



**River Forest Public Library
Annual Board Meeting
May 21, 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. Minutes of the Annual Meeting: May 16, 2023
5. Election of Officer Slate for FY 2024-25
 - a. President: Cathy Ruggeri
 - b. Vice President: Scott Delano
 - c. Treasurer: James Hopkinson
 - d. Secretary: Elan Long
6. FY 2024-25 Committee Appointments
7. Annual Reports
 - a. President's Report
 - b. Committee and Liaison Reports
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
8. Adjournment of Annual Meeting

* 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.*



River Forest Public Library
May 21, 2024
Immediately following the 6:00 PM Annual Meeting of the
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: 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
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. Director's Annual Goals
 - e. Quote to replace 2 tables and 8 chairs from Demco (\$4,732.74) – vote
 - f. Library Market website proposal (\$15,000) - vote
9. Old Business
 - a. Phase One Room Renovation Project - update
 - b. Phase Two Room Renovation Project: Architect RFP
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: April 16, 2024, 6:00pm - DRAFT

Call to Order: At 6:04pm, 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: Megan Traficano, Director of Youth and Family Services from River Forest Township, and Laura Devitt, Youth Engagement Program Manager from Oak Park Township

Visitor Comments: Ms. Traficano and Ms. Devitt spoke about the Youth Engagement Program Intergovernmental Agreement (IGA). The program is designed to help local youth navigate mental health issues. The program is funded by Oak Park and River Forest taxing bodies except for the Village Boards. They receive referrals from a range of sources including RFPL staff. Youth interventionists are regularly present at the Library and frequently work with RFPL Middle School and Teen Librarian Anne Kowalski.

Trustee Berens moved to approve a two-year commitment to the Youth Engagement Program IGA. Trustee Delano seconded the motion.

The Board discussed the cost of the program versus the relative budgets of the participating organizations and inquired whether a more equitable funding formula could be implemented. Currently, the Library pays the same amount as the Park District despite having a much smaller budget. The team is working to reengage the two Village Boards to participate in the agreement again which would help. Ms. Traficano stated that she would revisit the way the funding is structured and that she restructured the cost allocations when she inherited the program two years ago.

The motion passed on a roll call vote.

Roll Call Vote:

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

Abstained- Long

Consent Agenda:

- a. Minutes of the Regular Board Meeting: March 19, 2024
- b. March 2024 Revenue and Expense Reports
- c. March 2024 Bill Payment List and Credit Card Charges
- d. March 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy Updates: Patrons I- Borrowing Privileges; Patrons II- Circulation; Patrons III Patron Confidentiality

A motion to approve Consent Agenda items a-e was made by Trustee Berens and seconded by Trustee Hopkinson. Discussion included checkout receipt information and the cost of stamps. The motion passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported suggestions to have more tween programs, space to put items down at the self-checkout machines, and more hands-on STEM classes for kids. There was also a compliment for the Children's Services team.

Director's Report:

- Director's Report in the Board packet inadvertently omitted mention of RFPL PR and Marketing Specialist Fran Arnold, who is organizing the efforts to redesign the Library's logo and website.
- The Library signed up to walk in the Memorial Day Parade again this year. Trustees and patrons are invited to join with staff for this event.
- Director Compton had her first meeting with the Village for the Juneteenth flag raising at the Library on June 17th. The event is always held on a Monday. This year, the Village has set aside money to buy books from AfriWare Books which would be donated to the Library.

President's Report:

President Ruggeri noted that last week was National Library Week and last Tuesday was National Library Workers Day. She encouraged the Board to read Director Compton's blog entry on the RFPL website and thanked the Foundation for bringing lunch for the staff. She also noted that the Zoning Board voted against recommending changes to the zoning code after a long public comment period.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met on April 12th to discuss open items in Phase One and having Williams Architects come out for the punch list once the gate is installed. They also discussed study space furniture and the request for proposal to architects with respect to Phase Two.

Finance Committee

The Finance Committee has not met since the last Board Meeting. Director Compton and President Ruggeri are monitoring the Library's CDARS accounts. There was a recent rollover of \$220,000 which will continue to roll over every four weeks until the Library receives an invoice from Construction Solutions of Illinois. The preliminary excess revenue amount looks strong.

Policy Committee

The Policy Committee met on April 3rd. They worked through 7 policies and plan to meet again on September 11th at 3pm.

RFPL Foundation Liaison

The Foundation has a quarterly meeting April 23rd at 7pm. Trustee Hopkinson noted that the Foundation is also investing money in CDs. They will stop rolling over some of the funds when the money is needed to pay grant commitments.

Village of River Forest Collaboration Committee Liaison

Trustee Carstens will go to the next committee meeting in place of Trustee Berens. The committee is interested in ideas for a project that they can work on together.

Old Business

Phase One Room Renovation Project- update

The supporting documents to request a credit change order from Williams are ready. Patrons and staff have been using the room and have scheduled 10 upcoming programs in the space. Two patrons have noted issues with not being able to dim the lights.

At 6:38pm, Trustee Long moved to go into closed session. The motion was seconded by Trustee Delano and passed on a voice vote.

Closed Session- 5 ILCS 120/2c(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library.

At 7:16pm, the Board returned to open session. Present were Trustees Berens, Carstens, Delano, Hill, Hopkinson, Long, and Ruggeri. Also present were Director Compton and Operations Manager Duffy.

Trustee Carstens moved to set Director Compton's salary at \$108,000 annually as of May 1st, 2024. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:17pm following a motion by Trustee Berens, which was seconded by Trustee Delano. 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: April-24

| <u>Account:</u> | <u>April-24</u> | <u>YTD</u> | <u>2023-2024</u> | <u>% of Budget</u> |
|--------------------------------------|----------------------|------------------------|---------------------|----------------------|
| | | | | 100% as of 4/30/2024 |
| Property Taxes | \$ - | \$ 1,541,018.20 | \$ 1,495,000 | 103.08% |
| Connections Program Grant | \$ - | \$ 4,125.63 | \$ 8,300 | 49.71% |
| Replacement Taxes | \$ - | \$ 36,481.72 | \$ 20,000 | 182.41% |
| Lost Books Reimbursed | \$ 99.98 | \$ 3,279.31 | \$ 3,500 | 93.69% |
| Copy Machine Revenue | \$ 210.74 | \$ 3,270.76 | \$ 2,800 | 116.81% |
| Rentals, Library Space, Meeting Room | \$ - | \$ - | \$ - | 0.00% |
| Interest | \$ 295.84 | \$ 13,092.07 | \$ 5,000 | 261.84% |
| Grants from RFPL Foundation | \$ - | \$ 7,540.00 | \$ 20,000 | 37.70% |
| Gifts - other | \$ - | \$ 161.16 | \$ 300 | 53.72% |
| IL Per Capita Grant | \$ - | \$ 17,457.22 | \$ 17,300 | 100.91% |
| Grants, other | \$ - | \$ 3,900.00 | \$ 1,500 | 260.00% |
| Liebner Fund Endowment | \$ - | \$ 4,419.21 | \$ 4,500 | 98.20% |
| Misc Income | \$ - | \$ 934.19 | \$ 1,000 | 93.42% |
| | | | | |
| Total: | \$ 606.56 | \$ 1,635,679.47 | \$ 1,579,200 | 103.58% |
| | | | | |
| | | | | |
| Income: | \$ 606.56 | \$ 1,635,679.47 | \$ 1,579,200 | 103.58% |
| | | | | |
| Expense: | \$ 174,702.91 | \$ 1,401,599.79 | \$ 1,579,200 | 88.75% |

Prepared 5.15.24



River Forest Public Library

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

| | April-24 | Fiscal YTD | Actual % Budget 100% as of 4/30/2024 | 23-24 Budget |
|---------------------------------------|---------------------|----------------------|---|---------------------|
| Expenses | | | | |
| Personnel | | | | |
| Wages & Salaries | \$ 59,735.06 | \$ 747,902.37 | 91.99% | \$ 813,000 |
| Medical Health Insurance Coverage | \$ 3,531.69 | \$ 41,234.79 | 66.24% | \$ 62,250 |
| IMRF | \$ - | \$ 35,392.29 | 64.35% | \$ 55,000 |
| Medicare/FICA | \$ 4,656.81 | \$ 56,747.75 | 91.23% | \$ 62,200 |
| Staff Recognition | \$ 1,329.85 | \$ 3,070.68 | 94.48% | \$ 3,250 |
| Membership Dues | \$ - | \$ 2,458.75 | 61.47% | \$ 4,000 |
| Staff Training and Development | \$ 2,820.61 | \$ 6,237.11 | 69.30% | \$ 9,000 |
| Total Personnel | \$ 72,074.02 | \$ 893,043.74 | 88.53% | \$ 1,008,700 |
| Support Services | | | | |
| Printing and Advertising | | | | |
| Newsletter | \$ 2,909.00 | \$ 7,288.00 | 112.12% | \$ 6,500 |
| Advertising | \$ 235.00 | \$ 2,056.76 | 54.85% | \$ 3,750 |
| Total Printing and Advertising | \$ 3,144.00 | \$ 9,344.76 | 91.17% | \$ 10,250 |
| Programming | | | | |
| Children's Programs | \$ 1,951.05 | \$ 15,451.99 | 103.01% | \$ 15,000 |
| Teen Programs | \$ 994.11 | \$ 8,076.67 | 100.96% | \$ 8,000 |
| Adult Programs | \$ 420.15 | \$ 10,878.11 | 103.60% | \$ 10,500 |
| Special Programs | \$ 50.00 | \$ 4,110.61 | 102.77% | \$ 4,000 |
| Connections Programs | \$ 35.88 | \$ 1,549.16 | 18.66% | \$ 8,300 |
| Total Programs | \$ 3,451.19 | \$ 40,066.54 | 87.48% | \$ 45,800 |
| Total Advertising and Programs | \$ 6,595.19 | \$ 49,411.30 | 88.16% | \$ 56,050 |
| Other Support Services | | | | |
| ILL and RB Services | \$ 98.13 | \$ 725.00 | 96.67% | \$ 750 |
| Technical Support (IT) | \$ - | \$ 25,691.83 | 85.64% | \$ 30,000 |
| Automation Administration | \$ 8,221.17 | \$ 40,198.03 | 105.78% | \$ 38,000 |
| Consultant Fees/Legal Fees | \$ 1,579.50 | \$ 3,333.25 | 60.60% | \$ 5,500 |
| Postage & Delivery | \$ 21.99 | \$ 2,786.86 | 123.86% | \$ 2,250 |
| Audit | \$ - | \$ 10,175.00 | 92.50% | \$ 11,000 |
| Payroll and Employment Services | \$ 431.44 | \$ 5,758.84 | 95.98% | \$ 6,000 |
| Youth Interventionist Contract | \$ 1,241.25 | \$ 4,928.75 | 99.27% | \$ 4,965 |
| Telephone/Internet | \$ 1,695.03 | \$ 10,982.70 | 99.84% | \$ 11,000 |
| Trustee Training and Memberships | \$ - | \$ 150.00 | 16.67% | \$ 900 |
| Copy Machine Lease | \$ 432.20 | \$ 2,923.41 | 97.45% | \$ 3,000 |
| Total Other Support Services | \$ 13,720.71 | \$ 107,653.67 | 94.96% | \$ 113,365 |

Library Materials

| | | | | |
|--|---------------------|----------------------|---------------|-------------------|
| Books | \$ 13,148.27 | \$ 72,596.17 | 95.52% | \$ 76,000 |
| Print Periodicals | \$ 54.99 | \$ 6,478.50 | 107.98% | \$ 6,000 |
| Automated Subscriptions (databases) | \$ - | \$ 10,863.10 | 98.76% | \$ 11,000 |
| Online E-Content - ebooks/magazines/movies/music | \$ 7,571.37 | \$ 78,778.64 | 100.57% | \$ 78,335 |
| Audio Visual (DVDs, CDs, etc.) | \$ 1,593.59 | \$ 14,551.75 | 90.95% | \$ 16,000 |
| Total Library Materials | \$ 22,368.22 | \$ 183,268.16 | 97.83% | \$ 187,335 |

