



River Forest Public Library
June 18, 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: May 21, 2024
 - b. May 2024 Revenue and Expense Reports
 - c. May 2024 Bill Payment List and Credit Card Charges
 - d. May 30, 2024 Fund Balances Report and Capital Reserve Fund
 - e. Policy updates: Patrons VII. Exhibits & Displays; Patrons VIII. Community Bulletin Board & Pamphlet Display
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
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Sprinkler system repairs (up to \$7,510) - vote
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. 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: May 21, 2024, Immediately following the Annual Board Meeting at 6:00 PM - DRAFT

Call to Order: At 6:13 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: April 16, 2024
- b. April 2024 Revenue and Expense Reports
- c. April 2024 Bill Payment List and Credit Card Charges.
- d. April 30, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Oversight IV- Indemnification & Insurance
- f. Non-resident Library Card Resolution

President Ruggeri asked to pull item e from the Consent Agenda, as the defined terms in the document were not used consistently.

A motion to approve Consent Agenda items a-d and f was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included matured CDARS rolling over, local use library cards, and Connections Programs. The motion was approved by a roll call vote.

Roll Call Vote:

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

A motion to approve the policy outlined in item e as amended was made by Trustee Berens, seconded by Trustee Delano. The motion was approved by a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported two suggestions: one to add a puppet theater in the Children's Room and the other to add more Nintendo Switch games overall.

Director's Report:

Director Compton offered comments in addition to her written report:

- Weeded books are brought to the Sheridan, dropped off at train stations, and sent to Better World Books.
- The process of making a new library logo is still in the initial creative phase. There is much lively discussion in the meetings.
- Damage to the limestone in the garden is being repaired. Insurance will pay the cost beyond the Library's \$1,000 deductible.

President's Report:

President Ruggeri had nothing additional to report beyond her comments in the Annual Meeting.

New Business

Committee Reports

Facilities Committee

The Facilities Committee had nothing new to report beyond the updates to be provided under Old Business.

Finance Committee

The Finance Committee has not met since February. CDARS will be rolled over for 4-week periods until needed for operating or capital expenses. The Library is getting ready for its annual audit.

Policy Committee

The Policy Committee has not met since the last Board meeting. The next meeting will be on September 11th at 3:00pm.

RFPL Foundation Liaison

The Foundation delivered two grant checks to the Library for Summer Reading Kickoff and garden maintenance.

Village of River Forest Collaboration Committee Liaison

Trustee Carstens had planned to attend the Collaboration Committee meeting in Trustee Berens's absence, but the meeting was rescheduled to June.

Director's Annual Goals

A motion to approve Director Compton's annual goals for Fiscal Year 2024-25 was made by Trustee Hill and seconded by Trustee Carstens.

The Board's discussion of the goals included clarification of the objective to develop remote services which could be offered during emergency closures. The goals were amended to include an objective to investigate conducting facilities assessment and space needs analysis studies which are generally recommended every ten years.

The Director's annual goals were approved as amended on a voice vote.

Quote from Demco to replace 2 tables and 8 chairs (\$4,732.74) - vote

Adult and Teen Services Manager Shannon Gruber received quotes from four different vendors for furniture to replace the tables and chairs in the study rooms. The Library is recommending the quote from Demco. The Board discussed the specifics of the furniture to be purchased.

Trustee Carstens moved to approve purchase of the study room furniture from Demco in the amount of \$4,732.74. The motion was seconded by Trustee Delano and approved by a roll call vote.

Roll Call Vote:

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

Following the vote, Trustee Carstens left the meeting.

Library Market website proposal (\$15,000)- vote

The Library received quotes from three companies with experience building library websites: Library Market, OC Creative, and Web Links, Inc. The Library recommended approving purchase of services from Library Market. Library staff preferred Library Market because they work exclusively with libraries and they provide the event calendar currently used, so they should integrate well. They have a robust training program with unlimited customer support and had glowing reviews from the reference libraries contacted.

Discussion focused on the designs of reference sites and proposals by all three companies. Director Compton clarified that the decision not to move ahead with OC Creative, which is currently working with the Library on logo design, is not a reflection on their branding work, but their higher cost and less robust training options.

Trustee Hopkinson moved to allocate \$15,000 for the Library Market website contract. The motion was seconded by Trustee Delano and approved by a roll call vote.

Roll Call Vote:

Ayes: Hopkinson, Ruggeri, Berens, Delano, Hill

Nays: Long

Old Business

Phase One Room Renovation Project- update

The gate was installed. Director Compton asked Construction Solutions of Illinois (CSI) for instructions on how to operate it as there is no handle. She reached out to Williams Architects to schedule a site visit to review progress on the interior punch list and to prepare the exterior punch list and to schedule a meeting to discuss change orders and closeout of the project.

