



River Forest Public Library
July 16, 2024
6:00 PM
Board of Trustees

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

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: June 18, 2024
 - b. June 2024 Revenue and Expense Reports
 - c. June 2024 Bill Payment List and Credit Card Charges
 - d. June 30, 2024 Fund Balances Report and Capital Reserve Fund
 - e. Policy updates: Patrons XIII. Security Cameras, Patrons V. Services to Patrons with Disabilities
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - Patrons IV. Computer Use and Internet Access -vote
 - Patrons IX. Code of Conduct – vote
 - Patrons XV. Suspension of Library Privileges and Patron Ban Policy - vote
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. New RFPL logo – discussion
 - e. Holiday closure dates 2025 - discussion
9. Old Business
 - a. Phase One Room Renovation Project - update
 - b. Phase Two Room Renovation Project - update
10. Closed Session – 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.
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.*

Meeting Minutes: Regular Board Meeting: June 18, 2024 at 6:00 PM - DRAFT

Call to Order: At 6:00 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, 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: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: May 21, 2024
- b. May 2024 Revenue and Expense Reports
- c. May 2024 Bill Payment List and Credit Card Charges
- d. May 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Patrons VII. Exhibits & Displays; Patrons VIII. Community Bulletin Board & Pamphlet Display

A motion to approve Consent Agenda items a-e was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included front-loaded bills such as periodicals and membership dues and including a date or library-approved stamp on community bulletin board posters. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported one suggestion to clarify how library hours are listed on the website. This will be taken into consideration as work on the new website begins.

Director's Report:

Director Compton offered comments in addition to her written report:

- New study space furniture was ordered and should arrive in late July.
- Teen Librarian Anne Kowalski went above and beyond her usual duties by representing the Library at the Roosevelt Centennial Celebration and the River Forest Pride Parade, and also running the orientation session for 17 teen volunteers.
- The Juneteenth flag raising was a success with approximately 100 people in attendance. This year saw the addition of a singer during the festivities.
- The State of Illinois is offering public libraries access to select databases for free. There are over 50 databases ranging in topics from general interest to academic to

legal. Also included in the package are free live tutors for students. The databases should be accessible in late summer.

President's Report:

President Ruggeri noted the community outreach that the Library staff has taken part in, including the recent Memorial Day parade.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing to add to what will be addressed in Old Business.

Finance Committee

The Finance Committee has not met since February. The Library received over \$21,000 in property taxes in May, increasing the FY2023-24 total to \$1,568,000, which is about 5% more than budgeted. The Library is currently holding \$470,000 in capital fund CDARS which are being rolled over for four weeks at a time until needed. Operating fund CDARS are beginning to mature, and some of these may be rolled over for four weeks at a time.

Policy Committee

The Policy Committee has not met since the last Board meeting. The next meeting is currently scheduled for September 11th and will most likely be moved to an earlier date to consider some issues that need to be addressed before the fall.

RFPL Foundation Liaison

The Foundation is currently holding reserve funds in laddered CDs which have a higher return. Foundation directors were present with cold water and cicada-themed bookmarks at the Summer Reading Kickoff party. Following Trustee Hopkinson's report there was discussion of the Kickoff party timing with more competing events on the last day of school. Library staff will touch base with D90 in planning next year's Kickoff.

Village of River Forest Collaboration Committee Liaison

The committee will meet on June 19th. They will be discussing ideas for a community-wide program or activity. Trustee Berens plans to suggest a Long Table event which promotes community conversation.

Sprinkler System Repairs (up to \$7,510)- vote

Alarm Detection Services did a routine sprinkler system inspection and found some deficiencies. Operations Manager Duffy is seeking multiple quotes to bring the system into compliance. The quotes received to date vary in amount with the higher quote being \$7,510. The Board asked that the staff obtain additional clarification of the inspections and work needed before accepting one of the quotes.

A motion to approve purchase of sprinkler system inspections and repairs in the amount not to exceed \$7,510 was made by Trustee Delano and seconded by Trustee Hill. The motion passed on a roll call vote.

Roll Call Vote:

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

Old Business

Phase One Room Renovation Project- update

Williams Architects (“WA”) was on-site to review the previously prepared interior punch list and to prepare a punch list of exterior items. Most of the interior items have been completed; the exterior issues which remain include installing a handle on the gate. Andy Dogan of WA will be at the Library on June 20th to talk about the Library’s change order request, completing the punch list, WA’s fees, and closeout of the project. IMEG will be on-site on June 19th to review the state of completion of the previously prepared punch list of the mechanical elements of the project. Director Compton noted that, even with the extreme heat that week, there was no water on the field from the air handler unit.

Phase Two Room Renovation Project- update

The Facilities Committee will discuss next steps with the RFP, including issuing the RFP to additional architectural firms. The Library has not received any proposals yet in response to the previously issued RFP. The Live and Learn grant was awarded to be spent by spring 2025; if necessary, the deadline could be extended.

At 6:44 pm, Trustee Carstens moved to go into closed session under 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

Closed Session- 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.

At 7:23 pm, the Board returned to open session. Present were Trustees Berens, Carstens, Delano, Hill, Hopkinson, Long, and Ruggeri. Also present were Director Compton and Operations Manager Duffy. President Ruggeri stated that security procedures were discussed during the closed session.

Adjournment

The meeting was adjourned at 7:25 pm following a motion by Trustee Delano which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library
Fiscal Year: May 1, 2024-April 30, 2025
Revenue Report: June-24

<u>Account:</u>	<u>June-24</u>	<u>YTD</u>	<u>2024-2025</u>	<u>% of Budget</u>
				17% as of 6/30/2024
Property Taxes	\$ -	\$ -	\$ 1,615,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ 5,241.90	\$ 7,410.12	\$ 25,000	29.64%
Lost Books Reimbursed	\$ 424.85	\$ 732.76	\$ 3,500	20.94%
Copy Machine Revenue	\$ 260.32	\$ 615.26	\$ 3,200	19.23%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 1,024.53	\$ 1,284.70	\$ 24,500	5.24%
Grants from RFPL Foundation	\$ 8,700.00	\$ 8,700.00	\$ 20,000	43.50%
Gifts - other	\$ -	\$ 51.50	\$ 200	25.75%
IL Per Capita Grant	\$ -	\$ -	\$ 17,300	0.00%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ 3.00	\$ 3.00	\$ 500	0.60%
Total:	\$ 15,654.60	\$ 18,797.34	\$ 1,722,700	1.09%
Income:	\$ 15,654.60	\$ 18,797.34	\$ 1,722,700	1.09%
Expense:	\$ 134,852.46	\$ 245,298.61	\$ 1,722,700	14.24%

