



**River Forest Public Library
November 19, 2024
6:00 PM
Board of Trustees
Regular Board Meeting**

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: October 15, 2024
 - b. October 2024 Revenue and Expense Reports
 - c. October 2024 Bill Payment List and Credit Card Charges
 - d. October 31, 2024 Fund Balances Report and Capital Reserve Fund
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. 2024 Levy Resolution - vote
9. Old business
 - a. Phase one room renovation project - update
 - b. Phase two room renovation project – update
 - i. AIA Document B101 – 2017 agreement with Engberg Anderson, Inc. (\$47,800) – vote
 - ii. Contingency amount (\$5,000) to Engberg Anderson contract – vote
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, 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.*

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: October 15, 2024 at 6:00 PM - DRAFT

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

- Trustees Present: Cathy Ruggeri, Scott Delano, Elan Long, Jim Hopkinson, Ann Berens. Kosha Baxi Carstens was called in at 6:05pm and arrived in person during the meeting.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Lynn Libera, Commissioner, River Forest Park District, as Liaison

Visitor Comments: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 17, 2024
- b. September 2024 Revenue and Expense Reports
- c. September 2024 Bill Payment List and Credit Card Charges
- d. September 30, 2024 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Patrons XII – Donations – Non Library Materials

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee Hopkinson seconded the motion. Trustees briefly discussed the new security budget line and the expense of study room furniture. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Hopkinson, Long, Ruggeri, Berens

Patron Suggestions:

Director Compton reported that a local student with alopecia noticed that the Library didn't have any picture books about alopecia, so their family donated two of them. She also noted one suggestion to turn the Library into a haunted house for Halloween.

Director's Report:

Director Compton shared a mockup of the new website with the Board.

President's Report:

President Ruggeri gave a security update. The person in question had a hearing last

week in federal court and was found to be in violation of the conditions of their release. They were sentenced to six months in custody and two and a half years of supervised release. The time they have already served counts towards the six months, so they will most likely be released around February 5th. They must refrain from visiting the Library and cannot contact anyone connected to the Library while they are on supervised release. Software will be installed on their phone and computer to supervise their email correspondence. Hearings on Cook County charges will resume after the Federal custody has been completed. Director Compton is currently working on hiring security to be stationed inside the Library during all operating hours. The cost of adding security is expected to be \$60-\$65,000 per year.

New Business

Committee Reports

Facilities Committee

The Facilities Committee reported that they do not yet have a contract with Engberg Anderson (EA) for Phase 2. EA has the rider from the Library's lawyer, so they expect a signed agreement soon. IMEG was at the Library this morning to review the Phase 1 punch list and determined that it was not complete. They will prepare a report noting the items still to be completed.

Finance Committee

The Finance Committee has not met recently. Lauterbach and Amen met with Director Compton and Committee Chair Ruggeri to answer questions about the draft audit, including accounting for the Live and Learn grant and CDARs interest; the Village has provided the necessary information for the audit. A new draft should be ready for the committee to review soon.

Policy Committee

The Policy Committee met and worked on the proposed paid parental leave policy. The committee voted to recommend that the Board adopt the policy.

Staff III: Leaves of Absence – vote

The policy passed on a unanimous voice vote.

RFPL Foundation Liaison

The Foundation has its quarterly meeting next week; Annual Appeal letters will be distributed at the meeting. The After Hours event scheduled for October 19th has been cancelled. Foundation directors helped staff the Library's Hoot 'N Howl event.

Village of River Forest Collaboration Committee Liaison

The Committee met on September 25th. The Village is looking at constructing a bike trail on Thatcher; traffic patterns at Harlem and LeMoyne are settled, and Lake & Lathrop project is an ongoing issue. Work on the Harlem viaduct is being coordinated with both Villages and the Illinois Dept. of Transportation. The

construction project in District 200 has begun and is on track and on budget. The District 200 Board approved having student members. Although they cannot vote, the students will provide additional representation. The Committee's next meeting is scheduled for November 13th.

Approval of 2025 Calendar of Meetings - vote

Trustee Delano moved to approve the 2025 calendar of meetings. Trustee Hopkinson seconded the motion.

The motion passed on a unanimous voice vote.

Quote to replace Kingsley drive-up book drop (\$5,086.08) – vote

A D90 school bus hit the Library's drive-up book drop. An insurance check came in from the bus company, but it was \$500 short of the full replacement cost. Director Compton is pursuing the insurance company, the bus company, and D90 for full payment of the book drop replacement. She is holding the check until full restitution is received. She will revisit with D90 the need for bollards to protect the next book drop.

Trustee Delano moved to approve the quote to replace the drive-up book drop pending reimbursement of an equivalent amount from a third party. Trustee Carstens seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

At 6:50pm, Trustee Berens moved to go into closed session pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office. The motion was seconded by Trustee Delano.

The motion passed on a voice vote.

Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office

The Board returned to open session at 7:24pm with all previous attendees present except visiting Commissioner Libera.

Appointment of Library Board Trustee to fill vacant position – vote

Trustee Carstens moved to appoint Simon Saddleton to the office of Library Trustee for a term through April of 2025 and until their successor has been elected and duly qualified. The motion was seconded by Trustee Berens.

The motion passed on a voice vote. Trustee Hopkinson abstained from voting.

Old Business

Phase One Room Renovation Project- update

The enclosure is sealed, and the gate handle has been installed. The Library has keys to the gate.

Phase Two Room Renovation Project- update

The Library is finalizing its contract with EA.

Adjournment

The meeting was adjourned at 7:27pm following a motion by Trustee Berens which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



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

<u>Account:</u>	<u>October-24</u>	<u>YTD</u>	<u>2024-2025</u>	<u>% of Budget</u>
				50% as of 10/31/2024
Property Taxes	\$ 38,068.66	\$ 761,846.91	\$ 1,615,000	47.17%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ -	\$ 12,100.36	\$ 25,000	48.40%
Lost Books Reimbursed	\$ 227.19	\$ 1,969.22	\$ 3,500	56.26%
Copy Machine Revenue	\$ 48.33	\$ 1,454.83	\$ 3,200	45.46%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 156.99	\$ 16,271.63	\$ 24,500	66.41%
Grants from RFPL Foundation	\$ -	\$ 8,700.00	\$ 20,000	43.50%
Gifts - other	\$ -	\$ 256.08	\$ 200	128.04%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 5.70	\$ 500	1.14%
Total:	\$ 38,501.17	\$ 820,055.86	\$ 1,722,700	47.60%
Income:	\$ 38,501.17	\$ 820,055.86	\$ 1,722,700	47.60%
Expense:	\$ 141,456.05	\$ 765,125.47	\$ 1,722,700	44.41%

