



**River Forest Public Library
Regular Board Meeting
October 17, 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: 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
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
 - Oversight III – Investment of Public Funds – discussion and vote
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Approval of the 2024 Calendar of Meetings - vote
 - e. Outsource Solutions Group Monthly Charges - discussion
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Project open issues – discussion
 - ii. Reimbursement for replacement tree plantings to River Forest Park District (\$1,750) - 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: September 19th, 2023, 6pm - 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: River Forest residents Jane Ditelberg, Elizabeth Treatman, Tom Engoren, Mindy Credi, and Megan Keskitalo
River Forest Public Library staff members Melaina Maraldi (Head of Children's Services), Shannon Gruber (Head of Adult and Teen Services), and Lisa Engoren (Tech Services Associate and River Forest resident).

Visitor Comments:

Ms. Ditelberg stated that libraries are important for learning about people who live different lives and about the things we have in common. She appreciates that the Library offers and features books on a wide variety of subjects. She shared that she has a child who is transgender and gay who used the Library growing up. She expressed her opinion that stories of LGBTQ members of the River Forest community and of the world must be offered, recommended, featured and promoted just like the stories of other groups in the community and the world.

Ms. Treatman stated that she came to the Board meeting in support of the LGBTQ+ materials and pride display at the Library. She thanked the Library and the Board for their inclusivity.

Ms. Keskitalo stated that she came to the meeting to thank the Library staff for the welcoming atmosphere and excellent collections and services. She shared that she has a transgender child and especially appreciates that the Library is a safe space for her children.

Ms. Credi stated that she believes discussions of sexuality and gender identity should be between parents and their children. She has concerns regarding the age appropriateness of some of the LGBTQ+ materials and materials in the Children's collection that she views as sexually explicit.

Ms. Maraldi stated categorically that there are no sexually explicit materials in the Children's collection. She described the process used to evaluate materials for purchase, including borrowing a title from another library for staff review if necessary and that the Children's Department follows the Collection Management Policy set by the Board of Trustees.

Trustee Berens read the Library's Vision and Mission Statements from its Strategic Plan.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: July 18, 2023
- b. Minutes of the Special Board Meeting: August 4, 2023
- c. May 2023 and June 2023 Capital Reserve Fund
- d. June 2023 Revenue and Expense Reports (both corrected)
- e. July 2023 Revenue and Expense Reports
- f. July 2023 Bill Payment List and Credit Card Charges
- g. July 31, 2023 Capital Reserve Fund
- h. August 2023 Revenue and Expense Reports
- i. August 2023 Bill Payment List and Credit Card Charges
- j. August 31, 2023 Capital Reserve Fund
- k. Policy update: Oversight II- Fiscal Accountability

A motion to approve items a-k was made by Trustee Berens and seconded by President Ruggeri.

Discussion of the consent agenda included a clarifying question regarding the Capital Reserve Fund balance and comments on the expected timing of Cook County property tax payments. Trustees asked about the expiration of the Comcast discounted rates and the increasing monthly charges from Outsource Solutions Group (OSG) which are partially due to services being added, including monthly server backup, Office 365 backups for staff, and cyber security precautions. Trustees asked if there was a seasonal pattern to the Hoopla charges. Director Compton explained that Hoopla charges per download, and there is no cap on the amount charged. The consent agenda was approved on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported that a patron requested new library bags to replace the current ones which are worn. Director Compton also reported receiving an email from River Forest resident Carol Schweig reiterating and expanding on her statements at the July Board meeting asserting that the Library staff is promoting LGBTQ+ ideology. Ms. Schweig asked that the Library staff not promote LGBTQ+ materials and programs. Ms. Schweig also sent the email to Trustees and asked that it be made part of the public record.

Director's Report:

Director Compton highlighted the community art display in the lobby of the Library. Children's Services Associate LucyRose Till-Campbell spent the summer encouraging both patrons and RFPL staff to join her in painting 5" x 5" canvas squares. She and fellow Children's Services Associate Marissa Walentschik then created a mural using those canvas squares.