Library and Office Supplies

| | | | | |
|---|---------------------|----------------------|---------------|-------------------|
| Office Supplies | \$ 228.77 | \$ 2,866.32 | 67.44% | \$ 4,250 |
| Library Supplies | \$ 331.80 | \$ 3,381.60 | 61.48% | \$ 5,500 |
| Copy And Printing Supplies | \$ 149.16 | \$ 1,458.55 | 64.82% | \$ 2,250 |
| Misc Expenses | \$ 96.62 | \$ 1,544.08 | 77.20% | \$ 2,000 |
| Total Office Supplies | \$ 806.35 | \$ 9,250.55 | 66.08% | \$ 14,000 |
| Total Library Materials & Supplies | \$ 23,174.57 | \$ 192,518.71 | 95.62% | \$ 201,335 |

Strategic Initiatives

| | | | | |
|------------------------------|-------------|-------------|--------------|------------------|
| Strategic Initiatives | \$ - | \$ - | 0.00% | \$ 10,000 |
|------------------------------|-------------|-------------|--------------|------------------|

Facility Supplies

| | | | | |
|--|------------------|--------------------|----------------|-----------------|
| Building Materials & Supplies | \$ 416.46 | \$ 5,544.95 | 116.74% | \$ 4,750 |
|--|------------------|--------------------|----------------|-----------------|

Facility Services

| | | | | |
|-----------------------------------|--------------------|----------------------|---------------|-------------------|
| Insurance | \$ - | \$ 18,344.65 | 91.72% | \$ 20,000 |
| Maintenance and Custodial Service | \$ 5,684.23 | \$ 68,717.26 | 94.13% | \$ 73,000 |
| Water | \$ 452.42 | \$ 2,361.32 | 78.71% | \$ 3,000 |
| Natural Gas | \$ 2,440.43 | \$ 9,773.07 | 34.90% | \$ 28,000 |
| Copier Maintenance and Usage | \$ 144.88 | \$ 1,217.92 | 48.72% | \$ 2,500 |
| Total Facility Services | \$ 8,721.96 | \$ 100,414.22 | 79.38% | \$ 126,500 |

Equipment & Furniture

| | | | | |
|--|-------------|--------------------|---------------|-----------------|
| Equipment & Furniture | \$ - | \$ 1,525.99 | 30.52% | \$ 5,000 |
| Technology Misc. | \$ - | \$ 1,487.21 | 42.49% | \$ 3,500 |
| Total Equipment & Furniture | \$ - | \$ 3,013.20 | 35.45% | \$ 8,500 |

| | | | | |
|------------------------------------|--------------------|----------------------|---------------|-------------------|
| Total Facilities Management | \$ 9,138.42 | \$ 108,972.37 | 77.98% | \$ 139,750 |
|------------------------------------|--------------------|----------------------|---------------|-------------------|

| | | | | |
|---------------------------------|----------------------|------------------------|---------------|---------------------|
| Total Operating Expenses | \$ 124,702.91 | \$ 1,351,599.79 | 88.39% | \$ 1,529,200 |
|---------------------------------|----------------------|------------------------|---------------|---------------------|

| | | | | |
|----------------------------------|--------------|--------------|---------|-----------|
| Capital Improvement Reserve Fund | \$ 50,000.00 | \$ 50,000.00 | 100.00% | \$ 50,000 |
|----------------------------------|--------------|--------------|---------|-----------|

| | | | | |
|-----------------------|----------------------|------------------------|---------------|---------------------|
| Total Expenses | \$ 174,702.91 | \$ 1,401,599.79 | 88.75% | \$ 1,579,200 |
|-----------------------|----------------------|------------------------|---------------|---------------------|

| | | | | |
|---------------------|------------------|------------------------|----------------|---------------------|
| Total Income | \$ 606.56 | \$ 1,635,679.47 | 103.58% | \$ 1,579,200 |
|---------------------|------------------|------------------------|----------------|---------------------|

Prepared 5.15.24

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

| AMAZON | Date | Transaction Type | Memo/Description | Amount |
|---------------|-------------|-----------------------------|------------------------------|---------------|
| | | Bill Payment | | |
| | 04/01/2024 | (Check) | | -143.52 |
| | 03/25/2024 | Bill | CRAFT SUPPLIES | 28.81 |
| | 03/20/2024 | Bill | JUNE TAKE & MAKE SUPPLIES | 85.41 |
| | | | STORY STRETCHER CRAFT | |
| | 03/11/2024 | Bill | SUPPLIES | 16.89 |
| | 03/22/2024 | Bill | BOOKS | 12.41 |
| | | Bill Payment | | |
| | 04/15/2024 | (Check) | | -2,441.07 |
| | 03/23/2024 | Bill | SUMMER TAKE & MAKE SUPPLIES | 304.51 |
| | 03/30/2024 | Bill | MS MAKERS SUPPLIES | 35.88 |
| | 04/04/2024 | Bill | VIDEO GAMES | 365.61 |
| | 04/06/2024 | Bill | STEM SUPPLIES/SRP PRIZES | 68.85 |
| | 04/11/2024 | Bill | SUMMER TAKE & MAKE SUPPLIES | 47.43 |
| | 04/12/2024 | Bill | LITERARY T SHIRTS | 414.85 |
| | 04/14/2024 | Bill | BOOKS | 373.42 |
| | | | STORYTIME PUPPETS, COMMUNITY | |
| | | | ART AND STORY STRETCHER | |
| | 04/15/2024 | Bill | SUPPLIES | 235.81 |
| | 04/01/2024 | Bill | SRP BOOK PRIZES | 487.40 |
| | 04/01/2024 | Bill | ALCOHOL WIPES | 24.90 |
| | 04/01/2024 | Bill | CRAFT SUPPLIES | 82.41 |
| | | Bill Payment | | |
| | 04/30/2024 | (Check) | | -822.29 |
| | 04/21/2024 | Bill | CRAFT MATERIALS | 214.77 |
| | | | STEM EXPERIMENT INGREDIENT | |
| | 04/21/2024 | Bill | (SALT) | 11.10 |
| | 04/20/2024 | Bill | ROCKS FOR CRAFTS | 16.99 |
| | 04/18/2024 | Bill | CORNER PROTECTOR | 6.99 |
| | 04/18/2024 | Bill | BOOKS | 42.85 |
| | 04/18/2024 | Bill | BOOK | 6.99 |
| | 04/17/2024 | Bill | LITERARY T-SHIRT | 14.99 |
| | 04/17/2024 | Bill | BOOKS | 166.39 |
| | 04/17/2024 | Bill | BOOK | 6.89 |
| | 04/17/2024 | Bill | THEME KIT SUPPLIES | 13.76 |
| | 04/15/2024 | Bill | JULY TAKE & MAKE SUPPLIES | 51.98 |

| | | | |
|------------|---------------|-------------------------|--------|
| 04/23/2024 | Vendor Credit | BOOK, RETURNED | -11.39 |
| 04/23/2024 | Vendor Credit | BOOK T-SHIRT, RETURNED | -19.99 |
| 04/24/2024 | Bill | FAMILY FUN BAG SUPPLIES | 67.51 |
| 04/24/2024 | Bill | CRAFTERNOON SUPPLIES | 12.59 |
| 04/24/2024 | Bill | SRP PRIZES | 88.98 |
| 04/22/2024 | Bill | SEED ENVELOPES | 7.99 |
| 04/22/2024 | Bill | SRP PRIZES | 122.90 |

**ANDERSON
ELEVATOR
COMPANY**

| | | | |
|------------|-------------------------|------------------------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -217.00 |
| 04/01/2024 | Bill | MONTHLY ELEVATOR MAINTENANCE | 217.00 |

Ann Torralba

| | | | |
|------------|-------------------------|--|---------|
| 04/15/2024 | Bill Payment (Check) | | -650.00 |
| 04/15/2024 | Bill | LITTLE MISS ANN PERFORMANCE 4/18/24 | 650.00 |

ARIEL SCHICK

| | | | |
|------------|-------------------------|-----------------------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -653.10 |
| 04/10/2024 | Bill | PLA ATTENDANCE 4/2-4/5 2024 | 653.10 |

Children's Plus

| | | | |
|------------|-------------------------|-------|--------|
| 04/30/2024 | Bill Payment (Check) | | -45.75 |
| 04/16/2024 | Bill | BOOKS | 45.75 |

**Cintas Fire
Protection**

| | | | |
|------------|-------------------------|-------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -108.00 |
| 04/03/2024 | Bill | MONTHLY AED | 108.00 |

CleanNet of Illinois

| | | | | |
|--|------------|-------------------------|----------------------|-----------|
| | 04/15/2024 | Bill Payment (Check) | | -1,398.23 |
| | 04/01/2024 | Bill | MONTHLY CLEANING FEE | 1,398.23 |

**Comcast
BUSINESS**

| | | | | |
|--|------------|-------------------------|---------------------|---------|
| | 04/15/2024 | Bill Payment (Check) | | -374.67 |
| | 03/27/2024 | Bill | APRIL INTERNET BILL | 374.67 |

**COMCAST
BUSINESS
(VoiceEdge*)**

| | | | | |
|--|------------|-------------------------|--------------------------|---------|
| | 04/01/2024 | Bill Payment (Check) | | -661.26 |
| | 03/01/2024 | Bill | FEBRUARY 2024 PHONE BILL | 661.26 |
| | 04/30/2024 | Bill Payment (Check) | | -659.10 |
| | 04/01/2024 | Bill | APRIL PHONE BILL | 659.10 |

DEMCO, INC.

| | | | | |
|--|------------|-------------------------|---|---------|
| | 04/01/2024 | Bill Payment (Check) | | -81.24 |
| | 03/22/2024 | Bill | TECH SERVICES PROCESSING MATERIALS/BOOKMARKS | 81.24 |
| | 04/30/2024 | Bill Payment (Check) | | -229.57 |
| | 04/25/2024 | Bill | BOOK LABELS, BOOK TAPE | 229.57 |

**ELAN FINANCIAL
SERVICES**

| | | | | |
|--|------------|-------------------------|--|-----------|
| | 04/17/2024 | Bill Payment (Check) | | -2,389.22 |
| | 04/17/2024 | Bill | Credit card statement: 3.12.24-4.12.24 | 2,389.22 |

Francisca Arnold

| | | | | |
|--|------------|-------------------------|---------------|--------|
| | 04/15/2024 | Bill Payment (Check) | | -13.00 |
| | 04/03/2024 | Bill | SHELF SIGNAGE | 13.00 |

**GOOD EARTH
GREENHOUSE**

| | | | |
|------------|--------------|-----------------|---------|
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -295.00 |
| 04/13/2024 | Bill | SPRING PLANTERS | 295.00 |

Hoopla

| | | | |
|------------|--------------|------------------------|-----------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -2,771.14 |
| 04/01/2024 | Bill | MARCH HOOPLA DOWNLOADS | 2,771.14 |

**HOY
LANDSCAPING**

| | | | |
|------------|--------------|--|---------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -130.00 |
| 01/01/2024 | Bill | MINIMUM MONTHLY SNOW CHARGE DEC.'23 | 130.00 |

ILA

| | | | |
|------------|--------------|--|---------|
| | Bill Payment | | |
| 04/01/2024 | (Check) | | -960.00 |
| 03/01/2024 | Bill | GROUP REGISTRATION/REACHING FORWARD | 960.00 |