Phase Two Room Renovation Project- Architect RFP

The edited RFP is in the packet. References to the second floor office space were taken out, and respondents now will provide proposed costs for services in a sealed envelope.

At 7:19pm, Trustee Berens moved to go into 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. Trustee Delano seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

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 7:42pm, the Board returned to open session. Present were Trustees Berens, 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.

Trustee Berens moved to spend \$10,000 of operating budget on security. Trustee Delano seconded the motion which was approved by a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:44 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: May-24

<u>Account:</u>	<u>May-24</u>	<u>YTD</u>	<u>2024-2025</u>	<u>% of Budget</u>
				8% as of 5/31/2024
Property Taxes		\$ -	\$ 1,615,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ 2,168.22	\$ 2,168.22	\$ 25,000	8.67%
Lost Books Reimbursed	\$ 307.91	\$ 307.91	\$ 3,500	8.80%
Copy Machine Revenue	\$ 354.94	\$ 354.94	\$ 3,200	11.09%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 260.17	\$ 260.17	\$ 24,500	1.06%
Grants from RFPL Foundation	\$ -	\$ -	\$ 20,000	0.00%
Gifts - other	\$ 51.50	\$ 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	\$ -	\$ -	\$ 500	0.00%
Total:	\$ 3,142.74	\$ 3,142.74	\$ 1,722,700	0.18%
Income:	\$ 3,142.74	\$ 3,142.74	\$ 1,722,700	0.18%
Expense:	\$ 112,987.83	\$ 112,987.83	\$ 1,722,700	6.56%

Prepared 6.5.24



River Forest Public Library

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

Expense Report: May-24

Expenses
Personnel

	May-24	Fiscal YTD	Actual % Budget 8% as of 5/31/2024	24-25 Budget
Wages & Salaries	\$ 67,453.28	\$ 67,453.28	7.71%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 3,531.69	5.43%	\$ 65,000
IMRF	\$ 3,430.84	\$ 3,430.84	6.86%	\$ 50,000
Medicare/FICA	\$ 5,096.25	\$ 5,096.25	7.61%	\$ 67,000
Staff Recognition	\$ 116.35	\$ 116.35	1.94%	\$ 6,000
Membership Dues	\$ 1,260.00	\$ 1,260.00	25.20%	\$ 5,000
Staff Training and Development	\$ 230.35	\$ 230.35	1.77%	\$ 13,000
Total Personnel	\$ 81,118.76	\$ 81,118.76	7.50%	\$ 1,081,000

Support Services

Printing and Advertising

Newsletter	\$ 105.00	\$ 105.00	1.33%	\$ 7,900
Advertising	\$ -	\$ -	0.00%	\$ 6,000
Total Printing and Advertising	\$ 105.00	\$ 105.00	0.76%	\$ 13,900

Programming

Children's Programs	\$ 465.40	\$ 465.40	2.59%	\$ 18,000
Teen Programs	\$ 343.69	\$ 343.69	3.62%	\$ 9,500
Adult Programs	\$ 1,367.99	\$ 1,367.99	7.60%	\$ 18,000
Special Programs	\$ 2,270.00	\$ 2,270.00	32.43%	\$ 7,000
Connections Programs	\$ 26.32	\$ 26.32	0.53%	\$ 5,000
Total Programs	\$ 4,473.40	\$ 4,473.40	7.78%	\$ 57,500
Total Advertising and Programs	\$ 4,578.40	\$ 4,578.40	6.41%	\$ 71,400

Other Support Services

ILL and RB Services	\$ 218.09	\$ 218.09	18.17%	\$ 1,200
Technical Support (IT)	\$ 7,250.00	\$ 7,250.00	29.29%	\$ 24,750
Automation Administration	\$ 201.99	\$ 201.99	0.45%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 6,000
Postage & Delivery	\$ 21.99	\$ 21.99	0.59%	\$ 3,750
Audit	\$ -	\$ -	0.00%	\$ 11,000
Payroll and Employment Services	\$ 447.57	\$ 447.57	7.22%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 5,115
Telephone/Internet	\$ 374.41	\$ 374.41	3.40%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ -	\$ -	0.00%	\$ 3,100
Security	\$ -	\$ -	0.00%	\$ 10,000
Total Other Support Services	\$ 8,514.05	\$ 8,514.05	6.65%	\$ 128,115

