



**River Forest Public Library
Regular Board Meeting
November 14, 2023
6:00 PM
River Forest Public Library**

**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 17, 2023
 - b. October 2023 Revenue and Expense Reports
 - c. October 2023 Bill Payment List and Credit Card Charges
 - d. October 31, 2023 Fund Balance Report and Capital Reserve Fund
 - e. Policy updates: Patrons VI – Meeting Room; Patrons IX – Code of Conduct; Patrons X – Child Safety; Patrons XI – Public Comment and Recording of Meetings; Staff II – Employee Tiers and Benefits; Staff III – Leaves of Absence
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. Technical support budget – discussion
 - e. Purchase of prepaid service hours from Outsource Solutions Group (\$8,250 or \$11,625) – vote
 - f. 2023 Levy Resolution – vote
 - g. Water heater replacement by Franzen Plumbing (\$2,448) or Reeg Plumbing (\$2,260) - vote
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Project open issues – discussion
 - ii. Contract Amendment No. 2 between RFPL and Construction Solutions of IL - vote
10. Adjournment

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

Meeting Minutes: Regular Board Meeting: October 17th, 2023, 6:00 pm - DRAFT

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

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

Visitors and Guests: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 19, 2023
- b. May 31, 2023 Balance Sheet
- c. June 30, July 31, and August 31, 2023 Fund Balance Reports
- d. September 2023 Revenue and Expense Reports
- e. September 2023 Bill Payment List and Credit Card Charges
- f. September 30, 2023 Fund Balance Report and Capital Reserve Fund

A motion to approve items a - f was made by Trustee Hopkinson and seconded by Trustee Long.

There was further discussion of charges for Hoopla usage which had been raised at the September meeting. Director Compton provided additional background on the service. Unlike Libby, which charges the Library for a set number of licenses per title, Hoopla charges per individual download. Hoopla offers more formats than other digital platforms, with books, music, TV, movies and magazines; this flexibility and convenience drives usage by patrons. Director Compton will confirm whether there is a cap on how much the Library can be charged monthly and will report back on Hoopla usage metrics at the November Board meeting. It also was noted that second installment property tax bills are now available online.

The motion to approve the consent agenda passed on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported multiple suggestions/requests/recommendations:

- Suggested - a program on thank you cards and gratitude collages
- Requested - bean bag chairs for a cozy reading experience
- Recommended - that staff read *Emmy and the Incredible Shrinking Rat*.

Director's Report:

Director Compton noted several highlights in addition to those in her written report:

- Library Card Signup Month yielded 45 new card holders.
- There was a slight drop in circulation in September which is normal with the end of high summer use.
- RFPL PR and Marketing Specialist Fran Arnold celebrates 10 years with the Library in October.
- The Children's Services staff rearranged some items in their department, giving graphic novels a more prominent space. Graphic novels are the most requested items in the Children's Services collection.

President's Report:

President Ruggeri had nothing further to add that wouldn't be discussed later in the meeting.

New Business

Committee Reports

Facilities Committee

- Vice-President Hill reported that the punch list walkthrough of the former mechanical room happened on October 12th. The Library received a draft of the punch list on October 17th.
- During the punch list walkthrough, the most significant item identified by the engineers was that the air handler was not running. The engineers suggested that the problem has to do with the system controls and that the controls subcontractor will need to address this issue. Director Compton is working on scheduling the visit by the controls subcontractor as soon as possible. Once the controls work is completed, the system can be tested and balanced.
- The floor of the old mechanical room will be painted once the punch list items are completed. Carpeting in this room is planned for phase two of the project.
- The architects have prepared a field order to raise the exterior enclosure 16 inches. After that work is complete, the custom gate will be ordered, and the trash enclosure will be reworked if necessary.

Finance Committee

- President Ruggeri stated that a revised draft audit did not include some revisions the Library had requested. To finalize the audit, the auditors need information from the Library's accounting consultant and a letter from its attorney regarding any pending litigation. The Finance Committee will meet again after these issues are resolved.

- The Board returned to September’s decision to run a Balance Sheet twice a year. The Board considered whether there is meaningful information in the Balance Sheet that is not in the Fund Balance Report that would warrant preparing the Balance Sheet twice a year. The Library’s auditors do not rely on Balance Sheets in preparing the annual audit, and the Board receives a robust overview of the Library’s finances in the audit. The Board agreed that a Balance Sheet does not enhance the Board’s ability to provide effective oversight of the Library’s finances and, therefore, would not be necessary going forward.

Policy Committee

- The Policy Committee met on October 10th. A new policy pertaining to the Paid Leave For All Workers Act will be presented to the Board at its November meeting. This new legislation takes effect in Illinois on January 1, 2024.
- The Policy Committee discussed Oversight III- Investment of Public Funds. Under Illinois law, a public body can safeguard public funds either by limiting its deposits in any one bank to the amount of FDIC insurance or by using collateralization. Since the Library’s practice has been to use FDIC-insured accounts only, the Committee wanted the Board’s insight on whether to keep the collateralization option available in the policy for future Boards. The policy is reviewed every three years and could be amended by future Boards at any time; therefore, the Board agreed to delete this option at this time.
- Vice-President Hill moved to approve the Oversight III- Investment of Public Funds Policy as it appeared in the October 2023 Board of Trustees packet. The motion was seconded by Trustee Berens. It was unanimously approved on a voice vote.

RFPL Foundation Liaison

- The Foundation’s next meeting is scheduled for October 24th at 7pm. Its annual appeal letter is ready for production, and a constituent review has been completed. The draft budget has been prepared. Foundation Directors supported the Library at the Hoot N Howl program on Oct. 6th.

Village of River Forest Collaboration Committee Liaison

- The Committee will meet in early November.

Approval of the 2024 Calendar of Meetings- vote

Director Compton presented Board Meeting dates for 2024. The calendar was unanimously approved on a voice vote.

Outsource Solutions Group Monthly Charges- discussion

Director Compton outlined the rate increases for Outsource Solutions Group (“OSG”). The bulk of the increases are due to updates to the Library’s technology setup including a new server, a migration to Office 365, and protection against malware and ransomware. She reached out to a library director listserv to get IT company recommendations and will

report back with quotes to see if OSG's rates are comparable. Discussion included the Library's very poor IT systems and services prior to hiring OSG and the number of prepaid hours purchased over the life of the relationship. Director Compton will review and report on usage history, including whether the Library has any prepaid services hours left, and how many prepaid service hours the Library may need this year.

Old Business

Air handler relocation and mechanical room renovation

There is no longer an issue with water on the field near the air handler enclosure. Director Compton reached out to the Village regarding the raising of the exterior wall. Village Administrator Matt Walsh said it was a minor change that the Village could approve quickly. Director Compton has informed the Park District of the need to raise the wall. The contractor has asked the architects to share in the cost of raising the wall. The Library is currently waiting for a quote from S&D Maintenance for painting the floor in the former mechanical room and for a color recommendation from the architects. Board discussed whether baseboard should be installed in mechanical room during current phase.

Reimbursement to River Forest Park District for replacement tree planting (\$1,750)- vote

As part of its agreement with the River Forest Park District, the Library will pay the cost of new trees to replace the tree that was removed during construction. The Park District has selected a variety of trees for purchase and will use in-house staff for planting. The new trees may be located throughout River Forest parks, not necessarily in Centennial Park.

Vice-President Hill moved to approve tree planting reimbursement to the River Forest Park District in the amount of \$1,750. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:02 pm 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: October-23

| <u>Account:</u> | <u>October-23</u> | <u>YTD</u> | <u>2023-2024</u> | <u>% of Budget</u> |
|--------------------------------------|---------------------|----------------------|---------------------|--------------------|
| | | | | 50% as of 10/31/23 |
| Property Taxes | \$ - | \$ 24,199.89 | \$ 1,495,000 | 1.62% |
| Connections Program Grant | \$ - | \$ - | \$ 8,300 | 0.00% |
| Replacement Taxes | \$ - | \$ 22,057.61 | \$ 20,000 | 110.29% |
| Lost Books Reimbursed | \$ 257.85 | \$ 1,694.59 | \$ 3,500 | 48.42% |
| Copy Machine Revenue | \$ 259.54 | \$ 1,798.67 | \$ 2,800 | 64.24% |
| Rentals, Library Space, Meeting Room | \$ - | \$ - | \$ - | 0.00% |
| Interest | \$ 138.66 | \$ 2,131.78 | \$ 5,000 | 42.64% |
| Grants from RFPL Foundation | \$ - | \$ 7,540.00 | \$ 20,000 | 37.70% |
| Gifts - other | \$ 5.05 | \$ 10.40 | \$ 300 | 3.47% |
| IL Per Capita Grant | \$ - | \$ 17,457.22 | \$ 17,300 | 100.91% |
| Grants, other | \$ - | \$ - | \$ 1,500 | 0.00% |
| Liebner Fund Endowment | \$ - | \$ 4,419.21 | \$ 4,500 | 98.20% |
| Misc Income | \$ 22.00 | \$ 177.67 | \$ 1,000 | 17.77% |
| | | | | |
| Total: | \$ 683.10 | \$ 81,487.04 | \$ 1,579,200 | 5.16% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 683.10 | \$ 81,487.04 | \$ 1,579,200 | 5.16% |
| | | | | |
| Expense: | \$ 95,600.09 | \$ 644,881.02 | \$ 1,579,200 | 40.84% |

Prepared 11.7.23



River Forest Public Library

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

Expense Report: Oct-23

Expenses
Personnel

| | October-23 | Fiscal YTD | Actual % Budget 50% as of 10/31/23 | 23-24 Budget |
|-----------------------------------|---------------------|----------------------|---------------------------------------|---------------------|
| Wages & Salaries | \$ 62,156.81 | \$ 372,128.69 | 45.77% | \$ 813,000 |
| Medical Health Insurance Coverage | \$ 3,491.64 | \$ 20,084.70 | 32.26% | \$ 62,250 |
| IMRF | \$ 3,609.60 | \$ 18,355.85 | 33.37% | \$ 55,000 |
| Medicare/FICA | \$ 4,663.00 | \$ 28,124.18 | 45.22% | \$ 62,200 |
| Staff Recognition | \$ 580.83 | \$ 994.89 | 30.61% | \$ 3,250 |
| Membership Dues | \$ - | \$ 1,195.00 | 29.88% | \$ 4,000 |
| Staff Training and Development | \$ - | \$ 1,515.40 | 16.84% | \$ 9,000 |
| Total Personnel | \$ 74,501.88 | \$ 442,398.71 | 43.86% | \$ 1,008,700 |