Library staff have been contributing blog entries for the RFPL website. Recent entries include Children's Services Associate Jenn Meadows's love letter to libraries; PR and Marketing Specialist Fran Arnold's experience using Mango to learn a foreign language;

and Adult and Teen Services Librarian Brian Wolowitz's recommendation to use Kanopy to watch documentaries made by Frederick Wiseman.

President's Report:

President Ruggeri had no additional items to note in her report that were not going to be covered elsewhere in the meeting.

New Business

Committee Reports

Facilities Committee

- Chairman Hill reported that the Village inspections of the new mechanical room are going well, but there is some condensation from the unit pooling outside of the air handler enclosure. The Library's contractor and Williams Architects believe that the condensation issue may be resolved once the unit's controls are fully installed and the system is tested and balanced.
- IMEG inspected the project per the Library's request and prepared an interim punch list.
- Two change orders were approved by President Ruggeri and Vice President Hill for the addition of an outlet and for a header in the bathroom.
- The air handler unit was turned on as of August 21, and the rented supplemental air conditioning units were returned at the end of August. The Library did not need to spend the full amount the Board had previously approved for the AC units.
- Williams Architects sent the Library a check for the cost of replacing the installed two-way valve with the necessary three-way valve.

Finance Committee

- Chairman Ruggeri stated that the Finance Committee met on August 29th to consider the draft audit with the Library's auditor's, Lauterbach & Amen. Overall, the audit was in good shape. L&A will revise the audit after the Library makes adjusting journal entries and the Village provides the auditors with information regarding the pension plan. The tentative plan had been to present the final audit at the October Board meeting, but it is unclear whether L&A will get the information it needs in time to meet that timetable.
- \$50,000 of the operations fund was put into a long-term CD to take advantage of current high interest rates.
- The Finance Committee raised the issue of replacing the monthly Balance Sheet report with a Fund Balance report. The Library's accounting consultant advised Director Compton that some libraries prepare Balance Sheets while others use Fund Balance reports. RFPL does not have an accountant on staff and, therefore, some items on the Balance Sheet are not updated during the course of the fiscal year. The

Committee worked through the elements of the Balance Sheet that provide meaningful information for Board oversight and noted that some elements do not change throughout the year. Director Compton created a mock Fund Balance report that captures all of the key elements aside from the credit card balance which will be separately reported. Trustees considered the request to replace the Balance Sheet with the Fund Balance report and agreed to move forward with a monthly Fund Balance report, with a full Balance Sheet to be presented to the Board in May and November. Staff also will list the CD's in the order of maturity date.

Policy Committee

Chairman Long reported that the Policy Committee did not meet since the last Board meeting and plans to meet before the October Board meeting. There was a suggestion that the Committee consider developing a display policy outlining the criteria the librarians use to create displays and to select books for display.

RFPL Foundation Liaison

Liaison Hopkinson reported that the Foundation hosted a successful donor event on September 16th in conjunction with the Dooley concert. The Foundation is currently working on its annual appeal letter. The master contact list was circulated to Foundation Directors to determine the best contact for each person on the list.

Village of River Forest Collaboration Committee Liaison

Liaison Berens reported that the Committee met on September 13th. District 90 has begun full-day kindergarten and is in the process of reviewing its literacy curricula. The Village expected the bank to foreclose on the property at the corner of Lake and Lathrop. District 200 broke ground on building a new running track south of the tennis courts and is preparing to celebrate its 150-year anniversary. The Park District noted the puddling in the soccer field near the Library's new enclosure.

Summer Reading Program Report - discussion

Director Compton reported that 832 people came to the Library's Summer Reading Program Kickoff. 726 people registered for the program: 426 children logged 9,891 days of reading, 109 middle schoolers and teens actively logged reading time, and 102 adults logged 475 books. This year, the Library implemented an adult program called River Forest Reads, in which the entire adult community is invited to read the same book. This program featured three events: a lecture on great comediennes, an author visit with Eden Robins, and a book discussion.

The Library received a variety of feedback on the Summer Reading Program Kickoff and River Forest Reads. For the kickoff, people were happy with how smooth registration went and enjoyed the bubble show, which was new this year. The crowd also loved the face painter, but the lines were too long, and the Library plans to hire two face painters next year. The dairy-free ice cream was well-received and ran out early; more dairy-free ice cream will be ordered next year.

