



**River Forest Public Library
Regular Board Meeting
March 19, 2024
6:00 PM**

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

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: February 20, 2024
 - b. February 2024 Revenue and Expense Reports
 - c. February 2024 Bill Payment List and Credit Card Charges
 - d. February 29, 2024 Fund Balances Report and Capital Reserve Fund
 - e. Policy updates: Staff IX: Computer Use & Internet Access; Patrons IV: Computer Use & Internet Access
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
 - FY 2023-2024 Amended Operating and Capital Budgets - vote
 - FY 2024-2025 Operating and Capital Budgets - vote
 - FY2022-2023 Excess Revenues (\$170,080) Capital Reserve Transfer – vote
 - FY2023-2024 Budgeted (\$50,000) Capital Reserve Transfer – vote
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. OC Creative Branding Proposal
9. Old Business
 - a. Phase One Room Renovation Project - update
10. Adjournment

** All topics on the Agenda are potential Action Items. Note: Board members who have suggestions about upcoming issues are welcome to contact the President, Chair or a Committee member. Suggestions will be noted, however, the Open Meetings Act prohibits discussion outside of posted public meetings.*

Meeting Minutes: Regular Board Meeting: February 20, 2024, 6:00pm - DRAFT

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

- Trustees Present: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Jim Hopkinson, Ann Berens. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: River Forest Board of Park Commissioners Liaison Lynn Libera

Visitor Comments: Ms. Libera introduced herself as the liaison for the River Forest Board of Park Commissioners.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: January 16, 2024
- b. January 2024 Revenue and Expense Reports
- c. January 2024 Bill Payment List and Credit Card Charges
- d. January 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Oversight V: Compliance, Operations II: Reference Services

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

A question was raised regarding a \$3,000 payment to Overdrive described as a “participation/content credit.” Overdrive charges an annual fee for participating in Overdrive’s consortium of libraries which gives RFPL access to e-content from other libraries and also sets aside funds for the Library to purchase e-content that may be accessed by patrons of other libraries.

The Library owns the self-checkout machines, but there are annual costs for software and maintenance which are accounted for in the Automation Administration expense line.

Next month’s financials will reflect the new CDARS accounts that were opened at CIBC in February with funds from the capital account. As of January 31st, the funds to be invested in those new CDARS had been transferred to the Library’s operating account at CIBC pending investment in the CDARS.

The Liebner Fund holds approximately \$94,000 in principal; 4% of the fund is transferred to the Library each year.

The motion was approved on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton received another suggestion to read “Emmy and the Incredible Shrinking Rat.” The book has been very popular in the Children’s Department.

Director’s Report:

The Library received just under \$53,000 as its first property tax disbursement for the current calendar year. In response to a question at the January Board meeting, Director Compton reported on museum pass usage over a 12-month period. 112 passes were checked out from the two providers between February 1, 2023 and January 31, 2024, which equates to about \$2 a pass. Director Compton also reported that she signed up to volunteer with United for Libraries, which is coordinating regional response teams of librarians throughout the state of Illinois to help support library workers addressing book challenges. Their first meeting was a training session on communications, active listening, and actions that may need to be taken.

President’s Report:

President Ruggeri stated that her report would be covered elsewhere in the meeting as the various topics were addressed.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met on January 16th and on February 20th, directly before the Board meetings. Broadleaf completed its work on the epoxy floor in the new Community Room. On February 20th, the Committee discussed controls and settings for the HVAC system, costs incurred by the Library during the construction project, and the procedure to engage an architect for phase two of the construction project.

Finance Committee

The Finance Committee met on February 6th and discussed draft amended Operating and Capital Budgets for the current fiscal year and draft Operating and Capital Budgets for the next fiscal year. As the receipt of property tax revenue has become more predictable, more funds are being invested in CDARS accounts.

- FY2023-24 amended Operating and Capital Budget drafts
 - o Operating Budget: Amendments to the Operating Budget include increasing the line item for Technical Support (IT) from \$23,500 to \$30,000 and lowering the line item for Automation from \$44,500 to \$38,000.
 - o Capital Budget: Amendments to the Capital Budget include additions of the Live and Learn Grant money (\$50,000) and the excess revenue over expenses amount from the last fiscal year (\$170,080). HVAC expenses were lowered because budgeted updates weren’t done this year. Remaining construction costs will be moved to the Capital Budget for the next fiscal year. Some previously incurred

expenses will be categorized as phase two expenses, including the cost of the epoxy flooring and the consulting fee charged by Williams Architects to apply for the Live and Learn Grant.

- FY2024-25 Operating and Capital Budget drafts
 - o Operating Budget: Director Compton explained her methodology in calculating the property tax amount. The Interest revenue line has been increased due to the CDARS accounts. The biggest expense is the Personnel category. Director Compton budgeted for ladder raises to get the Library to the required \$15/hour minimum wage and for merit raises of 3.5 - 5%. The Personnel budget also includes funds to comply with the Paid Leave For All Workers Act and funds to cover shifts as needed in the event scheduled staff members are unavailable. IMRF operates on a calendar year, so part of that line item expense is estimated. The budgets for Staff Recognition and for Staff Training and Development have been increased. All Programming line items (other than Connections Programs) and the overall budget for Library Materials have been increased. The Library hopes to coordinate more all ages programs in the next fiscal year. State funding for databases may decrease the Library's cost for subscriptions.
 - o Capital Budget: The proposed budget includes 10 PC replacements. The Library may defer a few of these replacements, but Outsource Solutions Group ("OSG") recommends deferring only 4-5 at most. \$20,000 has been budgeted for the development of a new Library website. Facilities plans include skylight work, resealing the sidewalk, and HVAC upgrades. \$15,000 has been budgeted for contingencies.

- The final version of each of the 4 budgets will be voted on at the March Board meeting.

Policy Committee

The Policy Committee met on January 31st and worked on two policies to be discussed and voted on by the Board: Operations I- Collection Management, and Patrons XIV: Middle School and Teen Volunteer Program.

- The Library staff investigated having adult volunteers, but anyone over the age of 18 requires a background check for which the Library would have to pay. Staff recommended limiting volunteers to middle school and teens for now as it rolls out the volunteer program since that is the initial target audience.
- The Board discussed the policies and suggested minor changes to the volunteer program forms and Collection Management policy.

A motion to approve the two policies was made by Trustee Berens and seconded by Trustee Delano.

Ayes: Delano, Hill, Hopkinson, Ruggeri, Berens

Abstain: Long

RFPL Foundation Liaison

The Foundation is hosting the “After Hours for Book Lovers” event at the Library on Friday evening, February 23rd. Registration was closed early after capacity of 63 paid attendees was reached. Ann Berens led the committee of Rachel Goldrick, Kosha Carstens, and Sally Gregory. RFPL PR and Marketing Specialist Fran Arnold provided support with public relations, promotion, and a slideshow.

Village of River Forest Collaboration Committee Liaison

The Committee met on January 23rd in the new Community Room at the Library. D90 has promoted Tina Steketee to Principal of Roosevelt Middle School effective July 1st with Larry Garstki’s retirement. At OPRF High School, the track and field project is complete, and the athletic project has gone out to bid.

OSG proposals to replace two ethernet switches and two laptops (\$9,876.13)

Director Compton presented two proposals from OSG: one to replace two ethernet switches and another to replace two staff laptops. Both projects will be funded from the capital technology budget. Director Compton explained that there may be enough prepaid hours for both projects and, if not, the laptop setup work can be deferred to next fiscal year. The Board discussed approving funds beyond the proposed cost because the quoted prices are not fixed since the market fluctuates.

A motion to approve \$11,000 for two laptops, two switches, and OSG’s time to set up the hardware was made by Trustee Delano and seconded by Vice President Hill.

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

Old Business

Air handler relocation and mechanical room renovation

The pipes for the new bathroom were capped as required by the Village Inspector. S&D will reinstall the baseboards in the Community Room. Staff is working on adding the Community Room to the reservation system on the website. The River Forest Fire Chief inspected the room and set the maximum occupancy at 26 people.