Support Services

Printing and Advertising

| | | | | |
|---------------------------------------|------------------|--------------------|---------------|------------------|
| Newsletter | \$ - | \$ 2,187.00 | 33.65% | \$ 6,500 |
| Advertising | \$ 149.90 | \$ 1,012.61 | 27.00% | \$ 3,750 |
| Total Printing and Advertising | \$ 149.90 | \$ 3,199.61 | 31.22% | \$ 10,250 |

Programming

| | | | | |
|---------------------------------------|------------------|---------------------|---------------|------------------|
| Children's Programs | \$ 267.76 | \$ 7,303.12 | 48.69% | \$ 15,000 |
| Teen Programs | \$ 97.52 | \$ 4,014.88 | 50.19% | \$ 8,000 |
| Adult Programs | \$ 52.40 | \$ 5,769.23 | 54.95% | \$ 10,500 |
| Special Programs | \$ - | \$ 2,619.08 | 65.48% | \$ 4,000 |
| Connections Programs | \$ 63.03 | \$ 310.29 | 3.74% | \$ 8,300 |
| Total Programs | \$ 480.71 | \$ 20,016.60 | 43.70% | \$ 45,800 |
| Total Advertising and Programs | \$ 630.61 | \$ 23,216.21 | 41.42% | \$ 56,050 |

Other Support Services

| | | | | |
|-------------------------------------|--------------------|---------------------|---------------|-------------------|
| ILL and RB Services | \$ - | \$ 327.38 | 43.65% | \$ 750 |
| Technical Support (IT) | \$ 1,288.02 | \$ 12,353.79 | 52.57% | \$ 23,500 |
| Automation Administration | \$ 367.25 | \$ 13,292.81 | 29.87% | \$ 44,500 |
| Consultant Fees/Legal Fees | \$ - | \$ 654.50 | 11.90% | \$ 5,500 |
| Postage & Delivery | \$ 29.99 | \$ 1,204.94 | 53.55% | \$ 2,250 |
| Audit | \$ - | \$ 6,100.00 | 55.45% | \$ 11,000 |
| Payroll and Employment Services | \$ 431.44 | \$ 2,907.25 | 48.45% | \$ 6,000 |
| Youth Interventionist Contract | \$ 1,241.25 | \$ 2,446.25 | 49.27% | \$ 4,965 |
| Telephone/Internet | \$ 1,000.75 | \$ 5,322.65 | 48.39% | \$ 11,000 |
| Trustee Training and Memberships | \$ - | \$ - | 0.00% | \$ 900 |
| Copy Machine Lease | \$ - | \$ 1,596.91 | 53.23% | \$ 3,000 |
| Total Other Support Services | \$ 4,358.70 | \$ 46,206.48 | 40.76% | \$ 113,365 |

Library Materials

| | | | | |
|--|---------------------|---------------------|---------------|-------------------|
| Books | \$ 4,038.07 | \$ 32,414.52 | 42.65% | \$ 76,000 |
| Print Periodicals | \$ 29.99 | \$ 5,136.57 | 85.61% | \$ 6,000 |
| Automated Subscriptions (databases) | \$ - | \$ 8,680.60 | 78.91% | \$ 11,000 |
| Online E-Content - ebooks/magazines/movies/music | \$ 5,991.57 | \$ 35,194.63 | 44.93% | \$ 78,335 |
| Audio Visual (DVDs, CDs, etc.) | \$ 1,425.73 | \$ 7,703.78 | 48.15% | \$ 16,000 |
| Total Library Materials | \$ 11,485.36 | \$ 89,130.10 | 47.58% | \$ 187,335 |

Library and Office Supplies

| | | | | |
|---|---------------------|---------------------|---------------|-------------------|
| Office Supplies | \$ 119.03 | \$ 1,238.90 | 29.15% | \$ 4,250 |
| Library Supplies | \$ - | \$ 2,115.76 | 38.47% | \$ 5,500 |
| Copy And Printing Supplies | \$ 137.97 | \$ 737.16 | 32.76% | \$ 2,250 |
| Misc Expenses | \$ 95.33 | \$ 780.59 | 39.03% | \$ 2,000 |
| Total Office Supplies | \$ 352.33 | \$ 4,872.41 | 34.80% | \$ 14,000 |
| Total Library Materials & Supplies | \$ 11,837.69 | \$ 94,002.51 | 46.69% | \$ 201,335 |

Strategic Initiatives

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

Facility Supplies

| | | | | |
|--|------------------|--------------------|---------------|-----------------|
| Building Materials & Supplies | \$ 291.78 | \$ 2,133.10 | 44.91% | \$ 4,750 |
|--|------------------|--------------------|---------------|-----------------|

Facility Services

| | | | | |
|-----------------------------------|--------------------|---------------------|---------------|-------------------|
| Insurance | \$ - | \$ - | 0.00% | \$ 20,000 |
| Maintenance and Custodial Service | \$ 3,505.45 | \$ 32,386.97 | 44.37% | \$ 73,000 |
| Water | \$ 349.80 | \$ 1,147.80 | 38.26% | \$ 3,000 |
| Natural Gas | \$ - | \$ 2,658.71 | 9.50% | \$ 28,000 |
| Copier Maintenance and Usage | \$ 124.18 | \$ 477.93 | 19.12% | \$ 2,500 |
| Total Facility Services | \$ 3,979.43 | \$ 36,671.41 | 28.99% | \$ 126,500 |

Equipment & Furniture

| | | | | |
|--|-------------|------------------|--------------|-----------------|
| Equipment & Furniture | \$ - | \$ - | 0.00% | \$ 5,000 |
| Technology Misc. | \$ - | \$ 252.60 | 7.22% | \$ 3,500 |
| Total Equipment & Furniture | \$ - | \$ 252.60 | 2.97% | \$ 8,500 |

| | | | | |
|------------------------------------|--------------------|---------------------|---------------|-------------------|
| Total Facilities Management | \$ 4,271.21 | \$ 39,057.11 | 27.95% | \$ 139,750 |
|------------------------------------|--------------------|---------------------|---------------|-------------------|

| | | | | |
|---------------------------------|---------------------|----------------------|---------------|---------------------|
| Total Operating Expenses | \$ 95,600.09 | \$ 644,881.02 | 42.17% | \$ 1,529,200 |
|---------------------------------|---------------------|----------------------|---------------|---------------------|

| | | | | |
|----------------------------------|------|------|-------|-----------|
| Capital Improvement Reserve Fund | \$ - | \$ - | 0.00% | \$ 50,000 |
|----------------------------------|------|------|-------|-----------|

| | | | | |
|-----------------------|---------------------|----------------------|---------------|---------------------|
| Total Expenses | \$ 95,600.09 | \$ 644,881.02 | 40.84% | \$ 1,579,200 |
|-----------------------|---------------------|----------------------|---------------|---------------------|

| | | | | |
|---------------------|------------------|---------------------|--------------|---------------------|
| Total Income | \$ 683.10 | \$ 81,487.04 | 5.16% | \$ 1,579,200 |
|---------------------|------------------|---------------------|--------------|---------------------|

Prepared 11.7.23

**River Forest Public Library
Bills and Applied Payments
October 2023**

| AMAZON | Date | Transaction Type | Memo/Description | Amount |
|---|-------------|-----------------------------|------------------------------|---------------|
| | | Bill Payment | | |
| | 10/17/2023 | (Check) | | -362.30 |
| | 10/01/2023 | Bill | ROCKS | 9.99 |
| | 10/05/2023 | Bill | COTTON BALLS | 8.44 |
| | 10/05/2023 | Bill | KINETIC SAND | 29.98 |
| | 10/09/2023 | Bill | GUESSTIMATION JAR PRIZES | 16.99 |
| | 10/09/2023 | Bill | BUNGEE CORD | 11.59 |
| | 10/10/2023 | Bill | KINETIC SAND #2 | 29.98 |
| | 10/11/2023 | Bill | BARBIE BOOK | 17.99 |
| | 10/13/2023 | Bill | KIT BOOKS | 57.00 |
| | 10/13/2023 | Bill | FAMILY FUN BAG SUPPLIES | 116.64 |
| | 10/13/2023 | Bill | DRY ERASE BOARD/MAGNET | 28.97 |
| | 10/13/2023 | Bill | BOOK CART LINER | 21.05 |
| | 09/28/2023 | Bill | MS MAKERS SUPPLIES | 4.19 |
| | 09/28/2023 | Bill | GUESSTIMATION JAR MATERIALS | 9.49 |
| ANDERSON ELEVATOR COMPANY | | Bill Payment | | |
| | 10/17/2023 | (Check) | | -211.00 |
| | 10/01/2023 | Bill | MONTHLY ELEVATOR MAINTENANCE | 211.00 |
| BAKER & TAYLOR L 3648782 | | Bill Payment | | |
| | 10/17/2023 | (Check) | | -8.18 |
| | 10/03/2023 | Bill | PRIZE BOOKS | 8.18 |
| Children's Plus | | Bill Payment | | |
| | 10/17/2023 | (Check) | | -1,422.79 |
| | 10/09/2023 | Bill | BOOKS | 1,422.79 |
| Cintas Fire Protection | | | | |

| | | | | |
|--|------------|-------------------------|---------------------|---------|
| | 10/17/2023 | Bill Payment (Check) | | -108.00 |
| | 10/01/2023 | Bill | MONTHLY AED SERVICE | 108.00 |

**CleanNet of
Illinois**

| | | | | |
|--|------------|-------------------------|-----------------------|-----------|
| | 10/17/2023 | Bill Payment (Check) | | -1,398.23 |
| | 10/01/2023 | Bill | MONTHLY CLEANING BILL | 1,398.23 |

Comcast

| | | | | |
|--|------------|-------------------------|-----------------------|---------|
| | 10/17/2023 | Bill Payment (Check) | | -324.94 |
| | 10/01/2023 | Bill | OCTOBER INTERNET BILL | 324.94 |

**COMCAST
BUSINESS
(VoiceEdge)**

| | | | | |
|--|------------|-------------------------|------------------------|---------|
| | 10/17/2023 | Bill Payment (Check) | | -675.81 |
| | 10/01/2023 | Bill | OCTOBER '23 PHONE BILL | 675.81 |