Prepared 11.13.24



River Forest Public Library

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

Expense Report: Oct-24

October-24	Fiscal YTD	Actual % Budget	24-25 Budget
		50% as of 10/31/2024	

Expenses

Personnel

Wages & Salaries	\$ 71,463.44	\$ 419,258.66	47.92%	\$ 875,000
Medical Health Insurance Coverage	\$ 6,078.86	\$ 20,531.56	31.59%	\$ 65,000
IMRF	\$ 11,401.66	\$ 22,767.08	45.53%	\$ 50,000
Medicare/FICA	\$ 5,037.93	\$ 31,503.67	47.02%	\$ 67,000
Staff Recognition	\$ 462.11	\$ 578.46	9.64%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training & Development	\$ 771.10	\$ 1,345.88	10.35%	\$ 13,000
Total Personnel	\$ 95,215.10	\$ 497,245.31	46.00%	\$ 1,081,000

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 5,077.00	64.27%	\$ 7,900
Advertising	\$ 100.00	\$ 1,150.65	19.18%	\$ 6,000
Total Printing & Advertising	\$ 100.00	\$ 6,227.65	44.80%	\$ 13,900

Programming

Children's Programs	\$ 4,997.06	\$ 10,134.12	56.30%	\$ 18,000
Teen Programs	\$ 494.12	\$ 3,135.54	33.01%	\$ 9,500
Adult Programs	\$ 2,069.46	\$ 10,669.69	59.28%	\$ 18,000
Special Programs	\$ 145.32	\$ 4,028.74	57.55%	\$ 7,000
Connections Programs	\$ 211.46	\$ 607.54	12.15%	\$ 5,000
Total Programs	\$ 7,917.42	\$ 28,575.63	49.70%	\$ 57,500
Total Advertising & Programming	\$ 8,017.42	\$ 34,803.28	48.74%	\$ 71,400

Support Services

ILL & RB Services	\$ 349.19	\$ 613.88	51.16%	\$ 1,200
Technical Support (IT)	\$ 1,300.72	\$ 16,432.39	66.39%	\$ 24,750
Automation Administration	\$ 7,202.14	\$ 17,447.33	38.77%	\$ 45,000

Consultant Fees/Legal Fees	\$ -	\$ 2,502.50	41.71%	\$ 6,000
Postage & Delivery	\$ 19.99	\$ 210.52	5.61%	\$ 3,750
Audit	\$ -	\$ 6,300.00	57.27%	\$ 11,000
Payroll & Employment Services	\$ 447.57	\$ 2,770.19	44.68%	\$ 6,200
Youth Interventionist Contract	\$ 1,283.50	\$ 2,524.74	49.36%	\$ 5,115
Telephone/Internet	\$ 1,044.39	\$ 6,231.48	56.65%	\$ 11,000
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 462.10	\$ 1,326.50	42.79%	\$ 3,100
Security	\$ -	\$ 11,809.39	118.09%	\$ 10,000
Total Support Services	\$ 12,109.60	\$ 68,168.92	53.21%	\$ 128,115

Materials & Supplies

Library Materials

Books	\$ 6,989.62	\$ 40,318.09	48.87%	\$ 82,500
Print Periodicals	\$ 632.97	\$ 6,449.75	92.14%	\$ 7,000
Automated Subscriptions (databases)	\$ -	\$ 10,607.00	66.29%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 6,972.12	\$ 41,630.83	48.13%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 1,303.18	\$ 8,643.30	54.02%	\$ 16,000
Total Library Materials	\$ 15,897.89	\$ 107,648.97	51.75%	\$ 208,000

Library & Office Supplies

Office Supplies	\$ 548.94	\$ 1,885.22	40.98%	\$ 4,600
Library Supplies	\$ 560.46	\$ 1,377.23	23.34%	\$ 5,900
Copy & Printing Supplies	\$ 274.95	\$ 1,034.07	39.77%	\$ 2,600
Misc Expenses	\$ 29.72	\$ 535.39	22.31%	\$ 2,400
Total Library & Office Supplies	\$ 1,414.07	\$ 4,831.91	31.17%	\$ 15,500
Total Materials & Supplies	\$ 17,311.96	\$ 112,480.88	50.33%	\$ 223,500

Strategic Initiatives

Strategic Initiatives	\$ 841.98	\$ 841.98	5.61%	\$ 15,000
------------------------------	------------------	------------------	--------------	------------------

Facilities Management

Facility Supplies

Building Materials & Supplies	\$ 832.88	\$ 2,589.75	43.16%	\$ 6,000
--	------------------	--------------------	---------------	-----------------

Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance & Custodial Service	\$ 5,487.55	\$ 41,874.93	49.26%	\$ 85,000
Water	\$ 365.70	\$ 1,203.88	40.13%	\$ 3,000

Natural Gas	\$ 1,152.76	\$ 3,512.36	14.63%	\$ 24,000
Copier Maintenance & Usage	\$ 121.10	\$ 861.51	32.09%	\$ 2,685
Total Facility Services	\$ 7,127.11	\$ 47,452.68	34.59%	\$ 137,185

Equipment & Furniture

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 6,000
Technology Misc.	\$ -	\$ 1,542.67	34.28%	\$ 4,500
Total Equipment & Furniture	\$ -	\$ 1,542.67	14.69%	\$ 10,500
Total Facilities Management	\$ 7,959.99	\$ 51,585.10	33.57%	\$ 153,685

Totals

Total Operating Expenses	\$ 141,456.05	\$ 765,125.47	45.74%	\$ 1,672,700
Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
Total Expenses	\$ 141,456.05	\$ 765,125.47	44.41%	\$ 1,722,700
Total Income	\$38,501.17	\$820,055.86	47.60%	\$ 1,722,700