There are a few open construction issues. IMEG suggested to Construction Solutions of Illinois (“CSI”) that the AHU system be tested going in and out of occupied mode to confirm that the freeze stat issue has been resolved. The gate for the enclosure has been ordered and should be here in May. A representative from Williams was onsite to review the progress on the interior punch list and prepared a list of items from the punch list that still need to be completed. Williams has concluded that no changes need to be made to the trash enclosure. Williams has not yet received confirmation from CSI that the masons used the

proper cold weather materials in extending the height of the enclosure. Director Compton will prepare a list of credit requests in anticipation of the project's conclusion and final billing.

Adjournment

The meeting was adjourned at 7:00pm following a motion by Trustee Hopkinson, which was seconded by Vice-President Hill. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



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

<u>Account:</u>	<u>February-24</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				83% as of 2/29/2024
Property Taxes	\$ 233,215.25	\$ 981,834.08	\$ 1,495,000	65.67%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ -	\$ 34,050.80	\$ 20,000	170.25%
Lost Books Reimbursed	\$ 128.19	\$ 2,720.79	\$ 3,500	77.74%
Copy Machine Revenue	\$ 261.48	\$ 2,794.65	\$ 2,800	99.81%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 195.80	\$ 10,236.59	\$ 5,000	204.73%
Grants from RFPL Foundation	\$ -	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ 0.01	\$ 111.16	\$ 300	37.05%
IL Per Capita Grant	\$ -	\$ 17,457.22	\$ 17,300	100.91%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ 4,419.21	\$ 4,500	98.20%
Misc Income	\$ 15.02	\$ 218.69	\$ 1,000	21.87%
Total:	\$ 233,815.75	\$ 1,061,383.19	\$ 1,579,200	67.21%
Income:	\$ 233,815.75	\$ 1,061,383.19	\$ 1,579,200	67.21%
Expense:	\$ 101,277.97	\$ 1,100,560.21	\$ 1,579,200	69.69%

Prepared 3.12.24



River Forest Public Library

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

Expense Report: Feb-24

Expenses
Personnel

	February-24	Fiscal YTD	Actual % Budget 83% as of 2/29/24	23-24 Budget
Wages & Salaries	\$ 61,929.44	\$ 621,800.68	76.48%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 34,171.41	54.89%	\$ 62,250
IMRF	\$ 3,383.68	\$ 31,986.61	58.16%	\$ 55,000
Medicare/FICA	\$ 4,663.93	\$ 46,922.91	75.44%	\$ 62,200
Staff Recognition	\$ 130.19	\$ 1,683.42	51.80%	\$ 3,250
Membership Dues	\$ 435.00	\$ 2,458.75	61.47%	\$ 4,000
Staff Training and Development	\$ 71.10	\$ 2,958.50	32.87%	\$ 9,000
Total Personnel	\$ 74,145.03	\$ 741,982.28	73.56%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 4,379.00	67.37%	\$ 6,500
Advertising	\$ -	\$ 1,821.76	48.58%	\$ 3,750
Total Printing and Advertising	\$ -	\$ 6,200.76	60.50%	\$ 10,250

Programming

Children's Programs	\$ 1,553.55	\$ 10,458.82	69.73%	\$ 15,000
Teen Programs	\$ 365.49	\$ 6,162.59	77.03%	\$ 8,000
Adult Programs	\$ 115.91	\$ 9,378.34	89.32%	\$ 10,500
Special Programs	\$ -	\$ 3,241.61	81.04%	\$ 4,000
Connections Programs	\$ 19.75	\$ 1,255.59	15.13%	\$ 8,300
Total Programs	\$ 2,054.70	\$ 30,496.95	66.59%	\$ 45,800
Total Advertising and Programs	\$ 2,054.70	\$ 36,697.71	65.47%	\$ 56,050

Other Support Services

ILL and RB Services	\$ 299.49	\$ 626.87	83.58%	\$ 750
Technical Support (IT)	\$ -	\$ 23,075.01	98.19%	\$ 23,500
Automation Administration	\$ -	\$ 25,135.76	56.48%	\$ 44,500
Consultant Fees/Legal Fees	\$ -	\$ 1,371.25	24.93%	\$ 5,500
Postage & Delivery	\$ 46.99	\$ 2,698.90	119.95%	\$ 2,250
Audit	\$ -	\$ 10,175.00	92.50%	\$ 11,000
Payroll and Employment Services	\$ 688.03	\$ 4,879.37	81.32%	\$ 6,000
Youth Interventionist Contract	\$ 1,241.25	\$ 3,687.50	74.27%	\$ 4,965
Telephone/Internet	\$ 374.67	\$ 7,700.56	70.01%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ 150.00	16.67%	\$ 900
Copy Machine Lease	\$ 235.54	\$ 2,275.11	75.84%	\$ 3,000
Total Other Support Services	\$ 2,885.97	\$ 81,775.33	72.13%	\$ 113,365

Library Materials

Books	\$ 3,026.37	\$ 50,687.07	66.69%	\$ 76,000
Print Periodicals	\$ 54.99	\$ 5,666.02	94.43%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 9,025.60	82.05%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 7,955.52	\$ 64,823.42	82.75%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 888.77	\$ 11,454.19	71.59%	\$ 16,000
Total Library Materials	\$ 11,925.65	\$ 141,656.30	75.62%	\$ 187,335

Library and Office Supplies

Office Supplies	\$ 50.81	\$ 2,132.69	50.18%	\$ 4,250
Library Supplies	\$ 296.31	\$ 2,677.61	48.68%	\$ 5,500
Copy And Printing Supplies	\$ -	\$ 1,199.41	53.31%	\$ 2,250
Misc Expenses	\$ 186.57	\$ 1,304.58	65.23%	\$ 2,000
Total Office Supplies	\$ 533.69	\$ 7,314.29	52.24%	\$ 14,000
Total Library Materials & Supplies	\$ 12,459.34	\$ 148,970.59	73.99%	\$ 201,335

Strategic Initiatives

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

Building Materials & Supplies	\$ 268.98	\$ 4,115.05	86.63%	\$ 4,750
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Facility Services

Insurance	\$ -	\$ 18,305.65	91.53%	\$ 20,000
Maintenance and Custodial Service	\$ 5,880.19	\$ 57,074.97	78.18%	\$ 73,000
Water	\$ 362.10	\$ 1,908.90	63.63%	\$ 3,000
Natural Gas	\$ 1,626.90	\$ 5,873.63	20.98%	\$ 28,000
Copier Maintenance and Usage	\$ 115.90	\$ 947.39	37.90%	\$ 2,500
Total Facility Services	\$ 7,985.09	\$ 84,110.54	66.49%	\$ 126,500

Equipment & Furniture

Equipment & Furniture	\$ 569.99	\$ 1,421.50	28.43%	\$ 5,000
Technology Misc.	\$ 908.87	\$ 1,487.21	42.49%	\$ 3,500
Total Equipment & Furniture	\$ 1,478.86	\$ 2,908.71	34.22%	\$ 8,500

Total Facilities Management	\$ 9,732.93	\$ 91,134.30	65.21%	\$ 139,750
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Total Operating Expenses	\$ 101,277.97	\$ 1,100,560.21	71.97%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 101,277.97	\$ 1,100,560.21	69.69%	\$ 1,579,200
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Total Income	\$ 233,815.75	\$ 1,061,383.19	67.21%	\$ 1,579,200
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Prepared 2.14.24

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	02/01/2024	Bill Payment (Check)		-1,399.83
	01/07/2024	Bill	CAPITAL** HVAC FIRE ALARM WORK INVOICES #SI-604296-SI-604349, INT-645908	1,399.83
AMAZON				
	02/01/2024	Bill Payment (Check)		-993.85
	01/22/2024	Bill	MINI ART SHOW CRAFT SUPPLIES	69.46
	01/24/2024	Bill	MINI ART SHOW SUPPLIES	26.26
	01/25/2024	Bill	NEW TOYS FOR PLAY AREA GUESSTIMATION JAR	677.23
	01/25/2024	Bill	SUPPLIES	20.98
	01/26/2024	Bill	SHELF READING MAGNETS	10.86
	01/29/2024	Bill	BOOK CART MISC. ID LABELS	39.45
	01/31/2024	Bill	EMPLOYEE BOOT TRAY PLAY AREA AND CRAFT	15.99
	01/31/2024	Bill	SUPPLIES	55.27
	01/31/2024	Bill	PLAY AREA TOYS	13.48
	01/19/2024	Bill	COMIC MAKING CLUB SNACKS	64.87
	02/09/2024	Bill Payment (Check)		-830.53
	02/01/2024	Bill	ANTI-VALENTINES PARTY SUPPLIES	159.15
	02/07/2024	Bill	SRP PRIZES	495.45
	02/07/2024	Bill	MAKERS SUPPLIES CORNER PROTECTION	19.75
	02/06/2024	Bill	EDGES/GUARD	6.99
	02/06/2024	Bill	CRAFT SUPPLIES	7.99
	02/06/2024	Bill	KINDLE CASE	16.82