DEMCO, INC.

| | | | | |
|--|------------|-------------------------|---|---------|
| | 10/17/2023 | Bill Payment (Check) | | -417.64 |
| | 10/12/2023 | Bill | TECH SERVICES SUPPLIES | 114.76 |
| | 09/28/2023 | Bill | TECH SERVICES AND ATS SUPPLIES (SIGNAGE DISPLAY HOLDERS) | 219.15 |
| | 09/28/2023 | Bill | TECH SERVICES MISC. SUPPLIES | 83.73 |

**FSS
TECHNOLOGIES,
LLC**

| | | | | |
|--|------------|-------------------------|---|---------|
| | 10/17/2023 | Bill Payment (Check) | | -114.00 |
| | 10/02/2023 | Bill | QUARTERLY ALARM FEE/ OCTOBER- DECEMBER | 114.00 |

**GOOD EARTH
GREENHOUSE**

| | | | | |
|--|------------|-------------------------|---------------|---------|
| | 10/17/2023 | Bill Payment (Check) | | -295.00 |
| | 10/03/2023 | Bill | FALL PLANTERS | 295.00 |

Hoopla

| | | | |
|------------|--------------|----------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -2,445.82 |
| 09/30/2023 | Bill | HOOPLA SEPTEMBER CHECKOUTS | 2,445.82 |

**Ingram Library
Services**

| | | | |
|------------|--------------|-------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -2,540.29 |
| 09/29/2023 | Bill | BOOK | 24.43 |
| 09/29/2023 | Bill | BOOKS | 17.59 |
| 09/29/2023 | Bill | BOOKS | 24.19 |
| 09/29/2023 | Bill | BOOK | 8.11 |
| 09/29/2023 | Bill | BOOKS | 35.48 |
| 09/29/2023 | Bill | BOOK | 18.55 |
| 09/29/2023 | Bill | BOOK | 18.57 |
| 09/29/2023 | Bill | BOOKS | 34.76 |
| 10/03/2023 | Bill | BOOKS | 39.07 |
| 10/03/2023 | Bill | BOOK | 11.81 |
| 10/03/2023 | Bill | BOOK | 10.68 |
| 10/03/2023 | Bill | BOOK | 12.38 |
| 10/03/2023 | Bill | BOOK | 7.51 |
| 10/03/2023 | Bill | BOOKS | 88.48 |
| 10/03/2023 | Bill | BOOK | 19.84 |
| 10/03/2023 | Bill | BOOK | 16.15 |
| 10/03/2023 | Bill | BOOK | 16.19 |
| 10/03/2023 | Bill | BOOKS | 49.44 |
| 10/03/2023 | Bill | BOOK | 11.71 |
| 10/03/2023 | Bill | BOOKS | 25.57 |
| 10/03/2023 | Bill | BOOKS | 38.26 |
| 10/03/2023 | Bill | BOOKS | 94.54 |
| 10/04/2023 | Bill | BOOK | 11.25 |
| 10/04/2023 | Bill | BOOKS | 62.01 |
| 10/04/2023 | Bill | BOOK | 15.94 |
| 10/04/2023 | Bill | BOOK | 35.14 |
| 10/04/2023 | Bill | BOOK | 16.69 |
| 10/04/2023 | Bill | BOOK | 8.38 |
| 10/05/2023 | Bill | BOOKS | 336.04 |
| 10/05/2023 | Bill | BOOKS | 54.66 |
| 10/05/2023 | Bill | BOOKS | 36.86 |
| 10/05/2023 | Bill | BOOK | 12.38 |
| 10/05/2023 | Bill | BOOK | 20.72 |
| 10/05/2023 | Bill | BOOK | 12.38 |
| 10/05/2023 | Bill | BOOKS | 33.43 |
| 10/05/2023 | Bill | BOOK | 20.47 |

| | | | |
|------------|------|-------|--------|
| 10/09/2023 | Bill | BOOK | 21.60 |
| 10/09/2023 | Bill | BOOK | 18.60 |
| 10/09/2023 | Bill | BOOK | 18.91 |
| 10/09/2023 | Bill | BOOK | 15.89 |
| 10/09/2023 | Bill | BOOK | 16.51 |
| 10/09/2023 | Bill | BOOK | 10.12 |
| 10/09/2023 | Bill | BOOKS | 53.54 |
| 10/09/2023 | Bill | BOOKS | 104.20 |
| 10/09/2023 | Bill | BOOKS | 39.85 |
| 10/09/2023 | Bill | BOOKS | 35.50 |
| 10/09/2023 | Bill | BOOKS | 43.65 |
| 10/09/2023 | Bill | BOOK | 23.01 |
| 10/09/2023 | Bill | BOOKS | 13.82 |
| 10/09/2023 | Bill | BOOK | 14.05 |
| 10/09/2023 | Bill | BOOKS | 33.56 |
| 10/09/2023 | Bill | BOOK | 15.38 |
| 10/09/2023 | Bill | BOOKS | 11.96 |
| 10/09/2023 | Bill | BOOK | 7.78 |
| 10/09/2023 | Bill | BOOKS | 24.07 |
| 10/11/2023 | Bill | BOOKS | 63.89 |
| 10/11/2023 | Bill | BOOKS | 133.72 |
| 10/11/2023 | Bill | BOOK | 17.71 |
| 10/11/2023 | Bill | BOOKS | 84.66 |
| 10/11/2023 | Bill | BOOK | 13.63 |
| 10/11/2023 | Bill | BOOKS | 27.41 |
| 10/11/2023 | Bill | BOOK | 11.37 |
| 10/11/2023 | Bill | BOOK | 20.72 |
| 10/11/2023 | Bill | BOOK | 16.14 |
| 10/12/2023 | Bill | BOOKS | 40.13 |
| 10/12/2023 | Bill | BOOK | 13.11 |
| 10/12/2023 | Bill | BOOKS | 89.48 |
| 10/12/2023 | Bill | BOOK | 18.75 |
| 10/12/2023 | Bill | BOOK | 11.81 |
| 10/12/2023 | Bill | BOOKS | 35.49 |
| 10/12/2023 | Bill | BOOKS | 47.32 |
| 10/12/2023 | Bill | BOOKS | 25.30 |
| 10/12/2023 | Bill | BOOK | 18.03 |
| 10/12/2023 | Bill | BOOKS | 29.96 |

Kanopy

| | | | |
|------------|--------------|----------------------------|---------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -230.40 |
| 09/30/2023 | Bill | KANOPY SEPTEMBER CHECKOUTS | 230.40 |

**Konica Minolta
Business
Solutions**

| | | | |
|------------|--------------|--------------------------|---------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -124.18 |
| 10/01/2023 | Bill | SEPTEMBER COPY USAGE | 113.72 |
| 10/02/2023 | Bill | OCTOBER COPY MAINTENANCE | 10.46 |

MIDWEST TAPE

| | | | |
|------------|--------------|---------|---------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -314.73 |
| 10/04/2023 | Bill | DVD | 29.03 |
| 10/04/2023 | Bill | DVD | 19.18 |
| 10/12/2023 | Bill | DVD | 19.18 |
| 10/12/2023 | Bill | DVD | 41.03 |
| 10/12/2023 | Bill | BLU-RAY | 34.18 |
| 10/12/2023 | Bill | DVD | 60.86 |
| 10/04/2023 | Bill | BLU-RAY | 32.68 |
| 09/28/2023 | Bill | DVDSS | 78.59 |

**Oak Brook
Mechanical
Services, Inc.**

| | | | |
|------------|--------------|---------------------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -1,328.22 |
| 09/29/2023 | Bill | 2ND FLOOR AIR CONDITIONER LEAK REPAIR | 1,328.22 |

**OAK PARK
TOWNSHIP
YOUTH
SERVICES**

| | | | |
|------------|--------------|-------------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -1,241.25 |
| 10/11/2023 | Bill | QUARTER 1/JULY-SEPTEMBER 2023 | 1,241.25 |

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

| | | | |
|------------|--------------|--------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -1,655.27 |
| 09/28/2023 | Bill | ADOBE ACROBAT ANNUAL FEE | 367.25 |
| 09/18/2023 | Bill | MONTHLY TECH SUPPORT | 1,288.02 |

OverDrive

| | | | |
|------------|--------------|-------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -3,315.35 |
| 10/12/2023 | Bill | 5 EBOOKS/1 AUDIOBOOK | 204.91 |
| 10/12/2023 | Bill | 65 EBOOKS/10 AUDIOBOOKS | 1,867.78 |
| 10/03/2023 | Bill | 7 EBOOKS/1 AUDIOBOOK | 288.85 |
| 09/27/2023 | Bill | 3 AUDIOBOOKS | 177.48 |
| 09/01/2023 | Bill | 13 EBOOKS/4 AUDIOBOOKS | 776.33 |

PLAYAWAY

| | | | |
|------------|--------------|-------------|---------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -999.00 |
| 09/28/2023 | Bill | WONDERBOOKS | 999.00 |

Smithereen Pest Management

| | | | |
|------------|--------------|--------------|--------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -51.00 |
| 10/01/2023 | Bill | PEST CONTROL | 51.00 |

Staples

| | | | |
|------------|--------------|----------------------------------|---------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -516.14 |
| 09/25/2023 | Bill | PAPER AND MISC. KITCHEN SUPPLIES | 516.14 |

VILLAGE OF RIVER FOREST

| | | | |
|------------|--------------|------------------------------|-----------|
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -349.80 |
| 10/01/2023 | Bill | WATER BILL/ JULY-AUGUST 2023 | 349.80 |
| | Bill Payment | | |
| 10/17/2023 | (Check) | | -4,314.33 |
| 10/06/2023 | Bill | HEALTH INSURANCE SEPT 2023 | 4,314.33 |