Library Materials

Books	\$ 4,626.77	\$ 4,626.77	5.61%	\$ 82,500
Print Periodicals	\$ 3,929.79	\$ 3,929.79	56.14%	\$ 7,000
Automated Subscriptions (databases)	\$ -	\$ -	0.00%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 5,092.88	\$ 5,092.88	5.89%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 549.66	\$ 549.66	3.44%	\$ 16,000
Total Library Materials	\$ 14,199.10	\$ 14,199.10	6.83%	\$ 208,000

Library and Office Supplies

Office Supplies	\$ 199.21	\$ 199.21	4.33%	\$ 4,600
Library Supplies	\$ 12.48	\$ 12.48	0.21%	\$ 5,900
Copy And Printing Supplies	\$ 164.97	\$ 164.97	6.35%	\$ 2,600
Misc Expenses	\$ 29.98	\$ 29.98	1.25%	\$ 2,400
Total Office Supplies	\$ 406.64	\$ 406.64	2.62%	\$ 15,500
Total Library Materials & Supplies	\$ 14,605.74	\$ 14,605.74	6.54%	\$ 223,500

Strategic Initiatives

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

Building Materials & Supplies	\$ 520.81	\$ 520.81	8.68%	\$ 6,000
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance and Custodial Service	\$ 3,492.30	\$ 3,492.30	4.11%	\$ 85,000
Water	\$ -	\$ -	0.00%	\$ 3,000
Natural Gas	\$ -	\$ -	0.00%	\$ 24,000
Copier Maintenance and Usage	\$ 157.77	\$ 157.77	5.88%	\$ 2,685
Total Facility Services	\$ 3,650.07	\$ 3,650.07	2.66%	\$ 137,185

Equipment & Furniture

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

Total Facilities Management	\$ 4,170.88	\$ 4,170.88	2.71%	\$ 153,685
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Total Operating Expenses	\$ 112,987.83	\$ 112,987.83	6.75%	\$ 1,672,700
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 112,987.83	\$ 112,987.83	6.56%	\$ 1,722,700
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Total Income	\$3,142.74	\$3,142.74	0.18%	\$ 1,722,700
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Prepared 6.5.24

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

	Date	Transaction Type	Memo/Description	Amount
AMAZON				
		Bill Payment		
	05/21/2024	(Check)		-312.85
	04/29/2024	Bill	SRP PRIZE	43.69
	05/08/2024	Bill	AMERICAN GIRL BOOKS	11.98
	05/09/2024	Bill	BOOKS	22.75
	05/10/2024	Bill	MESSY MONDAY CRAFT ITEMS	93.38
	05/12/2024	Bill	WIRELESS MICROPHONE/OUTDOOR STORYTIME	98.00
	05/15/2024	Bill	MISC. CRAFT & SCAVENGER HUNT SUPPLIES	33.56
	04/08/2024	Bill	BLUEY PARTY	9.49
ANDERSON ELEVATOR COMPANY				
		Bill Payment		
	05/21/2024	(Check)		-217.00
	05/01/2024	Bill	ELEVATOR MAINTENANCE/MAY	217.00
BAKER & TAYLOR C0260133				
		Bill Payment		
	05/21/2024	(Check)		-15.67
	04/29/2024	Bill	BOOK	15.67
Beth Sair				
		Bill Payment		
	05/21/2024	(Check)		-175.00
	05/14/2024	Bill	CHICAGO'S EXTRAORDINARY PLACES AND SPACES	175.00
CHICAGO TRIBUNE				
		Bill Payment		
	05/21/2024	(Check)		-406.57

05/09/2024	Bill	8 WK. CHICAGO TRIBUNE SUBSCRIPTION	406.57
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**Cintas Fire
Protection**

05/21/2024	Bill Payment (Check)		-108.00
05/01/2024	Bill	AED MONTHLY SUBSCRIPTION	108.00

**CleanNet of
Illinois**

05/21/2024	Bill Payment (Check)		-1,549.80
05/01/2024	Bill	MAY CLEANING FEE	1,398.23
05/06/2024	Bill	CLEANING SERVICE/UPGRADE TO INCLUDE NEW ROOM	151.57

**Comcast
BUSINESS**

05/21/2024	Bill Payment (Check)		-374.41
05/01/2024	Bill	INTERNET BILL/MAY	374.41

**ELAN FINANCIAL
SERVICES**

05/21/2024	Bill Payment (Check)		-2,665.46
05/14/2024	Bill	CREDIT CARD STATEMENT 4/13/24- 5/14/24	2,665.46

**ELMHURST
PUBLIC LIBRARY**

05/21/2024	Bill Payment (Check)		-45.00
05/15/2024	Bill	LOST ITEMS/RECIPROCAL BORROWING	45.00