02/06/2024	Bill	FAMILY FUN BAG ITEMS	113.02
02/01/2024	Bill	ADHESIVE REMOVER/ATS OFFICE	11.36

**ANDERSON
ELEVATOR
COMPANY**

02/09/2024	Bill Payment (Check)		-211.00
02/07/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00

**BELFOR USA
GROUP, INC.**

02/06/2024	Bill Payment (Check)		-1,000.00
02/12/2024	Bill	BROKEN PIPE REPAIRS/DEDUCTIBLE	1,000.00

Broadleaf Inc.

02/09/2024	Bill Payment (Check)		-2,000.00
01/30/2024	Bill	CAPITAL*** EPOXY FLOOR BALANCE	2,000.00

**Cintas Fire
Protection**

02/09/2024	Bill Payment (Check)		-108.00
02/01/2024	Bill	MONTHLY AED SUBSCRIPTION	108.00

CleanNet of Illinois

02/01/2024	Bill Payment (Check)		-1,398.23
01/19/2024	Bill	MONTHLY CLEANING SERVICES	1,398.23

Comcast

02/01/2024	Bill Payment (Check)		-374.67
01/19/2024	Bill	FEBRUARY INTERNET BILL	374.67

DEMCO, INC.

02/01/2024	Bill Payment (Check)		-102.40
01/18/2024	Bill	ASSTD. TECH SERVICES SUPPLIES	102.40
02/09/2024	Bill Payment (Check)		-407.10
01/19/2024	Bill	DYMO PRINTER/TECH SERVICES	240.87
01/29/2024	Bill	TECH SERVICES LABELS	166.23

**ELAN FINANCIAL
SERVICES**

02/23/2024	Bill Payment (Check)		-5,153.29
02/23/2024	Bill	Credit card statement 1-13-24 to 2- 13-24	5,153.29

Franzen Plumbing

02/01/2024	Bill Payment (Check)		-769.00
01/20/2024	Bill	WEATHER RELATED WATER PIPE REPAIR	769.00

Hoopla

02/09/2024	Bill Payment (Check)		-2,654.36
02/01/2024	Bill	JANUARY HOOPLA CHECKOUTS	2,654.36

HOY LANDSCAPING

02/01/2024	Bill Payment (Check)		-435.00
02/01/2024	Bill	MONTHLY SNOW CHARGE	130.00
02/01/2024	Bill	SNOW/ICE MELT SERVICES	35.00
01/22/2024	Bill	SNOW/ICE REMOVAL 1/19	135.00
01/19/2024	Bill	SNOW REMOVAL 1/18	135.00

**ILLINOIS STATE
TREASURER**

02/09/2024	Bill Payment (Check)		-85.11
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		UNCLAIMED PROPERTY REMITTANCE/ILLINOIS TREASURER	85.11
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**Ingram Library
Services**

	Bill Payment (Check)		-3,009.11
02/01/2024	Bill	BOOKS	36.64
01/30/2024	Bill	BOOK	11.81
01/30/2024	Bill	BOOKS	34.32
01/31/2024	Bill	BOOKS	35.15
01/31/2024	Bill	BOOK	13.52
01/31/2024	Bill	BOOK	20.49
01/31/2024	Bill	BOOK	17.05
01/31/2024	Bill	BOOK	20.72
12/23/2023	Bill	BOOKS	73.15
		CREDIT TOWARDS TITLES NOT LAMINATED/ INVOICE	
01/29/2024	Vendor Credit #63012997		-8.24
01/18/2024	Bill	BOOKS	59.90
01/18/2024	Bill	BOOK	6.73
01/18/2024	Bill	BOOK	16.91
01/18/2024	Bill	BOOKS	130.75
01/18/2024	Bill	BOOKS	35.50
01/18/2024	Bill	BOOK	20.29
01/18/2024	Bill	BOOKS	74.39
01/18/2024	Bill	BOOK	21.32
01/18/2024	Bill	BOOK	17.47
01/18/2024	Bill	BOOK	17.61
01/18/2024	Bill	BOOKS	17.42
01/18/2024	Bill	BOOK	7.78
01/23/2024	Bill	BOOKS	57.66
01/23/2024	Bill	BOOK	21.43
01/23/2024	Bill	BOOKS	70.46
01/23/2024	Bill	BOOK	12.94
01/23/2024	Bill	BOOK	16.58
01/23/2024	Bill	BOOKS	39.50
01/23/2024	Bill	BOOKS	54.23
01/23/2024	Bill	BOOKS	26.77
01/23/2024	Bill	BOOKS	25.89
01/23/2024	Bill	BOOKS	23.24
01/24/2024	Bill	BOOK	21.03

01/24/2024	Bill	BOOKS	306.35
01/24/2024	Bill	BOOK	16.15
01/24/2024	Bill	BOOK	7.78
01/26/2024	Bill	BOOKS	35.11
01/26/2024	Bill	BOOKS	262.97
01/26/2024	Bill	BOOK	19.73
01/26/2024	Bill	BOOKS	35.51
01/26/2024	Bill	BOOK	16.90
01/26/2024	Bill	BOOK	17.61
01/26/2024	Bill	BOOKS	33.52
01/26/2024	Bill	BOOKS	32.79
01/26/2024	Bill	BOOKS	28.82
01/26/2024	Bill	BOOKS	41.16
01/26/2024	Bill	BOOKS	13.22
01/26/2024	Bill	BOOK	6.31
01/26/2024	Bill	BOOKS	24.53
01/26/2024	Bill	BOOK	13.18
01/26/2024	Bill	BOOK	28.37
01/26/2024	Bill	BOOK	11.62
01/26/2024	Bill	BOOK	11.96
01/29/2024	Bill	BOOK	38.55
01/29/2024	Bill	BOOKS	33.25
01/29/2024	Bill	BOOKS	99.37
01/29/2024	Bill	BOOKS	94.59
01/29/2024	Bill	BOOK	16.71
01/29/2024	Bill	BOOK	15.38
01/29/2024	Bill	BOOK	18.96
01/29/2024	Bill	BOOKS	36.39
01/29/2024	Bill	BOOKS	52.33
01/29/2024	Bill	BOOKS	72.31
01/29/2024	Bill	BOOKS	63.06
01/29/2024	Bill	BOOKS	51.28
01/29/2024	Bill	BOOK	24.32
01/29/2024	Bill	BOOKS	156.10
01/30/2024	Bill	BOOKS	41.33
01/30/2024	Bill	BOOK	17.72
01/30/2024	Bill	BOOKS	73.28
01/30/2024	Bill	BOOKS	54.11
01/30/2024	Bill	BOOKS	36.07
	Bill Payment		
02/09/2024	(Check)		-1,077.81
02/07/2024	Bill	BOOKS	24.10