There were some complaints during Public Comment at the July Board Meeting regarding the sexual content in the River Forest Reads book *When Franny Stands Up*. The Library also received positive comments from patrons, thanking the Library for choosing the book. Feedback at the River Forest Reads events was positive as well. One patron emailed Director Compton to inquire why the book was chosen but added that she hadn't read the book and didn't have an issue with it. Director Compton explained that this historical fiction book was chosen because the Library could organize a program with its author since she was local, the setting was also local, there were similarities to the popular TV series "The Marvelous Mrs. Maisel," and it addressed a number of meaningful topics such as sexism, antisemitism, and racism.

Next year the Library plans to schedule the book discussion at a more strategic time than an evening in August, as vacations and the beginning of the school year contributed to low turnout. The Library also would like to incorporate all ages into the program and make it truly community wide by selecting two books: one for adults and one for children. It also plans to have a cross-departmental committee choose the titles.

Collection Development Practices Report - discussion

Director Compton outlined how the Library's collection is developed. Librarians with an MLIS degree are assigned to different areas of the collection and given a budget to work within. Every subject has a librarian responsible for it. Books are selected based on factors such as how well the subject circulates, whether there's a gap in the subject area in the collection, and whether there is growing interest in the community on that subject. Each department meets to discuss what patrons are requesting, whether the Library has gaps in those areas, and what they should order to best address the demand. They then use established review journals such as School Library Journal, Kirkus, and Booklist to help select titles.

Recent years have seen an uptick in the publishing of LGBTQ+ materials as conversations involving that topic have increased nationwide. The local demand for materials on different aspects of the topic has also increased, and the Library selects well-reviewed titles to address that demand. Director Compton acknowledged that there may be people in the community who are uncomfortable with LGBTQ+ topics but noted that the River Forest community also includes LGBTQ+ people and parents of LGBTQ+ children who thank the Library for representing them and their families in the collection. She also acknowledged concerns that certain titles in the collection are not age appropriate and clarified that reviews of books for children through teenage years have age recommendations in them specifically so that those titles can be placed in the proper section. She added that if a librarian is unsure after reading a review where to place an item, they will check out a copy of the book from another library and read it before acquiring it for the collection. In determining the section in which a book should be placed, librarians consider content, subjects of interest, book length, and reading difficulty.

Director Compton ended her report by commending the RFPL staff for being thoughtful and hard-working despite recent bomb threats at public libraries and accusations that

librarians select materials for the Library's Children's Collection that are inappropriate for children.

President Ruggeri added that the librarians are implementing policies that have been adopted by the Board. The Library's collection policy provides that materials cannot be excluded because some people find them objectionable. People can choose not to read those materials, but they cannot veto their availability for other patrons.

In discussion, Trustees noted that RFPL has adopted the American Library Association's Library Bill of Rights as part of its collection development policy. Trustees agreed that the Library needs to take patron concerns seriously and think about the entire community when making selections while leaving the decisions on collections and programs to the professional librarians on the Library's staff. Trustees agreed that, with the exception of Pride Month in June when interest and attention are higher, there has not been a disproportionate emphasis on LGBTQ+ materials in displays and programming.

Trustees acknowledged the time and work that goes into collection development and thanked Director Compton and the staff for their expertise and their dedication to the River Forest community.

Old Business

Air handler relocation and mechanical room renovation

Director Compton gave an update on the air handler relocation and mechanical room renovation. The air handler is now running, drywall work has been completed, and painting has started. A metal ceiling grid has been installed, and the bathroom header is in place. The controls work for the unit is done although the system still needs to be tested and balanced. The condensation issue is expected to improve once the unit is running with the controls and the system is tested and balanced.

Construction Solutions of Illinois (CSI) has not confirmed a plan for raising the wall on the enclosure. Williams has agreed to determine the final height of the wall.

The room is scheduled for substantial completion in October. The Library will receive a certificate of occupancy following an inspection.