EZMail Services

05/21/2024	Bill Payment (Check)		-105.00
04/29/2024	Bill	BOOKPLATE MAILING SERVICE	105.00

Francisca Arnold

	Bill Payment		
05/21/2024	(Check)		-15.00
05/10/2024	Bill	REACHING FORWARD/PARKING FEE	15.00

Hoopla

	Bill Payment		
05/21/2024	(Check)		-2,563.58
04/30/2024	Bill	APRIL HOOPLA CHECKOUTS	2,563.58

HR Source

	Bill Payment		
05/21/2024	(Check)		-1,260.00
05/01/2024	Bill	HR SOURCE MEMBERSHIP DUES	1,260.00

Ingram Library Services

	Bill Payment		
05/21/2024	(Check)		-4,523.37
03/13/2024	Bill	BOOK	4.61
05/07/2024	Bill	BOOKS	105.80
05/07/2024	Bill	BOOK	21.60
05/07/2024	Bill	BOOK	16.51
05/07/2024	Bill	BOOKS	40.24
05/07/2024	Bill	BOOK	12.31
05/10/2024	Bill	BOOK	22.73
05/10/2024	Bill	BOOK	18.60
05/10/2024	Bill	BOOKS	73.49
05/10/2024	Bill	BOOK	11.48
05/10/2024	Bill	BOOK	4.84
05/10/2024	Bill	BOOK	15.38
05/10/2024	Bill	BOOKS	36.73
05/10/2024	Bill	BOOK	14.64
05/10/2024	Bill	BOOKS	77.66
05/14/2024	Bill	BOOK	21.32
05/14/2024	Bill	BOOKS	34.94
05/14/2024	Bill	BOOKS	107.10
05/14/2024	Bill	BOOK	17.47
05/14/2024	Bill	BOOKS	55.27
05/14/2024	Bill	BOOK	18.78

05/14/2024	Bill	BOOK	6.91
05/14/2024	Bill	BOOKS	804.14
05/14/2024	Bill	BOOKS	39.01
05/14/2024	Bill	BOOKS	207.35
05/14/2024	Bill	BOOK	21.92
05/14/2024	Bill	BOOKS	246.75
05/14/2024	Bill	BOOKS	8.71
03/13/2024	Bill	BOOKS	34.55
04/30/2024	Vendor Credit	DAMAGED BOOK	-9.55
03/13/2024	Bill	BOOK	3.71
04/23/2024	Bill	BOOK	22.73
04/23/2024	Bill	BOOKS	200.20
04/23/2024	Bill	BOOK	17.14
04/23/2024	Bill	BOOKS	371.41
04/25/2024	Bill	BOOK	11.71
04/25/2024	Bill	BOOK	7.51
04/25/2024	Bill	BOOK	12.46
04/25/2024	Bill	BOOK	21.04
04/25/2024	Bill	books	24.19
04/25/2024	Bill	BOOK	11.25
04/25/2024	Bill	BOOKS	257.65
04/25/2024	Bill	BOOKS	13.52
04/25/2024	Bill	BOOKS	42.64
04/25/2024	Bill	BOOK	11.39
04/25/2024	Bill	BOOKS	29.32
04/25/2024	Bill	BOOKS	33.43
04/25/2024	Bill	BOOK	8.38
04/29/2024	Bill	BOOK	24.43
04/29/2024	Bill	BOOK	21.43
04/29/2024	Bill	BOOKS	145.89
04/29/2024	Bill	BOOKS	36.06
04/29/2024	Bill	BOOK	15.71
04/29/2024	Bill	BOOK	18.59
04/29/2024	Bill	BOOK	20.44
04/30/2024	Bill	BOOK	5.41
04/30/2024	Bill	BOOKS	53.39
04/30/2024	Bill	BOOKS	19.73
05/06/2024	Bill	BOOK	22.73
05/06/2024	Bill	BOOK	20.71
05/06/2024	Bill	BOOK	18.60
05/06/2024	Bill	BOOK	11.69

05/06/2024	Bill	BOOK	11.25
05/06/2024	Bill	BOOK	18.04
05/06/2024	Bill	BOOK	10.68
05/06/2024	Bill	BOOK	9.79
05/06/2024	Bill	BOOK	17.13
05/06/2024	Bill	BOOK	14.81
05/06/2024	Bill	BOOK	12.46
05/06/2024	Bill	BOOK	13.11
05/06/2024	Bill	BOOK	12.38
05/06/2024	Bill	BOOKS	80.64
05/06/2024	Bill	BOOKS	532.44
05/07/2024	Bill	BOOK	14.81
05/07/2024	Bill	BOOKS	150.05