**Ingram Library
Services**

| | | | |
|------------|--------------|-------|-----------|
| | Bill Payment | | |
| 04/01/2024 | (Check) | | -2,572.65 |
| 03/26/2024 | Bill | BOOK | 6.91 |
| 03/26/2024 | Bill | BOOK | 16.48 |
| 03/26/2024 | Bill | BOOK | 16.48 |
| 03/26/2024 | Bill | BOOKS | 31.70 |
| 03/26/2024 | Bill | BOOKS | 92.41 |
| 03/26/2024 | Bill | BOOK | 17.28 |
| 03/26/2024 | Bill | BOOK | 20.39 |
| 03/26/2024 | Bill | BOOK | 12.02 |
| 03/26/2024 | Bill | BOOK | 10.47 |
| 03/26/2024 | Bill | BOOKS | 17.36 |
| 03/26/2024 | Bill | BOOK | 17.64 |
| 03/26/2024 | Bill | BOOKS | 195.56 |
| 03/26/2024 | Bill | BOOKS | 52.50 |
| 03/26/2024 | Bill | BOOKS | 185.19 |
| 03/18/2024 | Bill | BOOK | 30.90 |

CREDIT FOR INVOICE #63042505

| | | | |
|------------|---------------|-----------------|--------|
| 03/22/2024 | Vendor Credit | SHORTAGE/1 BOOK | -8.72 |
| 03/22/2024 | Bill | BOOKS | 42.95 |
| 03/22/2024 | Bill | BOOK | 12.89 |
| 03/22/2024 | Bill | BOOKS | 31.55 |
| 03/18/2024 | Bill | BOOK | 18.03 |
| 03/18/2024 | Bill | BOOKS | 53.86 |
| 03/18/2024 | Bill | BOOKS | 53.68 |
| 03/18/2024 | Bill | BOOK | 17.47 |
| 03/18/2024 | Bill | BOOK | 11.06 |
| 03/19/2024 | Bill | BOOK | 21.43 |
| 03/19/2024 | Bill | BOOK | 18.59 |
| 03/19/2024 | Bill | BOOKS | 135.23 |
| 03/19/2024 | Bill | BOOKS | 45.68 |
| 03/19/2024 | Bill | BOOK | 11.81 |
| 03/19/2024 | Bill | BOOKS | 84.48 |
| 03/19/2024 | Bill | BOOKS | 136.04 |
| 03/19/2024 | Bill | BOOK | 30.92 |
| 03/19/2024 | Bill | BOOK | 11.62 |
| 03/19/2024 | Bill | BOOK | 20.47 |
| 03/19/2024 | Bill | BOOK | 21.04 |
| 03/21/2024 | Bill | BOOKS | 66.15 |
| 03/21/2024 | Bill | BOOK | 18.60 |
| 03/21/2024 | Bill | BOOK | 18.60 |
| 03/21/2024 | Bill | BOOK | 20.72 |
| 03/21/2024 | Bill | BOOK | 14.69 |
| 03/21/2024 | Bill | BOOK | 8.38 |
| 03/21/2024 | Bill | BOOK | 30.08 |
| 03/21/2024 | Bill | BOOK | 11.81 |
| 03/21/2024 | Bill | BOOK | 18.57 |
| 03/21/2024 | Bill | BOOK | 12.92 |
| 03/21/2024 | Bill | BOOKS | 73.27 |
| 03/21/2024 | Bill | BOOK | 17.58 |
| 03/21/2024 | Bill | BOOKS | 25.48 |
| 03/21/2024 | Bill | BOOK | 14.81 |
| 03/21/2024 | Bill | BOOK | 12.94 |
| 03/21/2024 | Bill | BOOKS | 54.04 |
| 03/22/2024 | Bill | BOOK | 21.59 |
| 03/22/2024 | Bill | BOOK | 18.60 |
| 03/22/2024 | Bill | BOOKS | 14.58 |
| 03/22/2024 | Bill | BOOK | 6.91 |
| 03/22/2024 | Bill | BOOKS | 75.53 |

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|------------|--------------|-----------------------------|-----------|
| 03/22/2024 | Bill | BOOKS | 90.36 |
| 03/22/2024 | Bill | BOOKS | 39.62 |
| 03/22/2024 | Bill | BOOKS | 49.54 |
| 03/22/2024 | Bill | BOOKS | 18.69 |
| 03/26/2024 | Bill | BOOK | 24.43 |
| 03/26/2024 | Bill | BOOK | 19.73 |
| 03/26/2024 | Bill | BOOK | 42.35 |
| 03/26/2024 | Bill | BOOKS | 238.71 |
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -5,679.08 |
| 04/10/2024 | Bill | BOOKS | 330.02 |
| | | | |
| 03/28/2024 | Bill | ANNUAL IPAGE REVIEWS CHARGE | 374.92 |
| 03/28/2024 | Bill | BOOKS | 264.25 |
| 03/28/2024 | Bill | BOOK | 8.00 |
| 03/28/2024 | Bill | BOOK | 8.09 |
| 03/28/2024 | Bill | BOOKS | 33.51 |
| 03/28/2024 | Bill | BOOKS | 56.79 |
| 03/28/2024 | Bill | BOOKS | 16.49 |
| 03/28/2024 | Bill | BOOKS | 35.55 |
| 03/28/2024 | Bill | BOOKS | 45.70 |
| 03/28/2024 | Bill | BOOKS | 28.15 |
| 03/28/2024 | Bill | BOOKS | 22.87 |
| 03/28/2024 | Bill | BOOKS | 38.27 |
| 03/28/2024 | Bill | BOOKS | 25.13 |
| 04/01/2024 | Bill | BOOKS | 40.20 |
| 04/01/2024 | Bill | BOOK | 19.73 |
| 04/01/2024 | Bill | BOOK | 24.25 |
| 04/01/2024 | Bill | BOOK | 15.24 |
| 04/01/2024 | Bill | BOOK | 11.25 |
| 04/01/2024 | Bill | BOOKS | 68.72 |
| 04/01/2024 | Bill | BOOK | 26.09 |
| 04/01/2024 | Bill | BOOK | 14.71 |
| 04/01/2024 | Bill | BOOKS | 37.20 |
| 04/01/2024 | Bill | BOOKS | 56.71 |
| 04/01/2024 | Bill | BOOK | 20.72 |
| 04/01/2024 | Bill | BOOK | 12.38 |
| 04/01/2024 | Bill | BOOK | 17.47 |
| 04/01/2024 | Bill | BOOK | 8.11 |
| 04/01/2024 | Bill | BOOKS | 553.90 |
| 04/01/2024 | Bill | BOOKS | 52.45 |
| 04/02/2024 | Bill | BOOKS | 71.74 |

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|------------|------|-------|--------|
| 04/02/2024 | Bill | BOOKS | 377.08 |
| 04/02/2024 | Bill | BOOKS | 46.21 |
| 04/02/2024 | Bill | BOOKS | 79.45 |
| 04/02/2024 | Bill | BOOK | 19.91 |
| 04/02/2024 | Bill | BOOK | 13.35 |
| 04/02/2024 | Bill | BOOK | 18.96 |
| 04/02/2024 | Bill | BOOKS | 166.44 |
| 04/02/2024 | Bill | BOOKS | 195.33 |
| 04/02/2024 | Bill | BOOK | 10.52 |
| 04/02/2024 | Bill | BOOKS | 549.64 |
| 04/03/2024 | Bill | BOOK | 19.90 |
| 04/03/2024 | Bill | BOOK | 12.94 |
| 04/03/2024 | Bill | BOOK | 6.91 |
| 04/03/2024 | Bill | BOOKS | 55.23 |
| 04/03/2024 | Bill | BOOK | 18.59 |
| 04/03/2024 | Bill | BOOK | 24.32 |
| 04/03/2024 | Bill | BOOKS | 24.99 |
| 04/03/2024 | Bill | BOOKS | 35.12 |
| 04/03/2024 | Bill | BOOK | 17.11 |
| 04/03/2024 | Bill | BOOKS | 139.13 |
| 04/04/2024 | Bill | BOOK | 14.81 |
| 04/04/2024 | Bill | BOOKS | 55.80 |
| 04/04/2024 | Bill | BOOK | 28.71 |
| 04/04/2024 | Bill | BOOKS | 37.76 |
| 04/04/2024 | Bill | BOOK | 17.24 |
| 04/04/2024 | Bill | BOOK | 11.81 |
| 04/04/2024 | Bill | BOOK | 17.44 |
| 04/04/2024 | Bill | BOOKS | 40.22 |
| 04/10/2024 | Bill | BOOKS | 488.60 |
| 04/10/2024 | Bill | BOOK | 20.50 |
| 04/10/2024 | Bill | BOOK | 23.12 |
| 04/10/2024 | Bill | BOOK | 13.65 |
| 04/10/2024 | Bill | BOOK | 13.52 |
| 04/10/2024 | Bill | BOOKS | 42.78 |
| 04/10/2024 | Bill | BOOK | 18.60 |
| 04/10/2024 | Bill | BOOK | 18.96 |
| 04/10/2024 | Bill | BOOK | 18.60 |
| 04/10/2024 | Bill | BOOK | 34.79 |
| 04/10/2024 | Bill | BOOK | 16.91 |
| 04/10/2024 | Bill | BOOKS | 44.00 |
| 04/10/2024 | Bill | BOOKS | 33.18 |
| 04/10/2024 | Bill | BOOKS | 79.26 |

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|------------|--------------|-------|-----------|
| 04/10/2024 | Bill | BOOK | 10.68 |
| 04/10/2024 | Bill | BOOKS | 67.06 |
| 04/10/2024 | Bill | BOOKS | 36.81 |
| 04/10/2024 | Bill | BOOK | 18.03 |
| 04/10/2024 | Bill | BOOK | 16.31 |
| 04/11/2024 | Bill | BOOK | 20.47 |
| 04/11/2024 | Bill | BOOKS | 52.44 |
| 04/11/2024 | Bill | BOOK | 18.60 |
| 04/11/2024 | Bill | BOOKS | 37.20 |
| 04/11/2024 | Bill | BOOK | 17.47 |
| 04/11/2024 | Bill | BOOK | 12.38 |
| 04/11/2024 | Bill | BOOKS | 54.33 |
| 04/11/2024 | Bill | BOOKS | 57.30 |
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -3,238.80 |
| 04/16/2024 | Bill | BOOK | 13.97 |
| 04/16/2024 | Bill | BOOK | 17.27 |
| 04/16/2024 | Bill | BOOKS | 51.79 |
| 04/16/2024 | Bill | BOOKS | 49.51 |
| 04/16/2024 | Bill | BOOKS | 37.98 |
| 04/16/2024 | Bill | BOOKS | 30.52 |
| 04/16/2024 | Bill | BOOK | 7.78 |
| 04/16/2024 | Bill | BOOKS | 46.48 |
| 04/19/2024 | Bill | BOOK | 10.74 |
| 04/19/2024 | Bill | BOOK | 18.60 |
| 04/19/2024 | Bill | BOOKS | 34.24 |
| 04/19/2024 | Bill | BOOKS | 29.20 |
| 04/19/2024 | Bill | BOOKS | 54.11 |
| 04/19/2024 | Bill | BOOK | 15.71 |
| 04/19/2024 | Bill | BOOKS | 36.64 |
| 04/19/2024 | Bill | BOOKS | 53.33 |
| 04/19/2024 | Bill | BOOK | 14.72 |
| 04/19/2024 | Bill | BOOKS | 33.62 |
| 04/19/2024 | Bill | BOOK | 7.51 |
| 04/19/2024 | Bill | BOOK | 17.47 |
| 04/19/2024 | Bill | BOOKS | 137.86 |
| 04/19/2024 | Bill | BOOK | 3.71 |
| 04/22/2024 | Bill | BOOKS | 218.82 |
| 04/22/2024 | Bill | BOOK | 11.25 |
| 04/22/2024 | Bill | BOOK | 17.46 |
| 04/22/2024 | Bill | BOOK | 18.59 |
| 04/22/2024 | Bill | BOOK | 18.59 |

