs - Adult
03/29/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage
03/29/2024	WALL STREET JOURNAL	RECURRING MONTHLY CHARGE FOR WSJ (1YR)	54.99		Expense	Adult Expenses:Periodicals - Adult
03/26/2024	Target	XYLOPHONES	195.00		Expense	Children's Expenses:Programs - Children's
03/26/2024	Target	XYLOPHONES	162.50		Expense	Children's Expenses:Programs - Children's
03/26/2024	ALA Store	SERVING DEAF PATRONS IN THE LIBRARY WEBINAR	129.00		Expense	Personnel:Staff Training and Development

03/25/2024		ECLIPSE PARTY MOON PIES	50.05	Expense	Adult Expenses:Programs - Adult
03/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99	Expense	Support Services:Postage
03/20/2024		ZOOM 1 YR SUBSCRIPTION	159.90	Expense	Support Services:Automation - Administration (SWAN, website, etc)
03/19/2024	Target	XYLOPHONES	178.75	Expense	Children's Expenses:Programs - Children's
03/19/2024	Target	XYLOPHONES	214.50	Expense	Children's Expenses:Programs - Children's
03/19/2024	BILLY BRICKS ON WHEELS	ICE CREAM TRUCK DEPOSIT FOR SRKP	500.00	Expense	Special Programs
03/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	54.99	Expense	Adult Expenses:Periodicals - Adult

03/18/2024	BROKEN TART	STAFF WINTER READING PRIZE	20.00		Expense	Personnel:Staff Recognition (InService)
03/18/2024	MICHAELS	CRAFT & CHAT SUPPLIES	60.22		Expense	Adult Expenses:Programs - Adult
03/14/2024	ELAN FINANCIAL SERVICES	Statement: 2/14/24 to 3/13/24		957.24	Bill	2000 Accounts Payable
03/14/2024	DOMINO'S	READING OLYMPICS PIZZA	130.94		Expense	Teen Expenses:Programs- Teen
03/14/2024	Dollar Tree	CRAFT & CHAT SUPPLIES	71.55		Expense	Adult Expenses:Programs - Adult
03/12/2024	PROPAY, INC.	ANNUAL ACCOUNT RENEWAL	39.95		Expense	Support Services:Automation - Administration (SWAN, website, etc)
03/12/2024	WEDNESDAY JOURNAL	2 YR WEDNESDAY JOURNAL SUBSCRIPTION	95.00		Expense	Adult Expenses:Periodicals - Adult
03/07/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage

03/07/2024	WALL STREET JOURNAL	RECURRING MONTHLY CHARGE WSJ (1 YR)	54.99	Expense	Adult Expenses:Periodicals - Adult
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# River Forest Public Library

## Fund Balances

As of March 31, 2024

Prepared 4.9.24

3/31/2024

### CHECKING/SAVINGS - OPERATIONS FUND

<b>Operations Current</b>	<b><u>Interest Rate</u></b>	
ICS Operations	0.50%	447,202.33
Byline Operations	0.40%	59,138.34
CIBC Operations	0.00%	-
Petty Cash		40.00
<b>TOTAL OPERATIONS CHECKING/SAVINGS</b>		<b>506,380.67</b>

<b><u>Maturity Date</u></b>	<b><u>CDARS Reserves</u></b>	<b><u>Interest Rate</u></b>	
5/30/2024	OP CD 6 MONTHS- CIBC	4.25%	50,000.00
5/30/2024	OP CD 6 MONTHS- CIBC	4.25%	50,000.00
6/27/2024	OP CD 3 MONTHS- CIBC	4.00%	50,000.00
7/18/2024	OP CD 6 MONTHS- CIBC	4.00%	100,000.00
7/25/2024	OP CD 5 YEAR- Byline	1.90%	67,505.93
8/8/2024	OP CD 1 YEAR- Byline	4.20%	68,817.75
8/15/2024	OP CD 6 MONTHS- CIBC	4.10%	50,000.00
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	50,000.00
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	100,000.00
9/5/2024	OP CD 1 YEAR- CIBC	4.50%	50,000.00
9/26/2024	OP CD 6 MONTHS- CIBC	4.15%	100,000.00
11/29/2024	OP CD 1 YEAR- CIBC	4.60%	53,774.72
1/16/2025	OP CD 1 YEAR- CIBC	4.55%	100,000.00