Prepared 7.11.24



River Forest Public Library

Fiscal Year: May 1, 2024 - April 30, 2025
 Expense Report: Jun-24

	June-24	Fiscal YTD	Actual % Budget 17% as of 6/30/2024	24-25 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 76,972.55	\$ 144,425.83	16.51%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 7,063.38	10.87%	\$ 65,000
IMRF	\$ 3,657.35	\$ 7,088.19	14.18%	\$ 50,000
Medicare/FICA	\$ 5,656.55	\$ 10,752.80	16.05%	\$ 67,000
Staff Recognition	\$ -	\$ 116.35	1.94%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training and Development	\$ 151.68	\$ 382.03	2.94%	\$ 13,000
Total Personnel	\$ 89,969.82	\$ 171,088.58	15.83%	\$ 1,081,000
Support Services				
Printing and Advertising				
Newsletter	\$ -	\$ 105.00	1.33%	\$ 7,900
Advertising	\$ 161.07	\$ 214.23	3.57%	\$ 6,000
Total Printing and Advertising	\$ 161.07	\$ 319.23	2.30%	\$ 13,900
Programming				
Children's Programs	\$ 845.93	\$ 1,311.33	7.29%	\$ 18,000
Teen Programs	\$ 312.52	\$ 681.70	7.18%	\$ 9,500
Adult Programs	\$ 1,238.72	\$ 2,663.73	14.80%	\$ 18,000
Special Programs	\$ 1,818.42	\$ 3,883.42	55.48%	\$ 7,000
Connections Programs	\$ 44.11	\$ 70.43	1.41%	\$ 5,000
Total Programs	\$ 4,259.70	\$ 8,610.61	14.97%	\$ 57,500
Total Advertising and Programs	\$ 4,420.77	\$ 8,929.84	12.51%	\$ 71,400
Other Support Services				
ILL and RB Services	\$ -	\$ 218.09	18.17%	\$ 1,200
Technical Support (IT)	\$ 2,680.35	\$ 9,930.35	40.12%	\$ 24,750
Automation Administration	\$ 1,607.82	\$ 1,809.81	4.02%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 6,000
Postage & Delivery	\$ 71.99	\$ 93.98	2.51%	\$ 3,750
Audit	\$ -	\$ -	0.00%	\$ 11,000
Payroll and Employment Services	\$ 447.57	\$ 895.14	14.44%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 5,115
Telephone/Internet	\$ 1,702.61	\$ 2,077.02	18.88%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 216.10	\$ 216.10	6.97%	\$ 3,100
Security	\$ 2,512.62	\$ 2,512.62	25.13%	\$ 10,000
Total Other Support Services	\$ 9,239.06	\$ 15,240.49	11.90%	\$ 128,115

Library Materials

Books	\$	7,508.09	\$	12,134.86	14.71%	\$	82,500
Print Periodicals	\$	778.08	\$	4,707.87	67.26%	\$	7,000
Automated Subscriptions (databases)	\$	1,200.00	\$	1,200.00	7.50%	\$	16,000
Online E-Content - ebooks/magazines/movies/music	\$	7,273.47	\$	12,366.35	14.30%	\$	86,500
Audio Visual (DVDs, CDs, etc.)	\$	1,702.52	\$	2,252.18	14.08%	\$	16,000
Total Library Materials	\$	18,462.16	\$	32,661.26	15.70%	\$	208,000

Library and Office Supplies

Office Supplies	\$	69.51	\$	268.72	5.84%	\$	4,600
Library Supplies	\$	201.29	\$	242.10	4.10%	\$	5,900
Copy And Printing Supplies	\$	-	\$	176.91	6.80%	\$	2,600
Misc Expenses	\$	65.65	\$	95.63	3.98%	\$	2,400
Total Office Supplies	\$	336.45	\$	783.36	5.05%	\$	15,500
Total Library Materials & Supplies	\$	18,798.61	\$	33,444.62	14.96%	\$	223,500

Strategic Initiatives

Strategic Initiatives	\$	-	\$	-	0.00%	\$	15,000
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Facility Supplies

Building Materials & Supplies	\$	89.05	\$	609.86	10.16%	\$	6,000
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Facility Services

Insurance	\$	-	\$	-	0.00%	\$	22,500
Maintenance and Custodial Service	\$	9,919.19	\$	13,411.49	15.78%	\$	85,000
Water	\$	435.28	\$	435.28	14.51%	\$	3,000
Natural Gas	\$	729.21	\$	729.21	3.04%	\$	24,000
Copier Maintenance and Usage	\$	165.93	\$	323.70	12.06%	\$	2,685
Total Facility Services	\$	11,249.61	\$	14,899.68	10.86%	\$	137,185

Equipment & Furniture

Equipment & Furniture	\$	-	\$	-	0.00%	\$	6,000
Technology Misc.	\$	1,085.54	\$	1,085.54	24.12%	\$	4,500
Total Equipment & Furniture	\$	1,085.54	\$	1,085.54	10.34%	\$	10,500

Total Facilities Management	\$	12,424.20	\$	16,595.08	10.80%	\$	153,685
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Total Operating Expenses	\$	134,852.46	\$	245,298.61	14.66%	\$	1,672,700
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Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	50,000
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Total Expenses	\$	134,852.46	\$	245,298.61	14.24%	\$	1,722,700
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Total Income		\$15,654.60		\$18,797.34	1.09%	\$	1,722,700
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Prepared 7.11.24

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

	Date	Transaction Type	Memo/Description	Amount
A CORE LOCKSMITH				
	06/06/2024	Bill Payment (Check)		-735.00
	06/01/2024	Bill	PUBLIC BATHROOMS/LOCK INSTALLATIONS	735.00
Alarm Detection Services				
	06/06/2024	Bill Payment (Check)		-257.73
	05/05/2024	Bill	FIRE ALARM SERVICE/ JUNE- AUGUST	257.73
AMAZON				
	06/06/2024	Bill Payment (Check)		-835.20
	06/04/2024	Bill	TEEN DISPLAY CASE	9.79
	06/04/2024	Bill	LAMINATOR SHEETS	24.95
	05/28/2024	Bill	PRIDE PARADE GIVEAWAYS	8.99
	05/23/2024	Bill	MEMORIAL DAY PARADE CANDY	115.74
	05/23/2024	Bill	MAY MAKERS & FUTURE PROJECT SUPPLIES	44.11
	05/20/2024	Bill	LAMINATING SHEETS	27.14
	05/19/2024	Bill	NONFICTION TITLE	24.91
	05/18/2024	Bill	MEMORIAL DAY PARADE CANDY	293.69
	05/16/2024	Bill	TAMPONS	89.05
	05/16/2024	Bill	SRP MATERIALS	3.69
	06/05/2024	Bill	CRAFT SUPPLIES/BIRD SEED, POTS,BAGS & TABLECLOTHS	193.14
	06/20/2024	Bill Payment (Check)		-519.28
	06/04/2024	Bill	SUNSCREEN	10.83
	06/10/2024	Vendor Credit	#I6JQ-L97R-3YQF REFUND (SUNSCREEN)	-10.83
	06/19/2024	Bill	TAKE & MAKE BAGS	19.75

06/15/2024	Bill	BUNGEE CORD/WAGON MAINTENANCE	9.99
06/14/2024	Bill	TAKE & MAKE SUPPLIES LIGHTS FOR CS WINDOW DISPLAY	27.58
06/14/2024	Bill	I SPY DOORWAY MATERIALS	6.99
06/13/2024	Bill	POSTER HANGING SUPPLIES	36.55
06/12/2024	Bill	FLAG CLIPS	24.74
06/12/2024	Bill	CHILDREN'S ROOM/DECOR SUPPLIES	14.79
06/12/2024	Bill	CRAFT & CHAT SUPPLIES	73.99
06/11/2024	Bill	SWITCH GAMES	39.41
06/09/2024	Bill	WATER COLOR PAINTS	176.81
06/07/2024	Bill	TEEN VOLUNTEER LANYARDS	57.27
06/06/2024	Bill	SUNSCREEN	23.98
06/05/2024	Bill		7.43

**ANDERSON ELEVATOR
COMPANY**

06/20/2024	Bill Payment (Check)		-217.00
06/01/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	217.00

**BAKER & TAYLOR
C0260133**

06/20/2024	Bill Payment (Check)		-41.70
06/05/2024	Bill	BOOKS	41.70

BayScan Technologies

06/20/2024	Bill Payment (Check)		-186.50
06/10/2024	Bill	RECEIPT PAPER/STICKY	186.50