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|------------|------|-------|--------|
| 04/22/2024 | Bill | BOOK | 11.81 |
| 04/22/2024 | Bill | BOOK | 17.47 |
| 04/22/2024 | Bill | BOOK | 8.38 |
| 04/22/2024 | Bill | BOOKS | 51.30 |
| 04/22/2024 | Bill | BOOKS | 51.95 |
| 04/22/2024 | Bill | BOOK | 13.76 |
| 04/22/2024 | Bill | BOOKS | 38.83 |
| 04/23/2024 | Bill | BOOKS | 35.09 |
| 04/23/2024 | Bill | BOOKS | 198.81 |
| 04/23/2024 | Bill | BOOK | 11.81 |
| 04/23/2024 | Bill | BOOKS | 68.83 |
| 04/23/2024 | Bill | BOOKS | 36.08 |
| 04/23/2024 | Bill | BOOK | 21.32 |
| 04/23/2024 | Bill | BOOK | 11.16 |
| 04/23/2024 | Bill | BOOK | 11.79 |
| 04/23/2024 | Bill | BOOK | 15.59 |
| 04/23/2024 | Bill | BOOK | 7.78 |
| 02/23/2024 | Bill | BOOK | 12.58 |
| 02/23/2024 | Bill | BOOKS | 48.57 |
| 02/26/2024 | Bill | BOOK | 11.06 |
| 04/09/2024 | Bill | BOOKS | 35.68 |
| 04/09/2024 | Bill | BOOKS | 6.96 |
| 04/09/2024 | Bill | BOOK | 11.39 |
| 04/09/2024 | Bill | BOOKS | 97.17 |
| 04/09/2024 | Bill | BOOK | 11.06 |
| 04/10/2024 | Bill | BOOKS | 50.81 |
| 04/10/2024 | Bill | BOOKS | 28.57 |
| 04/10/2024 | Bill | BOOK | 12.94 |
| 04/10/2024 | Bill | BOOKS | 77.09 |
| 04/12/2024 | Bill | BOOKS | 38.44 |
| 04/12/2024 | Bill | BOOKS | 24.62 |
| 04/12/2024 | Bill | BOOK | 12.94 |
| 04/12/2024 | Bill | BOOK | 24.43 |
| 04/12/2024 | Bill | BOOK | 19.73 |
| 04/12/2024 | Bill | BOOK | 7.51 |
| 04/12/2024 | Bill | BOOKS | 32.13 |
| 04/12/2024 | Bill | BOOK | 18.04 |
| 04/12/2024 | Bill | BOOKS | 35.50 |
| 04/12/2024 | Bill | BOOKS | 41.05 |
| 04/12/2024 | Bill | BOOKS | 34.93 |
| 04/12/2024 | Bill | BOOK | 8.38 |
| 04/16/2024 | Bill | BOOKS | 41.27 |

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|------------|------|-------|--------|
| 04/16/2024 | Bill | BOOKS | 25.71 |
| 04/16/2024 | Bill | BOOKS | 38.82 |
| 04/16/2024 | Bill | BOOK | 26.71 |
| 04/16/2024 | Bill | BOOKS | 25.78 |
| 04/16/2024 | Bill | BOOK | 7.51 |
| 04/16/2024 | Bill | BOOKS | 51.19 |
| 04/16/2024 | Bill | BOOKS | 115.57 |
| 04/16/2024 | Bill | BOOK | 11.81 |
| 04/16/2024 | Bill | BOOKS | 36.45 |
| 04/16/2024 | Bill | BOOKS | 172.13 |
| 04/16/2024 | Bill | BOOK | 17.13 |
| 04/16/2024 | Bill | BOOKS | 34.85 |
| 04/16/2024 | Bill | BOOKS | 46.20 |
| 04/16/2024 | Bill | BOOK | 9.76 |
| 04/16/2024 | Bill | BOOK | 10.35 |
| 04/16/2024 | Bill | BOOKS | 246.75 |

Kanopy

| | | | |
|------------|-------------------------|------------------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -335.70 |
| 03/31/2024 | Bill | KANOPY MARCH DOWNLOADS | 335.70 |

**KLEIN, THORPE &
JENKINS, LTD**

| | | | |
|------------|-------------------------|------------------------|---------|
| 04/01/2024 | Bill Payment (Check) | | -141.00 |
| 03/20/2024 | Bill | FEBRUARY LEGAL SERVICE | 141.00 |

**Konica Minolta
Business Solutions**

| | | | |
|------------|-------------------------|--------------------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -144.88 |
| 04/02/2024 | Bill | MONTHLY COPY MAINTENANCE | 10.46 |
| 04/01/2024 | Bill | MARCH COPY USAGE | 134.42 |

**Konica Minolta
Premier Finance**

| | | | |
|------------|-------------------------|--------------------|---------|
| 04/15/2024 | Bill Payment (Check) | | -216.10 |
| 04/01/2024 | Bill | COPY MACHINE LEASE | 216.10 |
| 04/30/2024 | Bill Payment (Check) | | -216.10 |

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|------------|------|--------------|--------|
| 04/29/2024 | Bill | COPIER LEASE | 216.10 |
|------------|------|--------------|--------|

Library Market

| | | | |
|------------|-------------------------|--|-----------|
| 04/15/2024 | Bill Payment (Check) | | -1,250.00 |
|------------|-------------------------|--|-----------|

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|------------|------|-------------------------------|----------|
| 04/01/2024 | Bill | LIBRARY CALENDAR SUBSCRIPTION | 1,250.00 |
|------------|------|-------------------------------|----------|

**Mid-America
Graphics**

| | | | |
|------------|-------------------------|--|-----------|
| 04/30/2024 | Bill Payment (Check) | | -2,109.00 |
|------------|-------------------------|--|-----------|

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|------------|------|-------------------------------------|----------|
| 04/16/2024 | Bill | PRINTING SPRING/SUMMER BOOKPLATE | 2,109.00 |
|------------|------|-------------------------------------|----------|

MIDWEST TAPE

| | | | |
|------------|-------------------------|--|---------|
| 04/01/2024 | Bill Payment (Check) | | -203.72 |
|------------|-------------------------|--|---------|

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|------------|------|------|-------|
| 03/21/2024 | Bill | DVDS | 79.39 |
|------------|------|------|-------|

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|------------|------|---------------|-------|
| 03/21/2024 | Bill | AUDIOBOOK CDS | 85.96 |
|------------|------|---------------|-------|

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|------------|------|-------------|-------|
| 03/21/2024 | Bill | BLU-RAY/DVD | 38.37 |
|------------|------|-------------|-------|

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|------------|-------------------------|--|--------|
| 04/15/2024 | Bill Payment (Check) | | -60.86 |
|------------|-------------------------|--|--------|

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|------------|------|----------|-------|
| 04/10/2024 | Bill | BLU-RAYS | 60.86 |
|------------|------|----------|-------|

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|------------|-------------------------|--|---------|
| 04/30/2024 | Bill Payment (Check) | | -475.64 |
|------------|-------------------------|--|---------|

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|------------|------|------|--------|
| 04/18/2024 | Bill | DVDS | 268.73 |
|------------|------|------|--------|

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|------------|------|---------|-------|
| 04/18/2024 | Bill | BLU-RAY | 24.43 |
|------------|------|---------|-------|

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|------------|------|----------|-------|
| 04/25/2024 | Bill | BLU-RAYS | 41.36 |
|------------|------|----------|-------|

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|------------|------|-----|-------|
| 04/25/2024 | Bill | DVD | 19.18 |
|------------|------|-----|-------|

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|------------|------|---------------|--------|
| 04/25/2024 | Bill | AUDIOBOOK CDS | 121.94 |
|------------|------|---------------|--------|

NICOR GAS

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|------------|-------------------------|--|-----------|
| 04/01/2024 | Bill Payment (Check) | | -1,343.71 |
|------------|-------------------------|--|-----------|

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|------------|------|--------------------------|----------|
| 03/21/2024 | Bill | GAS BILL 2/15/24-3/18/24 | 1,343.71 |
|------------|------|--------------------------|----------|

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|------------|-------------------------|--|-----------|
| 04/30/2024 | Bill Payment (Check) | | -1,096.72 |
|------------|-------------------------|--|-----------|

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| 04/25/2024 | Bill | GAS BILL 3/18-4/16/24 | 1,096.72 |
|------------|------|-----------------------|----------|

**OAK PARK
TOWNSHIP YOUTH
SERVICES**

| | | | |
|------------|--------------|-----------------|-----------|
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -1,241.25 |
| 04/15/2024 | Bill | Q3 : JAN-MAR 24 | 1,241.25 |

OC CREATIVE, INC

| | | | |
|------------|--------------|----------------------|-----------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -1,438.50 |
| 03/27/2024 | Bill | LOGO REFRESH PROJECT | 1,438.50 |

**OLLIS BOOK
CORPORATION**

| | | | |
|------------|--------------|-------|-----------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -1,389.35 |
| 04/04/2024 | Bill | BOOKS | 1,389.35 |

OverDrive

| | | | |
|------------|--------------|---|-----------|
| | Bill Payment | | |
| 04/01/2024 | (Check) | | -129.98 |
| 03/19/2024 | Bill | 3 EBOOKS AND AUDIOBOOK | 129.98 |
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -2,235.92 |
| | | MOD E-CONTENT (MINUS CREDIT OF \$23.54 AVAILABLE) | |
| 04/09/2024 | Bill | | 3.96 |
| 04/05/2024 | Bill | 1 AUDIOBOOK | 65.00 |
| 04/02/2024 | Bill | 4 EBOOKS/2 AUDIOBOOKS | 332.50 |
| 03/31/2024 | Bill | 35 EBOOKS/ 3 AUDIOBOOKS | 1,134.06 |
| 03/26/2024 | Bill | EBOOKS/AUDIOBOOKS | 229.70 |
| 03/22/2024 | Bill | 8 EBOOKS/2 AUDIOBOOKS | 470.70 |
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -1,932.76 |
| 04/18/2024 | Bill | 27 EBOOKS/8 AUDIOBOOKS | 1,550.26 |
| 04/23/2024 | Bill | 6 EBOOKS/3 AUDIOBOOKS | 382.50 |

**RIVER FOREST
PARK DISTRICT**

| | | | |
|------------|--------------|--|--------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -50.00 |

| | | | |
|------------|------|---------------------------|-------|
| 04/02/2024 | Bill | MEMORIAL DAY PARADE ENTRY | 50.00 |
|------------|------|---------------------------|-------|

**S&D PRIME
MAINTENANCE,INC**

| | | | |
|------------|--------------|--------------------------|-----------|
| | Bill Payment | | |
| 04/01/2024 | (Check) | | -2,435.00 |
| 03/26/2024 | Bill | MONTHLY MAINTENANCE | 1,497.50 |
| 03/22/2024 | Bill | 50% DEPOSIT/ATS PAINTING | 937.50 |

SHANNON DUFFY

| | | | |
|------------|--------------|----------------|-----------|
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -1,207.51 |
| 04/13/2024 | Bill | PLA ATTENDANCE | 1,207.51 |

Shannon Gruber

| | | | |
|------------|--------------|----------------------|--------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -24.83 |
| 04/08/2024 | Bill | ECLIPSE PARTY SNACKS | 24.83 |

**Smithereen Pest
Management**

| | | | |
|------------|--------------|----------------------|--------|
| | Bill Payment | | |
| 04/15/2024 | (Check) | | -51.00 |
| 04/01/2024 | Bill | MONTHLY PEST CONTROL | 51.00 |