TOTAL CDARS Reserves Operations 890,098.40

**TOTAL OPERATIONS FUND 1,396,479.07**

<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>	<b><u>Interest Rate</u></b>	
ICS Capital	0.50%	114,052.10
Byline Capital	0.40%	1,493.62
<b>TOTAL CAPITAL CHECKING/SAVINGS</b>		<b>115,545.72</b>

<b><u>Maturity Date</u></b>	<b><u>CDARS Reserves</u></b>	<b><u>Interest Rate</u></b>	
4/11/2024	OP CD 1 MONTH- CIBC	4.00%	220,000.00
5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	50,000.00
5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	100,000.00
5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	100,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00

TOTAL CDARS Reserves Capital 720,000.00

**TOTAL CAPITAL FUND 835,545.72**

**TOTAL OPERATIONS/CAPITAL FUNDS 2,232,024.79**



**River Forest Public Library -Capital Reserve Fund**

Mar-24

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

**Capital Reserve Account Balances**

ICS Capital Reserve		\$	114,052.10 *
Byline Capital Checking		\$	<u>1,493.62</u>
<b>Total Capital Reserve Checking / Savings</b>		\$	<b>115,545.72</b>
<b>Total Capital CDARS Reserve</b>		\$	<b>500,000.00</b>
<b>Total Capital Reserve Fund</b>		\$	<b>615,545.72</b>
<b>Expenses</b>			
Outsource Solutions Group	3/26/2024	\$	8,508.61
<b>Transfers</b>			
From Operating to Capital	<u>3/20/2024</u>	\$	220,080.00 **
<b>Income</b>			
Interest	3/31/2024	\$	49.73

Prepared: 4.9.24

\*Includes \$50,000 Live and Learn Grant

\*\* CDAR transferred from Operating to Capital

## **I. Borrowing Privileges**

RFPL is a tax-supported public library. All residents and property owners in River Forest are eligible to receive a free library card. RFPL also extends borrowing privileges to non-residents as provided in this policy.

### **A. River Forest Residents**

Adults who wish to register for a library card, renew an expired card, or replace a lost, stolen, damaged, or destroyed card must present a driver's license or other acceptable form of picture ID with a current River Forest address. In the event that the resident does not have a picture ID listing their current River Forest address, another form of ID that does list their current River Forest address (such as a recent property tax bill, utility bill, voter registration, or lease) is required. The library card will be issued upon validation of the required identification. Children under the age of 18 must have a parent/guardian signature on the initial application and renewals for a library card.

Library cards are renewable every 5 years provided the patron continues to reside in River Forest and is in good standing with RFPL. RFPL reserves the right to restrict library privileges in the event of outstanding fees or other violations of RFPL policies.

A River Forest resident may use their library card at other libraries within the System-Wide Automated Network consortium ("SWAN system") to borrow materials.

### **B. Reciprocal Borrowing**

#### **1. Non-Resident**

Individuals who reside outside of River Forest and not within the boundaries of another public library may purchase a non-resident card for a fee determined by the Board in accordance with the Illinois Non-Resident Fee Formula (23 Ill. Admin. Code 3050.60). This card entitles the non-resident to borrow materials from RFPL, but not from other SWAN system libraries.

#### **2. Non-SWAN Member**

Any Illinois resident who has a library card from a non-SWAN system library may borrow materials from RFPL upon verification that the card is in good standing.

#### **3. Local Universities**

Students and faculty who reside in the dormitories of Dominican University and Concordia University Chicago may obtain a RFPL library card for the current academic year upon verification of university affiliation. This card entitles the students or faculty to borrow materials from RFPL, but not from other SWAN system libraries.

*Updated April 2024*



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*Updated April 2024*

## **II. Circulation**

### **A. Loans and Reserves**

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type, such as the length of loan, and the number of loans and renewals allowed.

Patrons may reserve materials that are not immediately available for use.

### **B. Interlibrary Loans**

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system and the Online Computer Library Center (“OCLC”). Materials obtained through interlibrary loan are the responsibility of the patron who borrows them, and are subject to the loan rules, fees, and fines of the library from which the materials are checked out.