Prepared 11.13.24

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

ACR	Date	Transaction Type	Memo/Description	Amount
		Bill Payment		
	10/18/2024	(Check)		-1,000.00
	10/18/2024	Bill	Office repair- gutter issue	1,000.00
 AMAZON		Bill Payment		
	10/10/2024	(Check)		-4,704.52
	09/26/2024	Bill	GUESSTIMATION JAR CONTENTS	61.26
	09/28/2024	Bill	WINTER READ PRIZES	111.21
	09/26/2024	Bill	VIDEO GAMES	58.99
			STORY STRETCHER SUPPLIES *INCORRECT CHECK AMOUNT, WORKING WITH AMAZON ON REFUND*	
	09/29/2024	Bill		4,148.00
	10/03/2024	Bill	BINDERS FOR PROGRAM HANDOUTS	14.10
	10/03/2024	Bill	BLACK FELT	7.69
	10/04/2024	Bill	DROP CLOTHS & CONDIMENT CUPS	55.61
	10/05/2024	Bill	TAKE & MAKE SUPPLIES	41.73
	10/07/2024	Bill	PAINT SUPPLIES	109.31
	10/08/2024	Bill	ASSTD. CRAFT MATERIALS	58.86
	10/08/2024	Bill	CRAFT MATERIALS	47.66
	09/30/2024	Vendor Credit	RETURNED TITLE	-9.90
		Bill Payment		
	10/17/2024	(Check)		-101.16
	10/15/2024	Bill	Pipe cleaners and beads	25.35
	10/15/2024	Bill	Cardstock for family fun bags	12.28
	10/15/2024	Bill	Laminating sheets	24.52
	10/14/2024	Bill	Craft supplies	8.81
	10/14/2024	Bill	Craft supplies	13.90
	10/14/2024	Bill	Hotspot case	14.99
	10/12/2024	Bill	Series books	11.11
	10/11/2024	Vendor Credit	Returned acrylic paint	-22.79

10/11/2024	Bill	S'more collar replacement	12.99
	Bill Payment		
10/31/2024	(Check)		-448.40
10/30/2024	Bill	HALLOWEEN DECOR	15.99
10/30/2024	Bill	CRAFT SUPPLIES	16.55
10/29/2024	Bill	MIRRORS FOR CRAFT	93.08
10/29/2024	Bill	HALLOWEEN DECOR	79.33
10/24/2024	Bill	GUESSTIMATION JAR ITEMS	48.26
10/23/2024	Bill	PROGRAM MATERIALS	74.63
10/23/2024	Bill	BOOK	15.90
10/22/2024	Bill	BAGS/ FAMILY FUN	39.18
10/19/2024	Bill	MINI ART SHOW SUPPLIES	22.49
10/17/2024	Bill	REPLACEMENT DIGITAL RECORDER	42.99

**ANDERSON
ELEVATOR
COMPANY**

	Bill Payment		
10/10/2024	(Check)		-217.00
10/01/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	217.00

**BAKER & TAYLOR
C0260133**

	Bill Payment		
10/31/2024	(Check)		-18.50
10/29/2024	Bill	BOOK	18.50

BOBBI PEHLE

	Bill Payment		
10/31/2024	(Check)		-175.00
10/29/2024	Bill	LITTLE YOGIS STORY TIME 11/5/24	175.00

CHICAGO TRIBUNE

	Bill Payment		
10/31/2024	(Check)		-409.99
10/04/2024	Bill	12- WK CHICAGO TRIBUNE SUBSCRIPTION	409.99

**Cintas Fire
Protection**

	10/10/2024	Bill Payment (Check)		-108.00
	09/30/2024	Bill	AED MONTHLY SUBSCRIPTION	108.00

Comcast BUSINESS

	10/10/2024	Bill Payment (Check)		-375.03
	10/03/2024	Bill	OCTOBER 2024 INTERNET BILL	375.03

**COMCAST
BUSINESS
(VoiceEdge*)**

	10/17/2024	Bill Payment (Check)		-669.36
	10/16/2024	Bill	October 2024 phone bill	669.36

DEMCO, INC.

	10/10/2024	Bill Payment (Check)		-193.11
	10/03/2024	Bill	TECH SERVICES MATERIALS	193.11
	10/31/2024	Bill Payment (Check)		-331.61
	10/11/2024	Bill	BOOK TAPE & MEDIA POUCHES	154.57
	10/08/2024	Bill	ACRYLIC MAGAZINE HOLDERS	177.04

**ELAN FINANCIAL
SERVICES**

	10/31/2024	Bill Payment (Check)		-3,070.37
	10/17/2024	Bill	CREDIT CARD STATEMENT 9/14/24- 10/15/24	3,070.37

**FSS
TECHNOLOGIES,
LLC**

	10/31/2024	Bill Payment (Check)		-364.08
	10/08/2024	Bill	SENSOR REPAIR	364.08

GERALD SAVAGE

	10/31/2024	Bill Payment (Check)		-380.76
--	------------	-------------------------	--	---------

10/11/2024	Bill	A BRIEF REINTRODUCTION OF NATIVE AMERICANS INTO ILLINOIS 11/17/24	380.76
------------	------	---	--------

**GOOD EARTH
GREENHOUSE**

10/31/2024	Bill Payment (Check)		-295.00
10/10/2024	Bill	FALL PLANTERS	295.00

Hoopla

10/10/2024	Bill Payment (Check)		-2,829.27
09/30/2024	Bill	SEPTEMBER HOOPLA CHECKOUTS	2,829.27

**Ingram Library
Services**

10/10/2024	Bill Payment (Check)		-2,960.71
10/03/2024	Bill	BOOKS	50.71
10/03/2024	Bill	BOOK	18.60
10/03/2024	Bill	BOOKS	70.56
10/03/2024	Bill	BOOKS	27.48
10/04/2024	Bill	BOOK	14.81
10/04/2024	Bill	BOOK	9.21
10/04/2024	Bill	BOOKS	45.16
10/04/2024	Bill	BOOK	12.94
10/04/2024	Bill	BOOKS	46.97
10/04/2024	Bill	BOOK	19.73
10/04/2024	Bill	BOOKS	35.50
10/04/2024	Bill	BOOK	21.92
10/04/2024	Bill	BOOK	11.25
10/04/2024	Bill	BOOKS	33.14
10/04/2024	Bill	BOOK	10.63
10/04/2024	Bill	BOOKS	75.75
10/04/2024	Bill	BOOK	25.95
10/04/2024	Bill	BOOK	17.69
10/06/2024	Bill	BOOK	24.43
10/06/2024	Bill	BOOKS	40.35
10/06/2024	Bill	BOOK	13.11
10/06/2024	Bill	BOOK	21.43
10/06/2024	Bill	BOOK	32.68