CATHY KRUSE

06/20/2024	Bill Payment (Check)		-15.00
05/13/2024	Bill	REACHING FORWARD PARKING REIMBURSEMENT	15.00

CHICAGO SUN TIMES

06/06/2024	Bill Payment (Check)		-615.60
05/20/2024	Bill	1 YR SUBSCRIPTION/CHICAGO SUN-TIMES	615.60

Cintas Fire Protection

06/06/2024	Bill Payment (Check)		-108.00
06/01/2024	Bill	MONTHLY AED SUBSCRIPTION	108.00

CleanNet of Illinois

06/06/2024	Bill Payment (Check)		-1,549.80
06/01/2024	Bill	MONTHLY CLEANING FEE	1,549.80

Comcast BUSINESS

06/06/2024	Bill Payment (Check)		-384.41
06/03/2024	Bill	JUNE INTERNET BILL	384.41

**COMCAST BUSINESS
(VoiceEdge*)**

06/06/2024	Bill Payment (Check)		-659.10
05/01/2024	Bill	MAY PHONE BILL	659.10
06/20/2024	Bill Payment (Check)		-659.10
06/01/2024	Bill	6'24 PHONE BILL	659.10

DOW JONES

06/20/2024	Bill Payment (Check)		-1,200.00
06/06/2024	Bill	I YR DIGITAL WSJ SUBSCRIPTION	1,200.00

DOWNING MUSIC

06/20/2024	Bill Payment (Check)		-450.00
06/17/2024	Bill	TALL TALES AND SILLY SONGS	450.00

ELAN FINANCIAL SERVICES

06/20/2024	Bill Payment (Check)		-4,212.33
06/20/2024	Bill	Credit card statement: 5.15.24- 6.13.24	4,212.33

Franzen Plumbing

06/06/2024	Bill Payment (Check)		-481.50
05/14/2024	Bill	TOILET REPAIR	212.50
04/30/2024	Bill	CAP PIPE IN CHILDREN'S ROOM	269.00

FSS TECHNOLOGIES, LLC

06/20/2024	Bill Payment (Check)		-114.00
06/19/2024	Bill	BURGLAR ALARM SERVICE 7-9/24	114.00

Hoopla

06/06/2024	Bill Payment (Check)		-2,581.95
06/04/2024	Bill	MAY DOWNLOADS	2,581.95

Hulen Landscaping Contractors

06/06/2024	Bill Payment (Check)		-1,484.00
04/23/2024	Bill	SPRING CLEAN-UP	1,170.00
04/30/2024	Bill	APRIL'24 MONTHLY LANDSCAPING	314.00
06/20/2024	Bill Payment (Check)		-851.00
04/02/2024	Bill	SPRING CLEAN-UP	537.00
05/28/2024	Bill	MAY LANDSCAPING	314.00

Ingram Library Services

06/06/2024	Bill Payment (Check)		-3,961.41
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05/28/2024	Bill	BOOKS	328.74
05/28/2024	Bill	BOOK	16.71
05/29/2024	Bill	BOOK	15.06
05/29/2024	Bill	BOOKS	123.84
05/29/2024	Bill	BOOKS	54.37
05/29/2024	Bill	BOOKS	47.78
05/30/2024	Bill	BOOK	21.03
05/30/2024	Bill	BOOKS	42.86
05/30/2024	Bill	BOOKS	15.62
05/30/2024	Bill	BOOKS	170.41
05/30/2024	Bill	BOOK	14.38
05/30/2024	Bill	BOOKS	55.41
05/30/2024	Bill	BOOK	11.98
05/30/2024	Bill	BOOK	12.58
05/31/2024	Bill	BOOK	21.59
05/31/2024	Bill	BOOK	16.90
05/31/2024	Bill	BOOK	19.73
05/31/2024	Bill	BOOKS	36.07
05/31/2024	Bill	BOOK	31.96
05/31/2024	Bill	BOOK	19.73
05/31/2024	Bill	BOOKS	69.58
05/31/2024	Bill	BOOK	11.39
05/31/2024	Bill	BOOK	17.28
06/03/2024	Bill	BOOK	12.38
06/03/2024	Bill	BOOK	11.81
06/03/2024	Bill	BOOKS	108.25
06/03/2024	Bill	BOOK	16.59
06/03/2024	Bill	BOOKS	38.70
06/03/2024	Bill	BOOK	24.59
06/03/2024	Bill	BOOK	10.49
06/03/2024	Bill	BOOK	14.81
06/03/2024	Bill	BOOK	15.06
06/03/2024	Bill	BOOK	12.38
06/03/2024	Bill	BOOK	23.71
06/03/2024	Bill	BOOK	6.16
06/04/2024	Bill	BOOKS	99.38
05/24/2024	Bill	BOOKS	21.65
05/16/2024	Bill	BOOKS	66.70
05/23/2024	Vendor Credit	BOOK	-21.43
05/16/2024	Bill	BOOKS	10.91
05/16/2024	Bill	BOOKS	34.81

05/16/2024	Bill	BOOK	10.49
05/17/2024	Bill	BOOKS	27.75
05/17/2024	Bill	BOOKS	28.82
05/17/2024	Bill	BOOKS	39.95
05/20/2024	Bill	BOOK	17.72
05/20/2024	Bill	BOOKS	169.64
05/20/2024	Bill	BOOKS	32.71
05/20/2024	Bill	BOOK	17.69
05/20/2024	Bill	BOOKS	37.19
05/20/2024	Bill	BOOK	21.92
05/20/2024	Bill	BOOK	12.36
05/20/2024	Bill	BOOK	12.05
05/20/2024	Bill	BOOK	15.82
05/21/2024	Bill	BOOKS	350.09
05/21/2024	Bill	BOOK	29.52
05/21/2024	Bill	BOOK	18.60
05/21/2024	Bill	BOOKS	277.15
05/21/2024	Bill	BOOKS	139.17
05/21/2024	Bill	BOOK	8.38
05/22/2024	Bill	BOOKS	69.88
05/22/2024	Bill	BOOKS	145.23
05/22/2024	Bill	BOOKS	135.76
05/22/2024	Bill	BOOKS	94.66
05/22/2024	Bill	BOOK	18.50
05/22/2024	Bill	BOOK	16.72
05/22/2024	Bill	BOOK	15.27
05/24/2024	Bill	BOOK	21.60
05/24/2024	Bill	BOOK	17.72
05/24/2024	Bill	BOOK	18.60
05/24/2024	Bill	BOOKS	37.14
05/24/2024	Bill	BOOKS	36.64
05/24/2024	Bill	BOOKS	52.97
05/24/2024	Bill	BOOKS	36.60
05/24/2024	Bill	BOOKS	37.77
05/24/2024	Bill	BOOK	18.57
05/24/2024	Bill	BOOK	12.38
05/24/2024	Bill	BOOK	16.48
05/24/2024	Bill	BOOKS	16.76
05/24/2024	Bill	BOOKS	53.07
05/24/2024	Bill	BOOKS	26.22
05/24/2024	Bill	BOOKS	52.90
05/28/2024	Bill	BOOKS	43.53