Friday, Nov 03, 2023 01:30:16 PM GMT-7

Byline Credit Card October 2023 Ending Balance: \$317.49

| Date | Payee | Memo | Charge | Payment | Type | Account |
|-------------|-------------------------|-----------------------------|---------------|----------------|-------------|---|
| 10/25/2023 | ELAN FINANCIAL SERVICES | CREDIT CARD 9/15-10/12 2023 | | 1,141.06 | Bill | 2000 Accounts Payable |
| 10/24/2023 | American Girl | AMERICAN GIRL DOLL AND CASE | 112.00 | | Expense | Children's Expenses:Non-Print |
| 10/24/2023 | Oriental Trading | BLUEY PARTY FAVORS | 55.74 | | Expense | Children's Expenses:Programs - Children's |
| 10/23/2023 | Stamps.com | MONTHLY STAMPS.COM FEE | 19.99 | | Expense | Support Services:Postage |
| 10/19/2023 | Jewel Foods | IN-SERVICE BREAKFAST | 99.77 | | Expense | Personnel:Staff Recognition (InService) |
| 10/18/2023 | WALL STREET JOURNAL | WSJ MONTHLY CHARGE | 29.99 | | Expense | Adult Expenses:Periodicals - Adult |
| 10/12/2023 | Canva | CANVA PRO SUBSCRIPTION | 149.90 | | Expense | Marketing:Advertisem ent Adult |
| 10/12/2023 | BOOK TABLE | PUZZLE BOOKS | 17.81 | | Expense | Expenses:Programs - Adult |
| 10/12/2023 | Jewel Foods | COOKIES | 5.10 | | Expense | Adult Expenses:Programs - Adult |
| 10/11/2023 | MICHAELS | COOKIE DECORATING KITS | 29.97 | | Expense | Personnel:Staff Recognition (InService) |
| 10/11/2023 | THE BOOK TABLE | SOCKS AND TOTE BAG | 38.48 | | Expense | Personnel:Staff Recognition (InService) |
| 10/11/2023 | SCRATCH N SNIFF | SOCKS | 13.15 | | Expense | Personnel:Staff Recognition (InService) |
| 10/10/2023 | AMAZON | Take and make supplies | 41.84 | | Expense | Teen Expenses:Programs- Teen |
| 10/09/2023 | Stamps.com | Stamps.com funds | 10.00 | | Expense | Support Services:Postage Teen |
| 10/05/2023 | AMAZON | Pendulums for ghost busting | 47.50 | | Expense | Expenses:Programs- Teen |
| 10/04/2023 | THE BOOK TABLE | Book Table Gift Card | 20.00 | | Expense | Adult Expenses:Programs - Adult |

| | | | | | |
|------------|-----------------|--------------------|--------|---------|--|
| 10/03/2023 | AMAZON | Crafting supplies | 58.84 | Expense | Special Programs:Connection s Programs |
| 10/01/2023 | Portillo's | IN-SERVICE FOOD | 347.75 | Expense | Personnel:Staff Recognition (InService) Personnel:Staff |
| 10/01/2023 | PANERA BREAD | IN-SERVICE FOOD | 22.74 | Expense | Recognition (InService) |

River Forest Public Library

Fund Balances

As of October 31st, 2023

Prepared 11.7.23

10/31/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

| | | |
|-------------------|-------|------------|
| ICS Operations | 0.50% | 217,022.82 |
| Byline Operations | 0.40% | 49,822.22 |
| CIBC Operations | 0.00% | - |
| Petty Cash | | 40.00 |

TOTAL Checking/Savings 266,885.04

Maturity Date

Long-Term CDARS Reserves

Interest Rate

| | | | |
|------------|----------------|-------|------------|
| 11/30/2023 | OP CD 6 MONTHS | 3.75% | 200,000.00 |
| 7/25/2024 | OP CD 5 YEAR | 1.90% | 66,973.93 |
| 8/8/2024 | OP CD 1 YEAR | 4.20% | 68,817.75 |
| 9/5/2024 | OP CD 1 YEAR | 4.50% | 50,000.00 |

TOTAL CDARS Reserves 385,791.68

TOTAL OPERATIONS FUND

652,676.72

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

| | | |
|----------------|-------|------------|
| ICS Capital | 0.50% | 637,683.38 |
| Byline Capital | 0.40% | 1,868.66 |

TOTAL CAPITAL FUND

639,552.04

TOTAL OPERATIONS/CAPITAL FUNDS

1,292,228.76



River Forest Public Library -Capital Reserve Fund

Oct-23

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

Capital Reserve Account Balances

| | | |
|-----------------------------------|----|-------------------|
| ICS Capital Reserve | \$ | 637,683.38 * |
| Byline Capital Checking | \$ | <u>1,868.66</u> |
| Total Capital Reserve Fund | \$ | 639,552.04 |

Expenses

Transfers

Income

| | | | |
|----------|------------|----|--------|
| Interest | 10/31/2023 | \$ | 271.35 |
|----------|------------|----|--------|

Prepared: 11.6.23

*Includes \$50,000 Live and Learn Grant

VI. Meeting Rooms and Study Spaces

Meeting rooms and study spaces are available to support RFPL's mission and strategic goals. When not in use for RFPL activities, they may be made available for use by the public under the following conditions:

A. Meeting Room Guidelines

- An adult with a RFPL card in good standing, an owner or operator of a River Forest business, or a member of a governmental agency serving River Forest must take responsibility for the group's use of a Meeting Room by signing an Application and Use Agreement;
- Reservations for a Meeting Room may not be made more than 3 months in advance;
- Meetings are open to the public;
- Parties and private social events are not permitted;
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director;
- Meetings must not interfere with the regular functioning of RFPL; and
- The Director may establish rules and procedures governing use of a Meeting Room and related fees.

B. Study Space Guidelines

- Reservations can be made up to 3 days in advance;
- Reservations can be made for a maximum of one hour. Reservation time may be extended at the discretion of staff; and
- Reservations for a Study Space are limited to one per day per patron.

Patrons using Meeting Rooms or Study Spaces must comply with the RFPL Code of Conduct. RFPL will not advertise or otherwise promote third-party programs or meetings. Use of a Meeting Room or Study Space does not constitute RFPL endorsement of the viewpoints expressed by the host, speakers, or attendees of any event.

1.VI. Meeting Rooms and Study Spaces-

~~The Barbara Hall~~ Meeting rooms and study spaces are ~~Room of RFPL is~~ available to support RFPL's mission and strategic goals. When not in use for RFPL activities, ~~they~~it may be made available for use by the public under the following conditions:-

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- Meetings are open to the public;-
- Parties and private social events are not permitted;-
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director; ~~and~~
- Meetings must ~~do~~ not interfere with the regular functioning of RFPL; ~~and or~~ violate the Patron Code of Conduct Policy.
- The Director may establish rules and procedures governing use of a~~the~~ Meeting Room and related fees.

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- Reservations can be made up to 3 days in advance;
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IX. Code of Conduct

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

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

Patrons who violate the Code of Conduct and/or fail to follow a reasonable directive from an RFPL employee will be asked to leave RFPL. The Board authorizes RFPL management to establish and implement additional procedures to address and enforce issues of patron conduct.

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X. Child Safety

RFPL welcomes the use of its facilities and services by children. However, RFPL is a public building and, as such, may not be a safe place to leave a child unattended. RFPL does not assume responsibility for the safety of children. Such responsibility lies with the parent, guardian, or caregiver ("Chaperones"). Chaperones are responsible for the safety and actions of the children whom they are supervising while those children are at RFPL. Chaperones must be age twelve or older.

Children ages 0 through 4 years old

While at RFPL, children under the age of 5 years old must be within the immediate vicinity of their Chaperone, and actively supervised by their Chaperone, at all times.

Children ages 5 through 7 years old

While at RFPL, children ages 5 through 7 years old must be accompanied by a Chaperone who is in the building for their entire visit. Some programs do not require active supervision of the children participating, but their Chaperones must remain in the building.

Children ages 8 years old and older

Children 8 years of age and older may use RFPL without a Chaperone, provided they adhere to the Patron Code of Conduct. It is the responsibility of the parent, guardian, or caregiver to know the hours of RFPL and to pick up their child before RFPL closes.

In the event a child under the age of 18 is still in the RFPL building 15 minutes after the Library closes to the public, Library staff will attempt to contact the child's parent or guardian. If the parent or guardian cannot be reached or they, or a caregiver authorized by them, do not arrive within 30 minutes of the Library's closing, staff will contact the River Forest Police Department to take custody of the child. Two Library staff members will stay with the child until the parent, guardian, authorized caregiver, or police arrive. In no instance will a staff member transport a child or stay alone with a child.

The Director establishes and implements procedures to address issues affecting children while they are at RFPL.

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XI. Public Comment and Public Recording at Board Meetings

A. Public Comment

The Board welcomes public comment and adheres to the Open Meetings Act (the “OMA”) (5 ILCS 120/2.06(g)).

Members of the public may address the Board during the “Visitors and Guests” portion of the Agenda pursuant to the following rules and guidelines:

- Each speaker shall provide their name and the municipality in which they reside;
- Comments should be brief, specific, and shall not exceed three (3) minutes in length;
- Argumentative and repetitive comments are discouraged;
- The Board President has the discretion to limit the total time devoted to public comment to thirty (30) minutes and to limit the number of times a person may speak;
- If the Board President determines that additional discussion of an issue raised during a public comment period is needed, the issue may be placed on a future meeting agenda;
- Though Board members may respond to public comments, an immediate response is not required nor should it be expected; and
- The Secretary of the Board shall note in the minutes the names of the persons speaking and a brief summary of the substance of their comments.

B. Public Recording

Under the OMA (5 ILCS 120/2.05), “any person may record the proceedings at meetings required to be open by this Act by tape, film or other means.” The making of any recording shall not interfere with the overall decorum and proceedings of a Board meeting, and any person making such a recording must remain seated in the area reserved for the public. As a courtesy, the Board requests that any person intending to make a recording inform the Board prior to commencing the recording.

XI. **Public Comment** ~~and Public Recording at Board Meetings~~

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II. Employee Tiers and Benefits

RFPL employees are classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (“FLSA”). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per work week. Some benefits accrue based on the total number of regularly scheduled hours per week divided by 5 (“Equivalent Day”), while other benefits accrue based on the number of hours worked. RFPL’s work week runs from Monday through Sunday. RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the FLSA must be classified as “nonexempt” and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. A Manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (“IMRF”) regulations.