Staples

| | | | |
|------------|--------------|---|---------|
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -762.50 |
| | | MISC. : CREAMER, LABELS, PACKING TAPE, BAND AIDS MISC. CLEANING SUPPLIES (CASCADE, SWIFFER, TP, BROOM) | |
| 03/26/2024 | Bill | COVER STOCK | 762.50 |

SWAN

| | | | |
|------------|--------------|----------------------|-----------|
| | Bill Payment | | |
| 04/30/2024 | (Check) | | -6,694.38 |
| 04/05/2024 | Bill | APRIL-JUNE SWAN FEES | 6,596.25 |
| 04/11/2024 | Bill | SWAN ILL FEES | 98.13 |

**United States
Postal Service**

| | | | |
|------------|-------------------------|---|---------|
| 04/15/2024 | Bill Payment (Check) | | -800.00 |
| 04/15/2024 | Bill | Funds for permit #119 to mail Bookplate | 800.00 |

**VILLAGE OF RIVER
FOREST**

| | | | |
|------------|-------------------------|-----------------------------|-----------|
| 04/01/2024 | Bill Payment (Check) | | -4,314.33 |
| 03/29/2024 | Bill | Health Insurance March 2024 | 4,314.33 |
| 04/15/2024 | Bill Payment (Check) | | -452.42 |
| 04/01/2024 | Bill | JANUARY/FEBRUARY WATER BILL | 452.42 |
| 04/30/2024 | Bill Payment (Check) | | -50.00 |
| 04/20/2024 | Bill | ELEVATOR INSPECTION | 50.00 |

Wednesday, May 15, 2024 09:52:03 AM GMT-7

Byline Credit Card April 2024
Ending Balance: \$1441.64

| Date | Payee | Memo | Charge | Payment | Type | Account |
|-------------|-------------------------------|---|---------------|----------------|-------------|---|
| 04/30/2024 | AMAZON | KINDLE BOOK TITLES | 165.87 | | Expense | Online e-Content:eContent - Adult |
| 04/26/2024 | MAILCHIMP | MAILCHIMP SUBSCRIPTION | 45.00 | | Expense | Marketing:Advertisement |
| 04/26/2024 | META | FACEBOOK AD | 6.00 | | Expense | Marketing:Advertisement |
| 04/26/2024 | BILLY BRICKS OAK PARK | IN-SERVICE LUNCH | 360.00 | | Expense | Personnel:Staff Recognition (InService) |
| 04/23/2024 | Stamps.com | MONTHLY STAMPS.COM FEE | 21.99 | | Expense | Support Services:Postage Adult |
| 04/18/2024 | WALL STREET JOURNAL | WSJ MONTHLY CHARGE | 54.99 | | Expense | Expenses:Periodicals - Adult |
| 04/18/2024 | Jewel Foods | COOKIES FOR FILM PROGRAM | 4.08 | | Expense | Adult Expenses:Programs - Adult |
| 04/17/2024 | ELAN FINANCIAL SERVICES | Credit card statement: 3.12.24-4.12.24 | | 2,389.22 | Bill | 2000 Accounts Payable |
| 04/17/2024 | American Girl | AMERICAN GIRL DOLLS | 474.00 | | Expense | Children's Expenses:Non- Print Children's |
| 04/16/2024 | Target | BUBBLES FOR STORYTIME, SRP PRIZES | 54.00 | | Expense | Children's Expenses:Programs - Children's |
| 04/16/2024 | SWEETGREEN | LIBRARY STAFF APPRECIATION GIFT CARDS | 20.00 | | Expense | Personnel:Staff Recognition (InService) |
| 04/16/2024 | Lou Malnati's Pizza | LIBRARY STAFF APPRECIATION GIFT CARDS | 40.00 | | Expense | Personnel:Staff Recognition (InService) |
| 04/16/2024 | Home Depot | SEEDS FOR I/2 DAY PROGRAM, SAND FOR TAKE & MAKE | 33.68 | | Expense | Teen Expenses:Programs- Teen |
| 04/16/2024 | | PANCAKE SUPPLIES | 78.05 | | Expense | Teen Expenses:Programs- Teen |
| 04/13/2024 | Target | SRP PRIZES | 29.98 | | Expense | Children's Expenses:Programs - Children's |

| | | | | | |
|------------|----------------------------|---|--------|---------|---|
| 04/13/2024 | Target | SRP PRIZES, BUBBLES | 54.00 | Expense | Children's Expenses:Programs - Children's |
| 04/11/2024 | Jewel Foods | SODA FOR TRIVIA GAMES | 9.58 | Expense | Teen Expenses:Programs- Teen |
| 04/11/2024 | River Forest Chocolates | TRIVIA GAMES PRIZE | 34.05 | Expense | Adult Expenses:Programs - Adult |
| 04/11/2024 | Armand's | TRIVIA GAMES PIZZA | 144.38 | Expense | |
| 04/09/2024 | META | FACEBOOK AD (2/17/24) | 4.00 | Expense | Marketing:Advertisement |
| 04/09/2024 | SWEETGREEN | LIBRARY EMPLOYEES APPRECIATION GIFTS | 180.00 | Expense | Personnel:Staff Recognition (InService) |
| 04/09/2024 | Lou Malnati's Pizza | LIBRARY EMPLOYEES APPRECIATION GIFTS | 160.00 | Expense | Personnel:Staff Recognition (InService) |
| 04/09/2024 | LEA FRENCH STREET FOOD | LIBRARY EMPLOYEES APPRECIATION GIFTS | 160.00 | Expense | Personnel:Staff Recognition (InService) |
| 04/08/2024 | ScreenCloud | ANNUAL SCREENCLOUD SUBSCRIPTION | 180.00 | Expense | Marketing:Advertisement |

River Forest Public Library

Fund Balances

As of April 30, 2024

Prepared 5.16.24

4/30/2024

CHECKING/SAVINGS - OPERATIONS FUND

| Operations Current | <u>Interest Rate</u> | |
|--|-----------------------------|-------------------|
| ICS Operations | 0.50% | 353,289.88 |
| Byline Operations | 0.40% | 48,485.17 |
| CIBC Operations | 0.00% | - |
| Petty Cash | | 40.00 |
| TOTAL OPERATIONS CHECKING/SAVINGS | | 401,815.05 |

Maturity Date

CDARS Reserves

Interest Rate

| | | | |
|------------|------------------------|-------|------------|
| 5/30/2024 | OP CD 6 MONTHS- CIBC | 4.25% | 50,000.00 |
| 5/30/2024 | OP CD 6 MONTHS- CIBC | 4.25% | 50,000.00 |
| 6/27/2024 | OP CD 3 MONTHS- CIBC | 4.00% | 50,000.00 |
| 7/18/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 100,000.00 |
| 7/25/2024 | OP CD 5 YEAR- Byline | 1.90% | 67,611.43 |
| 8/8/2024 | OP CD 1 YEAR- Byline | 4.20% | 68,817.75 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.10% | 50,000.00 |
| 9/5/2024 | OP CD 6 MONTHS- Byline | 4.10% | 50,000.00 |
| 9/5/2024 | OP CD 6 MONTHS- Byline | 4.10% | 100,000.00 |
| 9/5/2024 | OP CD 1 YEAR- CIBC | 4.50% | 50,000.00 |
| 9/26/2024 | OP CD 6 MONTHS- CIBC | 4.15% | 100,000.00 |
| 11/29/2024 | OP CD 1 YEAR- CIBC | 4.60% | 53,774.72 |
| 1/16/2025 | OP CD 1 YEAR- CIBC | 4.55% | 100,000.00 |

TOTAL CDARS Reserves Operations 890,203.90

TOTAL OPERATIONS FUND 1,292,018.95

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

| | | |
|---------------------------------------|-------|-------------------|
| ICS Capital | 0.50% | 114,098.97 |
| Byline Capital | 0.40% | 1,063.95 |
| TOTAL CAPITAL CHECKING/SAVINGS | | 115,162.92 |

Maturity Date

CDARS Reserves

Interest Rate

| | | | |
|-----------|----------------------|-------|------------|
| 5/9/2024 | OP CD 1 MONTH- CIBC | 4.00% | 220,000.00 |
| 5/16/2024 | OP CD 3 MONTHS- CIBC | 3.75% | 50,000.00 |
| 5/16/2024 | OP CD 3 MONTHS- CIBC | 3.75% | 100,000.00 |
| 5/16/2024 | OP CD 3 MONTHS- CIBC | 3.75% | 100,000.00 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 50,000.00 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 50,000.00 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 50,000.00 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 50,000.00 |
| 8/15/2024 | OP CD 6 MONTHS- CIBC | 4.00% | 50,000.00 |

TOTAL CDARS Reserves Capital 720,000.00

TOTAL CAPITAL FUND 835,162.92

TOTAL OPERATIONS/CAPITAL FUNDS 2,127,181.87



River Forest Public Library -Capital Reserve Fund

Apr-24

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

Capital Reserve Account Balances

| | | |
|---|-----------|-------------------|
| ICS Capital Reserve | \$ | 114,098.97 * |
| Byline Capital Checking | \$ | <u>1,063.95</u> |
| Total Capital Reserve Checking / Savings | \$ | 115,162.92 |
| Total Capital CDARS Reserve | \$ | 720,080.00 |
| Total Capital Reserve Fund | \$ | 835,242.92 |

Expenses

Transfers

From Capital to Operating- S&D invoice for reattaching wall base 4/10/2024 \$ 430.06

Income

Interest 4/30/2024 \$ 47.26

Prepared: 5.16.24

*Includes \$50,000 Live and Learn Grant

IV. Indemnification and Insurance

RFPL shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding (collectively, hereinafter "Action"), whether civil, criminal, administrative, or investigative (other than an Action by or in the right of the RFPL) by reason of the fact that he or she is or was a Trustee, officer, employee, or agent of RFPL, or who is or was serving at the request of RFPL as a trustee, director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise (collectively, hereinafter "RFPL Representative"), against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such Action, suit or proceeding, if such RFPL Representative acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any Action by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the RFPL Representative did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, or, with respect to any criminal action or proceeding, that the RFPL Representative had reasonable cause to believe that his or her conduct was unlawful.

RFPL shall indemnify any person who was or is a party, or is threatened to be made a party to any Action by or in the right of RFPL to procure a judgment in its favor by reason of the fact that such a person is or was an RFPL Representative, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such Action, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to RFPL, unless, and only to the extent that the court in which such Action was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

To the extent that an RFPL Representative has been successful, on the merits or otherwise, in the defense of any Action referred to in this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Any indemnification under this Policy (unless ordered by a court) shall be made by RFPL only as authorized in the specific case, upon a determination that indemnification of the RFPL Representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in this Policy. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such Action, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Expenses incurred in defending a civil or criminal Action may be paid by RFPL in advance of the final disposition of such Action, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the trustee, director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by RFPL as authorized in this Policy.

The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

RFPL may purchase and maintain insurance on behalf of any person who is or was a RFPL Representative against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not RFPL would have the power to indemnify such person against such liability under the provisions of this Policy.

For the purposes of this Policy, references to "RFPL" shall include, in addition to the surviving RFPL, any merging library (including any library having merged with a merging library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee, or agents, so that any person who was a trustee, officer, employee, or agent of such merging library, or was serving at the request of such merging library as a trustee, director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving RFPL as such person would have with respect to such merging library if its separate existence had continued.