05/28/2024	Bill	BOOK	17.47
	Bill Payment		
06/20/2024	(Check)		-3,480.07
06/06/2024	Bill	BOOKS	64.72
06/07/2024	Bill	BOOKS	311.00
06/07/2024	Bill	BOOK	15.89
06/07/2024	Bill	BOOK	12.31
06/10/2024	Bill	BOOKS	248.06
06/10/2024	Bill	BOOK	27.24
06/10/2024	Bill	BOOK	7.29
06/10/2024	Bill	BOOK	12.38
06/10/2024	Bill	BOOK	6.91
06/10/2024	Bill	BOOKS	35.50
06/10/2024	Bill	BOOK	16.90
06/10/2024	Bill	BOOK	21.92
06/10/2024	Bill	BOOKS	35.86
06/11/2024	Bill	BOOKS	27.67
06/11/2024	Bill	BOOK	28.99
06/12/2024	Bill	BOOK	9.91
06/12/2024	Bill	BOOKS	53.12
06/12/2024	Bill	BOOK	18.60
06/12/2024	Bill	BOOK	15.71
06/12/2024	Bill	BOOK	10.74
06/12/2024	Bill	BOOK	17.28
06/12/2024	Bill	BOOK	15.38
06/13/2024	Bill	BOOK	14.81
06/13/2024	Bill	BOOKS	80.57
06/13/2024	Bill	BOOK	21.92
06/13/2024	Bill	BOOK	12.61
06/13/2024	Bill	BOOKS	82.35
06/13/2024	Bill	BOOKS	74.76
06/14/2024	Bill	BOOKS	53.16
06/14/2024	Bill	BOOKS	285.62
06/14/2024	Bill	BOOKS	54.67
06/14/2024	Bill	BOOK	18.60
06/14/2024	Bill	BOOK	17.47
06/14/2024	Bill	BOOKS	257.53
06/14/2024	Bill	BOOKS	18.60
06/14/2024	Bill	BOOKS	91.28
06/14/2024	Bill	BOOK	23.12
06/14/2024	Bill	BOOKS	100.28
06/17/2024	Bill	BOOKS	26.87

06/17/2024	Bill	BOOK	12.94
06/17/2024	Bill	BOOKS	41.26
06/17/2024	Bill	BOOKS	43.59
06/17/2024	Bill	BOOK	6.73
06/17/2024	Bill	BOOK	10.68
06/17/2024	Bill	BOOK	11.81
06/17/2024	Bill	BOOKS	145.97
06/17/2024	Bill	BOOKS	54.45
06/17/2024	Bill	BOOK	17.25
06/18/2024	Bill	BOOKS	37.03
06/18/2024	Bill	BOOK	12.91
06/04/2024	Bill	BOOK	16.15
		DAMAGE FROM INVOICE	
05/23/2024	Vendor Credit	#63067086	-11.81
05/30/2024	Vendor Credit	DAMAGE INVOICE #63069405	-13.76
06/04/2024	Bill	BOOKS	37.87
06/04/2024	Bill	BOOKS	35.51
06/04/2024	Bill	BOOKS	32.18
06/04/2024	Bill	BOOK	23.12
06/04/2024	Bill	BOOKS	17.00
06/04/2024	Bill	BOOK	15.32
06/06/2024	Bill	BOOK	15.89
06/06/2024	Bill	BOOK	6.91
06/06/2024	Bill	BOOKS	60.97
06/06/2024	Bill	BOOK	14.39
06/06/2024	Bill	BOOKS	38.19
06/06/2024	Bill	BOOKS	35.15
06/06/2024	Bill	BOOKS	68.46
06/06/2024	Bill	BOOK	6.31
06/06/2024	Bill	BOOKS	13.82
06/06/2024	Bill	BOOKS	25.64
06/06/2024	Bill	BOOKS	111.02
06/06/2024	Bill	BOOK	20.29
06/06/2024	Bill	BOOKS	46.61
06/06/2024	Bill	BOOKS	92.98
06/06/2024	Bill	BOOK	19.73
06/06/2024	Bill	BOOKS	49.54
06/06/2024	Bill	BOOK	7.78
06/06/2024	Bill	BOOKS	40.13
06/06/2024	Bill	BOOK	12.46

JILLIAN GABRIELLE

	Bill Payment (Check)		-325.00
06/06/2024			
06/04/2024	Bill	LUCY! PROGRAM 6/22/24	325.00

Kanopy

	Bill Payment (Check)		-235.80
06/06/2024			
05/31/2024	Bill	MAY DOWNLOADS	235.80

Konica Business Solutions

	Bill Payment (Check)		-165.93
06/20/2024			
06/01/2024	Bill	MAY 2024 COPIER USAGE	155.47
06/01/2024	Bill	JUNE 2024 COPIER MAINTENANCE	10.46

Konica Premier

	Bill Payment (Check)		-216.10
06/06/2024			
05/30/2024	Bill	COPIER LEASE PAYMENT	216.10

Library Market

	Bill Payment (Check)		-7,500.00
06/06/2024			
05/22/2024	Bill	***CAPITAL/50% DEPOSIT-NEW WEBSITE	7,500.00

Michelle Dennis

	Bill Payment (Check)		-136.68
06/20/2024			
06/18/2024	Bill	Mileage reimbursement for in-service presenter	136.68

MIDWEST TAPE

	Bill Payment (Check)		-632.47
06/06/2024			
05/17/2024	Bill	BLU-RAY	28.93
05/17/2024	Bill	AUDIOBOOK CDS	138.94
05/17/2024	Bill	BLU-RAYS	68.36
05/17/2024	Bill	DVD	30.43
05/31/2024	Bill	BLU-RAY	22.93

05/31/2024	Bill	AUDIOBOOK CDS	100.96
05/31/2024	Bill	DVDS	121.55
05/31/2024	Bill	DVDS	60.96
05/24/2024	Bill	DVD	21.43
05/24/2024	Bill	AUDIOBOOK CD	37.98
	Bill Payment		
06/20/2024	(Check)		-209.24
06/06/2024	Bill	BLU-RAY	36.43
06/06/2024	Bill	DVDS	105.65
06/06/2024	Bill	AUDIOBOOK CD	47.98
06/13/2024	Bill	DVD	19.18

NICOR GAS

	Bill Payment		
06/06/2024	(Check)		-729.21
05/21/2024	Bill	GAS BILL	729.21

Oak Brook Mechanical Services, Inc.

	Bill Payment		
06/06/2024	(Check)		-1,850.00
05/20/2024	Bill	HVAC INSPECTION	1,850.00

OUTSOURCE SOLUTIONS GROUP, INC.

	Bill Payment		
06/06/2024	(Check)		-4,288.17
05/15/2024	Bill	MAY TECH SUPPORT	1,338.40
06/04/2024	Bill	OFFICE 365 ANNUAL/APRIL TECH SUPPORT	2,054.75
05/29/2024	Bill	WIRELESS ACCESS POINT ANNUAL LICENSE/SUPPORT	895.02
	Bill Payment		
06/20/2024	(Check)		-1,085.54
06/13/2024	Bill	BARBARA HALL MEETING ROOM CAMERA & MICROPHONE	1,085.54

OverDrive

	Bill Payment		
06/06/2024	(Check)		-2,530.37

05/21/2024	Bill	2 EBOOKS/2 AUDIOBOOKS	151.94
05/16/2024	Bill	EBOOKS/AUDIOBOOKS	326.29
05/16/2024	Bill	15 EBOOKS/7 AUDIOBOOKS	968.55
05/31/2024	Bill	2 EBOOKS/1 AUDIOBOOK	200.51
05/29/2024	Bill	10 EBOOKS/6 AUDIOBOOKS	883.08
	Bill Payment		
06/20/2024	(Check)		-1,925.35
06/04/2024	Bill	1 EBOOK	75.00
06/11/2024	Bill	5 EBOOKS/ 1 AUDIOBOOK	304.79
06/14/2024	Bill	29 EBOOKS/1 AUDIOBOOK	1,084.93
06/18/2024	Bill	4 EBOOKS/2 AUDIOBOOKS	259.69
06/04/2024	Bill	1 EBOOK	29.95
06/04/2024	Bill	3 EBOOKS/1 AUDIOBOOK	170.99