02/01/2024	Bill	BOOK	21.60
02/01/2024	Bill	BOOK	11.71
02/01/2024	Bill	BOOK	18.60
02/01/2024	Bill	BOOK	18.03
02/01/2024	Bill	BOOK	18.60
02/01/2024	Bill	BOOK	16.90
02/01/2024	Bill	BOOKS	27.65
02/01/2024	Bill	BOOKS	27.58
02/01/2024	Bill	BOOK	11.81
02/01/2024	Bill	BOOKS	26.46
02/02/2024	Bill	BOOK	14.25
02/02/2024	Bill	BOOK	12.94
02/05/2024	Bill	BOOKS	99.64
02/05/2024	Bill	BOOKS	122.41
02/05/2024	Bill	BOOK	5.98
02/05/2024	Bill	BOOKS	36.82
02/05/2024	Bill	BOOK	29.36
02/05/2024	Bill	BOOKS	26.03
02/05/2024	Bill	BOOKS	34.05
02/06/2024	Bill	BOOKS	38.75
02/06/2024	Bill	BOOKS	211.53
02/06/2024	Bill	BOOKS	83.97
02/06/2024	Bill	BOOKS	30.50
02/06/2024	Bill	BOOK	33.47
02/06/2024	Bill	BOOK	8.77
02/07/2024	Bill	BOOK	22.73
02/07/2024	Bill	BOOK	7.51
02/07/2024	Bill	BOOK	12.94
02/07/2024	Bill	BOOK	23.12

Kanopy

02/01/2024	Bill Payment (Check)		-253.80
01/31/2024	Bill	JANUARY KANOPY CHECKOUTS	253.80

**Konica Minolta
Business Solutions**

02/09/2024	Bill Payment (Check)		-115.90
02/01/2024	Bill	JANUARY COPY USAGE	115.90

**Konica Minolta
Premier Finance**

	Bill Payment		
02/01/2024	(Check)		-235.54
02/01/2024	Bill	COPIER LEASE	235.54

MIDWEST TAPE

	Bill Payment		
02/01/2024	(Check)		-236.76
01/18/2024	Bill	DVD	26.68
01/18/2024	Bill	AUDIOBOOK CD	42.98
01/24/2024	Bill	AUDIOBOOK CD	80.96
01/18/2024	Bill	DVDS	59.46
01/24/2024	Bill	DVD	26.68
	Bill Payment		
02/09/2024	(Check)		-47.98
01/31/2024	Bill	AUDIOBOOK CD	47.98

NICOR GAS

	Bill Payment		
02/01/2024	(Check)		-1,626.90
01/22/2024	Bill	GAS BILL 12/23-1/24	1,626.90

**OAK PARK
TOWNSHIP YOUTH
SERVICES**

	Bill Payment		
02/01/2024	(Check)		-1,241.25
02/01/2024	Bill	QUARTER 2 : OCTOBER - DECEMBER 2023	1,241.25

OverDrive

	Bill Payment		
02/01/2024	(Check)		-3,740.53
01/22/2024	Bill	1 EBOOK	27.50
01/24/2024	Bill		1,020.71
01/25/2024	Bill	17 EBOOKS/19 AUDIOBOOKS	1,750.33
01/30/2024	Bill	13 EBOOKS/8 AUDIOBOOKS	790.99
01/30/2024	Bill	2 EBOOKS/ 1 AUDIOBOOK	151.00
	Bill Payment		
02/09/2024	(Check)		-1,306.83

02/06/2024	Bill	OVERDRIVE MAGAZINES 1 YR. SUBSCRIPTION	901.64
02/01/2024	Bill	2 EBOOKS/ 1 AUDIOBOOK	132.72
01/23/2024	Bill	1 ebook	60.00
02/06/2024	Bill	5 EBOOKS/1 AUDIOBOOK	212.47

Rhonda Fentry

02/09/2024	Bill Payment (Check)		-75.00
02/05/2024	Bill	SOUNDBATH MEDITATION	75.00

**S&D PRIME
MAINTENANCE,INC**

02/09/2024	Bill Payment (Check)		-1,907.96
01/31/2024	Bill	MONTHLY MAINTENANCE (3.5 + HOURS)	1,275.46
01/31/2024	Bill	REMAINING BALANCE FOR WALL REPAIRS	632.50

Shannon Gruber

02/01/2024	Bill Payment (Check)		-42.77
01/19/2024	Bill	MISC. STAFF PARTY ACCESSORIES (SNACKS, TABLECLOTHS, PIZZA CUTTER)	42.77

**Smithereen Pest
Management**

02/09/2024	Bill Payment (Check)		-51.00
02/01/2024	Bill	MONTHLY PEST CONTROL	51.00

SWAN

02/01/2024	Bill Payment (Check)		-299.49
01/19/2024	Bill	RECIPROCAL BORROWING / ILL SWAN	299.49

**VILLAGE OF RIVER
FOREST**

	Bill Payment		
02/09/2024	(Check)		-4,314.33
02/05/2024	Bill	Health Insurance January 2024	4,314.33
	Bill Payment		
02/09/2024	(Check)		-362.10
02/02/2024	Bill	WATER BILL 11/1/23- 12/31/23	362.10

Saturday, Mar 09, 2024 02:06:54 PM GMT-8

Byline Credit Card February 2024 Ending Balance: \$1381.10

Date	Payee	Memo	Charge	Payment	Type	Account
03/07/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage
03/07/2024	WALL STREET JOURNAL	RECURRING MONTHLY CHARGE WSJ (1 YR)	54.99		Expense	Adult Expenses:Periodicals - Adult
02/23/2024	ELAN FINANCIAL SERVICES	Credit card statement 1-13-24 to 2-13-24		5,153.29	Bill	2000 Accounts Payable Support
02/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Services:Postage Adult
02/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	54.99		Expense	Expenses:Periodicals - Adult
02/15/2024	Oriental Trading MAIN STREET RAG ONLINE	Lego duplo table	569.99		Expense	Equipment & Furniture
02/15/2024	BOOKSTORE	Book	17.00		Expense	Adult Expenses:Books - Adult
02/15/2024	American Girl	Two American Girl dolls, accessories, and carriers	634.00		Expense	Children's Expenses:Non-Print Children's Adult
02/15/2024	Jewel Foods	SNACKS FOR FILM PROGRAM	6.15		Expense	Expenses:Programs - Adult Teen
02/12/2024	Joann Fabrics	FLEECE FOR MARCH TAKE&MAKE	11.18		Expense	Expenses:Programs- Teen Teen
02/12/2024	iREAD	iREAD SUMMER READING GUIDE ALA/PLA	15.00		Expense	Expenses:Programs- Teen
02/12/2024	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP(INSTI TUTIONAL)	435.00		Expense	Personnel:Membership Dues (ALA, ILA)
02/12/2024	AMERICAN LIBRARY ASSOCIATION	ALA WEBINAR REGISTRATION	71.10		Expense	Personnel:Staff Training and Development Teen
02/09/2024	Joann Fabrics	FLEECE FOR TAKE & MAKE	6.38		Expense	Expenses:Programs- Teen
02/09/2024	Jewel Foods	Staff breakfast for in- service	87.42		Expense	Personnel:Staff Recognition (InService) Adult
02/09/2024	PANERA BREAD	Coffee for Coffee Monday	34.76		Expense	Expenses:Programs - Adult

02/08/2024	Jewel Foods	MOCKTAIL SUPPLIES FOR ANTI-VALENTINES DAY	49.09	Expense	Teen Expenses:Programs- Teen Equipment & Furniture:Technology
02/01/2024	Apple	CHILDREN'S ROOM IPAD	668.00	Expense	(misc.) Building Expenses:Maintenance -
02/01/2024	ELKAY	WATER FOUNTAIN FILTERS	246.00	Expense	Supply Children's Expenses:Programs -
02/01/2024	FAIRYTALE ENTERTAINMENT	BLUEY PARTY DEPOSIT	150.00	Expense	Children's

River Forest Public Library

Fund Balances

As of February 29, 2024

Prepared 3.13.24

2/29/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	315,273.21
Byline Operations	0.40%	49,759.06
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS

365,072.27

Maturity Date

CDARS Reserves

Interest Rate

3/14/2024	OP CD 3 MONTHS- CIBC	4.00%	220,000.00
5/30/2024	OP CD 6 MONTHS- CIBC	4.25%	50,000.00
5/30/2024	OP CD 6 MONTHS- CIBC	4.25%	50,000.00
7/18/2024	OP CD 6 MONTHS- CIBC	4.00%	100,000.00
7/25/2024	OP CD 5 YEAR- Byline	1.90%	67,397.09
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 1 YEAR- CIBC	4.50%	50,000.00
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

809,989.56

TOTAL OPERATIONS FUND

1,175,061.83

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	122,548.85
Byline Capital	0.40%	1,455.75