1. Nonexempt employees regularly scheduled for 19 hours or less per work week
 - a. Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation, or a personal day. These employees are eligible for paid compassionate leave as well as unpaid leave in accordance with RFPL’s Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, C. Compassionate Leave & D. Leave of Absence). These employees are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year.
 - b. Paid Leave for All Workers: Notwithstanding the foregoing, pursuant to the Illinois Paid Leave for All Workers Act (820 ILCS 192), nonexempt employees regularly scheduled for 19 hours or less per work week shall accrue one hour of paid leave for every 40 hours worked up to 40 hours of paid leave during a 12-month period. Such leave may be used for any purpose. Paid leave will begin to accrue as of the later of January 1, 2024, or at the commencement of an employee’s employment. Paid leave accrues only as earned and may not be drawn upon in advance. If the use of paid leave is foreseeable, the employee shall provide 7 calendar days’ notice to their manager prior to the date the leave is to begin. If the use of paid leave is not foreseeable, the employee shall provide such notice as soon as practicable after the employee is aware of the necessity of taking such leave. Any unused earned paid leave shall carry over to the next 12-month period provided that the employee may not take more than 40 hours of paid leave in any 12-month period. No compensation will be paid for unused earned paid leave time upon cessation of employment.
2. Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week

Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits. These employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence).

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be paid for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per the Illinois Employee Sick Leave Act ("ESLA")(820 ILCS 191), employees may also use sick leave for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, or for the "personal care," as defined in the ESLA, of any such person.
- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be paid for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

3. Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week.

Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits, and health, dental, and vision insurance. Employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence).

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be paid for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per the ESLA, employees may also use sick leave for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, or for the "personal care," as defined in the ESLA, of any such person.
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accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be paid for unused accrued vacation time upon cessation of employment.

- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day that coincides with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. **Overtime Hours:** Pursuant to the FLSA, a 40-hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a single work week or through compensatory time off at a rate of 1½ hours for each hour worked over 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. **Health Insurance:** Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the cost of the PPO offered by RFPL. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- g. **Vision Insurance:** Vision insurance is covered for the individual employee at the rate of 85% of the cost of the regular vision premium. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

B. Exempt Employees

Pursuant to the FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the FLSA is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits, and health, dental, and vision insurance. Employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence).

- a. **Paid Sick Leave:** Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as

earned and may not be drawn upon in advance. No compensation will be paid for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per the ESLA, employees may also use sick leave for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, or for the "personal care," as defined in the ESLA, of any such person.

- b. **Paid Vacation:** Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be paid for unused accrued vacation time upon cessation of employment.
- c. **Holidays:** Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day that coincides with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. **Compensatory Time Off:** If extra work time has been required of an exempt employee beyond their normally scheduled work week (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. **Health Insurance:** Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO offered by RFPL. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- f. **Dental Insurance:** Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- g. **Vision Insurance:** Vision insurance is covered for the individual employee at the rate of 85% of the cost of the regular vision premium. Employees may elect spousal or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

II. Employee Tiers and Benefits

RFPL employees ~~are~~ may be classified as exempt or nonexempt, according to the requirements of the Fair Labor Standards Act (“FLSA”). Scheduling and compensation practices may differ based on this classification. Both exempt and nonexempt employees may be eligible for benefits after reaching designated levels of work hours per work week. ~~Some B~~ benefits accrue based on the total number of regularly scheduled hours per week divided by 5 (“Equivalent Day”), while other benefits accrue based on the number of hours worked. RFPL’s work week runs from Monday through Sunday. RFPL has defined a full-time work week as 37.5 hours.

A. Nonexempt Employees

An employee who does not meet the primary duty and/or minimum salary requirements of the FLSA must be classified as “nonexempt” and paid on an hourly basis. The number of hours scheduled per work week may vary according to RFPL requirements. A Manager may adjust work week schedules so as not to conflict with FLSA overtime requirements or Illinois Municipal Retirement Fund (“IMRF”) regulations.

1. Nonexempt employees regularly scheduled for 19 hours or less per work week

a. Nonexempt employees regularly scheduled for 19 hours or less per work week do not earn paid sick leave, paid vacation, or a personal day. These employees are eligible for paid compassionate leave as well as unpaid leave in accordance with RFPL’s Leaves of Absence Policy –(Section IV: Staff, III. Leaves of Absence, C. Compassionate Leave & D. Leave of Absence). ~~These E~~ employees are not paid for days that RFPL is closed due to an observed holiday. The number of hours scheduled per work week may vary according to RFPL requirements but may not exceed 1000 hours per calendar year. Requests for unpaid leave should be made in writing to their Manager in accordance with RFPL’s Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).

a.b. ~~Paid Leave for All Workers Time:~~ Notwithstanding the foregoing, pursuant to the Illinois Paid Leave for All Workers Act (820 ILCS 192), nonexempt employees regularly scheduled for 19 hours or less per work week shall accrue one hour of paid leave for every 40 hours worked up to 40 hours of paid leave during a 12-month period. Such leave may be used for any purpose. Paid leave will begin to accrue as of the later of January 1, 2024, or at the commencement of an employee’s employment. Paid leave accrues only as earned and may not be drawn upon in advance. If the use of paid leave is foreseeable, the employee shall provide 7 calendar days’ notice to their manager prior to the date the leave is to begin. If the use of paid leave is not foreseeable, the employee shall provide such notice as soon as practicable after the employee is aware of the necessity of taking such leave. Any unused earned paid leave shall carry over to the next 12-month period provided that the employee may not take more than 40 hours of paid leave in any 12-month period. No compensation will be paid for unused earned paid leave time upon cessation of employment.

2. Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week

Nonexempt employees regularly scheduled for 19.5 to 29.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits. These employees are eligible for paid and unpaid compassionate leave as well as unpaid leave in accordance with RFPL's Leaves of Absence Policy- (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be ~~made-paid~~ for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per ~~820 ILCS 191,~~ the Illinois Employee Sick Leave Act ("ESLA")(820 ILCS 191), employees may also use sick leave for absences due to an illness, injury, or medical appointments, ~~or for the "personal care," as defined in the ESLA,~~ of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, or for the "personal care," as defined in the ESLA, of any such person.- Employees are eligible for paid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).
- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be ~~made-paid~~ for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive pay for an Equivalent Day if a holiday falls on a day that they would be regularly scheduled to work.

3. Nonexempt employees regularly scheduled for 30 ~~to~~ -37.5 hours per work week.

Nonexempt employees regularly scheduled for 30 to 37.5 hours per work week earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits, and health, ~~and~~ dental, and vision insurance. Employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence), D. Leave of Absence).

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be ~~made-paid~~ for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per the ESLA, employees may also use sick leave for absences due to an illness, injury, or medical appointment, ~~s, or for the "personal care," as defined in the ESLA,~~ of the

employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, or for the "personal care," as defined in the ESLA, of any such person. ~~Employees are eligible for paid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).~~

- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be ~~made-paid~~ for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day that coincides with an employee's regularly scheduled day off, an employee will receive equivalent time off during the work week in which the holiday falls.
- d. Overtime Hours: Pursuant to the FLSA, a 40-hour work week is the standard for computing overtime pay. Work time may not be averaged from week to week. RFPL will compensate nonexempt employees for overtime hours (any hours worked in a work week over 40 hours) through overtime pay or compensatory time off. The employee may request either to be compensated with pay at the rate of 1½ times the regular rate of pay for all hours worked over 40 hours in a single work week or through compensatory time off at a rate of 1½ hours for each hour worked over 40 hours in a single work week. An employee must submit an advance request to their Manager to use any accrued compensatory time off. Approval of the request is at the discretion of the Manager.
- e. Health Insurance: Under the Affordable Care Act, employees who work 30 hours per work week or more are considered full time and are eligible for health insurance. Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the cost of the PPO offered by RFPL. Employees may elect spousale or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.-
- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spousale or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- g. Vision Insurance: Vision insurance is covered for the individual employee at the rate of 85% of the cost of the regular vision premium. Employees may elect spousale and family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

B. Exempt Employees

Pursuant to the FLSA, an employee who works in an executive, administrative, or professional position and meets the minimum salary requirements of the FLSA is classified as exempt. Exempt employees earn paid sick leave, paid vacation, holiday pay, and are eligible for IMRF benefits, and health, ~~and dental,~~ and vision insurance. Employees are eligible for paid and unpaid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).

- a. Paid Sick Leave: Employees accrue paid sick leave at the rate of one Equivalent Day per month and may accumulate up to 60 Equivalent Days. Sick leave accrues as earned and may not be drawn upon in advance. No compensation will be ~~made-paid~~ for unused accrued sick leave upon cessation of employment. Employees may use sick leave for absences due to an illness, injury, or medical appointment. Per the ESLA, employees may also use sick leave for absences due to illness, injury, or medical appointment ~~s, or for the "personal care," as defined in the ESLA,~~ of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, or stepparent, ~~or for the "personal care" as defined in the ESLA, of any such person.~~ Employees are eligible for paid leave in accordance with RFPL's Leaves of Absence Policy (Section IV: Staff, III. Leaves of Absence, D. Leave of Absence).
- b. Paid Vacation: Employees earn 20 paid Equivalent Days of vacation annually. Employees accrue paid vacation at the rate of 5/6 Equivalent Days per pay period and may accumulate up to 10 Equivalent Days at any point in time. Vacation accrues only as earned and may not be drawn upon in advance. If a holiday occurs during the scheduled vacation of an employee, this day will be considered a holiday. Compensation will be ~~made-paid~~ for unused accrued vacation time upon cessation of employment.
- c. Holidays: Employees will receive an Equivalent Day of pay for a holiday. If a holiday falls on a day that coincides with an employee's regularly scheduled day off, an employee will receive equivalent time off during the pay period preceding or following the holiday.
- d. Compensatory Time Off: If extra work time has been required of an exempt employee beyond their normally scheduled work week (such as when attending conferences or meetings or covering for sick employees), compensatory time will be granted for additional hours worked at a rate of 1 hour for each hour worked in excess of 37.5 hours. Any compensatory time off should be taken, if possible, within the same pay period.
- e. Health Insurance: Health insurance is covered for the individual employee at the rate of 85% of the cost of the HMO. 85% of the cost of the HMO can be applied to the PPO offered by RFPL. Employees may elect spousale or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.
- f. Dental Insurance: Dental insurance is covered for the individual employee at the rate of 85% of the cost of the regular dental premium. Employees may elect spousale

or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employee's coverage.

- g. Vision Insurance: Vision insurance is covered for the individual employee at the rate of 85% of the cost of the regular vision premium. Employees may elect spousal ~~or~~ and family coverage and are responsible for 100% of the premium for that additional coverage ~~over~~ of the cost of the employee's coverage.

Updated ~~06/2022~~ 10/2023

III. Leaves of Absence

A. Personal Day

Employees regularly scheduled for more than 19 hours per week will receive one paid Equivalent Day of personal leave per year. Personal days may not be taken until an employee has completed the 90-day orientation period.