Adjournment

The meeting was adjourned at 7:22pm following a motion by Trustee Hill, which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary

River Forest Public Library

Balance Sheet

As of May 31st, 2023

Revised 8.16.23

ASSETS

		5/31/2023
Current Assets		
CHECKING/SAVINGS - OPERATIONS ACCOUNT		
Operations Current		<u>Interest Rate</u>
ICS Operations	0.50%	371,922.72
Byline Operations	0.40%	29,546.98
CIBC Operations	0.00%	600,000.00
Petty Cash		40.00
TOTAL Operations Current		1,001,509.70
<u>Maturity Date</u>	Long-Term CDARS Reserves	<u>Interest Rate</u>
8/10/2023	OP CD 5 YEAR	2.75%
7/25/2024	OP CD 5 YEAR	1.90%
8/31/2023	OP CD 3 MONTHS	3.25%
11/30/2023	OP CD 6 MONTHS	3.75%
	TOTAL CDARS Reserves	134,898.42
TOTAL OPERATIONS ACCOUNT		1,136,408.12
CHECKING/SAVINGS - CAPITAL ACCOUNT		<u>Interest Rate</u>
ICS Capital	0.50%	516,097.86
Byline Capital	0.40%	91,365.28
TOTAL CAPITAL ACCOUNT		607,463.14
TOTAL CURRENT CHECKING/SAVINGS		1,743,871.26
Property Tax Receivable		680,197.51
Prepaid Assets		20,501.90
Accounts Receivable		-
TOTAL CURRENT ASSETS		2,444,570.67
TOTAL ASSETS		2,444,570.67
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		0.00
Credit Cards		4,851.88
Total Credit Cards		4,851.88
Accrued Salaries		42,512.72
Total Current Liabilities		47,364.60
Long-Term Liability		
Deferred Revenue		670,450.32
Total Liabilities		717,814.92
Equity		
Fund Balance Capital		186,853.08
Fund Balance Library		1,467,153.83
Retained Earnings		189,393.97
Net Income		-116,645.13
Total Equity		1,726,755.75
TOTAL LIABILITIES & EQUITY		2,444,570.67

River Forest Public Library

Fund Balances

As of June 30th, 2023

Prepared 10.10.23

			<u>6/30/2023</u>
CHECKING/SAVINGS - OPERATIONS FUND			
Operations Current			
		<u>Interest Rate</u>	
	ICS Operations	0.50%	327,063.52
	Byline Operations	0.40%	44,602.13
	CIBC Operations	0.00%	-
	Petty Cash		40.00
	TOTAL Checking/Savings		371,705.65
<u>Maturity Date</u>	Long-Term CDARS Reserves	<u>Interest Rate</u>	
8/10/2023	OP CD 5 YEAR	2.75%	68,610.67
8/31/2023	OP CD 3 MONTHS	3.25%	400,000.00
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00
7/25/2024	OP CD 5 YEAR	1.90%	66,546.49
	TOTAL CDARS Reserves		735,157.16
TOTAL OPERATIONS FUND			1,106,862.81
CHECKING/SAVINGS - CAPITAL ACCOUNT			
		<u>Interest Rate</u>	
	ICS Capital	0.50%	516,346.98
	Byline Capital	0.40%	88,913.44
	TOTAL CAPITAL FUND		605,260.42
TOTAL OPERATIONS/CAPITAL FUNDS			<u>1,712,123.23</u>

River Forest Public Library

Fund Balances

As of July 31st, 2023

Prepared 10.10.23

7/31/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	175,708.66
Byline Operations	0.40%	46,177.60
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL Checking/Savings 221,926.26

Maturity Date

Long-Term CDARS Reserves

Interest Rate

8/10/2023	OP CD 5 YEAR	2.75%	68,771.10
8/31/2023	OP CD 3 MONTHS	3.25%	400,000.00
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00
7/25/2024	OP CD 5 YEAR	1.90%	66,653.96

TOTAL CDARS Reserves 735,425.06

TOTAL OPERATIONS FUND

957,351.32

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	636,875.20
Byline Capital	0.40%	10,001.73