TOTAL CAPITAL CHECKING/SAVINGS

124,004.60

Maturity Date

CDARS Reserves

Interest Rate

5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	50,000.00
5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	100,000.00
5/16/2024	OP CD 3 MONTHS- CIBC	3.75%	100,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00

TOTAL CDARS Reserves Capital

500,000.00

TOTAL CAPITAL FUND

624,004.60

TOTAL OPERATIONS/CAPITAL FUNDS

1,799,066.43



River Forest Public Library -Capital Reserve Fund

Feb-24

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	122,548.85 *
Byline Capital Checking	\$	1,455.75
Total Capital Reserve Checking / Savings	\$	124,004.60
Total Capital CDARS Reserve	\$	500,000.00
Total Capital Reserve Fund	\$	624,004.60

Expenses

Franzen Plumbing	<u>2/6/2024</u>	\$	2,448.00
Alarm Detection Sevices (Phase One of the Room Renovation Project)	<u>2/8/2024</u>	\$	1,399.83
Broadleaf (Phase Two of the Room Renovation Project)	<u>2/13/2024</u>	\$	2,000.00

Transfers

To Byline Operating (Phase One of the Room Renovation Project)	\$	1,700.00
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Income

Interest	2/29/2024	\$	49.91
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Prepared: 3.13.24

*Includes \$50,000 Live and Learn Grant

IX. Computer Use and Internet Access

A. Computer Hardware/Software

RFPL software is not to be installed on non-RFPL computers, nor are non-RFPL computers to be connected to RFPL's network (with the exception of wireless connections). RFPL accepts no responsibility for the safety or security of personal 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.

RFPL staff members will notify RFPL Managers as soon as reasonably practical of any known failure or security issue with RFPL hardware or software. Staff will inform RFPL Managers if updates are needed on their computers, or if they are seeking software modifications on their workstations.

RFPL staff members are encouraged to save all documents to a network or cloud-based drive or to a portable storage device. Staff members are advised that all documents created with the use of an RFPL computer are property of RFPL.

B. Internet Usage

RFPL staff is assigned a work email address and are expected to check their email regularly while at work. Staff should not expect that their electronic communications are confidential or private. RFPL staff members are advised that all electronic communications originating with the use of an RFPL email account are the property of RFPL and are subject to Freedom of Information Act requests. RFPL staff are expected to use good judgment when using the Internet and refrain from excessive personal use. Unacceptable use of staff computers or equipment may result in disciplinary action. RFPL reserves the right to monitor RFPL email accounts and other electronic activities on RFPL computers or equipment.

RFPL assumes no responsibility for preventing or protecting users from accessing systems, networks, and services that may contain material considered offensive to staff. Accordingly, staff members should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

Use of RFPL's computers must be for legal and acceptable purposes. RFPL staff should refrain from unacceptable uses, including but not limited to:

- 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;

- Internet use that interferes with the employee's work or with the work of others;
- Printing large personal files on staff printers;
- Deliberately accessing obscene materials.

Updated January 2024

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Updated January 2024

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 device 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.

Patrons under the age of eighteen may access the Internet via 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.

Updated January 2024

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

~~Patrons~~Children under the age of ~~eighteen~~fourteen 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.

Updated ~~01/2023~~January 2024

Strategic Directions



Community

Goal: Strive to make the Library the heart of the community.

February's **community spotlight display** featured art by Lincoln Elementary School students, and in March we began displaying the art of two of our own staff members: Children's Associate LucyRose Till-Campbell and ATS Associate Koko Stubitsch. You can read more about our staff artists in [this library website blog post](#).



Goal: Change outdated perceptions of the library by effectively telling our story.

Brian Wolowitz wrote an [excellent article on interlibrary loan](#), featured on the website news blog.

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

The **Community Room** is now open for reservations. We've had several staff meetings in the room and were excited to host our first program in the space: Superhero Spectacular for grades K-4.



Spaces

On the 2nd floor, we noticed many patrons looking for our **Classics print collection** and wanted to make it more visible. The ATS staff shifted the nonfiction DVD collection from the wall to the standing DVD shelves and moved the Classics to that space. We also had the wall decals removed in that area and are scheduling S&D Prime Maintenance to touch-up paint the walls.

Children's added **new play sets** to our popular play area, which sees more than 1,000 visitors each month. New to the space are a kitchen set with a stove, oven, and sink; a Duplo table with new Duplo sets; and a veterinarian set, with which our smallest patrons find great joy healing department mascots S'more, Gelato, and Cheesecake.

Goal: Support the freedom to read and explore.

The **Winter Reading Program** concluded at the end of February. Children's had a total of 311 sign ups and gave out a total of 194 prizes.

Adult & Teen Services had 35 adult participants with 5 adult finishers, and 16 teen participants with 5 finishers.



Events, Services & Collections

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

Fan favorite **Ms. Debbie's Toddler Time story time** had high attendance this February, with 53, 64, and 48 attendees, respectively. Three children's librarians from the Elmwood Park Public Library dropped by to observe one, as word had gotten around they are worth seeing!

In honor of Black History Month, ATS hosted **Connie Martin, who presented *Hidden Messages in Negro Spirituals*** for 29 patrons in attendance. The teacher and Illinois Road Scholar explained how these Negro spirituals were not only expressions of the hope to be free, but contained hidden messages to help enslaved fugitives find freedom.



ATS hosted **naturalist Kim White**, who spoke about how the natural world has helped solve human problems. Ms. White brought special guests with her, including Flip the hedgehog, Chowder the axolotl, and Papaya the gecko.

Middle School & Teen Librarian Anne Kowalski threw an **Anti-Valentine's Day Party** for the teens, complete with broken heart cookies and fun mocktails.

Children's once again hosted our **Stuffed Animal Sleepover**. This program had full registration, and kids were able to follow along with their stuffies' adventures through our social media pages. The stuffies particularly enjoyed spending time in the new Community Room, playing with the new Duplo table and kitchen set in Children's, and taking a ride on Cart Vader.



Staff

The main focus of our February staff in-service day was strategic planning. We discussed what we've accomplished so far as we near the end of year one, and brainstormed new programs, services, and ideas we can try to implement next fiscal year.

Shannon Gruber, ATS Manager, attended *Embracing a Public Service Mindset to Better Demonstrate Your Library's Value*, a PLA-sponsored webinar. The presenter from the Cincinnati & Hamilton County Public Library shared ideas for getting outside the library and connecting with community members and outside organizations.



Resources

Thank you to the RFPL Foundation for hosting the *After Hours for Book Lovers* fundraising event this February. Fran Arnold contributed her fabulous marketing skills for the event, including creating a wonderful video where Library staff thanked the Foundation for their many years of support.

Key Performance Indicators

Category	December 2023	January 2024	February 2024
Physical item circulation - initial checkouts	12,621	13,885	13,182
Digital item circulation	4,976	5,280	5,053
Total Circulation	17,597	19,165	18,235
Programs for Adults	12 programs 155 attendees	10 programs 115 attendees	13 programs 184 attendees
Programs Middle School aged children	7 programs 117 attendees	9 programs 143 attendees	9 programs 141 attendees
Programs for Children	19 programs 1044 attendees	25 programs 1272 attendees	27 programs 1072 attendees
Library-Wide Programs			
Children's Play Area Visits	1001	1492	1211
New cardholders added	26	31	31
Total cardholders	8,254	8,262	8,033
Website sessions	8,266	7,360	6,365
Patron visits	7,511	8,927	6,769
Instagram Followers	1,415	1,427	1,445
Facebook Followers	1,368	1,374	1,380

Financial highlights

- I was asked if Overdrive spending was higher than usual in January, and it was. Expenses range from \$1500 - \$4500 per month, so January was higher at \$5400. There were two large orders for children and teen, which put us above average. We are still on track to remain on budget.
- 2023 tax disbursements started coming in this February, and we have received \$743,006 so far.
- We will receive \$2,204 in interest from our latest CDAR that is maturing on March 14.

Facility updates

- Cintas Fire Protection completed a fire extinguisher inspection.
- The Library's elevator passed its annual inspection by the Village.
- LIRA now provides free building appraisals to its clients, and our appraiser visited this February.