**PRO MASONRY GROUP
INC.**

	Bill Payment		
06/20/2024	(Check)		-1,800.00
06/20/2024	Bill	Limestone repair	1,800.00

Rhonda Fentry

	Bill Payment		
06/06/2024	(Check)		-75.00
06/04/2024	Bill	SOUNDBATH 6/8/24	75.00

**S&D PRIME
MAINTENANCE,INC**

	Bill Payment		
06/20/2024	(Check)		-420.16
04/30/2024	Bill	April maintenance visits	420.16

School of Rock

	Bill Payment		
06/06/2024	(Check)		-400.00
06/01/2024	Bill	SRP KICK-OFF PARTY PERFORMANCE	400.00

SCOTT INGERSON

	Bill Payment		
06/06/2024	(Check)		-1,000.00
06/06/2024	Bill	SRP/BUBBLES & FACE PAINTING	1,000.00

**Smithereen Pest
Management**

06/06/2024	Bill Payment (Check)		-51.00
06/01/2024	Bill	MONTHLY PEST CONTROL	51.00

**THE ALLOY HORN
QUARTET**

06/20/2024	Bill Payment (Check)		-650.00
06/19/2024	Bill	CONCERT PERFORMER FEE	650.00

**VILLAGE OF RIVER
FOREST**

06/06/2024	Bill Payment (Check)		-4,314.33
06/03/2024	Bill	Health Insurance May 2024	4,314.33
06/06/2024	Bill Payment (Check)		-5,933.70
06/03/2024	Bill	IMRF May 2024	5,933.70
06/20/2024	Bill Payment (Check)		-435.28
06/01/2024	Bill	WATER BILL 3-4/24	435.28
06/20/2024	Bill Payment (Check)		-2,512.62
06/07/2024	Bill	MAY 2024 RF POLICE SERVICE	2,512.62
06/25/2024	Bill Payment (Check)		-5,958.04
04/01/2024	Bill	March IMRF	5,958.04

Thursday, Jul 11, 2024 01:13:09 PM GMT-7

Byline Credit Card June 2024

Balance: \$345.97

Date	Payee	Memo	Charge	Payment	Type	Account
06/26/2024	MAILCHIMP	MAILCHIMP SUBSCRIPTION	45.00		Expense	Marketing:Advertisement
		MONTHLY STAMPS.COM				Support
06/23/2024	Stamps.com	FEE	21.99		Expense	Services:Postage
	ELAN	Credit card				
	FINANCIAL	statement: 5.15.24-				
06/20/2024	SERVICES	6.13.24		4,212.33	Bill	2000 Accounts Payable
		ADULT PROGRAMS				Adult
		(UNSURE OF EXACT TOTAL, RECEIPT LOST)	11.00		Expense	Expenses:Programs - Adult
06/20/2024	Jewel Foods	20 (\$10) GIFT				Teen
	PUMPKIN	CARDS TO				Expenses:Programs-
06/20/2024	MOON	PUMPKIN MOON	200.00		Expense	Teen
	WALL					Adult
	STREET	WSJ MONTHLY				Expenses:Periodicals -
06/18/2024	JOURNAL	CHARGE	64.99		Expense	Adult
						Teen
		MOSS FOR TEEN				Expenses:Programs-
06/18/2024	MICHAELS	TAKE & MAKE	2.99		Expense	Teen
						Adult
	CRIME	crimescene.com 1				Expenses:Programs -
06/13/2024	SCENE	year subscription	12.00		Expense	Adult
		6 month				Adult
	CHICAGO	subscription to				Expenses:Periodicals -
06/12/2024	TRIBUNE	Forest Leaves	32.50		Expense	Adult
						Adult
		CRAFT & CHAT				Expenses:Programs -
06/12/2024	MICHAELS	SUPPLIES	82.63		Expense	Adult
		American girl doll				Children's Expenses:Non-
06/11/2024	American Girl	and accessories	684.00		Expense	Print Children's
						Children's
	Oriental	Family fun bags				Expenses:Programs -
06/10/2024	Trading	supplies	27.99		Expense	Children's
	WALL					Adult
	STREET	WSJ MONTHLY				Expenses:Periodicals -
06/08/2024	JOURNAL	CHARGE	64.99		Expense	Adult
						Support
06/06/2024	Stamps.com	Stamps.com funds	50.00		Expense	Services:Postage
						Adult
		Tote bags for craft				Expenses:Programs -
06/06/2024	AMAZON	'n' chat	43.68		Expense	Adult

06/04/2024	BITLY EUROPE	QR Code Generator Annual Plan REFUND	162.87	CC- Credit	Marketing:Advertisement
06/03/2024	Uprinting.com	Summer reading / concerts banners QR Code	115.68	Expense	Marketing:Advertisement
06/03/2024	BITLY EUROPE	Generator Annual Plan	163.26	Expense	Marketing:Advertisement
06/03/2024	ELAN FINANCIAL SERVICES	Finance Charge	4.89	CC Expense	Library and Office Expenses:Misc. Expenses:Service Fee

River Forest Public Library

Fund Balances

As of June 30th, 2024

Prepared 7.11.24

6/30/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current	<u>Interest Rate</u>	
ICS Operations	0.50%	195,135.76
Byline Operations	0.40%	46,660.39
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL OPERATIONS CHECKING/SAVINGS		241,836.15

<u>Maturity Date</u>	<u>CDARS Reserves</u>	<u>Interest Rate</u>	
7/18/2024	OP CD 6 MONTHS- CIBC	4.00%	100,000.00
7/25/2024	OP CD 1 MONTH- CIBC	4.00%	51,227.77
7/25/2024	OP CD 1 MONTH- CIBC	4.00%	51,227.77
7/25/2024	OP CD 5 YEAR- Byline	1.90%	67,826.75
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 842,874.76

TOTAL OPERATIONS FUND 1,084,710.91

CHECKING/SAVINGS - CAPITAL ACCOUNT	<u>Interest Rate</u>	
ICS Capital	0.50%	97,754.82
Byline Capital	0.40%	10,002.09
TOTAL CAPITAL CHECKING/SAVINGS		107,756.91

<u>Maturity Date</u>	<u>CDARS Reserves</u>	<u>Interest Rate</u>	
7/5/2024	OP CD 1 MONTH- CIBC	4.00%	224,259.66
7/11/2024	OP CD 1 MONTH- CIBC	4.00%	50,624.72
7/11/2024	OP CD 1 MONTH- CIBC	4.00%	101,249.46
7/11/2024	OP CD 1 MONTH- CIBC	4.00%	101,249.46
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 727,383.30

TOTAL CAPITAL FUND 835,140.21

TOTAL OPERATIONS/CAPITAL FUNDS 1,919,851.12



River Forest Public Library -Capital Reserve Fund

Fiscal Year: May 1, 2024 - April 30, 2025

Jun-24

Capital Reserve Account Balances

ICS Capital Reserve		\$	97,754.82 *
Byline Capital Checking		\$	<u>10,002.09</u>
Total Capital Reserve Checking / Savings		\$	107,756.91
Total Capital CDARS Reserve		\$	727,383.30
Total Capital Reserve Fund		\$	835,140.21

Expenses

Library Market	6/13/2024	\$	7,500.00
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Transfers

Income

Interest- Checking / ICS	6/30/2024	\$	45.17
Interest- CDARS	6/30/2024	\$	1,462.52

Prepared: 7.11.24

*Includes \$50,000 Live and Learn Grant

XIII. Security Cameras

RFPL uses security cameras to discourage inappropriate and illegal activities ~~and,~~ including violations of the Library's Code of Conduct, while respecting the confidentiality of Library records and patron privacy in accordance with applicable federal, state, and local laws.