TOTAL CAPITAL FUND

646,876.93

TOTAL OPERATIONS/CAPITAL FUNDS

1,604,228.25

River Forest Public Library

Fund Balances

As of August 31st, 2023

Prepared 10.10.23

			<u>8/31/2023</u>
CHECKING/SAVINGS - OPERATIONS FUND			
Operations Current			
		<u>Interest Rate</u>	
	ICS Operations	0.50%	416,520.49
	Byline Operations	0.40%	50,013.46
	CIBC Operations	0.00%	50,000.00
	Petty Cash		40.00
	TOTAL Checking/Savings		516,573.95
	Long-Term CDARS Reserves		
<u>Maturity Date</u>		<u>Interest Rate</u>	
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00
7/25/2024	OP CD 5 YEAR	1.90%	66,653.96
8/8/2024`	OP CD 1 YEAR	4.20%	68,817.75
	TOTAL CDARS Reserves		335,471.71
	TOTAL OPERATIONS FUND		852,045.66
CHECKING/SAVINGS - CAPITAL ACCOUNT			
		<u>Interest Rate</u>	
	ICS Capital	0.50%	637,147.41
	Byline Capital	0.40%	10,003.36
	TOTAL CAPITAL FUND		647,150.77
	TOTAL OPERATIONS/CAPITAL FUNDS		<u>1,499,196.43</u>



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: September-23

<u>Account:</u>	<u>September-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				42% as of 9/30/23
Property Taxes	\$ -	\$ 24,199.89	\$ 1,495,000	1.62%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ 5,846.72	\$ 22,057.61	\$ 20,000	110.29%
Lost Books Reimbursed	\$ 242.77	\$ 1,436.74	\$ 3,500	41.05%
Copy Machine Revenue	\$ 450.85	\$ 1,539.13	\$ 2,800	54.97%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 176.41	\$ 1,888.78	\$ 5,000	37.78%
Grants from RFPL Foundation	\$ 600.00	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ -	\$ 5.35	\$ 300	1.78%
IL Per Capita Grant	\$ 17,457.22	\$ 17,457.22	\$ 17,300	100.91%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ 4,419.21	\$ 4,419.21	\$ 4,500	98.20%
Misc Income	\$ -	\$ 155.67	\$ 1,000	15.57%
Total:	\$ 29,193.18	\$ 80,699.60	\$ 1,579,200	5.11%
Income:	\$ 29,193.18	\$ 80,699.60	\$ 1,579,200	5.11%
Expense:	\$ 118,826.73	\$ 550,293.71	\$ 1,579,200	34.85%

Prepared 10.9.23



River Forest Public Library

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

Expense Report: Sep-23

23-24

September-23 Fiscal YTD Actual % Budget Budget
 42% as of 9/30/23

Expenses
 Personnel

Wages & Salaries	\$ 68,700.15	\$ 309,971.88	38.13%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,491.22	\$ 16,593.06	26.66%	\$ 62,250
IMRF	\$ 4,981.35	\$ 14,746.25	26.81%	\$ 55,000
Medicare/FICA	\$ 5,111.01	\$ 23,461.18	37.72%	\$ 62,200
Staff Recognition	\$ 71.15	\$ 414.06	12.74%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,515.40	16.84%	\$ 9,000
Total Personnel	\$ 82,354.88	\$ 367,896.83	36.47%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 2,187.00	33.65%	\$ 6,500
Advertising	\$ 19.26	\$ 836.72	22.31%	\$ 3,750
Total Printing and Advertising	\$ 19.26	\$ 3,023.72	29.50%	\$ 10,250

Programming

Children's Programs	\$ 2,931.41	\$ 7,035.36	46.90%	\$ 15,000
Teen Programs	\$ 1,621.16	\$ 3,917.36	48.97%	\$ 8,000
Adult Programs	\$ 2,304.64	\$ 5,714.38	54.42%	\$ 10,500
Special Programs	\$ 24.98	\$ 2,619.08	65.48%	\$ 4,000
Connections Programs	\$ 19.98	\$ 227.27	2.74%	\$ 8,300
Total Programs	\$ 6,902.17	\$ 19,513.45	42.61%	\$ 45,800
Total Advertising and Programs	\$ 6,921.43	\$ 22,537.17	40.21%	\$ 56,050