Committee updates

Facilities Committee met on February 20, 2024

Respectfully submitted,

Emily Compton
March 13, 2024

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Tuesday, February 20, 2024, at 5:00 pm**

Call to Order: Vice-President Hill called the meeting to order at 5:00pm.

Present: Committee members: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano. Ann Berens arrived at 5:05pm.

Committee members absent: None

Others present: RFPL Director Emily Compton, and RFPL Operations Manager Shannon Duffy.

Visitors: Trustee Jim Hopkinson arrived at 5:35pm.

The January 16th, 2024, draft minutes were approved.

Old Business:

- a. Air handler relocation and room renovation project
 - a. Open issues
 - i. IMEG has asked Construction Solutions of Illinois (“CSIL”) to have its subcontractors test the system moving from occupied to unoccupied mode to gauge whether the freezestat alarm would continue to be tripped, shutting down the system; IMEG has not yet received a response from CSIL. Cold weather seems to trigger the alarm, but since temperatures have been mild, it’s unclear whether the problem is fixed. The AHU warranty with CSIL will extend for another heating season in case temperatures for the rest of this winter and the spring do not drop below freezing. Williams Architects approved CSIL’s gate submittal last week. Fabrication will take 10-12 weeks, and shipping will add 1-2 weeks. A representative from Williams Architects was recently onsite and found that most items on the interior punch list remain incomplete; he confirmed that the holes in the enclosure are weep holes and that the metal flaps are drip edges to direct water away from the wall. Scott Morlock, Williams Architects, confirmed that the trash enclosure does not need to be moved. Williams Architects asked the mason to confirm in writing that the proper cold weather materials were used in the most recent masonry work to raise the height of the enclosure but has not yet received a response. CSIL needs to determine if the stained tile in the Community Room is the result of an ongoing leak.
 - b. Credit change order discussion
 - i. Director Compton prepared for discussion a list of items to potentially include on a credit change order, including the heaters/coolers from

Axis Air, the time it took staff to assist with their upkeep, and staff compensation for when the Library needed to close due to HVAC issues. The Committee discussed whether to attempt to seek reimbursement for costs incurred in the Library closure in addition to staff compensation and decided not to do so at this time since such costs are less straightforward and less easily quantified.

- c. Phase two architect selection process
 - i. The Committee discussed the architect selection process and tentatively decided to invite four architects to submit proposals.
 - ii. The Committee discussed commissioning a Facilities Assessment. Since some grant funding requires that such an Assessment be less than one year old, the Committee decided to delay completing such an Assessment in order to coordinate its timing with a possible grant request.

New Business:

No new business to report.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 5:50pm. It was seconded by Trustee Long.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 13, 2024

RE: FY2023-24 Amended Budgets

Operating Budget

There are no changes from the draft presented at the February board meeting. Amendments are in the Support Services section to the Technical Support (IT) and Automation lines, raising the Technical Support budget to \$30,000 (from \$23,500) and lowering the Automation budget to \$38,000 (from \$44,500).

Capital Budget

As discussed at the February meeting, I adjusted construction costs because most phase one construction costs will not come out of this fiscal year.

Revenues and Transfers

There is one change from the February draft – I added ‘and Transfers’ to the ‘Total Revenues’ line.

Expenditures

Changes from the February draft are –

- ‘Air Handler Project’ was changed to ‘Room Renovation Project Phase One’
- Air Handler Equipment and Installation expenditures were lowered from \$270,000 to \$10,000. Expenditures were for Oak Brook Mechanical visits (a summer visit to assess whether they could turn on the air handler and a winter visit to override the freezestat alarm), Axis Portable Air, and OSG charges to assist with controls setup. Williams Architects’ reimbursement for work on the 3-way valve is also accounted for in this line.
- Concrete Pad and Masonry Enclosure expenditures were lowered from \$53,100 to \$12,000. Expenditures were for McAdam Landscaping and payment to the Park District for the tree replacement.
- Infrastructure Work expenditures were lowered from \$53,200 to \$2,000. Expenditures were for Alarm Detection Services smoke alarm setup in the new air handler system.
- Interior Mechanical Room Renovation expenditures were lowered from \$40,000 to \$0.
- I removed Air Handler and Room Renovation Combined Expenses. This line wasn’t included in the original budget, so I didn’t include a strikethrough on the final amended.
- ‘Construction Administration Fees’ was changed to ‘Architect Fees.’ This line accounts for the money to-be-paid to Williams Architects.
- I added a ‘Room Renovation Project Phase Two’ section, with subsection ‘Room Renovation and Bathroom Installation.’ The \$4,000 epoxy floor is accounted for here.

River Forest Public Library Budget 2023-24			
General Fund for Operation		Budget 2023-24	Amended Budget 2023-24
Revenues			
	Property Taxes	\$ 1,495,000	\$ 1,495,000
	Connections Program	\$ 8,300	\$ 8,300
	Replacement Tax	\$ 20,000	\$ 20,000
	Lost Books Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 2,800	\$ 2,800
	Rentals-Library Space	\$ -	
	Interest	\$ 5,000	\$ 5,000
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 300	\$ 300
	Illinois Per Capita Grant	\$ 17,300	\$ 17,300
	Grants, Other	\$ 1,500	\$ 1,500
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,500
	Miscellaneous Income	\$ 1,000	\$ 1,000
	Total Revenues	\$ 1,579,200	\$ 1,579,200
Expenses			
Personnel			
	Wages & Salaries	\$ 813,000	\$ 813,000
	Medical Health Insurance Coverage	\$ 62,250	\$ 62,250
	IMRF	\$ 55,000	\$ 55,000
	FICA, Medicare	\$ 62,200	\$ 62,200
	Staff Recognition	\$ 3,250	\$ 3,250
	Membership Dues	\$ 4,000	\$ 4,000
	Staff Training and Development	\$ 9,000	\$ 9,000
	Total Personnel	\$ 1,008,700	\$ 1,008,700
		63.9%	
Printing and Advertising			
	Newsletter	\$ 6,500	\$ 6,500
	Advertisement	\$ 3,750	\$ 3,750
	Total Printing and Advertising	\$ 10,250	\$ 10,250
		0.6%	
Programming			
	Children's Programs	\$ 15,000	\$ 15,000
	Teen Programs	\$ 8,000	\$ 8,000
	Adult Programs	\$ 10,500	\$ 10,500
	Special Programs	\$ 4,000	\$ 4,000
	Connections Programs	\$ 8,300	\$ 8,300
	Total Programs	\$ 45,800	\$ 45,800
		2.9%	
	Total Advertising & Programming	\$ 56,050	\$ 56,050
		3.5%	
Support Services			

	ILL and RB Services	\$	750	\$	750
	Technical Support (IT)	\$	23,500	\$	30,000
	Automation - SWAN / RAILS and Website	\$	44,500	\$	38,000
	Consultant / Legal	\$	5,500	\$	5,500
	Postage & Delivery	\$	2,250	\$	2,250
	Audit	\$	11,000	\$	11,000
	Payroll and employment services	\$	6,000	\$	6,000
	Youth Interventionist Contract	\$	4,965	\$	4,965
	Telephone/Internet	\$	11,000	\$	11,000
	Trustee Training and Memberships	\$	900	\$	900
	Copy Machine Leases	\$	3,000	\$	3,000
	Total Other Support Servies	\$	113,365.00	\$	113,365.00
			7.2%		
Library Materials					
	Books	\$	76,000	\$	76,000
	Print Periodicals	\$	6,000	\$	6,000
	Automated Subscriptions (databases)	\$	11,000	\$	11,000
	Online E-content (MOD, Hoopla, Kanopy)	\$	78,335	\$	78,335
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$	16,000	\$	16,000
	Total Library Materials	\$	187,335	\$	187,335
			11.9%		
Materials and Supplies					
	Office Supplies	\$	4,250	\$	4,250
	Library Supplies	\$	5,500	\$	5,500
	Copy And Printing Supplies	\$	2,250	\$	2,250
	Misc Expenses	\$	2,000	\$	2,000
	Total Library and Office Supplies	\$	14,000	\$	14,000
			0.9%		
	Total Library Materials and Supplies	\$	201,335	\$	201,335
			12.7%		
	Strategic Initiatives	\$	10,000	\$	10,000
			0.6%		
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	4,750	\$	4,750
	Total Facility Supplies	\$	4,750	\$	4,750
			0.3%		
Facility Services					
	Insurance	\$	20,000	\$	20,000
	Maintenance and Custodial Services	\$	73,000	\$	73,000
	Water	\$	3,000	\$	3,000
	Natural Gas	\$	28,000	\$	28,000
	Copier Maintenance and Usage	\$	2,500	\$	2,500
	Total Facilities Services	\$	126,500	\$	126,500
			8.0%		
Equipment & Furniture					
	Equipment & Furniture	\$	5,000	\$	5,000
	Technology Misc.	\$	3,500	\$	3,500
	Total Equipment and Furniture	\$	8,500	\$	8,500