Updated May 2024

IV. Indemnification and Insurance

RFPL shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding (collectively, hereinafter "Action"), whether civil, criminal, administrative, or investigative (other than an Action by or in the right of the RFPL) by reason of the fact that he or she is or was a ~~trustee~~Trustee, officer, employee, or agent of RFPL, or who is or was serving at the request of RFPL as a ~~trustee~~, director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise (collectively, hereinafter "RFPL Representative"), against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such Action, suit or proceeding, if such RFPL Representative acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any Action ~~by judgment, order, settlement, conviction~~, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the RFPL Representative did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, or, with respect to any criminal action or proceeding, that the RFPL Representative had reasonable cause to believe that his or her conduct was unlawful.

RFPL shall indemnify any person who was or is a party, or is threatened to be made a party to any Action by or in the right of RFPL to procure a judgment in its favor by reason of the fact that such a person is or was ~~an~~ RFPL Representative, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such Action, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of RFPL, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which ~~such~~ person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to RFPL, unless, and only to the extent that the court in which such Action was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

To the extent that an RFPL Representative has been successful, on the merits or otherwise, in the defense of any Action referred to in this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against ~~expense~~expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Any indemnification under this Policy (unless ordered by a court) shall be made by RFPL only as authorized in the specific case, upon a determination that indemnification of the RFPL Representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in this Policy. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such Action, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Expenses incurred in defending a civil or criminal Action may be paid by RFPL in advance of the final disposition of such Action, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the ~~Trustee~~trustee, director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by RFPL as authorized in this Policy.

The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested Trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a ~~Trustee~~trustee, director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators ~~of~~ such a person.

RFPL may purchase and maintain insurance on behalf of any person who is or was a ~~Trustee, officer, employee, or agent of RFPL, or who is or was serving at the request of RFPL as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, RFPL~~ Representative against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not RFPL would have the power to indemnify such person against such liability under the provisions of this Policy.

For the purposes of this Policy, references to “RFPL” shall include, in addition to the surviving RFPL, any merging library (including any library having merged with a merging library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee, or agents, so that any person who was a trustee, officer, employee, or agent of such merging library, or was serving at the request of such merging library as a trustee, director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving RFPL as such person would have with respect to such merging library if its separate existence had continued.

2024 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the River Forest Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the River Forest Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, 75 ILCS 5/4-7(12) stipulates that "A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the River Forest Public Library has determined for the 12 month period, commencing June 1, 2024 and ending May 31, 2025 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE RIVER FOREST PUBLIC LIBRARY AS FOLLOWS:

Section 1: Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library whose closest public library is the River Forest Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the River Forest Public Library, may purchase a nonresident fee card for the price of \$336.31, calculated according to the box which is checked-off below:

General Mathematical Formula (23 Ad. Code 3050.60(a));

Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

Notwithstanding the foregoing, the non-resident fee shall not apply to individuals who qualify for the Veterans Disability Exemption under 23 Ad. Code 3050.60(d) or for Cards for Kids under 23 Ad. Code 3050.75.

Section 2: Individuals residing beyond the jurisdictional boundaries of the River Forest Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) property that is taxed for library service within the jurisdictional boundaries of the River Forest Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the River Forest Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The Director of the River Forest Public Library shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to

this Resolution, and (c) the fee formula as set forth herein.

Section 4: The River Forest Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The River Forest Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the River Forest Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the River Forest Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the River Forest Public Library.

ADOPTED this 21st day of May, 2024 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED by the President and Board of Library Trustees of the River Forest Public Library.

Cathy Ruggeri, President

ATTEST

Scott Delano, Vice President

Strategic Directions

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

Brian Wolowitz, Adult & Teen Services Librarian, introduced himself to the new Activities Director at **The Sheridan** and is coordinating donations of withdrawn Lucky Day titles and other future outreach opportunities.

The local **Thrive Counseling Center** provided suicide prevention training for library staff and patrons. Thrive is dedicated to making River Forest and Oak Park suicide safer communities by raising awareness of common warning signs. Two patrons joined us, and it was a difficult but valuable session.



Community

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

After our kick-off meeting, OC Creative developed 8 **logo options**, some using the RFPL letters and some without. The consensus of the team was to focus on the options without letters. OC Creative is using our feedback to tweak the letterless logos for round two.



Spaces



*Events, Services
& Collections*

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

We are now offering digital access to **The Wall Street Journal** through the Digital Library page of our website. Patrons can create a free account and use a link to have full access to the WSJ website. We have offered this access to the New York Times and it is very popular, so we are excited to provide more digital resources to our patrons.

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

On April 8th we held a **Solar Eclipse Viewing party** in our garden and we had 88 patrons join us for Moon Pies and Sunchips. We partnered with the STAR Library Network to give out over 1,100 free pairs of eclipse glasses to patrons so they could safely view this rare celestial event!

Egyptian American musician, teacher, and speaker Karim Nagi performed **Arabiqa: An Introduction to Arab Music, Dance, and Culture** to a crowd of 48 patrons. Mr. Nagi performed on multiple traditional instruments and demonstrated different styles of folkloric dance from around the Arabic-speaking world. He has performed in over 500 schools and libraries around the United States in the past 22 years. He is also a TEDx speaker, Kennedy Center TAP Teaching Artist, and parent.

Children's hosted award-winning musician **Little Miss Ann** in April. The program brought in 100 patrons, who danced and sang along. We scheduled this event during the time we normally have a regular story time, which seems to work well for ensuring high participation numbers.

Our April Read to a Dog Program was in fact a **Read to a Cat** program! Our usual therapy dog Theo was under the weather, so his friend Frisky filled in. Readers were delighted to read to a cat. In the future, we might feature both Theo and Frisky to allow for more sign-ups during the program.

Key Performance Indicators

A note from Children's Services - Children's has been taking stats at the desk since March of 2022. We track how many interactions we have with patrons to determine various factors such as busiest times of day, patron needs, and how many people we interact with and help throughout any given, week, month, or year. This fiscal year, we counted 16,258 interactions in our department. The actual number is likely higher because we may miss counting transactions at busy times.

| Category | February 2024 | March 2024 | April 2024 |
|---|-------------------------------|-------------------------------|-------------------------------|
| Physical item circulation - initial checkouts | 13,182 | 13,845 | 13,690 |
| Digital item circulation | 5,053 | 5,394 | 4,628 |
| Total Circulation | 18,235 | 19,239 | 18,318 |
| Programs for Adults | 13 programs 184 attendees | 14 programs 162 attendees | 11 programs 134 attendees |
| Programs Middle School aged children | 9 programs 141 attendees | 6 programs 78 attendees | 9 programs 70 attendees |
| Programs for Children | 27 programs 1072 attendees | 26 programs 1430 attendees | 26 programs 1329 attendees |
| Library-Wide Programs | | | 3 programs* 152 attendees |
| Children's Play Area Visits | 1211 | 1720 | 1886 |
| New cardholders added | 31 | 35 | 38 |
| Total cardholders | 8,033 | 8,067 | 8,095 |
| Website sessions | 6,365 | 6,191 | 7,514 |
| Patron visits | 6,769 | 9,066 | 11,996 |
| Instagram Followers | 1,445 | 1,460 | 1,462 |
| Facebook Followers | 1,380 | 1,383 | 1,384 |

*Library-wide programs were Arabiqa: an Introduction to Arab Music, Dance and Culture (48 attendees), Family Trivia (16 attendees), and the Solar Eclipse Viewing Party (88 attendees).

Staff Updates

- Victoria attended a two-day long webinar on Serving Deaf Patrons in the Library hosted by ALA. These sessions were informative and provided some library related information sheets that were handed out to each service desk which include basic ASL phrases staff can become familiar with.
- I attended a one-day HR Source conference: Altogether HR. There were helpful sessions on avoiding bias in job posts, updating job descriptions, compliance with new salary transparency laws, and more.

Financial highlights

- The Automation Administration line includes the 4th quarter SWAN payment of \$6,596.25, which spans April through June, so 2/3rds of that expenditure will be moved to FY24-25 with the fiscal year close.
- We will schedule Zabinski Consulting to close out our fiscal year in the coming months ahead of audit season. Part of fiscal year close out is splitting payments that span two fiscal years (like the 4th quarter SWAN fee and annual database subscriptions) so the correct amounts are in their correct years.

Facility updates

- ADS completed the annual inspection of our sprinkler system and fire alarm.
- S&D completed the touch-up paint project on the second floor.
- Oak Brook Mechanical came out to repair a leaking air conditioner on the second floor.

Committee updates

Facilities Committee met on April 12, 2024

Respectfully submitted,

Emily Compton

May 16, 2024

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Friday, April 12th, 2024, at 3:30pm**

Call to Order: Vice-President Hill called the meeting to order at 3:47 pm.

Present: Committee members: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Ann Berens.

Committee members absent: None

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

Visitors: Jim Hopkinson attended the meeting by telephone.

The February 20th, 2024, draft minutes were approved.

Old Business:

- a. Air handler relocation and room renovation project
 - a. Open Issues
 - i. Construction Solutions of IL (“CSIL”) has stated that the interior punch list items have been completed. Williams Architects (“WA”) disagrees. The Library plans to revisit the status of the interior punch list items when WA visits the Library to review the exterior installation for completion. This visit will be scheduled once the gate is installed, delivery of which is due in May. CSIL still needs to confirm that its masons used the proper cold weather materials in raising the height of the wall.
 - b. Credit Change Order
 - i. Director Compton presented invoices and back-up documentation of the costs for which the Library is seeking a credit from CSIL. Most of the costs documented relate to heating and cooling the building when the air handler was not operational. Director Compton will let WA know that the Library would like to review the Credit Change Order with them at the appropriate time, possibly during the final punch list visit (see above).
 - c. Phase 2 Architectural Services
 - i. The Committee discussed the draft Request for Proposal (“RFP”). The scope of the project will include the Community Room, the ADA-accessible bathroom adjacent to the Community Room, and the storage/office space adjacent to the bathroom. Given that the Library knows the square footage of these areas, the Committee decided that it would be best served by requesting that the interested architects

provide their qualifications, along with a budget for their services in a separate sealed envelope. Consideration of the upstairs office space will be held for later.

New Business:

a. Study Space Furniture

The Library determined that the furniture in the two study spaces on the second floor needs to be replaced. The Library received one estimate from LFI to replace 2 tables and 8 chairs for a cost of \$13,750. A second vendor, Demco, will provide another quote. Once the second quote is received, the Committee will review. The Library plans to apply for a grant from the RFPL Foundation for the cost of the furniture.

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

Annual Goals for Fiscal Year 2024-25

Emily Compton

Effectively manage Library operations to assure continued access to valuable programming, collections, and services. Strategies this year include,

1. Fostering an environment that allows Library staff to provide excellent service to the community, including regular check-ins with management team and facilitating increased access to staff development opportunities utilizing additional funds budgeted for this purpose.
2. Working with management team, implementing an additional large-scale event this fiscal year.
3. Completing the branding refresh with OC Creative, then engaging with a website development company to create a new website.
4. Developing a plan for e-library services during weather or other emergency closures.
5. Utilize newly formed staff grants committee to generate innovative programming and patron services.

Financial Goals

1. Create an inventory of capital assets per Lauterbach & Amen's recommendation.
2. Continue work to remain compliant with state requirements and to be competitive in the library market, including updating pay grades or employee classifications as the Fair Labor Standards Act's professional exemption threshold increases in 2025.
3. Maximize return on account balances by taking advantage of continued higher interest rates.

Facility Goals

1. Complete first phase of the room renovation project by managing completion of punch list items. Meet with representatives from Williams Architects after project completion to discuss how the project was managed.
2. Continue management of the second phase of the room renovation project by,
 - a. Engaging with an architectural firm and developing a plan and timeline for the project.
 - b. Working with the architect, staff and trustees to develop a solution to the Children's Services office space problem.
 - c. Working with Library staff to minimize interruption of service and keeping the community informed about the project.
 - d. Keeping open lines of communication with the Village, Board, staff, and stakeholders.
3. Complete plan for HVAC repairs by engaging with a mechanical engineering firm to prepare a bid package for necessary repairs and equipment replacement. If the Library receives an acceptable bid, set a budget and timeline for the repairs. Work to minimize disruption of Library service and keep stakeholders informed throughout the project.
4. Continue to upgrade technology by implementing recommendations of IT consultant.
5. Begin planning for the skylight replacement.