10/06/2024	Bill	BOOK	10.21
10/06/2024	Bill	BOOKS	45.29
10/06/2024	Bill	BOOK	18.60
10/08/2024	Bill	BOOKS	28.32
10/08/2024	Bill	BOOKS	104.09
10/08/2024	Bill	BOOK	11.71
10/08/2024	Bill	BOOKS	67.11
10/08/2024	Bill	BOOK	12.89
10/08/2024	Bill	BOOK	7.96
10/08/2024	Bill	BOOK	11.81
10/08/2024	Bill	BOOKS	72.12
10/08/2024	Bill	BOOK	16.34
10/08/2024	Bill	BOOK	15.71
10/08/2024	Bill	BOOK	18.60
10/08/2024	Bill	BOOKS	95.72
10/08/2024	Bill	BOOK	11.39
10/08/2024	Bill	BOOK	14.95
10/08/2024	Bill	BOOKS	49.68
10/03/2024	Bill	BOOK	16.91
09/25/2024	Bill	BOOKS	41.32
09/25/2024	Bill	BOOK	18.60
09/25/2024	Bill	BOOK	11.81
09/25/2024	Bill	BOOK	11.81
09/25/2024	Bill	BOOKS	96.89
09/25/2024	Bill	BOOKS	98.01
09/25/2024	Bill	BOOKS	79.67
09/25/2024	Bill	BOOK	32.95
09/25/2024	Bill	BOOK	20.11
09/25/2024	Bill	BOOKS	49.44
09/25/2024	Bill	BOOKS	28.32
09/25/2024	Bill	BOOKS	24.76
09/25/2024	Bill	BOOKS	29.73
09/25/2024	Bill	BOOKS	28.37
09/25/2024	Bill	BOOK	9.21
09/25/2024	Bill	BOOKS	62.50
09/26/2024	Bill	BOOK	15.94
09/26/2024	Bill	BOOK	19.30
09/26/2024	Bill	BOOK	12.31
09/27/2024	Bill	BOOK	22.73
09/27/2024	Bill	BOOKS	36.07
09/27/2024	Bill	BOOK	18.04
09/27/2024	Bill	BOOK	7.27

09/27/2024	Bill	BOOK	12.38
09/27/2024	Bill	BOOK	18.60
09/27/2024	Bill	BOOK	18.60
09/27/2024	Bill	BOOKS	200.97
10/01/2024	Bill	BOOK	21.92
10/01/2024	Bill	BOOK	11.39
10/01/2024	Bill	BOOK	9.93
10/01/2024	Bill	BOOK	9.13
10/01/2024	Bill	BOOKS	252.16
10/01/2024	Bill	BOOK	12.38
10/01/2024	Bill	BOOK	10.68
10/01/2024	Bill	BOOK	14.09
10/01/2024	Bill	BOOK	17.04
10/01/2024	Bill	BOOK	17.61
10/01/2024	Bill	BOOK	14.78
10/01/2024	Bill	BOOK	17.25
10/02/2024	Bill	BOOK	14.50
10/02/2024	Bill	BOOKS	36.52
10/02/2024	Bill	BOOKS	25.88
10/02/2024	Bill	BOOKS	37.27
10/02/2024	Bill	BOOK	26.38
10/02/2024	Bill	BOOKS	40.03
10/02/2024	Bill	BOOK	12.46
10/03/2024	Bill	BOOK	11.25
10/03/2024	Bill	BOOK	12.94
	Bill Payment		
10/31/2024	(Check)		-4,002.00
10/22/2024	Bill	BOOK	13.51
10/22/2024	Bill	BOOK	23.29
10/22/2024	Bill	BOOK	11.81
10/22/2024	Bill	BOOKS	50.74
10/22/2024	Bill	BOOK	16.91
10/22/2024	Bill	BOOK	18.60
10/22/2024	Bill	BOOKS	24.76
10/22/2024	Bill	BOOK	12.38
10/22/2024	Bill	BOOKS	30.40
10/23/2024	Bill	BOOK	6.91
10/23/2024	Bill	BOOK	12.89
10/23/2024	Bill	BOOK	7.96
10/23/2024	Bill	BOOK	18.59
10/23/2024	Bill	BOOKS	95.36
10/23/2024	Bill	BOOKS	43.84

10/23/2024	Bill	BOOKS	40.76
10/23/2024	Bill	BOOK	12.94
10/24/2024	Bill	BOOK	17.28
10/24/2024	Bill	BOOKS	31.74
10/24/2024	Bill	BOOK	17.28
10/24/2024	Bill	BOOK	11.95
10/24/2024	Bill	BOOKS	24.90
10/24/2024	Bill	BOOKS	56.41
10/24/2024	Bill	BOOK	31.61
10/24/2024	Bill	BOOK	18.60
10/24/2024	Bill	BOOKS	35.51
10/24/2024	Bill	BOOK	18.03
10/24/2024	Bill	BOOK	9.21
10/24/2024	Bill	BOOK	37.20
10/24/2024	Bill	BOOK	18.60
10/24/2024	Bill	BOOKS	72.70
10/24/2024	Bill	BOOK	18.04
10/24/2024	Bill	BOOK	23.12
10/24/2024	Bill	BOOK	24.43
10/24/2024	Bill	BOOKS	27.39
10/24/2024	Bill	BOOK	8.39
10/24/2024	Bill	BOOK	11.81
10/24/2024	Bill	BOOK	10.68
10/24/2024	Bill	BOOKS	581.99
10/23/2024	Bill	BOOK	8.68
10/10/2024	Bill	BOOK	22.73
10/11/2024	Bill	BOOKS	115.81
10/11/2024	Bill	BOOK	17.47
10/11/2024	Bill	BOOKS	58.63
10/11/2024	Bill	BOOK	18.03
10/11/2024	Bill	BOOKS	37.20
10/11/2024	Bill	BOOK	18.60
10/11/2024	Bill	BOOK	24.43
10/15/2024	Bill	BOOKS	135.24
10/15/2024	Bill	BOOK	12.94
10/15/2024	Bill	BOOKS	239.23
10/15/2024	Bill	BOOKS	64.59
10/15/2024	Bill	BOOKS	63.75
10/16/2024	Bill	BOOKS	221.68
10/16/2024	Bill	BOOK	24.43
10/16/2024	Bill	BOOKS	345.27
10/16/2024	Bill	BOOK	11.81

10/16/2024	Bill	BOOKS	40.59
10/16/2024	Bill	BOOKS	26.42
10/16/2024	Bill	BOOK	18.94
10/16/2024	Bill	BOOK	19.30
10/16/2024	Bill	BOOKS	29.55
10/16/2024	Bill	BOOK	14.72
10/16/2024	Bill	BOOKS	20.51
10/16/2024	Bill	BOOKS	221.68
10/17/2024	Bill	BOOK	14.81
10/17/2024	Bill	BOOKS	15.92
10/17/2024	Bill	BOOK	17.70
10/17/2024	Bill	BOOK	12.53
10/17/2024	Bill	BOOKS	89.08
10/17/2024	Bill	BOOKS	51.04
10/17/2024	Bill	BOOK	12.46
10/18/2024	Bill	BOOK	12.05
10/18/2024	Bill	BOOKS	35.12
10/18/2024	Bill	BOOKS	39.63
10/18/2024	Bill	BOOK	14.11
10/21/2024	Bill	BOOK	14.71
10/21/2024	Bill	BOOKS	70.16
10/21/2024	Bill	BOOKS	95.14
10/21/2024	Bill	BOOKS	112.63
10/22/2024	Bill	BOOK	14.16