### **C. Lost, Damaged, and Overdue Materials**

Materials borrowed via any mechanism are the responsibility of the patron. Patrons with overdue materials may be subject to penalties. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established fees for lost or damaged materials owned by RFPL.

### **D. Hours of Operation**

RFPL maintains consistent, posted hours during which services of RFPL are available to patrons.

*Reviewed April 2024*

### **III. Patron Confidentiality**

RFPL abides by the Library Records Confidentiality Act (75 ILCS 70/1) (“LRCA”) which states that circulation and registration records of a library are “Confidential Information”.

RFPL will not sell or lease Confidential Information to outside parties.

No Confidential Information shall be made available to any state, federal, or local government agency, or to any other outside party, unless such disclosure is legally permitted. Any court order or other request to obtain such information shall be immediately referred to the Director or, if the Director is unavailable, other person in charge, who will consult with RFPL’s legal counsel, if practicable.

RFPL does not collect personal information from public computers or from the RFPL website. Although the RFPL website may contain links to outside websites, RFPL is not responsible for the privacy practices of any websites not maintained by RFPL.

RFPL will strive to ensure that its contracts and agreements with providers of electronic resources reflect its policies.

A patron must provide a library card number or other acceptable form of identification in order to receive information about their account. Except as otherwise provided in this policy, RFPL will communicate information about a patron’s account only to the account’s cardholder or to the minor cardholder’s parent/guardian.

*Updated April 2024*

### III. Patron Confidentiality

#### ~~A. Confidentiality of Patron Records~~

RFPL abides by the ~~Illinois~~ Library Records Confidentiality Act (75 ILCS 70/1) (“LRCA”) ~~which that~~ states ~~that~~ circulation and registration records of a library are “Confidential Information”.

~~RFPL will not sell or, lease Confidential Information to outside parties. , or disclose confidential information to outside parties unless required to do so by law.~~

No ~~C-onfidential Information records~~ shall be made available to any ~~agency of~~ state, federal, or local government agency, or to any other outside party, unless such disclosure is legally permitted, pursuant to a process, order, or subpoena authorized by law. ~~Any issuance of enforcement of a~~ Any court order or other request to obtain such information such process, order, or subpoena shall be immediately referred to the Director or, if the Director is unavailable, other person in charge, who will consult with RFPL’s legal counsel, if practicable.

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RFPL will strive to ensure that its contracts and agreements with providers of electronic resources reflect ~~itsour~~ policies.

#### ~~B. Confidentiality of Patron Requests~~

~~A p~~Patrons must provide a library card number or other acceptable form of identification in order to receive information about their account. Except as otherwise provided in this policy, RFPL will communicate information about a patron’s account materials only to the account’s cardholder or to the minor cardholder’s parent/guardian.

*Updated April 2024*

## Strategic Directions

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

The Library launched a Seed Library on the 2<sup>nd</sup> floor. Ariel Schick, ATS Librarian, put out a call for seed donations. The Oak Park Conservatory and Pickle Hill Parties, a local florist, donated seeds. All other donations were made by members of the community. In the month of March, we had 50 patrons take 132 packets! Patrons are invited to bring back seeds at the end of the season for next year.



*Community*

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

The Library accepted a proposal from OC Creative to do a logo/brand refresh. The goal is to improve usability of our logo and branding across all marketing platforms, modernize our image to better reflect our updated offerings, and improve accessibility. The in-house branding team consists of Shannon Duffy, Shannon Gruber, Victoria Muraiti, Trustee Scott Delano, and myself. A kickoff meeting took place on April 1 and work is expected to take between 4-6 weeks.



*Spaces*

Fran has researched several website development firms and has collected three proposals. Next steps are to call references for our preferred firm. We plan to present our recommendations to the Board in May.

**Goal:** Support the freedom to read and explore.



*Events, Services  
& Collections*

The League of Women Voters invited me to join a panel of library professionals to talk about book challenges at their Second Tuesday meeting in March. We had a lively conversation about censorship and the freedom to read at libraries.

**Goal:** Make it easy to use the library by reducing barriers to access.

The Children's Department Virtual Story Time on YouTube had super high viewing numbers this month at 340 views. Patrons are catching on to our fun online story times, available to watch at any time. Virtual story times are a great way to make the Library accessible for those who may not be able to come to the building or who may have sensory sensitivities and are unable to handle an in-person story time.