**JEANNE
ROPPOLO/JR
MEDIA GROUP,
LLC**

05/02/2024	Bill Payment (Check)		-300.00
05/01/2024	Bill	PRESENTER FEE/ TRAVEL ADVENTURES	300.00

Kanopy

05/21/2024	Bill Payment (Check)		-246.60
04/30/2024	Bill	APRIL KANOPY CHECKOUTS	246.60

**Konica Minolta
Business
Solutions**

05/21/2024	Bill Payment (Check)		-157.77
05/02/2024	Bill	COPY MAINTENANCE/MAY	10.46
04/30/2024	Bill	COPY USAGE/APRIL	147.31

**LOURDES
NICHOLLS**

05/02/2024	Bill Payment (Check)		-200.00
05/01/2024	Bill	PRESENTER FEE/A FAMILY HISTORY OF JAPANESE-AMERICAN INCARCERATION IN WORLD WAR II	200.00

MIDWEST TAPE

	Bill Payment		
05/21/2024	(Check)		-229.66
05/02/2024	Bill	AUDIOBOOK CD	42.98
05/02/2024	Bill	DVD	21.43
05/09/2024	Bill	DVDS	60.11
05/09/2024	Bill	AUDIOBOOK CD	47.98
05/09/2024	Bill	DVD	19.18
05/02/2024	Bill	AUDIOBOOK CD	37.98

Muraiti, Victoria

	Bill Payment		
05/21/2024	(Check)		-15.00
05/15/2024	Bill	Conference parking reimbursement	15.00

**Oak Brook
Mechanical
Services, Inc.**

	Bill Payment		
05/21/2024	(Check)		-680.00
04/30/2024	Bill	LEAKY RADIATOR SERVICE CALL/AC UNIT REPAIR CLOG	680.00

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

	Bill Payment		
05/21/2024	(Check)		-7,250.00
05/08/2024	Bill	50 PREPAID HOURS	7,250.00

OverDrive

	Bill Payment		
05/21/2024	(Check)		-2,229.07
04/30/2024	Bill	2 EBOOKS/1 AUDIOBOOK	177.50
04/29/2024	Bill	13 EBOOKS/3 AUDIOBOOKS	435.93
05/08/2024	Bill	EBOOKS/AUDIOBOOKS	263.48
05/02/2024	Bill	13 EBOOKS/14 AUDIOBOOKS	1,352.16

Rhonda Fentry

	Bill Payment		
05/02/2024	(Check)		-50.00

05/01/2024	Bill	PRESENTER FEE/CHAIR YOGA	50.00
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Rivistas

05/21/2024	Bill Payment (Check)		-3,558.59
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05/01/2024	Bill	CHILDREN'S PERIODICALS HORN BOOK MAGAZINE/SCHOOL LIBRARY JOURNAL	402.47
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05/01/2024	Bill	BOOKLIST/ ADULT PERIODICALS	3,156.12
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**S&D PRIME
MAINTENANCE**

05/21/2024	Bill Payment (Check)		-937.50
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04/26/2024	Bill	REMAINING BALANCE DUE FOR PAINT WORK IN ATS AREA	937.50
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Staples

05/21/2024	Bill Payment (Check)		-822.43
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04/25/2024	Bill	Copy paper, cleaning supplies, office supplies	
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SWAN

05/21/2024	Bill Payment (Check)		-173.09
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10/10/2023	Bill	ILL FEES OCTOBER 2023	173.09
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**VILLAGE OF
RIVER FOREST**

05/21/2024	Bill Payment (Check)		-4,314.33
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05/20/2024	Bill	April 2024 Health Insurance	4,314.33
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05/21/2024	Bill Payment (Check)		-5,566.21
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04/30/2024	Bill	April 2024 IMRF	5,566.21
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Zoobean, Inc.

05/21/2024	Bill Payment (Check)		-710.00
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09/21/2024	Bill	Beanstack subscription	710.00
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Wednesday, Jun 05, 2024 11:56:56 AM GMT-7