Kanopy

10/10/2024	Bill Payment (Check)		-170.00
09/30/2024	Bill	SEPTEMBER KANOPY CHECKOUTS	170.00

Konica Business Solutions

10/10/2024	Bill Payment (Check)		-131.56
10/01/2024	Bill	SEPTEMBER COPY USAGE	121.10
10/01/2024	Bill	OCTOBER COPY MAINTENANCE	10.46

Konica Premier

10/10/2024	Bill Payment (Check)		-216.10
09/30/2024	Bill	COPIER LEASE	216.10

	10/31/2024	Bill Payment (Check)		-235.54
	10/29/2024	Bill	COPIER LEASE PAYMENT	235.54

**LAUTERBACH &
AMEN, LLP**

	10/10/2024	Bill Payment (Check)		-1,500.00
	09/28/2024	Bill	ADDITIONAL GASB FEE	1,500.00

MARK GELFELD

	10/31/2024	Bill Payment (Check)		-200.00
	10/11/2024	Bill	GLOBAL FILM FORUM : THE ZONE OF INTEREST (POST-FILM LECTURE) 11/10/24	200.00

Martina Mathisen

	10/10/2024	Bill Payment (Check)		-700.00
	10/09/2024	Bill	IN-SERVICE PRESENTATION	700.00

MIDWEST TAPE

	10/10/2024	Bill Payment (Check)		-340.60
	10/03/2024	Bill	BLU-RAY	36.43
	10/03/2024	Bill	AUDIOBOOK CD	47.98
	10/02/2024	Bill	PLAYAWAY	59.99
	09/27/2024	Bill	DVDS	66.55
	09/27/2024	Bill	DVD	22.18
	10/03/2024	Bill	DVDS	46.61
	10/03/2024	Bill	DVD	31.18
	10/03/2024	Bill	DVD	29.68
	10/31/2024	Bill Payment (Check)		-669.38
	10/17/2024	Bill	BLU-RAYS	74.36
	10/10/2024	Bill	DVDS	95.29
	10/10/2024	Bill	AUDIOBOOK CDS	88.96
	10/10/2024	Bill	DVDS	77.04
	10/10/2024	Bill	DVD	25.98
	10/17/2024	Bill	AUDIOBOOK CDS	42.98
	10/17/2024	Bill	DVDS	48.29
	10/17/2024	Bill	DVDS	60.11

10/17/2024	Bill	BLU-RAY	34.18
10/24/2024	Bill	AUDIOBOOK CD	90.96
10/24/2024	Bill	DVD	31.23

NICOR GAS

	Bill Payment (Check)		-565.28
10/10/2024			
09/25/2024	Bill	GAS BILL 8/16-9/17/24	565.28
	Bill Payment (Check)		-587.48
10/31/2024			
10/28/2024	Bill	GAS BILL 9/17/24 -10/17/24	587.48

**Oak Brook
Mechanical
Services, Inc.**

	Bill Payment (Check)		-1,920.00
10/31/2024			
10/18/2024	Bill	3X ANNUAL INSPECTION (NEW CONTRACT PRICE)	1,920.00

**OAK PARK
TOWNSHIP YOUTH
SERVICES**

	Bill Payment (Check)		-1,283.50
10/17/2024			
10/16/2024	Bill	Quarter 1: July- September 2024	1,283.50

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

	Bill Payment (Check)		-586.64
10/10/2024			
10/08/2024	Bill	ANNUAL ADOBE SUBSRIPTION RENEWAL/2	586.64
	Bill Payment (Check)		-1,300.72
10/31/2024			
10/18/2024	Bill	OCTOBER IT SUPPORT	1,300.72

OverDrive

	Bill Payment (Check)		-902.22
10/10/2024			
10/08/2024	Bill	2 EBOOKS/1 AUDIOBOOK	120.64
09/28/2024	Bill	4 AUDIOBOOKS/1 EBOOK	243.37

09/30/2024	Bill	2 EBOOKS/1 AUDIOBOOK	189.99
10/01/2024	Bill	6 EBOOKS/3 AUDIOBOOKS	348.22
	Bill Payment		
10/17/2024	(Check)		-1,062.11
10/14/2024	Bill	7 ebooks, 9 audiobooks	900.99
10/17/2024	Bill	3 ebooks	157.20
10/14/2024	Bill	1 ebook	3.92
	Bill Payment		
10/31/2024	(Check)		-1,811.99
10/16/2024	Bill	1 EBOOK	67.99
10/29/2024	Bill	2 EBOOKS/1 AUDIOBOOK	171.02
10/22/2024	Bill	3 EBOOKS/ 1 AUDIOBOOK	156.02
10/29/2024	Bill	18 EBOOKS/14 AUDIOBOOKS	1,416.96

**PATRICIA
SCHLESINGER**

	Bill Payment		
10/31/2024	(Check)		-250.00
		COLLEEN MOORE'S FAIRY CASTLE	
10/11/2024	Bill	11/3/24	250.00

PLAYAWAY

	Bill Payment		
10/10/2024	(Check)		-59.84
10/07/2024	Bill	WONDERBOOKS	59.84
	Bill Payment		
10/17/2024	(Check)		-61.74
10/16/2024	Bill	Wonderbook	61.74
	Bill Payment		
10/31/2024	(Check)		-122.53
10/29/2024	Bill	WONDERBOOK	56.99
10/24/2024	Bill	WONDERBOOK	65.54

Rebecca Loeser

	Bill Payment		
10/10/2024	(Check)		-725.00
		REBECCA SPECTRE'S MAGIC SHOW	
09/27/2024	Bill	10/20/24	725.00

**S&D PRIME
MAINTENANCE, INC**

10/10/2024	Bill Payment (Check)		-891.17
10/08/2024	Bill	MONTHLY MAINTENANCE/SEPTEMBER	891.17
10/31/2024	Bill Payment (Check)		-1,258.00
10/28/2024	Bill	FOUNDATION REPAIR DEPOSIT	1,258.00

**Smithereen Pest
Management**

10/10/2024	Bill Payment (Check)		-51.00
10/01/2024	Bill	MONTHLY PEST CONTROL	51.00

Southwest Fireplace

10/31/2024	Bill Payment (Check)		-274.47
10/26/2024	Bill	FIREPLACE MAINTENANCE (MINUS DEPOSIT)	274.47