A. Public Notice

RFPL posts and maintains signage at the entrance to ~~theits~~ building giving notice of the use of security cameras for monitoring and recording activity in public areas of ~~the~~ RFPL property.

B. Camera Locations

Cameras are positioned to monitor public areas of RFPL such as entrances and outdoor areas. Cameras do not monitor areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

C. Storage of Digital Images

Video data is recorded and stored digitally. Recorded data is treated as confidential and is stored in a secure manner.

D. Patron Privacy

Video monitoring records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity on RFPL property, suspected violation of RFPL Code of Conduct policy, or incidents where there is a reasonable basis to believe a claim may be made against RFPL. ~~Recorded data will be accorded the same level of confidentiality and protection provided to Library patrons by Illinois state law and RFPL policies.~~

E. ~~E~~-Disclosure of Video Data

Confidentiality and privacy requirements limit the general public from viewing security camera footage that contains personally identifying information about Library patrons or the circulation records of Library patrons. All requests for disclosure of recorded images, except as otherwise stated for law enforcement purposes, shall be made in accordance with the Illinois Freedom of Information Act ("FOIA" 5 ILCS 140~~7~~) and shall be submitted to the Director. The Director shall review the requested images and determine whether the images contain any information protected by the Illinois Library Records Confidentiality Act ("LRCA" 75 ILCS 70). As permitted by Section 7(1) of FOIA, when a request is made to inspect or copy recorded images, some of which are exempt from disclosure and some of which are not exempt under LRCA, RFPL shall attempt to redact the exempt images and make the remaining images available for inspection or copying.

Access Except as otherwise provided in this policy, access to live feeds of images and recorded video data will be limited to authorized RFPL staff designated by the Director. At the Director's discretion, still images may be shared with RFPL staff.

~~F.A.~~ **F. Retention of Digital Images**

Unauthorized copying or recording of video footage through cell phones, portable devices, or any other means is prohibited. Any RFPL employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach. Law enforcement officials or agencies may be provided access to the recorded data only when required by law, such as pursuant to a court order, a representation by a law enforcement officer of an imminent danger of physical harm, or as otherwise permitted by law. LRCA 75 ILCS 70/1(a)(1)&(2).

The Director may provide law enforcement officials or agencies with access to recorded data for law enforcement purposes in accordance with applicable federal, state, and local laws.

F. Retention of Digital Images

Recordings shall be kept for approximately ~~21~~30 days, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter ~~shall~~may be retained for ~~one year~~up to three years after the incident or until such time as any matters pertaining to the recording, including any litigation or criminal proceedings, have been finally resolved. The storage media shall be kept in a secure area.

G. ~~G~~-Disclaimer of Liability

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. RFPL is not responsible for the loss of property or for personal injury.

A copy of this policy will be shared with any patron or staff member upon request. This policy shall be posted on the RFPL website. RFPL disclaims any liability for use of the video data in accordance with the terms of this policy, given that RFPL is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

*Updated January
2022*

Updated
2024

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Updated ____2024

V. Services to Patrons with Disabilities

The American Library Association recognizes that people with disabilities are a significant and vibrant part of society. In compliance with the Americans with Disabilities Act, RFPL offers the following services to patrons with disabilities:

- Accessible spaces and website;
- Home delivery of RFPL materials to patrons who are unable to visit RFPL, or for whom it is challenging to visit RFPL;
- Large print and audiobook collections;
- Closed captioning on digital video recordings, when possible;
- Preloaded eReaders with accessibility features;
- Memory and caregiver kits;
- A welcoming environment for service animals; and
- Staff facilitators between patrons and Illinois State Library Talking Book and Braille Service.

RFPL engages in partnerships with local organizations that serve community members with disabilities, such as assisted care facilities and schools, to offer services that are convenient and equitable.

RFPL staff will endeavor to accommodate patrons with disabilities whenever possible. Patrons are encouraged to bring areas of inaccessibility in services, programs, and facilities to the attention of RFPL staff.

Reviewed July 2024

Strategic Directions

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

This year the library partnered with the **Forest Preserves of Cook County** to offer a Kayak with the Library program. The summer sessions are geared towards families and take place on the pond behind the Trailside Museum. Our first session was a huge success with full registration and a full wait list! Children's staff Marissa Walentschik and Jenn Meadows took groups out on the pond where they saw wildlife and enjoyed an amazing hour-long excursion. In September and October, we are slated to go kayaking on the river with our patrons ages 18 and up.



Community

On Thursday, June 20th, the Library hosted Vitalant for a **Community Blood Drive**. They set up in the Barbara Hall Meeting Room and had 13 community members donate blood.

For the 2nd year in a row, we are partnering with **Ravinia on their Words & Music program**. Ravinia sends free tickets to classical musical performances to public libraries to hand out to their patrons. We received 56 tickets and we make them available to patrons on a first come, first serve basis. Patrons really love this program - over half of the tickets have already been claimed!

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



Spaces

We began wrapping up our work with OC Creative to **update our logo** this June. After selecting the new logo mark, we began work to select the font and colors for our library name and tagline, Your journey starts here.

The **website project** is coming along, with both a staff and patron surveys that have gone out for feedback. The website and management team are working on an audit of our current pages, which involves ranking information from most important (should be on the home page) to least important (may not need to be on the site).



*Events, Services
& Collections*

Goal: Incorporate and celebrate diversity.

In partnership with the Village of River Forest, we held our third annual **Juneteenth Flag Raising**. Roughly 120 people attended the event, despite the heat. Local businesses Kribi Coffee, Afriware Books, Wittle Pies, and Ice Ice Baby were there, offering treats and good reads to attendees. This year, the Village also purchased books to supplement our Children's Juneteenth collection from Afriware Books. We are so grateful for such a generous donation.

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

The Library hosted our annual **Summer Reading Kickoff** event on Thursday, June 6th. This year we once again hosted School of Rock for our music and TwistCity for our bubble show and face painting. We also added an additional face painter, an ice cream truck, and a photo booth! Patron feedback was very positive, and despite competing with two private after school parties and all the cicadas, we still had a great turnout of 712 attendees. As of July 10, there are 592 patrons registered for summer reading (58 adults, 138 teens, and 396 children). The adults have read 210 books, teens have logged 66,069 minutes of reading, and children have read 4,356 days.

On Saturday, June 22nd, the Library hosted actress Jillann Gabrielle performing her one-woman show, *Lucy! An Original Solo Musical Based on the Life of Lucille Ball*. We had 30 patrons attend and they loved her storytelling, comedy, and singing.

We had the first performance of our **Summer Concert Series** on Thursday, July 27th. The Alloy Horn Quartet is a Chicago-based group whose members have played with the Chicago Symphony Orchestra, Lyric Opera, Chicago Philharmonic, and other prestigious orchestras. It was a beautiful night and we had 30 patrons enjoy the concert in the garden.

Goal: Connect people to resources to thrive in a digital world,

The Illinois Secretary of State provided a grant to the Illinois State Library to make **54 EBSCO databases** accessible to all Illinois libraries, free of charge. This will give our patrons access to so many more resources without impacting our budget. These databases, in addition to EBSCO databases that we purchased through a RAILS discount package, will be available to our patrons later in the summer.