Byline Credit Card May 2024

Balance: \$2892.12 □

Date	Payee	Memo	Charge	Payment	Type	Account
05/25/2024	AMAZON	MOVIE RENTAL/PROGRAM	3.99		Expense	Adult Expenses:Programs - Adult
05/23/2024	Armand's	PIZZA	54.64		Expense	Adult Expenses:Programs - Adult
05/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage Special
05/23/2024	Jewel Foods	5-24 MOVIE/CHIPS & JUICE BOXES	26.32		Expense	Programs:Connections Programs Adult
05/23/2024	Lou Malnati's Pizza	PIZZA	84.19		Expense	Adult Expenses:Programs - Adult
05/23/2024	MASSA CAFE	PIZZA	64.39		Expense	Adult Expenses:Programs - Adult
05/22/2024	BILLY BRICKS ON WHEELS	BALANCE/GRATUITY ICE CREAM TRUCK FOR SUMMER READING KICK-OFF	2,070.00		Expense	Special Programs Online e-Content:eContent - Adult
05/21/2024	AMAZON	KINDLE TITLES	31.98		Expense	Building
05/21/2024	AMAZON	EMERGENCY EXIT SIGN	10.93		Expense	Expenses:Maintenance - Supply Building
05/21/2024	AMAZON	EMERGENCY SIGN/STOP THE BLEEDING KIT	51.63		Expense	Expenses:Maintenance - Supply Adult
05/21/2024	Jewel Foods	COOKIES/FILM LOVERS FRIDAYS	3.07		Expense	Adult Expenses:Programs - Adult
05/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
05/15/2024	FAIRYTALE ENTERTAINMENT	BLUEY VISIT	225.00		Expense	Children's Expenses:Programs - Children's
05/15/2024	AMAZON	BUSINESS PRIME MEMBERSHIP	179.00		Expense	Support Services:Automation - Administration (SWAN, website, etc)

05/14/2024	ELAN FINANCIAL SERVICES	CREDIT CARD STATEMENT 4/13/24-5/14/24		2,665.46	Bill	2000 Accounts Payable Support
05/14/2024	Go Daddy.com	DOMAIN RENEWAL	22.99		Expense	Services:Automation - Administration (SWAN, website, etc)
05/13/2024	AMAZON	2 KINDLE BOOKS	21.65		Expense	Online e-Content:Other Online eContent
05/13/2024	Target	STEM/ICE CREAM MAKING MATERIALS	18.45		Expense	Children's Expenses:Programs - Children's
05/10/2024	SPUN	NON-FICTION BOOK	53.00		Expense	Adult Expenses:Books - Adult
05/07/2024	American Girl	AMERICAN GIRL DOLL & ACCESSORIES	320.00		Expense	Children's Expenses:Non-Print
05/05/2024	PANERA BREAD	COFFEE MONDAY/COFFEE AND PASTRIES	32.71		Expense	Children's Adult Expenses:Programs - Adult
05/02/2024	The Atlantic	1 YR. SUBSCRIPTION/THE ATLANTIC	99.99		Expense	Adult Expenses:Periodicals - Adult
05/02/2024	PANERA BREAD	COFFEE	23.52		Expense	Personnel:Staff Recognition (InService)
05/02/2024	FIESTA BEATS ENTERTAINMENT	PHOTO BOOTH 6/6/24	200.00		Expense	Special Programs
05/02/2024	Jewel Foods	BREAKFAST/DRINKS IN-SERVICE	92.83		Expense	Personnel:Staff Recognition (InService)

River Forest Public Library Fund Balances

As of May 31st, 2024

Prepared 6.5.24

5/31/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

	<u>Interest Rate</u>		
ICS Operations	0.50%		247,582.53
Byline Operations	0.40%		49,278.53
CIBC Operations	0.00%		-
Petty Cash			40.00

TOTAL OPERATIONS CHECKING/SAVINGS 296,901.06

Maturity Date

CDARS Reserves

Interest Rate

6/27/2024	OP CD 1 MONTH- CIBC	4.00%	51,070.83
6/27/2024	OP CD 1 MONTH- CIBC	4.00%	51,070.83
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%	67,720.62
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 892,454.75

TOTAL OPERATIONS FUND 1,189,355.81

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%		114,147.43
Byline Capital	0.40%		1,064.31
TOTAL CAPITAL CHECKING/SAVINGS			115,211.74

Maturity Date

CDARS Reserves

Interest Rate

6/6/2024	OP CD 1 MONTH- CIBC	4.00%	223,572.61
6/13/2024	OP CD 1 MONTH- CIBC	4.00%	100,939.27
6/13/2024	OP CD 1 MONTH- CIBC	4.00%	50,469.63
6/13/2024	OP CD 1 MONTH- CIBC	4.00%	100,939.27
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 725,920.78

TOTAL CAPITAL FUND 841,132.52

TOTAL OPERATIONS/CAPITAL FUNDS 2,030,488.33



River Forest Public Library -Capital Reserve Fund

May-24

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	114,147.43 *
Byline Capital Checking	\$	<u>1,064.31</u>
Total Capital Reserve Checking / Savings	\$	115,211.74
Total Capital CDARS Reserve	\$	725,920.78
Total Capital Reserve Fund	\$	841,132.52

Expenses

Transfers

Income

Interest- Checking / ICS	5/31/2024	\$	48.82
Interest- CDARS	5/31/2024	\$	5,920.78

Prepared: 6.5.24

*Includes \$50,000 Live and Learn Grant

VII. Exhibits and Displays

RFPL provides limited display space for exhibiting materials of civic, cultural, educational, and/or recreational nature that complement programs, promote services, or enhance culture in River Forest. RFPL seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. Placement of an exhibit does not constitute or imply RFPL endorsement of the featured artist or organization or of any viewpoint expressed therein.