B. Jury Duty or Court Leave

Nonexempt employees regularly scheduled for more than 19 hours per week who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend a court proceeding may make up the hours that they miss by arrangement with their Manager.

Exempt employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court proceedings will be granted leave with pay.

All employees are entitled to keep whatever compensation is given for jury duty. Employees shall provide a copy of the jury duty summons to their Manager within 10 days from the date of issuance.

C. Compassionate Leave

Employees may take 3 Equivalent Days of paid leave in the case of the death of a member of their Immediate Family. "Immediate Family" is defined as a child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-child, or step-parent. In the case of the death of other family members (aunt, uncle, niece, or nephew) or in the case of pregnancy loss, one Equivalent Day of paid leave will be allowed. Requests for additional unpaid compassionate leave should be made in writing to an employee's Manager who will discuss the request with the Director.

D. Leave of Absence

Employees may request a leave of absence due to personal illness or injury, the illness or injury of a member of the employee's Immediate Family, or the birth/adoption of a child. This leave of absence may be granted for a maximum of 90 calendar days. In the event that a leave of absence is granted, all paid sick leave and paid vacation must be used first. Once all paid leave has been exhausted, the remaining days of the leave will be without pay.

An employee must apply in writing for this leave of absence and submit their request to their Manager. The employee's request should include the reason for the leave, the date on which the employee wishes the leave to begin, the date on which the employee will return to active employment with RFPL, and any documentation supporting the employee's need for leave. RFPL reserves the right to require the employee to obtain medical documentation to justify their leave and/or release them to return to work. Documentation may be required for any absence that extends for more than 3 consecutive work days. If the reason for the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance. The granting of a

leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of RFPL. While RFPL will strive to reinstate the employee to their previous position, RFPL does not guarantee that the position will remain available at the end of the leave of absence.

Failure to return from a leave of absence on the date agreed upon is regarded as a voluntary resignation. Requests for an extension of a leave of absence should be submitted in writing to the Director prior to the agreed upon return date. However, should RFPL determine that it will no longer hold open the position of an employee on leave, it will endeavor to let the employee know as soon as practicable and, when possible, give the employee an opportunity to return to the position before it is filled. A request for a leave of absence made by the Director must be approved by the Board.

E. Short Term Disability

Short term disability coverage may be available to eligible employees through participation in the Illinois Municipal Retirement Fund (“IMRF”). It is the employee’s responsibility to contact IMRF to discern what benefits may be available.

F. Victims’ Economic Security and Safety Act Leave

RFPL complies with the Victims’ Economic Security and Safety Act (820 ILCS 180).

G. Military Leave

RFPL complies with the Federal Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. Ch. 43) and the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61).

Updated 11/2023

III. Leaves of Absence

A. Personal Day

Employees regularly scheduled for more than 19 hours per week will receive one paid Equivalent Day of personal leave per year. Personal days may not be taken until an employee has completed the 90-day orientation period.

B. Jury Duty or Court Leave

Nonexempt employees regularly scheduled for more than 19 hours per week who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend a court proceeding may make up the hours that they miss by arrangement with their Manager.

Exempt employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court proceedings will be granted leave with pay.

All employees are entitled to keep whatever compensation is given for jury duty. Employees shall provide a copy of the jury duty summons to their Manager within 10 days from the date of issuance.

C. Compassionate Leave

Employees ~~regularly scheduled for more than 19 hours per week~~ may take 3 Equivalent Days of paid leave in the case of ~~the a death of a member of their~~ the Immediate Ffamily. “Immediate Ffamily” is defined as a child, spouse, partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-child, or step-parent. In the case of the death of other family members (aunt, uncle, niece, or nephew) or in the case of pregnancy loss, one Equivalent Day of paid leave will be allowed. Requests for additional unpaid compassionate leave should be made in writing to an employee’s Manager who will discuss the request with the Director.

D. Leave of Absence

Employees may request a leave of absence due to personal illness or injury, the illness or injury of a member of the employee’s Immediate Ffamily ~~member as defined in section C,~~ or the birth/adoption of a child. This leave of absence may be granted for a maximum of 90 calendar days. In the event that a leave of absence is granted, all paid sick leave and paid vacation must be used first. Once all paid leave has been exhausted, the remaining days of the leave will be without pay.

An employee must apply in writing for this leave of absence and submit their request to their Manager. The employee’s request should include the reason for the leave, the date on which the employee wishes the leave to begin, the date on which the employee will return to active employment with RFPL, and any documentation supporting the employee’s need for leave. RFPL reserves the right to require the employee to obtain medical documentation to justify their leave and/or release them to return to work. Documentation may be required for any absence that extends for more than 3 consecutive work days. If the reason for the leave of absence is reasonably foreseeable,

the employee should request the leave at least 30 days in advance. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of RFPL. While RFPL will strive to reinstate the employee to their previous position, RFPL does not guarantee that the position will remain available at the end of the leave of absence.

Failure to return from a leave of absence on the date agreed upon is regarded as a voluntary resignation. Requests for an extension of a leave of absence should be submitted in writing to the Director prior to the agreed upon return date. However, should RFPL determine that it will no longer hold open the position of an employee on leave, it will endeavor to let the employee know as soon as practicable, and, when possible, give the employee an opportunity to return to the position before it is filled. A request for a leave of absence made by the Director must be approved by the Board.

E. Short Term Disability

Short term disability coverage may be available to eligible employees through participation in the Illinois Municipal Retirement Fund (“IMRF”). It is the employee’s responsibility to contact IMRF to discern what benefits may be available.

F. Victims’s Economic Security and Safety Act Leave ~~(VESSA)~~

RFPL complies with the Victims’s Economic Security and Safety Act ~~Leave (VESSA)~~ per (820 ILCS 180)/1-999.

G. Military Leave

~~RFPL complies with Employees called to active duty in the U.S. Military, including the U.S. Armed Forces, Reserves, and National Guard, will be granted leave in accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA)(38 U.S.C. Ch. 43) and the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61). (ISERRA).~~

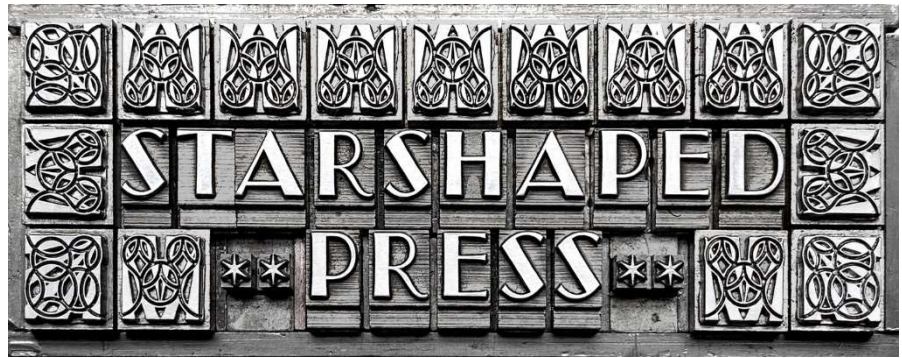
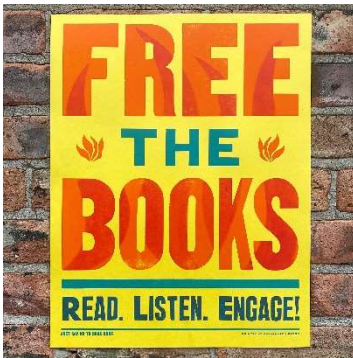
Strategic Directions



Community

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

Staff led blog posts in October included [an interview with Barb C. and Shannon D.](#) on the horror genre, and [LGTBQ History Month: Why Does it Matter?](#) by Anne Kowalski.



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

- Brian Wolowitz, ATS Librarian, reached out to Jen Farrell at Starshaped Press in Chicago, who started a campaign called [Free The Books](#) for printmakers to speak out against the book censorship trend. Jen donated 5 prints to the Library that were displayed in the lobby during Banned Books Week.
- Children's collaborated with the RF Police and Fire Departments to host a **Touch a Truck event** on Jackson Ave. 203 kids and grownups attended, and the kids loved exploring the inside of the fire trucks and police cruisers.
- The Library once again teamed up with the RF Park District and the Cook County Forest Preserves for the **annual Hoot 'N Howl** event at Keystone Park. Library staff served s'mores and hot chocolate, and over 600 people attended despite the cold.
- The Library partnered with **Sarah's Inn**, a domestic violence agency in Oak Park, to recognize Domestic Violence Awareness Month in October. We placed purple ribbons and a Sarah's Inn sign in the garden and at the library entry.
- A 5th grade class from **St. Vincent Ferrer School** visited the Library to learn about the programs and services for middle schoolers. Librarian Anne Kowalski gave a tour, demonstrated how to find books, and many of the students checked out a book. It was great to introduce more students to the Library and Anne said she has seen a couple of them visiting since the tour.

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



Spaces

Fran Arnold added a seasonal book river to the **Adult Reader's Corner**. Based on feedback from staff in-service, the Materials Suggestions Form was added to the **How Do I?** drop down menu.

Goal: Be a place where community members can gather in small and large groups.

The **Local Spotlight featured art** by Cynthia Riccio in October. In November, we welcomed a student and teacher ceramics show. An opening reception will be held on November 8.



Events, Services & Collections



Goal: Incorporate and celebrate diversity.

To celebrate Hispanic Heritage Month, the library hosted Mariachi Sirenas, Chicago's first all-female Mariachi band. This multi-age event drew 121 attendees. The band performed in the garden and patrons gave a lot of positive feedback. Children's and ATS are excited to collaborate on future multi-age programs.

Goal: Support the freedom to read and explore.

Banned Books Week was the first week of October. In addition to Library displays, which were enhanced by the beautiful Starshaped Press posters, we offered two programs. The Library co-hosted the virtual *Book Challenges on the Rise: Support Your Freedom to Read* program, including talks from IL Secretary of State Alexi Giannoulias and RAILS Executive Director Monica Harris. The City Lit Theater performed dramatic readings from excerpts from the ALA's list of most frequently challenged books in a live program at the Library as well.