Staples

10/10/2024	Bill Payment (Check)		-845.94
09/25/2024	Bill	MISC BATHROOM AND KITCHEN SUPPLIES	845.94
10/31/2024	Bill Payment (Check)		-618.67
10/21/2024	Bill	COPY PAPER	654.25
10/21/2024	Vendor Credit	LABEL RETURN	-35.58

SWAN

10/31/2024	Bill Payment (Check)		-6,419.69
10/11/2024	Bill	QUARTERLY SWAN FEES (OCTOBER- DECEMBER)	6,070.50
10/10/2024	Bill	SWAN ILL FEES	349.19

**The Hanrahan
Investigations Group**

10/17/2024	Bill Payment (Check)		-462.25
10/12/2024	Bill	*CAPITAL* Delivery of 7 day letter	462.25

Today's Business Solutions

10/10/2024	Bill Payment (Check)		-545.00
09/30/2024	Bill	E PRINT AND CREDIT CARD SERVICE ANNUAL CHARGE	545.00

VILLAGE OF RIVER FOREST

10/10/2024	Bill Payment (Check)		-5,974.04
08/01/2024	Bill	July IMRF	5,974.04
10/10/2024	Bill Payment (Check)		-365.70
10/03/2024	Bill	JULY-AUG '24 WATER BILL	365.70
10/10/2024	Bill Payment (Check)		-6,694.82
10/03/2024	Bill	Health Insurance September 2024 plus Employee Assistance Program	6,694.82
10/10/2024	Bill Payment (Check)		-6,558.08
10/03/2024	Bill	September 2024 IMRF	6,558.08
10/31/2024	Bill Payment (Check)		-6,633.05
10/31/2024	Bill	IMRF October 2024	6,633.05

Violeta Trujeque

10/17/2024	Bill Payment (Check)		-540.00
10/16/2024	Bill	Two cupcake programs- one for children's, one for teen	540.00

Byline Credit Card October 2024

Ending Balance: \$1628.30

Date	Payee	Memo	Charge	Payment	Type	Account
10/31/2024	Jewel Foods	SNACKS FOR PROGRAM	46.22		Expense	Special Programs:Connections Programs
10/30/2024	Wayfair	BOOKSHELVES (CHILDREN'S GRANT)	841.98		Expense	Strategic Initiatives
10/24/2024	HECHO EN OAK PARK	LIBRARY CARD DESIGN GIFT CARD MONTHLY	50.00		Expense	Marketing:Advertisement Support
10/23/2024	Stamps.com	STAMPS.COM FEE	19.99		Expense	Services:Postage Teen
10/23/2024	Jewel Foods	ICE CREAM, SPOONS, BOWLS LIBRARY CARD	25.98		Expense	Expenses:Programs- Teen
10/22/2024	GEPETTO'S TOY BOX	DESIGN GIFT CARD PRIZE	50.00		Expense	Marketing:Advertisement Adult
10/21/2024	Foriegn Policy Association	GREAT DECISION MATERIALS	93.90		Expense	Expenses:Programs - Adult
10/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Expenses:Periodicals - Adult
10/18/2024	RIVER FOREST PARK DISTRICT	HOLIDAY/PARK TREE TRIMMING	50.00		Expense	Special Programs
10/17/2024	ELAN FINANCIAL SERVICES	CREDIT CARD STATEMENT 9/14/24-10/15/24		3,070.37	Bill	2000 Accounts Payable Personnel:Staff
10/15/2024	TACOS '76	IN-SERVICE LUNCH	352.80		Expense	Recognition (InService) Children's
10/14/2024	Target	CANDY	32.44		Expense	Expenses:Programs - Children's
10/10/2024	FedEx	NEW FONT SIGNAGE	145.40		Expense	Library and Office Expenses:Library Supplies
10/10/2024	Library Journal	1 YR. DIGITAL SUBSCRIPTION/ LIBRARY JOURNAL	157.99		Expense	Adult Expenses:Periodicals -
10/09/2024	ALA Store	ALA WORKSHOP - STORYTIMES	71.10		Expense	Adult Personnel:Staff Training and Development
10/07/2024	PANERA BREAD	COFFEE MONDAY SUPPLIES	37.10		Expense	Adult Expenses:Programs -

10/05/2024	BEAVER SHREDDING	PAPER SHREDDING PROGRAM	350.00	Expense	Adult Expenses:Programs - Adult
10/04/2024	AMAZON	KINDLE TITLES/CIRCULATING	196.53	Expense	Online e-Content:Other Online eContent Children's
10/01/2024	Dollar Tree	HALLOWEEN KITCHEN SUPPLIES	6.25	Expense	Expenses:Programs - Children's

River Forest Public Library

Fund Balances

As of October 31st, 2024

Prepared 11.13.24

10/31/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current	Interest Rate	
ICS Operations	0.50%	266,229.69
Byline Operations	0.40%	49,746.45
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL OPERATIONS CHECKING/SAVINGS		316,016.14

Maturity Date	CDARS Reserves	Interest Rate	
11/21/2024	OP CD 3 MONTHS- CIBC	4.05%	100,000.00
11/21/2024	OP CD 3 MONTHS- CIBC	4.05%	150,000.00
11/29/2024	OP CD 1 YEAR- CIBC	4.60%	53,774.72
12/5/2024	OP CD 3 MONTHS- CIBC	4.05%	52,294.80
12/19/2024	OP CD 3 MONTHS- CIBC	4.05%	150,460.96
12/26/2024	OP CD 3 MONTHS- CIBC	4.05%	102,090.76
1/16/2025	OP CD 1 YEAR- CIBC	4.55%	100,000.00
2/13/2025	OP CD 6 MONTHS- CIBC	4.10%	51,032.65
2/20/2025	OP CD 6 MONTHS- CIBC	4.10%	100,000.00
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19

TOTAL CDARS Reserves Operations 1,064,438.70

TOTAL OPERATIONS FUND 1,380,454.84

CHECKING/SAVINGS - CAPITAL ACCOUNT	Interest Rate	
ICS Capital	0.50%	102,666.27
Byline Capital	0.40%	2,124.99
TOTAL CAPITAL CHECKING/SAVINGS		104,791.26

Maturity Date	CDARS Reserves	Interest Rate	
11/14/2024	OP CD 1 MONTH- CIBC	4.00%	256,478.04
11/29/2024	OP CD 1 MONTH- CIBC	4.00%	227,929.85
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96