Study Space Furniture Quotes - May 2nd, 2024

1. Demco ★ (Library recommendation)

| Item | Cost | Quantity | Total | Notes |
|---|-----------|----------|-------------------|--|
| FLEXplore Rectangular table with 4-device charger - 60"x36" | \$612.87 | 2 | \$1225.74 | Customizable color options and adjustable height. |
| Strive Chair - armless with glides, fabric seat | \$279.00 | 8 | \$2232.00 | Black plastic shell with fabric seat |
| Shipping & Installation | \$1275.00 | | \$1275.00 | Includes delivery and assembly. Production lead time is 8-9 wks. |
| Grand Total | | | \$4,732.74 | |

2. Library Furniture International

| Item | Cost | Quantity | Total | Notes |
|--|-----------|----------|--------------------|--|
| 3Branch Rectangular table with 2 device charger - 60 "x 30" x 29.5"H | \$3339.00 | 2 | \$6678.00 | Customizable color options and black powder coat metal legs. |
| Styles chairs - armless with upholstered seat and back | \$663.00 | 8 | \$5304.00 | Customizable fabric options with textured slate powder coat legs |
| Shipping & installation | \$1768.00 | | \$1768.00 | Production lead time is 10-12 wks. |
| Grand Total | | | \$13,750.00 | |

3. Lakeshore Learning Furniture

| Item | Cost | Quantity | Total | Notes |
|---|----------|----------|-------------------|--|
| Flex-Space mobile Rectangular table - modern gray - no power option - 60' X 30" | \$679.00 | 2 | \$1358.00 | Only gray, white, and birch option. No built-in device chargers available. |
| Flex-Space Ergo Bounce cantilever chairs - plastic with no upholstered options | \$169.00 | 8 | \$1352.00 | 4 color options, but no upholstered options. |
| Shipping & installation | | | \$406.50 | Ships within 3 days |
| Grand Total (plus tax) | | | \$3,311.28 | |

4. Agati Furniture

| Item | Cost | Quantity | Total | Notes |
|---|-----------|----------|-------------------|-----------------------------|
| Manifest Rectangular table with 4 device charger - 60" x 36" X 29"H | \$2409.00 | 2 | \$4818.00 | Customizable color options. |
| *No metal chairs - only wood* | | | | |
| Shipping | unknown | | | Did not get a quote. |
| Grand Total | | | \$4,818.00 | Does not include shipping |

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: May 16, 2024

RE: Website Proposal

The Library staff is excited to begin work on a new website this fiscal year. Our current website is no longer supported or maintained by the company that created it, and we've had difficulty fixing issues and managing updates because of that. Along with a fresh look, we are looking forward to the improved functionality a new website will bring. Fran Arnold, PR & Marketing Specialist, researched companies to develop a new site for us and narrowed it down to three: [Library Market](#), [OC Creative](#), and [Weblinx Incorporated](#).

Company comparison -

| | Library Market (recommended) | OC Creative | Weblinx Incorporated |
|--|--|--|---|
| Cost | \$15,000 | \$15,600 - \$19,500, depending on hours needed. | \$13,500 |
| Hosting, Maintenance & Support | Drupal site. \$2000/year hosting/maintenance. Includes unlimited support. | WordPress site. \$1,500/year hosting/maintenance plus 3 hours of support per quarter. | WordPress site. \$550/year hosting/maintenance. 2-months support included. Support plans range: \$100 - \$135 per hour. |
| Timeline | 5 months est. (pg. 19 - 20 of proposal) | Established during definition phase. | 5-6 months est. (pg. 12- 14 of proposal) |
| Website project examples (more examples in each proposal) | Morton Grove Public Library Madison County Public Library | Bloomington Public Library Forest Park Public Library | Mount Prospect Public Library Geneva Public Library District |

Based on the proposals we received, as well as meetings we had with the firms, we are recommending LibraryMarket for the following reasons:

- They provided the most thorough and detailed proposal.
- The website samples were clean, professional, functional, and highly customizable.

- The firm's experience with libraries. LibraryMarket exclusively serves libraries and many of their staff have experience working in libraries. They have a deep understanding of our needs as well as how to integrate third-party services (catalog search, databases, chat, book rivers, etc.).
- Our current experience with LibraryMarket, who built our library calendar. Their customer service has been outstanding, typically responding to issues within 30 minutes and we are very happy with their calendar product.
- Using Library Market will allow our calendar and website to be fully integrated.
- The demonstrated back-end management system will greatly improve the efficiency of maintaining the site.
- A robust training program is included, with live training, training videos, and a website manual for staff.
- No more worries about the functionality of the site because of the outstanding and unlimited customer support.

Fran checked three references, and all were glowing. Their responses are included in full in your packet. I look forward to discussing the website proposals with you all.

Responses from Morgan Mullens, Communications Manager

Rowan County Public Library

<https://www.rowancountylibrary.org/>

What were the objectives for your new website? How has your website performed against those goals?

Our previous website was frankly a mess and we needed an upgrade. Our primary objectives were to improve accessibility and reduce the difficulty and/or number of clicks required to find things. After that, it was about long-term sustainability and upgrade potential, responsiveness on mobile devices, and tools like video hosting and collections management/display that we could use to make our website into a "digital branch." Library Market offered us all of that, as well as some features we didn't even think of until they were suggested to us as basic package features, and our new site has performed exceptionally well. Google analytics show that our traffic and overall usage has increased, including people remaining on the site for longer periods of time, which is great. We're also still finding new ways to utilize some of the built-in options. From an organizational standpoint, Library Market helped us to construct a simplified sitemap and identify pages and content we could discard, and the site is mobile-responsive by default and has everything we wanted.

How long did the project take? Did it proceed on schedule? If there were delays, what caused them?

All told, construction of the new site took around 5 months, give or take. That was within the estimate Library Market gave us, and there were no delays on their end that I can recall. In fact, even though I felt at the time like we were the ones dragging our feet on some parts of the process, our project manager actually praised us for how quickly things went and how well we did with supplying information they requested, etc. I'm not sure how much of that was her stroking our ego versus reality, but either way, it was excellent customer service! 😊

Did the Web design company live up to your expectations? Why or why not?

Library Market well exceeded any expectations we had, going in. Everyone with whom we dealt was extremely competent and knew their stuff; I don't think we ever asked a question they didn't answer, even when that answer started with "let me ask so-and-so about that and I'll get back to you by the end of business hours today." The company founder and owner personally gave us two lengthy product demonstrations (one for the calendar system and one for the broader website services) and really impressed me and our IT staff with his forethought. They only deal with libraries and don't take clients of other kinds, and almost everybody who works there has been in librarianship at some point, so they've got an excellent track record of anticipating and providing tools specific to library needs. They've also been very helpful and responsive the few times we've requested website support since

then, and have even offered (without hesitation, I should add) to build us a custom process or tool when we asked about some things our site doesn't already do.

On a scale of 1 to 10, rate your new website for SEO performance, content quality, design quality, ease of use, brand presentation, and accessibility. Why did you rate them that way?

Out of 10: SEO performance = 9; content quality = 10; design quality = 9; ease of use = 10; brand presentation = 10; accessibility = 10

Our analytics have gone through the roof compared to our previous website's performance. Granted, we previously had a bad habit of e.g. scheduling too many events through Facebook and were, toward the end, basically using Facebook as our website; since the new site's launch, we've pivoted to pushing traffic from other sources/platforms toward the site, so that's definitely increased visitation and visibility. Worth considering is that we couldn't really do that before, due to the limited nature of our prior site, so inherent in the upgrade was the ability to drive that traffic in that way. Nowadays, when you search e.g. "Rowan County library," we're generally the first several hits, which is great because we used to get confused with the Rowan-Salisbury Library in North Carolina. That hardly ever happens, now.

We're responsible for the actual content of the website in terms of images, videos, and so on, but Library Market did a fantastic job of guiding us to a clear vision of what we did and didn't need based on success stories from other libraries with similar service populations and environments, etc. Probably more important is that uploading and managing our content is supremely easy on this new site. It's built in Drupal, so we have a lot of ability to code for ourselves if we feel like it (I've even done a little of that, in places), but it's hardly required as Library Market has built out a lot of premade tools you can essentially drag and drop. It's not quite the same as Squarespace, but I think it's very accessible to people who don't have an in-depth knowledge of coding and website management.

Overall, the interface is very slick and eye-catching, and we've had positive feedback from patrons regarding visibility and how easy it is to find information. Library Market also works with government-certified agencies to ensure everything is ADA-compliant, and our logo and color palette are constantly visible on every page thanks to a sticky header and megamenu (their suggestions). If there's any downside at all, it's that the sticky header doesn't natively work the same on the mobile version of the site, but that's also largely a non-issue since the responsive nature of it means all our page links and so on are still quickly available, and you wouldn't want that big bar taking up the top end of a much smaller screen, anyway.

Was the Web design company easy to work with? Were problems and challenges addressed quickly, thoroughly and professionally? Can you give us any examples?

Library Market was very easy to deal with; every person with whom we interacted was not only knowledgeable and competent (as I mentioned above), but also patient and personable. They answered all of our questions, no matter how granular or how many layers deep we went, and there was never a time when they didn't thoroughly explain everything we needed to know. Our project manager, Lindsay Sarin, was a particular joy to work with and it really felt like she had things well in hand the entire time. We were never told what to do or condescended to, but she was always ready with a suggestion or with options, as appropriate for the situation. The team was helpful every time we had an idea or request, too: For instance, we debated for quite some time about certain aesthetic choices, like the style of our quicklink buttons on the homepage. When several members of our staff committee all had different preferences and examples from other Library Market websites we'd reviewed, Lindsay and one of their graphic designers coordinated several choices for us by our next meeting that combined or incorporated all of those preferences, and we wound up with a composite style everyone was happy with that also wasn't used by any other library; they created custom graphic elements for us at no extra charge, with no impact on our timeline or any complications. It will probably sound like a sales pitch, but there were honestly no rough patches or problems of any kind that were significant enough for me to remember, if indeed there were any at all.

Overall, would you recommend Library Market and why?

I'd definitely recommend Library Market to any library looking for a new website, particularly a public library that may not have dedicated IT staff or someone with extensive website management experience. They worked with us to come in right at our budget, and I feel we got enormous value for that money: They host everything for us, we have wonderful 24/7 support, they keep daily site backups in case of mishaps, and the product has been a joy to work with on the back end. Importantly, the ongoing value is also impressive; while Library Market cost a few thousand dollars more than one or two of the other firms we considered, their annual fees were significantly less, meaning we spent only a tiny bit more up front in order to save tens of thousands in the long term.

Is there anything else you'd like to share?

One thing in particular I always highlight when giving a Library Market reference is their calendar system, which is phenomenal. We had complete control over what filters were available for patrons to use in sorting searches, and there are loads of options like creating our own meeting rooms or other reservable spaces (including those not visible to the public and reservable only by staff), offering default setups for everything from how chairs and tables can be placed upon request to what equipment is available in each area, different settings for our own library programs and events versus private and public community reservations, color coding by age group, the ability to set email reminders and sync to most calendar apps, and tons of other stuff. When it comes to promoting our programming and driving traffic from social media platforms or web searches toward big-ticket things like Summer Reading, the Library Calendar system has been absolutely invaluable. They offer it as a separate toolset

that can be integrated into other websites that Library Market didn't make, if I recall correctly, but when we contracted for a full website, the calendar platform was included as part of that package at no additional charge.