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



The March adult Craft & Chat project was spring wreaths. We had 9 patrons attend and we had a wonderful time making wreaths and, as always, the creativity was so impressive!

Children's launched a passive craft program which had 60 participants. Associate Marissa Walentschik conceptualized this program in response to requests for craft projects to do while in the Library. Each month she will come up with a new idea and leave the materials out for kids to take and use while in the Children's Room. We are

always looking for new ways to engage our community and meet their specific needs, and our mini-patrons love doing art related projects!



*Resources*

The staff Grants Committee met for the first time in March. Our goal is to maximize the amount of grant funding we receive from the RFPL Foundation each year. There is representation from each department. We finalized details for two grant requests and have a list started for possible future requests.

The Middle School/Teen Volunteer application is on our website and the program has been promoted through eNews and a website blog post. We have received 11 applications so far. The program will be promoted in the summer Bookplate as well.

### Key Performance Indicators

Category	January 2024	February 2024	March 2024
Physical item circulation - initial checkouts	13,885	13,182	13,845
Digital item circulation	5,280	5,053	5,394
<b>Total Circulation</b>	<b>19,165</b>	<b>18,235</b>	<b>19,239</b>
Programs for Adults	10 programs 115 attendees	13 programs 184 attendees	14 programs 162 attendees
Programs Middle School aged children	9 programs 143 attendees	9 programs 141 attendees	6 programs 78 attendees
Programs for Children	25 programs 1272 attendees	27 programs 1072 attendees	26 programs 1430 attendees
Library-Wide Programs			
Children's Play Area Visits	1492	1211	1720
New cardholders added	31	31	35
Total cardholders	8,262	8,033	8,067
Website sessions	7,360	6,365	6,191
Patron visits	8,927	6,769	9,066
Instagram Followers	1,427	1,445	1,460
Facebook Followers	1,374	1,380	1,383

### Staff Updates

- Shannon Duffy, Operations Manager, and Ariel Schick, ATS Librarian, attended the annual Public Library Association Conference in Columbus, Ohio.

**Financial highlights**

- We have received 100% of expected tax revenue from the 2022 levy year and 48% from the 2023 levy year and are in good shape at 103% of expected tax revenue this fiscal year.
- Connections Grant funding for after school programs for middle schoolers/teens came in this month at just over \$8,000.

**Facility updates**

- Broadleaf did a minor epoxy floor touch up this March.
- Shannon Gruber, ATS Manager, and Shannon Duffy are coordinating a touch-up paint project on the second floor where old decals were taken off the walls.

**Committee updates**

Policy Committee met on April 3, 2024

Respectfully submitted,

Emily Compton

April 10, 2024



River Forest Public Library  
**Policy Committee Meeting-DRAFT**

**MINUTES**

**Wednesday, April 3<sup>rd</sup>, 2024, at 2:30 pm**

**Present:** Committee members Cathy Ruggeri, Kosha Baxi-Carstens, and Elan Long. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber.

**Call to Order:** Trustee Hill called the meeting to order at 2:49 pm.

**Minutes:**

1. Minutes of January 31st, 2024 committee meeting were approved unanimously.
2. Patrons I. Borrowing Privileges  
Minor changes made for clarity.
3. Patrons II. Circulation  
No changes were made.
4. Patrons III. Patron Confidentiality  
The committee discussed the information that staff can legally share with state, federal, or legal government agencies. Director Compton said she will include this information in the person-in-charge training. Minor changes made for clarity.
5. Patrons V. Services to Patrons with Disabilities  
Director Compton clarified some information on home delivery service. No changes were made.
6. Patrons VII. Exhibits & Displays  
Minor changes made for clarity.
7. Patrons VIII. Community Bulletin Board & Pamphlet Display  
The Committee discussed the type of information allowed to be posted on the community board. Minor changes made for clarity.
8. Oversight IV. Indemnification and Insurance  
Minor changes made for clarity.

**Next Meeting:** Next meeting will be Wednesday, September 11<sup>th</sup> at 3:00pm in the Barbara Hall Meeting Room. Patrons XII. Donations - Non-Library and Patrons XIII. Security Cameras

**Adjournment:** Trustee Baxi-Carstens moved to adjourn the meeting at 3:43 pm. Trustee Long seconded.