Other Support Services

ILL and RB Services	\$ -	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ -	\$ 12,225.44	52.02%	\$ 23,500
Automation Administration	\$ 2,965.19	\$ 12,925.56	29.05%	\$ 44,500
Consultant Fees/Legal Fees	\$ 107.50	\$ 654.50	11.90%	\$ 5,500
Postage & Delivery	\$ 19.99	\$ 1,052.95	46.80%	\$ 2,250
Audit	\$ -	\$ 6,100.00	55.45%	\$ 11,000
Payroll and Employment Services	\$ 572.00	\$ 2,475.81	41.26%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ 1,205.00	24.27%	\$ 4,965
Telephone/Internet	\$ 1,005.25	\$ 4,321.90	39.29%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 562.39	\$ 1,596.91	53.23%	\$ 3,000
Total Other Support Services	\$ 5,232.32	\$ 42,885.45	37.83%	\$ 113,365

Library Materials

Books	\$ 6,553.73	\$ 28,376.45	37.34%	\$ 76,000
Print Periodicals	\$ 328.86	\$ 5,106.58	85.11%	\$ 6,000

Automated Subscriptions (databases)	\$ -	\$ 8,680.60	78.91%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 5,219.50	\$ 29,203.06	37.28%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 1,292.83	\$ 6,278.05	39.24%	\$ 16,000
Total Library Materials	\$ 13,394.92	\$ 77,644.74	41.45%	\$ 187,335

Library and Office Supplies	Office Supplies	\$ 540.59	\$ 1,119.87	26.35%	\$ 4,250
	Library Supplies	\$ 385.34	\$ 2,115.76	38.47%	\$ 5,500
	Copy And Printing Supplies	\$ -	\$ 599.19	26.63%	\$ 2,250
	Misc Expenses	\$ 297.90	\$ 708.80	35.44%	\$ 2,000
	Total Office Supplies	\$ 1,223.83	\$ 4,543.62	32.45%	\$ 14,000
	Total Library Materials & Supplies	\$ 14,618.75	\$ 82,188.36	40.82%	\$ 201,335

Strategic Initiatives	Strategic Initiatives	\$ -	\$ -	0.00%	\$ 10,000
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Facility Supplies	Building Materials & Supplies	\$ 228.68	\$ 1,841.32	38.76%	\$ 4,750
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Facility Services	Insurance	\$ -	\$ -	0.00%	\$ 20,000
	Maintenance and Custodial Service	\$ 9,470.67	\$ 28,881.52	39.56%	\$ 73,000
	Water	\$ -	\$ 798.00	26.60%	\$ 3,000
	Natural Gas	\$ -	\$ 2,658.71	9.50%	\$ 28,000
	Copier Maintenance and Usage	\$ -	\$ 353.75	14.15%	\$ 2,500
	Total Facility Services	\$ 9,470.67	\$ 32,691.98	25.84%	\$ 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	\$ 9,699.35	\$ 34,785.90	24.89%	\$ 139,750
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Total Operating Expenses	\$ 118,826.73	\$ 550,293.71	35.99%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 118,826.73	\$ 550,293.71	34.85%	\$ 1,579,200
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Total Income	\$ 29,193.18	\$ 80,699.60	5.11%	\$ 1,579,200
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Prepared 10.9.23