(Note: we already have their calendar system, so it will be fully integrated with the new site – FA)

Responses from Erica Richardson, Library Director

Benbrook Public Library

<https://www.benbrooklibrary.org/>

What were the objectives for your new website? How has your website performed against those goals?

Our focus for the website was mainly easier functionality and attractiveness/clean look. I love our website, it is very easy to move around and find the information, as well as clean and attractive. We are always looking for ways to improve, but they definitely hit the mark on what we were wanting.

How long did the project take? Did it proceed on schedule? If there were delays, what caused them?

I don't recall any delays at all - our go live day was the same throughout the project.

Did the Web design company live up to your expectations? Why or why not?

Yes! I love our website, and they are always an email away. We've had some turnover recently, and they have been good about helping us with training the new staff.

On a scale of 1 to 10, rate your new website for SEO performance, content quality, design quality, ease of use, brand presentation, and accessibility. Why did you rate them that way?

9, zero complaints and so happy with continued support as well.

Was the Web design company easy to work with? Were problems and challenges addressed quickly, thoroughly and professionally? Can you give us any examples?

Yes, absolutely. They also redesigned our logo for us, and it took some back and forth to come up with our aesthetic. Everything was still handled professionally and efficiently, they listened to us more than I think another company would have.

Overall, would you recommend them and why?

Yes, they are responsive with their support, the website is clean and easy to update, and working with them was very pleasurable. We worked with Lindsay, and I was able to finally give her a hug at PLA! It was huge!

Is there anything else you'd like to share?

If you have any further questions, let me know. But I highly recommend them! I call them the librarian hippies of the website world. 😊

Responses from Todd Schlitt, current Director at Amityville Public Library.

The project was at his former library (<https://www.hhhlibrary.org/>)

What were the objectives for your new website? How has your website performed against those goals?

The objective was to have a more streamlined and organized website with more colors and images that would make it easier for us to promote and register for programs and other activities.

How long did the project take? Did it proceed on schedule? If there were delays, what caused them?

The project was conducted during COVID so there were some slight delays but overall, they stayed within the 6–8-month timeframe. We started in October and launched in May.

Did the Web design company live up to your expectations?

Absolutely, LibraryMarket prides itself on its customer service and accountability...both of which were outstanding.

On a scale of 1 to 10, rate your new website for SEO performance, content quality, design quality, ease of use, brand presentation, and accessibility. Why did you rate them that way?

Unfortunately, I am no longer at that library. However, when I left staff and patrons were extremely happy with the website especially the program calendar and registration features...so I would say an 8. There was a learning curve so that's the only downfall, but you would have that with any new product.

Was the Web design company easy to work with? Were problems and challenges addressed quickly, thoroughly and professionally? Can you give us any examples?

They were extremely easy to work with...one issue that we ran into on the first day of program registration was a bottleneck in the speed and responsiveness of the program. After reaching out directly to LibraryMarket they increased our bandwidth capability to a larger size which allowed for the site to handle the number of registrants we were experiencing.

Overall, would you recommend them and why?

The main reason I would recommend them, besides the excellence of their product, is their customer service. This type of project was new to me, and the rest of the team. They walked us through every step of the way. Afterwards, they taught us how to train other staff members, as well as the public. It was an overall fantastic experience.

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RIVER FOREST PUBLIC LIBRARY
Request for Proposals for Architectural Services
Date of Issue: tbd

Overview

The River Forest Public Library (the "Library") is requesting proposals from interested architectural firms that have the experience and expertise to develop plans, assist in writing bid documents, evaluate bids received, manage state construction grants, and oversee improvements to the Library facility.

The Library is seeking an architectural firm to design and manage the second phase of a project to renovate an approximately 400-square-foot first-floor multipurpose room ("Community Room"), to finish an ADA accessible bathroom adjacent to the room, and to design storage/office space. The first phase of the project, which included relocating air handler equipment to an exterior enclosure from a mechanical room (now the Community Room), bringing the mechanical room up to code for occupancy, and installing rough plumbing for the future bathroom and Community Room sink, has been completed.

Phase two of the project involves working with the Library Board of Trustees and Library staff to create an aesthetic for the Community Room and bathroom, including the selection of cabinetry, technology, furniture, flooring, paint, lighting, and bathroom fixtures. The Library has received a state construction grant to help fund the completion of the ADA bathroom. A staff workspace adjacent to the Community Room was reduced to 69 square feet as a result of the first phase of the project; this workspace has new carpeting and paint after phase one but requires planning to make it a usable office or storage space for staff.

Background

The Library was founded in 1905 and now serves a community of 11,700 residents. The Library building, located at 735 Lathrop Avenue, River Forest, was designed by Prairie School architect William Drummond and was completed in 1929. An addition to the building was completed in 1992. The spaces identified in this RFP were part of the 1992 building addition and recaptured as described above in the Phase 1 work.

The Library's mission is to bring together the community, information, and ideas to enrich lives by connecting people with high-quality resources, learning opportunities for all ages, exceptional events, and knowledgeable staff in a welcoming atmosphere. Over the years, the Library has added materials for checkout, technology, programming, and staff to better serve the River Forest community, retrofitting spaces in its historic building and addition to meet changing needs. Most recently, the Library's lobby, first floor staff spaces, circulation desk, and Children's Room were updated in 2019 with the goals of better aligning those spaces with the aesthetics and historical character of the original building, improving accessibility, lighting, and staff spaces, and adding display space. The first phase of the Community Room project was completed in 2024.

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One of the goals of the Library's Strategic Plan is to update physical spaces to be cohesive, functional, flexible, warm, and welcoming, as well as to allow community members to gather in small and large groups for meetings and programs. Before the addition of the Community Room, the Library had one large meeting room (81-person capacity) and two small study rooms (6-person capacity each). The addition of the Community Room (26-person capacity) will help meet the demand for Library programs and community meeting space. With phase two of this project, the Library Board and staff hope to make the Community Room a welcoming and appealing space for Library patrons and staff, improve the visitor and staff experience by completing the new bathroom, and optimize staff work and storage spaces.

Scope of Services

The RFP requires an architectural firm to provide design and management services for the second phase of a renovation project to convert a former mechanical room into a public space for meetings and programs (the "Community Room"), to finish an ADA-accessible bathroom adjacent to the Community Room, and to provide design options to improve staff work and storage space adjacent to the Community Room. The selected firm will conduct and coordinate all tasks related to the design of the spaces, provide a photo-realistic rendering for fundraising, assist with the development of bid documents and in the evaluation of bids, and oversee the project during the construction phase, including the management of a state construction grant.

Focus areas and issues:

- Community Room
 - Bring the room from a 'vanilla box' to a thoughtfully designed, completed state in line with the aesthetics of the Library's historic building.
 - Explore options for windows between the Community Room and the Children's Room to bring more natural light into the space.
 - Replace and possibly relocate the door between the Community Room and the Children's Room with an option that considers both aesthetics and security.
 - Design to maximize storage, including cabinetry and possible closet space.
 - Select furniture that will wear well with high usage while allowing for flexibility of room configurations.
 - Explore technology and makerspace options appropriate for the size of the room.
- Bathroom
 - The space for the future bathroom was carved out of former office space. After phase one, the space has rough plumbing and three walls. The bathroom will need a complete design compliant with the ADA, including a fourth wall, door, lighting, and fixtures.
- Office Space
 - Remaining 69 square feet of office space adjacent to the Community Room requires a redesign into either office or storage space.

The architectural firm will, at the discretion of the Library, be requested to:

1. Attend meetings with Library staff as necessary.
2. Attend Board of Trustees meetings as necessary.

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3. Develop preliminary drafts of a Project Program for Library review and comment.
4. Consult with the Library on budgetary and funding matters, including grant management.
5. Consult with the Library on project scheduling considerations.
6. Consult with the Library on general concepts of the project scope of work and project needs.
7. Consult with the Library with respect to the contract and bid package preparation and issuance, and to advise the Library with respect to bid evaluation or other aspects of any formal bid process that may be required.

The firm's services and product provided shall be in accordance with all federal, state, and local laws, codes, ordinances, and regulations.

Evaluation Process and Criteria

The Library Board of Trustees and Library Director will review and evaluate the proposals. The firms that are best qualified to meet the Library's needs may be invited to participate in an onsite interview, if the Library deems necessary. The Library Board of Trustees and Library Director will evaluate, select firms for interviews, check references, make the final decision, and negotiate a contract with the successful firm.

The following criteria will be applied in the selection process:

1. Responsiveness and completeness of the proposal
2. Experience and qualifications of the architect and management team, including past experience with public building projects, specifically, with the design of meeting/program spaces and ADA compliant spaces.
3. Methodology of organizing and managing the project
4. Understanding of project objectives and scope
5. Competitive public bid and state construction grant management experience
6. Existing projects, workload, and availability
7. References and examples of completed projects, including the satisfaction of former clients with the competency of the architect and the completed work
8. Overall fit with the Library's culture and mission. This includes the firm's communication skills, responsiveness, and ability to work collaboratively with the Library's staff and stakeholders, and its commitment to designing spaces with users in mind.

The Library is under no obligation to make a selection under this RFP, and it reserves the right to make any selection it chooses. The Library reserves the right to reject any and all proposals at its sole discretion and to waive or modify any provision of this RFP.

Site Visits

Architects are encouraged to visit the Library to gain an understanding of the project and familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a prerequisite for submitting a proposal. The Library Director will be available at the following times to provide a brief tour of the Library building and to answer questions about the proposed project:

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(dates tbd)

Please contact Emily Compton, Library Director, by email (ecompton@rflib.org) if you plan to attend one of these site visits.

Submissions Process

Submit ten (10) printed copies and one (1) electronic copy no later than 5:00 p.m. (CT), (date tbd), to:

Emily Compton
Library Director
River Forest Public Library
735 Lathrop Ave.
River Forest, IL 60305

The electronic submission should be sent via email to Emily Compton at ecompton@rflib.org. An acknowledgement will be sent for each proposal received.

Required Information

The following should be included in the Proposal:

Firm Introduction and History

1. Firm name, address, web address, telephone and fax numbers
2. Contact person (provide direct phone number and email)
3. Number of years in business
4. Type of firm and size
5. Geographical areas of operation
6. Staffing information (number of architects, interior designers, engineers, etc.)
7. Statement of philosophy

Project Approach

1. A statement that demonstrates the firm's understanding of the project and scope of services
2. Methodology that your firm would use in implementing the project, including strategies for collaboration and communication
3. Proposed completion date and timeline for the project
4. Resumes of proposed project manager, lead architect, and other key personnel proposed to be assigned to the project team
5. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

Experience and References

1. Discuss your firm's experience and, in particular, the proposed project team's experience with designing meeting/program rooms and ADA compliant projects.

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2. Identify three to five completed public projects, that the identified key personnel have completed within the last seven (7) years which best represent the skills of the firm and the team. For these projects provide:
 - a. Name and address of client
 - b. Name, telephone number, and email address of the client contact person
 - c. Summary of the project, including year completed and cost
 - d. Photographs of the project.

Proposed Cost(s)

1. Please provide a sealed and labeled envelope containing only the proposed cost(s) that includes cost for the architectural services and any other proposed costs (additional consultant fees, any other proposed costs as deemed necessary by respondents, etc.)

Anticipated Timeline

| | |
|---|-----|
| Issue Request for Proposal | tbd |
| Non-mandatory site visits | tbd |
| Written proposals due | tbd |
| Interviews with Library officials | tbd |
| Selection of firm | tbd |
| Negotiation of contract to be completed | tbd |
| Estimated Board approval of contract | tbd |
| Estimated start date | tbd |