Exhibit space use is not limited to River Forest residents, but priority will be given to RFPL staff and River Forest residents. Use of exhibit space is not guaranteed, and placement and scheduling decisions rest with RFPL staff.

At RFPL staff discretion, nonprofit organizations with an exhibit or display may use a container to collect donations. The location of the container and duration of the collection period will be determined by RFPL staff.

Exhibits will be selected based on the following elements:

- Appropriateness to RFPL's mission, strategic plan, services, and collections;
- General community interest and timeliness of exhibit topics;
- Suitability of the exhibition for the available space;
- Availability of exhibit space during the requested time frame.

Updated June 2024

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At RFPL staff discretion, nonprofit organizations with an exhibit or display may ~~place use~~ use a container to collect donations ~~along with their exhibit or display~~. The location of the container and duration of the collection period will be determined by RFPL staff.

Exhibits will be selected based on the following elements:

- Appropriateness to RFPL's mission, strategic plan, services, and collections;
- General community interest and timeliness of exhibit topics;
- Suitability of the~~for~~ exhibition for in the available space;
- Availability of exhibit space during the requested time frame.

Updated ~~June~~*April*

VIII. Community Bulletin Board and Pamphlet Display

The Community Bulletin Board and space for pamphlets are for the display of information for non-profit organizations and purposes. Notices shall be educational, cultural, recreational, civic, or charitable in nature. Notices pertaining to fundraisers for local non-profit organizations and to non-profit cultural events and local resources are eligible for posting. For-profit business activities may not be posted. Materials may not directly promote any partisan or sectarian interest.

All posted materials must be pre-approved by the RFPL staff. RFPL may remove items at its discretion. Material displayed by RFPL will be recycled when removed.

Updated June 2024

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Updated June 2024

Strategic Directions

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

Four 1st grade classes from **Lincoln Elementary School** visited the Children's Room to learn about the Library and our Summer Reading Program. After a tour the kids learned important tips like what to do with books they take off the shelf but aren't taking home, where to find materials, and how to get a library card. They left with stickers, bookmarks, and information about our summer events. Children's Associate Jose Cruz visited **Willard Elementary School** and met with four classes, sharing the same information with students. Soon after the visits, we had an influx of patrons asking to register for the Summer Reading Program!



Community



Anne Kowalski, Middle School & Teen Librarian, represented the Library at the **Roosevelt Middle School Centennial Celebration** on May 19th. She brought scratch off bookmarks and copies of The Bookplate to give away and had fun seeing familiar faces.

Thank you to the Library staff and trustees who walked in this year's **Memorial Day Parade**. This is a wonderful community event and opportunity to raise awareness of the Library.

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

Work to **update our logo** continued this month. The branding team shared the latest round of logo options with staff to gather more feedback, then provided direction to OC Creative for round three. We hope to finalize the logo with the fourth round, as expected in the proposal.



Spaces

I was happy to tell Library Market that the Board of Trustees approved their proposal to build a **new website** for us this year. Following up from our May discussion, Library Market confirmed that they do daily backups of their websites. They also agreed not to raise our maintenance/hosting fee for three years. We were assigned a project manager and put together a core team of staff to attend weekly meetings, have access to shared drives for the project, and to receive regular updates. The core team is Fran Arnold, Marketing & PR Specialist; Shannon Gruber, ATS Manager; Melaina Maraldi, Children's Services Manager, and myself. There will be opportunities throughout to gather staff, trustee, and patron feedback.

Williams Architects visited the Library on May 30 for the final punch list inspection for Phase One of the **Room Renovation Project**. The Request for Proposals for Architectural Services was shared with three potential firms ahead of Phase Two.



*Events, Services
& Collections*

Goal: Incorporate and celebrate diversity.

On May 19th, in recognition of Asian American & Pacific Islander Heritage Month, we **welcomed area resident (and *Wednesday Journal* staffer) Lourdes Nicholls**, who told the story of her family's experience in an incarceration camp for Americans of Japanese ancestry. She was a wonderful presenter and 36 patrons attended. A *Wednesday Journal* photographer attended and they featured [an article](#) in the paper.