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

AMAZON

Date	Transaction Type	Memo/Description	Amount
	Bill Payment		
09/14/2023	(Check)		-597.75
09/08/2023	Bill	SUPPLIES	42.76
09/12/2023	Bill	LAMINATING SHEETS	26.59
09/10/2023	Bill	CRAFT & CHAT SUPPLIES	67.90
09/10/2023	Bill	HALLOWEEN PARTY ITEMS	75.03
		CRAFT SUPPLIES/BEADS &	
09/13/2023	Bill	PIPE CLEANERS	13.98
08/26/2023	Bill	MINI ART SHOW SUPPLIES	9.39
08/29/2023	Bill	BOOKMARKS	76.92
08/29/2023	Bill	IPHONE ADAPTERS	15.98
		SEPTEMBER	
08/30/2023	Bill	GUESSTIMATION JAR	15.98
09/01/2023	Bill	FRUIT FLY TRAPS	15.17
09/01/2023	Bill	GEL PEN REFILLS	6.99
09/04/2023	Bill	BULLETIN BOARD FOR DOOR	39.89
09/06/2023	Bill	VIDEO GAMES	171.19
		UNICORN HORNS FOR	
09/08/2023	Bill	PROGRAM	19.98
	Bill Payment		
09/29/2023	(Check)		-623.98
		OCTOBER GUESSTIMATION	
09/26/2023	Bill	JAR	23.37
		MENSTRUATION SUPPLY	
09/26/2023	Bill	ORGANIZER	33.84
09/25/2023	Bill	FAMILY FUN BAGS	26.99
09/21/2023	Bill	ADULT GAME SUPPLIES	58.45
09/19/2023	Bill	MS MAKERS MATERIALS	5.99
09/19/2023	Bill	MOVIE SNACKS	61.13
		AMERICAN GIRL	
09/18/2023	Bill	ACCESSORIES	18.06
09/15/2023	Bill	"WHO WAS" BOOKS	156.06
		HALLOWEEN	
		PARTY/COMMUNITY ART	
09/15/2023	Bill	PROJECT SUPPLIES	90.47
		VINEGAR FOR KITCHEN	
09/14/2023	Bill	CLEANING	2.99
09/14/2023	Bill	VIDEO GAME CASES	32.00

09/13/2023	Bill	TAKE & MAKE SUPPLIES	66.73
09/13/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	13.99
09/28/2023	Bill	TEMPORARY TATTOOS FOR PROGRAM	33.91

Ana Hernandez

09/16/2023	Bill Payment (Check)		-320.83
09/16/2023	Bill	Payroll for Ana Hernandez	320.83

**ANDERSON ELEVATOR
COMPANY**

09/14/2023	Bill Payment (Check)		-211.00
09/01/2023	Bill	SEPTEMBER ELEVATOR MAINTENANCE	211.00

AXIS PORTABLE AIR

09/14/2023	Bill Payment (Check)		-10,330.00
09/07/2023	Bill	**CAPITAL EXPENSE COOLING UNITS	10,330.00

**BAKER & TAYLOR
C0260133**

09/29/2023	Bill Payment (Check)		-8.44
09/27/2023	Bill	BOOK	8.44

**BAKER & TAYLOR L
3648782**

09/14/2023	Bill Payment (Check)		-2,370.21
09/01/2023	Bill	WINTER READING PRIZE BOOKS	496.45
09/04/2023	Bill	WINTER READING PRIZE BOOKS	1,260.94
09/01/2023	Bill	WINTER READING PRIZE BOOKS	612.82

	09/29/2023	Bill Payment (Check)		-5.63
	09/15/2023	Bill	SRP PRIZE BOOKS	5.63
CHAD LEWIS				
	09/29/2023	Bill Payment (Check)		-350.00
	09/22/2023	Bill	HAUNTED PLACES OF ILLINOIS	350.00
CHICAGO TRIBUNE				
	09/29/2023	Bill Payment (Check)		-298.87
	09/20/2023	Bill	12 WEEK SUBSCRIPTION/CHICAGO TRIBUNE	298.87
Cintas Fire Protection				
	09/14/2023	Bill Payment (Check)		-108.00
	09/01/2023	Bill	MONTHLY SERVICE/AED MACHINE	108.00
CITY LIT THEATER CO.				
	09/29/2023	Bill Payment (Check)		-400.00
	09/22/2023	Bill	BOOKS ON THE CHOPPING BLOCK PROGRAM	400.00
CleanNet of Illinois				
	09/14/2023	Bill Payment (Check)		-1,398.23
	09/01/2023	Bill	MONTHLY CLEANING FEE	1,398.23
Comcast				
	09/14/2023	Bill Payment (Check)		-324.36
	08/27/2023	Bill	SEPTEMBER INTERNET BILL	324.36

**COMCAST BUSINESS
(VoiceEdge)**

	09/14/2023	Bill Payment (Check)		-680.89
	09/01/2023	Bill	SEPTEMBER PHONE BILL	680.89

DEMCO, INC.