TOTAL CDARS Reserves Capital 740,227.69

TOTAL CAPITAL FUND 845,018.95

TOTAL OPERATIONS/CAPITAL FUNDS 2,225,473.79



River Forest Public Library -Capital Reserve Fund

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

Oct-24

Capital Reserve Account Balances

ICS Capital Reserve		\$	102,666.27 *
Byline Capital Checking		\$	2,124.99
Total Capital Reserve Checking / Savings		\$	104,791.26

Total Capital CDARS Reserve		\$	740,227.69
------------------------------------	--	-----------	-------------------

Total Capital Reserve Fund		\$	845,018.95
-----------------------------------	--	-----------	-------------------

Expenses

The Hanrahan Investigations Group (7 day letter delivery)	10/30/2024	\$	462.25
---	------------	----	--------

Transfers

To Operating for security camera installation	10/10/2024	\$	1,610.46
---	------------	----	----------

Income

Interest- Checking / ICS	10/31/2024	\$	44.60
Interest- CDARS	10/31/2024	\$	4,866.31

Prepared: 11.13.24

*Includes \$50,000 Live and Learn Grant

Strategic Directions

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

Children's partnered with River Forest Public Works, Police and Fire Departments for a super fun **Touch a Truck event**. This year we had 3 different fire engines, a police SUV, a street sweeper and a bobcat. Our 306 participants had a blast posing for pics aboard the vehicles and got some special swag from the police and fire departments!



Community

Partnering with the Forest Preserve for kayaking has been popular in the Children's Department this summer, so we thought we would try it with adults! This October, Children's staff members **Jenn Meadows & Marissa Walentschik led 6 adult patrons in kayaking on the Des Plaines River**. It was a beautiful fall day and a wonderful time was had by all.

Library staff participated in River Forest's annual **Hoot N Howl** event, partnering once again with the River Forest Park District and the Cook County Forest Preserves. This popular family event had 974 participants (that we counted!), and library staff got to see many of our mini patrons in costume at our tent, where we were busy serving hot cocoa and s'mores.

Goal: Deepen community relationships by providing exceptional customer service.

Management team has been working out logistics to be able to provide **remote service during emergency closures**. We're working with IT to set up vpn access on Library laptops so staff can use SWAN's workflows to access staff accounts from home. We will use Comcast's Be Anywhere function to make phone calls and will update our voicemail and website banners to direct patrons to get help during closure days.

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

Library Market hosted staff training this month, and the **website** team has access to the new site as it is being built. We are learning how to work within the new system while adding content. Once Library Market finishes the initial polish of the site, we **will receive a test site url we will use for staff and patron user testing**. We can request further changes to the site based on user testing ahead of launch. The site is on schedule to launch late November or early December. At our last meeting, I was asked if our Library Market calendar has the **option to add events to your calendar** (Google, Outlook), and it does.



Spaces

Children's secured a Foundation grant to **improve engagement in the Children's Room.** The grant funds new board book shelving - making the entire collection accessible - iPads with kid-friendly educational apps, and a locking, glass display case for a passive 'Display Your Collection' program.

The board book shelving has arrived, and we are excited to bring rest of the updates to the community in the coming months!

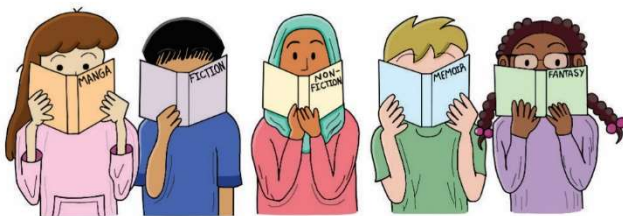


*Events,
Services
& Collections*

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

On October 5th, the Library hosted our first **Community Shredding Event** and people loved it! The shredding truck was in the parking lot and they were very organized - 116 patrons dropped off boxes and it was never backed up. Many patrons thanked us for organizing the program and hoped that we would have it again soon.

On October 30th, we hosted a **Cupcake Decorating workshop for middle school students** and we had 22 tweens attend. They had a great time using their creativity and then had a fun, afterschool snack.



Teen Design



Kids Design

At our October In-Service, Staff voted on library card designs that were submitted during our **Library Card Sign up Month card design contest.** A teen winner and kids' winner were selected. Special edition library cards are currently in production and are expected to be here before Thanksgiving.

Our Adult Programming Librarian, **Brian Wolowitz,** saw how popular true crime programs have been **at our Library and found a way for patrons to solve their own cold case.** He purchased materials from CrimeScene.com and patrons who participated each got a binder to read through and try to solve the case. We had 7 patrons solve it correctly and win a new RFPL logo t-shirt. Patrons loved it and we plan on solving a new case soon.



Staff

Goal: Foster an inclusive, safe space for staff members to learn and contribute.

Martina Mathisen gave a staff workshop at our latest in-service day: **Standing Ovation Customer Service**. Among other topics, she spoke about body language cues and the importance of “1% changes,” small changes you can easily implement that will make the organization 1% better at a time, and add up to make a big impact.

Goal: Provide the tools and structures staff members need to find their work meaningful.

Staff were happy to hear that the Board of Trustees approved **Paid Parental Leave** for eligible employees. Adding this benefit helps provide a structure that will retain employees during the life-changing event of the birth, adoption, or foster placement of a child.

Key Performance Indicators

Category	August 2024	September 2024	October 2024
Physical item circulation - initial checkouts	13,433	12,164	12,136
Digital item circulation	4,824	4,487	4,463
Total Circulation	18,257	16,651	16,599
Programs for Adults	11 programs 214 attendees	11 programs 213 attendees	16 programs 263 attendees
Programs Middle School aged children	4 programs 46 attendees	9 programs 91 attendees	13 programs 144 attendees
Programs for Children	25 programs 1660 attendees	28 programs 1503 attendees	28 programs 2977 attendees (Hoot N Howl & Touch a Truck attributed to large count)
Library-Wide Programs	1 program 31* attendees	1 program 17* attendees	0 programs 0 attendees
Children’s Play Area Visits	1852	1712	1632
New cardholders added	39	36	37
Total cardholders	8,163	8,184	8,190
Website sessions	6,500	5,969	7,161
Patron visits	10,512	10,444	9,850
Instagram Followers	1,488	1,496	1,505

Facebook Followers	1,410	1,415	1,424
--------------------	-------	-------	-------

*Library wide program attendance: August – Community Art Program; September – Jigsaw Puzzle Race

Staff updates

- Children’s Associate Jose Cruz accepted a full-time position at another library, and Children’s has begun the hiring process. We expect to have an offer for the best candidate sometime in November. We wish Jose all the best in his new role.
- Adult & Teen Services Manager Shannon Gruber attended the LACONI webinar, AI: Ethics & Uses. It was a good introduction to AI, both positive and negative. It was interesting to hear how it is being used for disinformation and how libraries are introducing patrons to it in fun ways.
- Recently, Adult & Teen Services Librarian Ariel Schick helped a patron renew her nursing license online because the patron's eyes were dilated and she could not see the screen clearly. She was so grateful for Ariel's help, that she brought her a box of 90 bags of fruit snacks to show her appreciation!