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

- The Library hosted a fun Halloween-themed program for adults, *The Most Haunted Places in Illinois*, by presenter Chad Lewis. 37 patrons attended and enjoyed hearing spooky stories and local lore.
- Performer Miss Jamie from Miss Jamie's Farm gave a performance this October. We had a of 95 participants, who had a blast dancing and singing along.



Staff

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

We held staff in-service day this October, where we had sessions on book challenge trends and how to handle first amendment audits, among other topics. The day's topics were important but a little heavy, so we peppered stress relief and team building throughout the day, including a visit from two adorable therapy dogs.

Key Performance Indicators

| Category | August 2023 | September 2023 | October 2023 |
|---|--------------------------------|--------------------------------|--------------------------------|
| Physical item circulation - initial checkouts | 14,740 | 12,855 | 13,105 |
| Digital item circulation | 4,173 | 4,138 | 4,682 |
| Total Circulation | 18,913 | 16,993 | 17,787 |
| Programs for Adults | 10 programs 289 attendees | 13 programs 302 attendees | 14 programs 162 attendees |
| Programs Middle School aged children | 7 programs 332 attendees | 13 programs 187 attendees | 14 programs 162 attendees |
| Programs for Children | 19 programs 1,333 attendees | 24 programs 1,265 attendees | 24 programs 1,942 attendees |
| Library-Wide Programs | 1 program 121 attendees | | |
| Children's Play Area Visits | 1192 | 1141 | 1636 |
| New cardholders added | 47 | 45 | 34 |
| Total cardholders | 8,228 | 8,264 | 8,273 |
| Website sessions | 6,378 | 6,530 | 6,667 |
| Patron visits | 10,038 | 9,660 | 11,380 |
| Instagram Followers | 1,396 | 1,403 | 1,409 |
| Facebook Followers | 1,357 | 1,364 | 1,368 |

Staff updates

Adult & Teen Services Librarian Ariel Schick virtually attended the Adult Reading Roundtable (ARRT) Fall Book Club Study. They practiced leading a book discussion and also discussed dealing with political tension during book discussions.

Adult & Teen Services Manager Shannon Gruber virtually attended the RAILS-sponsored program *No More Neutral: Championing the Right to Read*. There were some excellent examples of libraries clarifying their policies and clearly communicating their dedication to the freedom to read in the current climate of book bans and challenges.

Fran Arnold, Marketing and PR Specialist, has begun to meet with potential web development firms and will be gathering budget estimates over the next few weeks.

Financial highlights

- A detailed report on Hoopla spending is included at the end of this report.
- A detailed memo on Technical Support spending is included in your packet.

Facility updates

- Carpets were cleaned throughout the building.
- CleanNet did a deep clean of the building, paying particular attention to areas like windowsills and handrails.
- The fireplaces were inspected and turned on for the season.

Committee updates

Policy Committee met on November 6

Respectfully submitted,

Emily Compton

November 9, 2023

Digital Platforms Overview

| | Hoopla | Libby | Kanopy |
|--|--|---|--|
| Licensing & Pricing | Pay-per use model. No wait list and we are charged per checkout. | Pay-per license. One checkout per license at a time, wait lists are typical. | Pay-per-use model. No wait list and we are charged per checkout. |
| Formats & Content | Ebook, eaudiobook, music, film, tv shows, and magazines. 1,502,272 titles available. Wide range of titles and topics. Fewer bestsellers. Content curated by Hoopla. | Ebook, eaudiobook, and magazines. 73,838 titles available. Where you'll find the bestselling books. Content curated by RFPL and consortium librarians. | Film and tv shows. 31,620 titles available. Started with indie films, documentaries, and educational shows. Has broadened to include some popular content. Content curated by Kanopy. |
| Consortium | No, for RFPL patrons only. | Yes, titles are shared among 56 libraries in the MyMediaMall consortium. | No, for RFPL patrons only. |
| Average Checkouts per Month FY23-24 | 1,066 | 3,123 | 80 |
| Pricing & Budget | Average price per checkout is \$2.99. Average monthly spending is \$2,300 | Average price per license is \$43.40. Average monthly spending is \$3,350 | Average price per checkout is \$2.32. Average monthly spending is \$350 |
| Econtent budget: \$78,335 Spent as of October 31 (50% of FY): \$35,194.63 (42.65%). | | | |

Hoopla

There are 250-300 Hoopla users on average each month. The majority of users check out 3 items or less.

| <i>Patrons & Borrows</i> | August 2023 | September 2023 | October 2023 |
|------------------------------------|-------------|----------------|--------------|
| # of patrons who borrowed 1 item | 94 | 118 | 103 |
| # of patrons who borrowed 2 items | 56 | 62 | 61 |
| # of patrons who borrowed 3 items | 38 | 29 | 37 |
| # of patrons who borrowed 4 items | 21 | 25 | 22 |
| # of patrons who borrowed 5 items | 14 | 14 | 9 |
| # of patrons who borrowed 6 items | 12 | 11 | 15 |
| # of patrons who borrowed 7 items | 8 | 11 | 8 |
| # of patrons who borrowed 8 items | 6 | 6 | 5 |
| # of patrons who borrowed 9 items | 4 | 3 | 8 |
| # of patrons who borrowed 10 items | 7 | 5 | 1 |
| # of patrons who borrowed 11 items | 1 | 6 | 6 |
| # of patrons who borrowed 12 items | 22 | 21 | 22 |

We are able to reduce the user checkout limit, set an overall monthly spending limit, or shift the physical audiobook on CD budget to digital, if necessary, though we don't see the need at this time.

River Forest Public Library
Policy Committee Meeting - DRAFT

MINUTES

Monday, November 6th, 2023 at 2:00pm

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

Call to Order: Trustee Hill called the meeting to order at 2:09.

Minutes: October 10th, 2023 Policy Committee meeting minutes were approved unanimously with minor changes.

1. Staff II. Employee Tiers & Benefits
The policy was updated to be compliant with the IL Paid Leave for All Workers Act, to reflect the expansion of paid compassionate leave to all staff, and the addition of vision insurance coverage offered to employees working 30 hours or more per week. The Committee discussed editing the Paid Sick Leave paragraphs to clarify that sick leave is for employees to use for themselves and for any such person as indicated in the Illinois Employee Sick Leave Act ("ESLA").
2. Staff III. Leaves of Absence
The policy was updated to expand paid compassionate leave to all staff. Other non-substantive changes were made.
3. Staff X. Workplace Harassment
Minor changes for clarity.
4. Patrons IX. Code of Conduct
The policy was updated to allow photographing and recording without permission.
5. Patrons XI. Public Comment and Recording of Meetings
The policy was updated to address public recording at board meetings.
6. Patrons XIV. Volunteers
The Committee would like to see Library's insurance policy that covers volunteers before moving forward. Director Compton will reach out to our representative from LIRA and follow up. Director Compton and Shannon will put together a waiver, volunteer application, and policy draft for the next Policy Committee meeting.
7. Oversight V. Compliance
Minor changes for clarity.

Next Meeting: Wednesday, January 31st, 2024 at 2:00pm to discuss Collection Management and Reference Services Computer and internet access for staff and patrons.

Adjournment: Trustee Carstens moved to adjourn the meeting at 3:10 pm. Trustee Ruggeri seconded.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 7, 2023

RE: Technical Support Budget FY23-24

During the discussion about our monthly bill from Outsource Solutions Group (OSG) at the October regular board meeting, I mentioned that the Library may have exhausted prepaid hours for technical support. Technical support to investigate and fix issues is not included in our monthly bill, so we purchase prepaid blocks of time for this purpose. When putting together the FY23-24 budget, OSG advised that one 50-hour block of time would be sufficient for the fiscal year, so I had budgeted for one 50-hour block, which we purchased in May. We also purchased a 50-hour block to replace our failing server this past March. OSG verified that we ran out of prepaid hours as of July 31. A detailed timeline of how we used the hours is included in the chart below.

We will exceed the Technical Support budget of \$23,500 for the year. Outside of projects, we averaged 3.5 hours of technical support per month this fiscal year. OSG recommends budgeting one-quarter hour per staff member per month for technical support, which is 6.25 hours per month. Using both numbers, we can anticipate needing 19.25 – 35 hours this fiscal year, and 42-75 hours next fiscal year. I have outlined three options for how we can move forward and appreciate your thoughts.

Tech support hours pricing until 2024, when we can expect a \$5-\$10 increase:

Per-use: \$185 per hour

25-hour block: \$4,375 (\$175 per)

50-hour block: \$8,250 (\$165 per)

75-hour block: \$11,625 (\$155 per)

100-hour block: \$14,500 (\$145 per)

Technical Support Budget FY Breakdown

\$15,859.74 - Spent as of 11/7/2023

\$1,200 – Estimated bill for tech support beyond prepaids October – mid-November

\$8,844.15 – Remaining monthly maintenance charges October, 2023 – April, 2024

\$25,903.89 – Total

Option 1: purchase a 50-hour block of time at \$8,250. Anticipate spending \$34,153.89. Expect to carry over 15-30 hours to next FY.

Option 2: purchase a 75-hour block of time at \$11,625. Anticipate spending \$37,528.89. Expect to carry over 40-55 hours to next FY.

Option 3: purchase time as used. Estimate 6.25 hours used per month at \$1,156.25 (\$6,359.38). Anticipate spending \$32,263.27. Expect to purchase a prepaid block in May, 2024.

Prepays Timeline

| Month | Narrative | Ending Balance |
|--------------|--|-----------------------|
| March | Mid-month we had 4.5 hours of prepaids left and purchased 50 hours for the server migration. We then used 5 hours to keep the server running | 49.5 hours |
| April | 48.5 hours used to migrate server software and install new server hardware. | 1 hour |
| May | 1.75 hours used for regular tech issues, and 50 hours purchased. | 49.25 |
| June | At this point, we were waiting for TBS to work with OSG to migrate their apps as the last step in the server migration. TBS apps manage our public computer reservation and printing systems. TBS was dealing with a cybersecurity breach that affected a number of public libraries. We were protected by SentinelOne and were not affected. We were running on the old server, however, and it began to fail again. 11.5 hours were used to keep it running. | 37.75 hours |
| July | 37.75 hours used: 4 to keep old server running, 24 to migrate TBS and finish server work, 5.75 to set up two new computers, and 4 for regular tech issues. | 0 |
| August | 2.75 hours used for regular tech issues, 1.25 hours used for HVAC device setup | -4 |
| September | 3.25 hours for IP Address investigation related to chat bomb threats at libraries, 1 hour for HVAC device setup, 4.75 for regular tech issues. | -13 |
| October | 4.5 hours used. Have not been billed yet, so do not have breakdown. | -17.5 |

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 7, 2023

RE: 2023 Levy Resolution

The RFPL 2023 levy resolution is due to the Village of River Forest this November, so it can be included in their November levy presentation. The 2023 levy will fund RFPL's FY 2023-24 operating budget, which was approved by the Board of Trustees in March of 2023. The levy resolution lists the approved FY 2023-24 operating budget alongside the amount of money from the levy that will fund each budget line.