Key Performance Indicators

Category	April 2024	May 2024	June 2024
Physical item circulation - initial checkouts	13,690	13,020	15,083
Digital item circulation	4,628	5,087	5,093
Total Circulation	18,318	18,107	20,176
Programs for Adults	11 programs 134 attendees	15 programs 218 attendees	13 programs 185 attendees
Programs Middle School aged children	9 programs 70 attendees	8 programs 85 attendees	8 programs 343 attendees
Programs for Children	26 programs 1329 attendees	34 programs 2168 attendees	30 programs 2323 attendees
Library-Wide Programs	3 programs 152 attendees		3 programs 868* attendees

Children's Play Area Visits	1886	1504	2335
New cardholders added	38	23	41
Total cardholders	8,095	8,092	8,124
Website sessions	7,514	6,329	7,002
Patron visits	11,996	9,548	13,414
Instagram Followers	1,462	1,470	1,479
Facebook Followers	1,384	1,389	1,395

*Library wide program attendance: Summer Reading Kickoff (712), Juneteenth Flag Raising (120), Community Art Programs (36)

Staff Updates

- I attended my first meeting as a member of the Dominican University School of Information Science Alumni Council this June. The council aims to develop and support career and networking opportunities for students and to help with fundraising and student recruitment efforts.

Financial highlights

- Kelly Zabinski was onsite to close out FY23-24 in Quickbooks and help with audit prep ahead of audit fieldwork the first week of July.

Facility updates

- Metropolitan Fire Protection (MPF) was onsite early July and began with the 5-year inspections required by the Fire Department. We are waiting for MPF to get in touch about any deficiencies found.

Committee updates

- Policy Committee met on July 9, 2024.

Respectfully submitted,

Emily Compton
July 10, 2024

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Monday, July 8th, 2024, at 2:30 pm

Present: Committee members Deborah Hill, Cathy Ruggeri, and Kosha Baxi Carstens. Trustee Ann Berens, RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber.

Visitors: Materials Services Associate Abby Atwood and Children's Services Associate LucyRose Till-Campbell.

Call to Order: Trustee Hill called the meeting to order at 2:58 pm.

Minutes:

1. April 3rd, 2024, Committee meeting minutes were approved unanimously.
2. Patrons IV. Computer Use and Internet Access
Section referencing the proposed Suspension of Library Privileges and Patron Ban policy was added. Minor changes made for clarity.
3. Patrons IX. Code of Conduct
Additional proscribed conduct was added. A reference to the proposed Suspension of Library Privileges and Patron Ban policy was added. The Committee discussed the Library's food policy and clarified point 7 to indicate when and where food is allowed in the building.
4. Patrons XII. Donations of Non Library Materials
Minor changes made for clarity.
5. Patrons XIII. Security Cameras
The Committee discussed the retention period for recordings and adjusted it to 30 days for general recordings and up to 3 years for recordings related to a specific incident. The Committee also added language to clarify the disclaimer of liability.
6. Patrons XV. Suspension of Library Privileges and Patron Ban Policy
New policy outlining the consequences for violations of the Computer Use and Internet Access policy and Code of Conduct policy was discussed.

Public comment: Ms. Atwood and Ms. Till-Campbell addressed the Committee about their safety concerns due to the ongoing threats being received by the Library and the disruptions to their work schedules due to last-minute adjustments to the Library's hours as security was being arranged.

Next Meeting: There is no future meeting scheduled at this time.

Adjournment: Trustee Carstens moved to adjourn the meeting at 4:14 pm. Trustee Ruggeri seconded.

IV. Computer Use and Internet Access

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. Some computers may be designated for use by specific patron age groups. Patrons may not use another patron's library card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit and/or ban the use of RFPL equipment and computers by any patron. Public computers are configured such that hard drives are wiped and restored at the end of each session. Documents and data are not saved after a session ends. Patrons may use portable storage devices to save and store their data.

There is a charge for printing from RFPL computers. At ~~the~~ RFPL staff's discretion patrons may use personal paper to print specialized documents. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer or electronic devices brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL, other than storage devices such as USB drives, may only be connected to the RFPL network by wireless connection.

RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs for word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case-by-case basis, at the discretion of the Adult and Teen Services Manager. RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of its networks. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held responsible for the safety or security of information transmitted via the Internet using RFPL computers or networks.

RFPL assumes no responsibility for users who either purposefully or in error access systems, networks, and services that may contain material considered offensive to a user, or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

RFPL's computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment, including but not limited to sexual harassment;
- Defamation;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for inappropriate purposes may lose the privilege of using RFPL services and equipment and may be banned from ~~the~~ RFPL.

Patrons under the age of eighteen may access the Internet via the RFPL's computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's computer use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

C. Violations of Policy

Patrons who violate this policy will be subject to the consequences contained in the Suspension of Library Privileges and Patron Ban policy.

Updated _____ 2024

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Patrons who violate this policy will be subject to the consequences contained in the Suspension of Library Privileges and Patron Ban policy.

Updated _____ 2024

IX. Code of Conduct

RFPL endeavors to provide patrons with a safe, secure, and comfortable environment in which to use materials and services. All patrons are expected to abide by RFPL policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of RFPL and its grounds. This includes, but is not limited to, adherence to the following rules of conduct:

1. Conversations and behaviors must not disturb, obstruct, threaten, harass, or solicit fellow patrons or staff.
2. Furnishings, materials, and equipment should be used for their intended function and in a manner that does not damage them or interfere with patron or staff usage of RFPL. Theft or vandalism of RFPL property or the property of others is prohibited.
3. The consumption or possession of alcohol or illegal drugs on RFPL property is prohibited. People exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at RFPL at a pre-approved special event only.
4. Prolonged or habitual sleeping is not allowed on RFPL property.
5. Bathing, grooming, laundering, loitering, and other improper uses of the restrooms are not allowed.
6. Photographing or recording on RFPL property is not allowed in staff-only areas nor in areas where there is a reasonable expectation of privacy, such as a restroom. Anyone photographing or recording on RFPL property shall do so in a manner that does not interfere with the operations of the Library and that is in compliance with the patron Code of Conduct. Any request to use specialized equipment, such as tripods or lights, must be approved at least one business day in advance, and any such approval is at the discretion of the Library Director.
7. Drinks with lids are allowed at RFPL. Eating food is not allowed unless it is served at designated programs. Light snacks may be allowed in designated areas at the discretion of the Director.
8. Personal belongings must be attended to at all times. Responsibility for lost, stolen, or damaged items rests with the owner.
9. Patrons are required to dress appropriately, and shoes must be worn at all times.
10. Only authorized service animals and animals used for programs are allowed in the building. Animals may not be left unattended on RFPL property.
11. Weapons or any other object that may be used to harm persons or property are prohibited on RFPL property unless they are in the possession of a sworn law enforcement officer.
12. Children age 7 and younger must be accompanied by a caregiver age 12 or older. (See Child Safety Policy)

13. Hazardous substances and materials are prohibited on RFPL property.
14. An activity or behavior may not impede the ingress or egress of patrons or staff to or from RFPL property unless the activity has been approved by the Library.
15. Patrons must follow any reasonable directive from RFPL staff.

~~Patrons~~Anyone who violates the Code of Conduct will be subject to the consequences contained in the Suspension of Library Privileges and Patron Ban policy. ~~and/or fail to follow a reasonable directive from an RFPL employee will be asked to leave RFPL. The Board authorizes RFPL management to establish and implement additional procedures to address and enforce issues of patron conduct.~~

Updated _____ 2024

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15. Patrons must follow any reasonable directive from RFPL staff.

Anyone who violates the Code of Conduct will be subject to the consequences contained in the Suspension of Library Privileges and Patron Ban policy.