		0.5%	
	Total Facilities Management	\$ 139,750	\$ 139,750
		8.8%	
	Total Operating Expenses	\$ 1,529,200	\$ 1,529,200
		96.8%	
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 50,000	\$ 50,000
		3.2%	
	Total	\$ 1,579,200	\$ 1,579,200

River Forest Public Library Budget 2023-24			
Capital Improvement Fund		Budget 2023-24	Amended Budget 2023-24
Revenues and Transfers			
<i>Revenues</i>	Grants		
	Live & Learn Construction Grant		\$ 50,000
<i>Transfers</i>	Budgeted Capital Transfer	\$ 50,000	\$ 50,000
	Additional Transfers from Operating		
	Excess of revenues over expenditures from prior fiscal year		\$ 170,080
Total Revenues and Transfers		\$ 50,000	\$ 270,080
Expenses			
	Technology	\$ 19,000	\$ 19,000
	HVAC (not related to air handler project)	\$ 150,000	\$ 17,500
	Contingency	\$ 15,000	\$ 15,000
	Furniture/Equipment	\$ -	
<i>Air Handler Project</i>			
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ -	\$ 10,000
	Concrete Pad and Masonry Enclosure	\$ -	\$ 12,000
	Infrastructure Work	\$ -	\$ 2,000
	Interior Mechanical Room Renovation	\$ 250,000	\$ -
	Architect Fees		\$ 2,000
<i>Room Renovation Project Phase Two</i>			
	Room Renovation and Bathroom Installation		\$ 4,000
Total Capital Expenses		\$ 434,000	\$ 81,500

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 14, 2024

RE: FY2024-25 Budgets

Operating Revenue

There was one change from the draft budget presented in February – Connections Program was lowered by \$500. The grant was recently finalized and comes in just under \$5,000. Total Revenues were adjusted to reflect this change.

Property Taxes

Property tax revenue was calculated by taking 98% of the 2023 levy, increasing that number by the 2023 CPI increase (3.4%), then rounding down. The budget shows \$1,615,000 in tax revenue.

Operating Expenses

The Connection Programs line under Programming was also reduced by \$500, lowering overall expenditures by the same amount.

Total Personnel

There is a 7.17% increase in Total Personnel, with a 7.63% increase in the Wages & Salaries line. The *Serving Our Public 4.0* standard is to expend up to 60% of the budget on staff wages and up to 70% on wages plus fringe benefits.

The IMRF employer contribution rate is released on a calendar year and has come in lower than expected that last few years, allowing for a reduction in this line. Staff Recognition, Membership Dues, and Staff Training and Development are all raised to bring Total Personnel closer to state standard levels, to compensate for rising prices due to inflation, and to fund staff-related strategic planning goals.

Programming

All program categories see increases save Connections. Adult Programs accounts for \$4,000 in Township grant funding as well.

Library Materials

There are increases that keep us at the state standard of spending 8-12% of the budget on materials.

Capital Budget

Changes from the draft Capital budget presented at the February meeting are –

Revenues – ‘Grants’ was updated to ‘RFPL Foundation Grant’ and ‘and Transfers’ was added to the ‘Total Revenues’ line.

Expenditures - Wording changes from the new amended budget are repeated here to note the room renovation phases, and the remainder of the CSIL contract price has been moved to FY24-25, less the 2% holdback.

The budget accounts for projects in five categories: Technology, HVAC, Roof, Exterior, and the Room Renovation project.

Technology

\$28,000 is budgeted for 10 PC replacements and \$20,000 is budgeted for a new website.

HVAC

\$200,000 incorporates the estimates for a new boiler (\$70,000), replacement valves (\$30,000), and VAV boxes (\$60,000), plus funds for professional services and bidding.

Roof and Exterior

The Library's facility plan calls for a skylight replacement (\$60,000) and work to reseal our sidewalk surfaces and joints (\$3,500).

Room Renovation Project

Phase two pricing is based on Williams Architect's estimate. Their estimate includes general conditions, professional fees, and a 15% contingency.

River Forest Public Library Budget 2024-25			
General Fund for Operation		Amended Budget 2023-24	Budget 2024-25
Revenues			
	Property Taxes	\$ 1,495,000	\$ 1,615,000
	Connections Program	\$ 8,300	\$ 5,000
	Replacement Tax	\$ 20,000	\$ 25,000
	Lost Materials Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 2,800	\$ 3,200
	Rentals-Library Space		
	Interest	\$ 5,000	\$ 24,500
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 300	\$ 200
	Illinois Per Capita Grant	\$ 17,300	\$ 17,300
	Grants, Other	\$ 1,500	\$ 4,000
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,500
	Miscellaneous Income	\$ 1,000	\$ 500
	Total Revenues	\$ 1,579,200	\$ 1,722,700
Expenses			
Personnel			
	Wages & Salaries	\$ 813,000	\$ 875,000
	Medical Health Insurance Coverage	\$ 62,250	\$ 65,000
	IMRF	\$ 55,000	\$ 50,000
	FICA, Medicare	\$ 62,200	\$ 67,000
	Staff Recognition	\$ 3,250	\$ 6,000
	Membership Dues	\$ 4,000	\$ 5,000
	Staff Training and Development	\$ 9,000	\$ 13,000
	Total Personnel	\$ 1,008,700	\$ 1,081,000
			62.8%
Printing and Advertising			
	Newsletter	\$ 6,500	\$ 7,900
	Advertisement	\$ 3,750	\$ 6,000
	Total Printing and Advertising	\$ 10,250	\$ 13,900
			0.8%
Programming			
	Children's Programs	\$ 15,000	\$ 18,000
	Teen Programs	\$ 8,000	\$ 9,500
	Adult Programs	\$ 10,500	\$ 18,000
	Special Programs	\$ 4,000	\$ 7,000
	Connections Programs	\$ 8,300	\$ 5,000
	Total Programs	\$ 45,800	\$ 57,500
			3.3%
	Total Advertising & Programming	\$ 56,050	\$ 71,400
			4.1%

Support Services			
	ILL and RB Services	\$ 750	\$ 1,200
	Technical Support (IT)	\$ 30,000	\$ 24,750
	Automation - SWAN / RAILS and Website	\$ 38,000	\$ 45,000
	Consultant / Legal	\$ 5,500	\$ 6,000
	Postage & Delivery	\$ 2,250	\$ 3,750
	Audit	\$ 11,000	\$ 11,000
	Payroll and employment services	\$ 6,000	\$ 6,200
	Youth Interventionist Contract	\$ 4,965	\$ 5,115
	Telephone/Internet	\$ 11,000	\$ 11,000
	Trustee Training and Memberships	\$ 900	\$ 1,000
	Copy Machine Leases	\$ 3,000	\$ 3,100
	Total Other Support Servies	\$ 113,365.00	\$ 118,115.00
			6.9%
Library Materials			
	Books	\$ 76,000	\$ 82,500
	Print Periodicals	\$ 6,000	\$ 7,000
	Automated Subscriptions (databases)	\$ 11,000	\$ 16,000
	Online E-content (MOD, Hoopla, Kanopy)	\$ 78,335	\$ 86,500
	In-House AV & Other Nonprint Materials	\$ 16,000	\$ 16,000
	Total Library Materials	\$ 187,335	\$ 208,000
			12.1%
Materials and Supplies			
	Office Supplies	\$ 4,250	\$ 4,600
	Library Supplies	\$ 5,500	\$ 5,900
	Copy And Printing Supplies	\$ 2,250	\$ 2,600
	Misc Expenses	\$ 2,000	\$ 2,400
	Total Library and Office Supplies	\$ 14,000	\$ 15,500
			0.9%
	Total Library Materials and Supplies	\$ 201,335	\$ 223,500
			13.0%
	Strategic Initiatives	\$ 10,000	\$ 15,000
			0.9%
Facilities Management			
Facility Supplies			
	Building Materials & Supplies	\$ 4,750	\$ 6,000
	Total Facility Supplies	\$ 4,750	\$ 6,000
			0.3%
Facility Services			
	Insurance	\$ 20,000	\$ 22,500
	Maintenance and Custodial Services	\$ 73,000	\$ 85,000
	Water	\$ 3,000	\$ 3,000
	Natural Gas	\$ 28,000	\$ 24,000
	Copier Maintenance and Usage	\$ 2,500	\$ 2,685
	Total Facilities Services	\$ 126,500	\$ 137,185
			8.0%
Equipment & Furniture			
	Equipment & Furniture	\$ 5,000	\$ 6,000
	Technology Misc.	\$ 3,500	\$ 4,500