The Village Finance Director advised RFPL to levy \$1,595,644 in property taxes, which is a 5% 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. Like last year, the high CPI increase allows us to levy up to 5%, and this year's resolution shows a higher Levy amount than the approved Budget amount.

We are not required to amend our budget due to increased revenues, and our levy resolution can account for excess revenues in lines where we may need more funding this fiscal year. I put most of the excess revenues in the Tech Support Services line, as we will go over the \$23,500 budgeted this fiscal year.

You will also see differences in the Programming and Consultant/Legal Fees lines in the resolution. The Programming amount in the Levy column is lower than the Budget column because it is partially grant funded. I also added funding to the Consultant/Legal Fees line, anticipating actual expenses may exceed the budgeted amount of that line item.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
RIVER FOREST PUBLIC LIBRARY
BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024**

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 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2023 and ending April 30, 2024 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 23-24 BUDGET | 2023 LEVY |
|-----------------------------------|----------------------------|------------------|
| Salaries | 813,000 | 813,000 |
| Health Insurance | 62,250 | 62,250 |
| IMRF | 55,000 | 55,000 |
| FICA/Medicare | 62,200 | 62,200 |
| Payroll Services | 6,000 | 6,000 |
| Insurance | 20,000 | 20,000 |
| Auditing | 11,000 | 11,000 |
| Staff Training & Development | 9,000 | 9,000 |
| Membership Dues | 4,000 | 4,000 |
| Staff Recognition | 3,250 | 3,250 |
| Programming | 45,800 | 43,644 |
| Trustee Training | 900 | 900 |
| ILL and RB Services | 750 | 750 |
| Tech Support Services | 23,500 | 37,600 |
| Automation-Admin | 44,500 | 44,500 |
| Youth Interventionist Contract | 4,965 | 4,965 |
| Consultant/Legal Fees | 5,500 | 10,000 |
| Postage & Delivery | 2,250 | 2,250 |
| Telephone/Internet | 11,000 | 11,000 |
| Copy Machine Lease | 3,000 | 3,000 |
| Books | 76,000 | 76,000 |
| Print Periodicals | 6,000 | 6,000 |

| | | |
|--------------------------------|------------------|------------------|
| Automated Subscription | 11,000 | 11,000 |
| Audio-Visuals/ Online Econtent | 94,335 | 94,335 |
| Office Supplies | 4,250 | 4,250 |
| Library Supplies | 5,500 | 5,500 |
| Copy and Printing Supplies | 2,250 | 2,250 |
| Advertising | 3,750 | 3,750 |
| Newsletter | 6,500 | 6,500 |
| Misc Expenses | 2,000 | 2,000 |
| Equipment and Furniture | 5,000 | 5,000 |
| Technology-Misc | 3,500 | 3,500 |
| Strategic Initiatives | 10,000 | 10,000 |
| Building Materials & Supplies | 4,750 | 4,750 |
| Custodial Services | 73,000 | 73,000 |
| Water | 3,000 | 3,000 |
| Natural Gas | 28,000 | 28,000 |
| Copier Maintenance | 2,500 | 2,500 |
| Capital Reserve | 50,000 | 50,000 |
| Total Corporate Library | 1,579,200 | 1,595,644 |

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 14th of November, 2023 pursuant to a roll call as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

Adopted on _____

Secretary Board of Trustees



Franzen Plumbing, Inc

River Forest Library
735 Lathrop Ave
River Forest, IL 60305

☎ (708) 366-5205
✉ kcangelosi@riverforestlibrary.org

| | |
|--------------|-------------------|
| ESTIMATE | #966 |
| SERVICE DATE | Nov 9, 2023 |
| TOTAL | \$2,448.00 |

CONTACT US

PO Box 6804
River Forest, IL 60305

☎ (708) 366-3848
✉ franzenplumbinginc@gmail.com

ESTIMATE

Services

40 gallon skinny Bradford White Regular Vent Water heater

Provide and install new 40 gallon skinny Bradford White Water Heater. This includes removal of old unit.
Includes parts and labor.
Includes 6 year manufacturer warranty, 1 year labor warranty.

Services subtotal: \$2,448.00

Total **\$2,448.00**

Thank you for choosing Franzen Plumbing, Inc., we look forward to working with you again!
All commercial job payment terms are net 30. Residential job payment terms are due upon completion of job.



Reeg Plumbing

River Forest Public Library
735 Lathrop Ave
River Forest, IL 60305

(708) 366-5205
ecompton@riverforestlibrary.org

| | |
|---------------|-------------------|
| ESTIMATE | #1647 |
| ESTIMATE DATE | Nov 9, 2023 |
| SERVICE DATE | Nov 9, 2023 |
| TOTAL | \$2,260.00 |

CONTACT US

7112 Roosevelt Rd
Oak Park, IL 60304

(708) 771-5711
info@reegplumbing.com

ESTIMATE

| Services | amount |
|----------|--------|
|----------|--------|

| | |
|---|------------|
| Replace a 40-gallon gas atmospheric water heater. | \$2,260.00 |
|---|------------|

We will pull permits with the Village and replace the existing 40-gallon gas atmospheric water heater with a new 40-gallon gas atmospheric water heater made by Bradford White.

We will drain the old water heater and take it away with us. We will then install a new 40-gallon gas atmospheric fired water heater. This installation will be a little different than a normal installation. We will need a little room to pull the old water heater out and install the new water heater, so a few shelves will need to be moved in the basement prior to us coming. We will also need to tie in a recirculation line and add a new check valve on the cold-water supply along with an expansion tank as per Code. We will also leave a shut off on the hot water side of the water heater.

The venting on this water heater is a little unusual. We will need to support the venting as we take the old water heater out and install the new water heater. The new venting has a built-in fan that we will not touch but we will hook up the existing venting to the new water heater.

This price includes all labor and material. Permit fees are not included with this pricing because we don't know how much the permit fee will be. It should not exceed \$80. Pricing is good for 45 days after the initial bid is sent.

Services subtotal: \$2,260.00

Total \$2,260.00

Payment is due at the end of the service call. We accept all major credit cards, checks, cash and Venmo.
Our hourly service rate is \$180 per hour per plumber with a one hour minimum and \$90 every half an hour after that.
Estimates are only scheduled on Friday's, all estimates are free and take 5-7 business days for written bids.
If this an emergency, there is a \$85 same-day emergency cost.
If you need to cancel your appointment, please call or email the office 24 hours prior to your appointment. If
appointment is not cancelled, there will be an \$85 cancellation fee.
Thank you for your business. Have a great day!
P.S. If you were happy with today's services, please drop us a review on Yelp, Google or Facebook!

AMENDMENT NO. 2
to Contract Between River Forest Public Library and Construction
Solutions of Illinois, Inc.
for AHU Relocation & Mechanical Room Remodeling

RECITALS

WHEREAS, the Board of Trustees of the River Forest Public Library, duly organized as a free, public library under the Act of the Legislature of Illinois, approved and in force March 7, 1872, and all amendments thereto (the “Owner”) and Construction Solutions of Illinois, Inc., an Illinois corporation (the “Contractor”), previously entered into a contract for the Project identified as “AHU Relocation & Mechanical Room Remodeling,” consisting of the Standard Short Form of Agreement Between Owner and Contractor (AIA Document A105-2017) and a Rider to the Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project (AIA Document A105-2017), along with their Exhibits and other incorporated Contract Documents, dated September 23, 2022 (collectively, the “Original Agreement”); and

WHEREAS, Owner and Contractor have also entered into a previous Amendment to that Agreement, dated November 15, 2022, (the “Amendment No. 1”; the Original Agreement as amended by the Amendment No. 1 shall be referred to as the “Agreement”); and

WHEREAS, Owner and the River Forest Park District, an Illinois park district, entered into “A Memorandum of Understanding by and between the River Forest Park District and the Board of Library Trustees of the Village of River Forest Regarding the River Forest Public Library Air Handler Project,” dated June 23, 2021 (the “MOU”); and

WHEREAS, Owner and Contractor now desire to enter into this Amendment No. 2 (“Amendment No. 2”), to align the terms of this Agreement with the relevant provisions of the MOU that apply to the Contractor, which provisions are attached as Exhibit A to this Amendment No. 2 (and are contained in Exhibit B to the MOU).

NOW THEREFORE, in consideration of the foregoing, the mutual covenants and agreements contained in this Amendment No. 2, and other good and valuable consideration, the receipt and legal sufficiency of which are acknowledged by the parties, the parties agree as follows:

568974_1

1. Incorporation of Recitals. The recitals set forth above are incorporated by reference and are made a part hereof.
2. Contractor Obligations. The Agreement is hereby amended to provide that all requirements and obligations of the contractor performing the work, as set forth in Exhibit A attached hereto, are incorporated into the terms of the Agreement. The Contractor acknowledges receipt of, and understanding of these requirements and obligations, and expressly agrees to be bound by the terms contained in Exhibit A as the contractor performing the work.

IN WITNESS WHEREOF, the Owner and Contractor have executed this Amendment No. 2 as of the dates indicated below.

FOR: OWNER

FOR: CONTRACTOR

BOARD OF TRUSTEES
RIVER FOREST PUBLIC LIBRARY

CONSTRUCTION SOLUTIONS OF
ILLINOIS, INC.

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT A

INDEMNIFICATION AND INSURANCE REQUIREMENTS

Indemnification

To the fullest extent permitted by law, the contractor performing the work ("Contractor") shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

Contractor shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability ("CGL") and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office ("ISO") occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District. Any insurance or self-insurance maintained by Park District shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Continuing Completed Operations Liability Insurance

Contractor shall maintain CGL and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

C. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. Workers Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Park District shall be by certified mail, return receipt requested.

Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Park District whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

F. Professional Liability Insurance

The architect for the Project shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each wrongful act arising out of the performance or failure to perform professional services.