Updated _____ 2024

XV. Suspension of Library Privileges and Patron Ban Policy

The Library strives to maintain a safe and welcoming space for patrons and staff. Toward that end, the Board has adopted two policies that address disruptive patron behavior: IV. Computer Use and Internet Access (“Computer Policy”) and IX. Code of Conduct. The Illinois Local Library Act authorizes a library board of trustees to “exclude from the use of the library any person who wilfully (sic) violates the rules prescribed by the board.” 75 ILCS 5/4-7(11). The Board authorizes RFPL staff to enforce the policy contained herein if a patron engages in behavior that violates RFPL policy.

All RFPL staff are trained to address patron behavior that violates RFPL policy and disrupts others' use of RFPL property and/or may create an unsafe environment. The Director, managers, and degreed librarians receive Person-in-Charge (PIC”) training, including how to handle patron behavior issues, when to contact emergency services, and when to ask a patron to leave the building. There is at least one PIC at RFPL during all hours of operation.

Consequences for Violation of Computer Policy

1. If a patron’s use of RFPL computer equipment is in violation of local, state, or federal law, including destroying or damaging RFPL computer equipment or software:
 - a. The PIC will inform the police and ask them to remove the patron from the Library, and
 - b. The Director may ban the patron from RFPL for up to one year and may ask the police to issue a criminal trespass warning against them.
2. For all other violations of the Computer Policy:
 - a. First violation: RFPL staff will inform the patron that their behavior or activity is in violation of the Computer Policy and must cease.
 - b. Second or continuing violation: The PIC will inform the patron that they will be banned from RFPL for the remainder of the day if they continue to violate the Computer Policy.
 - c. Third or continuing violation: The PIC will ban the patron from RFPL for the remainder of the day.
 - d. If a patron violates the Computer Policy after being banned for a day, the Director may suspend their RFPL computer privileges for up to 3 months.
 - e. If a patron violates a ban, violates their suspension from computer privileges, or violates the Computer Policy after their computer privileges have been restored, the Director may ban them from RFPL for up to one year and may ask the police to issue a criminal trespass warning against them.

Consequences for Violation of Code of Conduct Policy

1. If a patron engages in a serious violation of the Code of Conduct as determined by the PIC:
 - a. The PIC will inform the police and ask them to remove the patron from RFPL, and

- b. The Director may ban the patron from RFPL for up to one year and may ask the police to issue a criminal trespass warning against them.
- 2. For all other violations of the Code of Conduct:
 - a. First violation: RFPL staff will inform the patron that their behavior or activity is in violation of the Code of Conduct and must cease.
 - b. Second or continuing violation: The PIC will inform the patron that they will be banned from RFPL for the remainder of the day if they continue to violate the Code of Conduct.
 - c. Third or continuing violation: The PIC will ban the patron from RFPL for the remainder of the day.
 - d. If a patron violates a ban or violates the Code of Conduct after the period of a ban has expired, the Director may ban them from RFPL for up to one year and may ask the police to issue a criminal trespass warning against them.

Minor Patron

The consequences for violations of the Computer Policy or Code of Conduct policy apply to minor patrons. In addition, if a minor patron engages in a serious violation or in repeated lesser violations of RFPL policy, the Director or PIC may contact the minor's parents or guardians and inform them of the minor's violation of RFPL policy. The Director or PIC also may contact the Youth Engagement Specialist and ask them to contact the minor and/or their parents or guardians.

Law Enforcement

It is the policy of RFPL to authorize employees to call upon local law enforcement personnel as necessary to ensure compliance with RFPL policies and to sign any complaint or other documentation required for enforcement of those policies. A patron's failure to abide by a criminal trespass warning may lead to arrest and criminal prosecution.

Ban and Appeal Procedures

Violators of RFPL policy will be shown a copy of the relevant policy and a copy of this policy at the time a suspension or ban is issued and will be advised of the next course of action to be taken by RFPL if the patron continues to violate RFPL policy. RFPL staff has the right to request identification of any person on RFPL property who is violating RFPL policy; if a person declines to provide such identification, RFPL staff may call the police to escort such person from RFPL property.

If the Director bans a patron for more than one day, the Director will write a letter outlining the reasons for the ban and the end date of the ban. The letter will be hand delivered to the patron at RFPL or mailed via certified mail to the patron's home address if known. The effective date of the ban is the date the letter is hand delivered or mailed. The patron may appeal their ban in writing to the Director within 30 days of the effective date of the ban. The appeal must include the patron's current address. If the patron is a minor, the appeal letter also must include the signature of a parent or guardian. The Director will make a decision on any appeal within 30 days of receipt of the written appeal and inform the patron of their decision in writing via certified mail. The Director may affirm, modify,

or rescind the ban. If the patron is not satisfied with the decision of the Director, the patron may appeal the Director's decision in writing to the Board within 30 days of the date the Director's letter addressing their appeal is mailed. At its next regular meeting that is at least 30 days after receipt of the written appeal to the Board, the Board will consider whether to affirm, modify, or rescind the ban. The Board will inform the patron of its decision within 10 days of its meeting. Any decision of the Board is final.

If a patron is banned for less than one year, the ban will end automatically on the end date specified in the Director's letter imposing the ban. If a patron is banned for one year, the patron must petition the Board in writing no earlier than 30 days prior to the one-year anniversary of the effective date of the ban explaining why their RFPL privileges should be reinstated; the Board must vote to reinstate the patron's privileges before such privileges will be restored. The Board will consider the reinstatement request at its next regular meeting that occurs at least 30 days after receipt of the written request for reinstatement and will inform the patron of its decision within 10 days of its meeting. If the Board rejects the reinstatement request, the ban will continue for an additional year from the date of the Board's decision at which time the patron may again petition the Board for reinstatement of their RFPL privileges. Any decision of the Board is final.

Adopted _____, 2024

We are excited to introduce a new logo for River Forest Public Library.

The design was inspired by an open book, but just as libraries are more than books, so is our new logo. The white space created by the book's pages and spine gives the illusion of a portal that is inviting you in. When viewed this way, the book's pages become pathways to new discoveries. Our garden courtyard which welcomes you to our building is echoed in its semi-circular shape. The color palette is a combination of our existing colors from all departments, reflecting that we are a welcoming place for all. The design has the added benefit of evoking the sun, which creates a feeling of joy. The new design was intended to work with our existing tagline: Your journey starts here.

The font used in the Library name is clean, modern, and easy to read, and compliments the design of the logomark. It will be very accessible in print and digital applications, which was an important goal.

In the final phase of the project, OC Creative will provide a branding guidelines package that will guide us in applying the new logo. It will include a full-color version, both stacked and horizontal, and black/white versions. OC will also recommend secondary and web fonts.

Once this is received, we will begin updating our marketing collateral, letterhead, business cards, library cards, and any other branded elements. This process will most likely take several months. Other projects on the horizon include a new t-shirt design and new patron tote bags.



**River Forest
Public Library**
Your journey starts here.

**Closure Dates for Holidays
2025**

Early closure (5pm) Tuesday, December 31
Wednesday, January 1
(New Year's Day)

Sunday, April 20
(Easter)

Sunday and Monday, May 25-26
(Memorial Day)

Friday, July 4
(Independence Day)

Monday, September 1
(Labor Day)

Early closure (5pm) Wednesday, November 26
Thursday, November 27
(Thanksgiving)

Wednesday and Thursday, December 24 - 25
(Christmas)

(2026)

Early closure (5pm) Wednesday, December 31
Thursday, January 1
(New Year's Day)

*Closure dates are presented annually at the July regular board meeting.