On June 3rd, Anne Kowalski and Koko Stubitsch, ATS Associate, hosted a table at **the River Forest Pride Parade** and entertained the kids with temporary tattoos and Pride-themed books.

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

The library **hosted popular character Bluey** in May for a meet and greet. Patrons could pose for pictures with Bluey on the Library lawn and collect a goodie bag with Bluey crafts and activities. We had 157 attendees and our smallest patrons were over the moon excited to meet Bluey in person!

Fan favorite, Mr. Jose, started a **new Tuesday story time** in May, called Tuesday Tales. As patrons caught on to this new addition, his attendance numbers began growing week to week and we received tons of positive feedback. Tuesday Tales is currently scheduled through August.

This May we hosted journalist, food writer, and Chicago celebrity, **Steve Dolinsky at the Library for Pizza City USA**. This popular program featured Steve discussing different kinds of pizza, answering questions, and signing copies of his book. As if this wasn't cool enough, Brian Wolowitz, ATS Librarian, ordered three different types of pizza from local restaurants for a tasting! 45 patrons attended this delicious event.

The Library recently **acquired another movie license so we can show more popular films for all ages**, and we held two movie programs over the Memorial Day weekend. That Friday we had a half-day movie & snack program for teens where we showed *My Neighbor Totoro* and had 12 students attend. On Saturday we started our Oscar-winning film series for the summer. We showed *Anatomy of a Fall* and had 14 adults come in to enjoy the film.

Goal: Expand ways community members and partners can give back to the library.

Anne Kowalski provided an orientation and tour to the 17 teen volunteers who will work at the Library this summer. There will be one volunteer in the building most days, and they will have a variety of tasks, from redeeming summer reading prizes to assisting with programs. We are so happy to have them here this summer!



Resources

Thanks to the generous grant from the RFPL Foundation, we held our annual **Summer Reading Kick Off Party** on June 6th. We had 712 human attendees: 334 kids, 197 middle schoolers and teens, and 181 adults, as well as what felt like one million cicadas in attendance. I will include a more detailed report on the event in next month's board packet.



Key Performance Indicators

Category	March 2024	April 2024	May 2024
Physical item circulation - initial checkouts	13,845	13,690	13,020
Digital item circulation	5,394	4,628	5,087
Total Circulation	19,239	18,318	18,107
Programs for Adults	14 programs 162 attendees	11 programs 134 attendees	15 programs 218 attendees
Programs Middle School aged children	6 programs 78 attendees	9 programs 70 attendees	8 programs 85 attendees
Programs for Children	26 programs 1430 attendees	26 programs 1329 attendees	34 programs 2168 attendees
Library-Wide Programs		3 programs 152 attendees	
Children's Play Area Visits	1720	1886	1504
New cardholders added	35	38	23
Total cardholders	8,067	8,095	8,092
Website sessions	6,191	7,514	6,329
Patron visits	9,066	11,996	9,548
Instagram Followers	1,460	1,462	1,470
Facebook Followers	1,383	1,384	1,389

Staff Updates

- Anne Kowalski attended a Youth Services LACONI program at the Morton Arboretum this May, where the focus was incorporating nature into programming for children and teens.
- Six staff members attended the all-day conference Reaching Forward and went to a variety of sessions, including library advocacy, hosting large events at your library, and program ideas.
- We held our in-service day on Friday, May 3rd. The focus was on safety, with active shooter training and a fire safety demonstration by River Forest Fire Marshall Kevin Wiley.
- I attended an HR Source class on managing upcoming changes to the FLSA salary threshold.

Financial highlights

- We received \$21,764.37 in property tax this May. That money will be accounted for in FY23-24 when we close out our fiscal year.
- Special Programs is 32.43% spent, which is expected, because of Summer Reading Kick Off expenses. The Kick Off always accounts for a large percentage of this budget line.
- We purchased 50 hours of prepaid support hours with OSG, which was budgeted for out of Technical Support. We carried 8 hours over from our last block as well.

- We made our annual payment to Rivistas for the majority of our magazine subscriptions, which is why we are over 50% spent in Periodicals. We are on track to stay within the \$7,000 budgeted this fiscal year.

Facility updates

- PHS Locksmith repaired the locks on our public restroom doors.
- The limestone outside of the Library was repaired.
- Oak Brook Mechanical was on-site for a regular inspection of the HVAC system.

Committee updates

No committees met this month.

Respectfully submitted,

Emily Compton
June 12, 2024