	Total Equipment and Furniture	\$ 8,500	\$ 10,500
			0.6%
	Total Facilities Management	\$ 139,750	\$ 153,685
			8.9%
	Total Operating Expenses	\$ 1,529,200	\$ 1,662,700
			96.5%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 50,000	\$ 60,000
			3.5%
	Total	\$ 1,579,200	\$ 1,722,700

River Forest Public Library Budget 2024-25			
Capital Improvement Fund		Amended Budget 2023-24	Budget 2024-25
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant		\$ 150,000
	Live & Learn Construction Grant	\$ 50,000	
<i>Transfers</i>	Budgeted Capital Transfer	\$ 50,000	\$ 60,000
	Additional Transfers from Operating		
	Excess of revenues over expenditures from prior fiscal year	\$ 170,080	
	Total Revenues and Transfers	\$ 270,080	\$ 210,000
Expenses			
	Technology	\$ 19,000	\$ 48,000
	HVAC	\$ 17,500	\$ 200,000
	Roof	\$ -	\$ 60,000
	Exterior	\$ -	\$ 3,500
	Contingency	\$ 15,000	\$ 15,000
	<i>Room Renovation Project Phase One</i>		
	Air handler Equipment and Installation	\$ 10,000	\$ 259,500
	Concrete Pad and Masonry Enclosure	\$ 12,000	\$ 41,500
	Infrastructure Work	\$ 2,000	\$ 51,500
	Interior Mechanical Room Renovation		\$ 35,500
	Air Handler and Room Renovation Combined Expenses	\$ -	\$ 100,500
	Architect Fees	\$ 2,000	
	<i>Room Renovation Project Phase Two</i>		
	Room Renovation and Bathroom Installation	\$ 4,000	\$ 225,000
	Architect Fees		\$ 25,000
	Total Capital Expenses	\$ 81,500	\$ 1,065,000

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: March 14, 2024

RE: Branding Proposal

The Library staff is excited to work on a new website this coming fiscal year. After some internal discussion, I believe it is also time for a minor refresh of our branding. The Library's last branding project was over ten years ago. A minor brand refresh, as opposed to a full brand overhaul, will be achievable with a small budget and in a short time frame. This will allow us to modernize the library brand and improve our brand usability without making everything we have in place null and void.

Fran Arnold, Marketing & PR Specialist, researched two companies recommended by other libraries: [OC Creative](#) and [Simple Truth](#). OC Creative was recommended by [LaGrange Public Library](#) and [Downers Grove Public Library](#). Simple Truth was recommended by [Mount Prospect Public Library](#). The Consultant/Legal budget for FY23-24 is \$5,500 and we have spent \$1,689 as of today. Based on our monthly averages, we may spend another \$430 on legal services before year end. The cost of OC Creative's proposal is \$2,500 - \$3,250 and Simple Truth's is \$15,000, broken into 3 phases costing \$5,000 each.

Considering OC Creative's proposal works with our budget, Fran checked their references to see how well the company worked with their clients. The Marketing and Public Relations Manager from LaGrange Public Library shared how their brand overhaul in 2022 went. They said they had a good experience, the team was responsive and easy to work with, and they didn't go over budget. They felt they received high quality work at a very reasonable price. The Public Relations Manager from Downers Grove Public Library spoke to their experience creating a new website in 2020 with OC Creative. They also had a good overall experience and felt that their team listened well to their concerns. They were happy that their website was custom and not cookie cutter, and their team helped the Library stay on track by providing a clear schedule and expectations.

I hope you have time to check out the OC Creative website, where they have samples of their work, including other branding projects. Our plan is to accept OC Creative's proposal and begin work on our brand refresh this March. The project is expected to take 4-5 weeks. The exact timeline is dependent on the responsiveness of library staff and the number of revisions we request.

River Forest Public Library Logo Refresh and Branding Guide

11/22/23



Summary

OC Creative will refresh and modernize the River Forest Public Library brand, and specifically its logomark, while not deviating too far from its existing design so that usage of the current logomark does not become null and irrelevant. Our team will develop a single brand to cohesively bring together the elegance of the library's past with the appearance and needs of a modern library. We will ensure the final logomark, colors and fonts will be lasting (evergreen) in nature, simple to recognize, and representative of your library's character.

Project Inclusion

- **Branding, Logo, and Logomark**
 - Research of nearby library brands for comparison
 - Design and concept of brand with new organization colors (*up to 4 rounds of concepts*)
 - Approved brand provided in multiple file formats, including:
 - Stacked and horizontal (*with one established as primary*)
 - Full color, single color, black/white
 - For print, web, design uses
 - Individual elements (*logomark, wordmark, etc.*)
 - Social media profile images and website browser favicon
 - Secondary and complimentary colors established
 - Secondary and web fonts established
- **Brand Guideline**

A 14+ page branding guideline to serve as the foundation of your brand that includes brand colors, fonts, logo use, etc. This can be incorporated into your existing library guides.

Your Investment

\$2,500 - \$3,250

This is based on a standard hourly rate of \$125 / hour. The cost range provided is due to a few open variables such as the number of revisions required and if changes are made after approval stages.





Project Agreement

(Client Name & Title)

(Client Signature)

(OC Creative Name & Title)

(OC Creative Signature)

Payment Terms

OC Creative requests a 50% deposit of the total estimate (the highest amount, if applicable) upon project start, with the remaining balance due upon completion of the project outlined in the proposal. Invoices will be provided for all payments and are due within 15 days of submission. If any payment exceeds 60 days overdue, the client project will be suspended until the account is settled. This proposal is valid for up to 60 days from the submission date and may be reopened upon request.

General Changes and Cancellation

OC Creative will not exceed the original scope of the project without client approval. If the project becomes extensive in time due to client delays or changes, OC Creative will request monthly installments of the remaining balance as dictated by project scale and scope. Should excessive change requests, revisions, data migration, project management demands, or unforeseen complications begin to exceed project perimeters, the client will be notified and a new proposal or invoice will be provided. If the project is cancelled for any reason, the client will be invoiced for expenses and work up to the notice of cancellation and any deposit is forfeited.

Confidentiality & Disclaimers

OC Creative will protect and hold confidential all preliminary materials and information disclosed at any time. The client takes sole responsibility for ensuring content is appropriate for release. OC Creative will not be liable to the client or any third party for any damages arising out of the production and/or release of the client's projects once approved. OC Creative retains the right to use the client's name, finished project, and all supporting materials for promotional use. OC Creative will store all files pertaining to client projects for (2) two years after the project completion date at the agency's expense. Storage beyond two years may be requested by the client for a fee.

Trademarks and Copyrights

The client represents to OC Creative and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished by the client to OC Creative for inclusion in the project are owned by the client, or the client has permission from the rightful owner, and will hold harmless, protect, and defend OC Creative from any claim or suit arising from the use of such elements. OC Creative retains rights to the working files and all prior versions. Upon payment for services rendered, rights to the finished product will be transferred to the client. Stock assets purchased may or may not have use rights outside the finished product.