Financial highlights

- Lauterbach & Amen shared a new draft of the audit, but there were issues with the categorization of our Capital CDARS that are throwing the numbers off. L&A is working on correcting the draft before it can go to Finance Committee.
- LIRA released the 2025 insurance renewal rate, and our rate increased by 8%, which will put us well under budget in the insurance line.
- Children’s Programming expenditures are artificially high due to a clerical error on an Amazon check. We are working with Amazon to have the amount refunded and to correct the Children’s Programming expenditure line.

Facility updates

- Oak Brook Mechanical completed one of their three annual HVAC inspections. They found three issues: a thermostat broken during construction, low glycol levels in the chilled water system, and stuck reheat valves throughout the building.
- Good Earth Greenhouse installed autumn planters in the garden.
- Southwest Fireplace inspected the two fireplaces in Adult and Teen Services so they may be turned on for the season.
- ACR Restores completed the restoration work in my office.
- We received a final check to replace the drive-up book drop, and Kingsley is honoring the quote price given to us in August. The book drop is on order. I asked D90 to consider a bollard, and it is not possible because a bollard would get in the way during snow removal.

Committee updates

Policy Committee met on October 9.

Respectfully submitted,

Emily Compton
November 14, 2024

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Wednesday, October 9th, 2024 at 4:15 pm

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

Call to Order: Trustee Long called the meeting to order at 4:25 pm.

Minutes:

1. July 8th, 2024 Committee meeting minutes were approved unanimously.
2. Staff III. Leaves of Absence

Director Compton explained the goal of adding Paid Parental Leave to the existing Leaves of Absence policy. The Committee discussed how to handle the unpaid 4 weeks that can be granted in addition to the initial 8-week paid parental leave period. The Committee decided to change the name of the policy to Personal Leave for clarity. There were other edits made to the policy to clarify the language for consistency.

Trustee Long called for a vote to recommend the Policy to the Board and it passed unanimously.

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

Adjournment: Trustee Carstens moved to adjourn the meeting at 5:22 pm. Trustee Ruggeri seconded.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 7, 2024

RE: 2024 Levy Resolution

The RFPL 2024 levy resolution is due to the Village of River Forest this November, so it can be included in their November levy presentation. The 2024 levy will fund RFPL's FY 2024-25 operating budget, which was approved by the Board of Trustees in March of 2024. The levy resolution lists the approved FY 2024-25 operating budget alongside the amount of money from the levy that will fund each budget line.

The Village Finance Director advised RFPL to levy \$1,674,861 in property taxes, which is a 3.4% increase over last year's levy. The Levy amount of the resolution is often lower than the Budget amount. Gaps in funding are accounted for with grant money such as RFPL Foundation Grants. Last year, the high CPI increase allowed us to levy up to 5%, and the resolution showed a higher Levy amount than the approved Budget amount. This year the levy is lower than our budget.

You will see differences in the following levy column lines from the budget column:

- Staff Training & Development: This year's per capita grant is funding Marketing, Promotion, and Collaboration initiatives, including staff training on customer service and other topics.
- Programming: Programming is partially grant funded (Connections grant funding from the Township, Foundation grant funding for Summer Reading Kickoff and the Dooley concert, and others).
- Consultant/Legal: Per Capita funding for re-branding fees.
- Advertisement: Per capita funded.
- Strategic Initiatives: Grant funded – so far, the Foundation grant for Children's Room enhancements will come out of this line.
- Maintenance & Custodial – a Foundation grant funds garden maintenance.

You will not see the Security line on the levy because we have not yet amended the budget. We will amend the budget in March of 2025 and the Village Finance Director knows to expect the Security amendment.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
RIVER FOREST PUBLIC LIBRARY
BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025**

BE IT RESOLVED by the Board of Library Trustees of the Village of River Forest, Cook County Illinois as follows:

Section 1: That pursuant to Article 5/4-10 of Chapter 75, ILCS the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2024 and ending April 30, 2025 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

CORPORATE EXPENDITURES	FY 24-25 BUDGET	2024 LEVY
Wages & Salaries	875,000	875,000
Health Insurance	65,000	65,000
IMRF	50,000	50,000
FICA/Medicare	67,000	67,000
Payroll Services	6,200	6,200
Insurance	22,500	22,500
Audit	11,000	11,000
Staff Training & Development	13,000	5,239
Membership Dues	5,000	5,000
Staff Recognition	6,000	6,000
Programming	57,500	46,641
Trustee Training/Memberships	1,000	1,000
ILL and RB Services	1,200	1,200
Technical Support	24,750	24,750
Automation	45,000	45,000
Youth Interventionist Contract	5,115	5,115
Consultant/Legal Fees	6,000	4,000
Postage & Delivery	3,750	3,750
Telephone/Internet	11,000	11,000
Copy Machine Leases	3,100	3,100
Books	82,500	82,500
Print Periodicals	7,000	7,000
Automated Subscriptions	16,000	16,000

Nonprint / Online Econtent	102,500	102,500
Office Supplies	4,600	4,600
Library Supplies	5,900	5,900
Copy and Printing Supplies	2,600	1,061
Advertisement	6,000	0
Newsletter	7,900	7,900
Misc Expenses	2,400	2,400
Equipment and Furniture	6,000	6,000
Technology-Misc	4,500	4,500
Strategic Initiatives	15,000	0
Building Materials & Supplies	6,000	6,000
Maintenance & Custodial	85,000	80,320
Water	3,000	3,000
Natural Gas	24,000	24,000
Copier Maintenance	2,685	2,685
Capital Reserve	60,000	60,000
Total Corporate Library	1,722,700	1,674,861

Section 2: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 19th of November, 2024 pursuant to a roll call as follows:

AYES:

NAYS:

ABSTENTIONS: _____

Adopted on

Secretary Board of Trustees

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 12, 2024

RE: Contingency Plan for Price Changes to Engberg Anderson Contract

According to the Fiscal Accountability policy, my Capital Fund spending limit is \$1,000. To avoid any unnecessary delays while designing Phase Two of the Room Renovation Project with Engberg Anderson, I am proposing that the Board of Trustees approve a contingency amount of up to \$5,000 to the Engberg Anderson contract. If approved, I would be able to approve contract changes up to \$1,000 as per our policy, then could approve changes up to \$5,000 with the approval of two trustees.