	09/14/2023	Bill Payment (Check)		-163.85
	09/07/2023	Bill	MISC. TECH SERVICES SUPPLIES	163.85

**ELAN FINANCIAL
SERVICES**

	09/29/2023	Bill Payment (Check)		-1,585.57
	09/21/2023	Bill	CREDIT CARD 8/16-9/14 2023	1,585.57

Hoopla

	09/14/2023	Bill Payment (Check)		-2,415.98
	08/31/2023	Bill	AUGUST CHECKOUTS	2,415.98

**Hulen Landscaping
Contractors**

	09/14/2023	Bill Payment (Check)		-442.00
	08/29/2023	Bill	LANDSCAPING & PRUNING	442.00

Ingram Library Services

	09/14/2023	Bill Payment (Check)		-2,399.17
	09/11/2023	Bill	BOOKS	35.74
	09/12/2023	Bill	BOOK	20.47
	09/12/2023	Bill	BOOKS	12.89
	09/12/2023	Bill	BOOK	12.91
	09/12/2023	Bill	BOOKS	48.42
	09/12/2023	Bill	BOOK	14.41
	09/12/2023	Bill	BOOK	12.46
	09/12/2023	Bill	BOOKS	32.31
	09/12/2023	Bill	BOOKS	68.66
	09/12/2023	Bill	BOOKS	24.50

09/12/2023	Bill	BOOK	19.52
09/12/2023	Bill	BOOKS	34.00
09/12/2023	Bill	BOOKS	19.93
09/12/2023	Bill	BOOK	30.07
09/13/2023	Bill	BOOKS	39.56
09/13/2023	Bill	BOOK	17.01
09/13/2023	Bill	BOOKS	75.95
08/24/2023	Bill	BOOKS	29.34
08/24/2023	Bill	BOOKS	37.84
08/24/2023	Bill	BOOK	6.58
08/24/2023	Bill	BOOKS	133.02
08/29/2023	Bill	BOOK	14.81
08/29/2023	Bill	BOOK	12.46
08/29/2023	Bill	BOOK	21.57
08/29/2023	Bill	BOOK	11.81
08/29/2023	Bill	BOOKS	48.96
08/29/2023	Bill	BOOK	21.14
08/29/2023	Bill	BOOK	12.38
08/29/2023	Bill	BOOK	17.47
08/29/2023	Bill	BOOK	16.48
08/29/2023	Bill	BOOK	20.44
08/30/2023	Bill	BOOKS	136.00
08/30/2023	Bill	BOOK	11.81
08/30/2023	Bill	BOOK	18.60
08/30/2023	Bill	BOOK	25.44
08/30/2023	Bill	BOOK	14.64
08/30/2023	Bill	BOOK	10.49
08/30/2023	Bill	BOOK	35.14
08/31/2023	Bill	BOOK	15.32
08/31/2023	Bill	BOOKS	27.56
08/31/2023	Bill	BOOKS	80.45
08/31/2023	Bill	BOOK	18.60
08/31/2023	Bill	BOOK	31.86
08/31/2023	Bill	BOOKS	23.06
08/31/2023	Bill	BOOK	11.39
08/31/2023	Bill	BOOKS	166.74
08/31/2023	Bill	BOOK	17.71
08/31/2023	Bill	BOOK	6.91
08/31/2023	Bill	BOOK	13.76
08/31/2023	Bill	BOOK	11.95
08/31/2023	Bill	BOOK	12.89
09/05/2023	Bill	BOOK	15.94
09/05/2023	Bill	BOOKS	61.06
09/05/2023	Bill	BOOK	18.26

09/05/2023	Bill	BOOK	26.32
09/06/2023	Bill	BOOK	22.51
09/06/2023	Bill	BOOK	14.62
09/06/2023	Bill	BOOK	14.72
09/06/2023	Bill	BOOK	17.71
09/06/2023	Bill	BOOK	18.04
09/06/2023	Bill	BOOKS	23.62
09/06/2023	Bill	BOOK	11.81
09/06/2023	Bill	BOOKS	65.89
09/06/2023	Bill	BOOK	18.29
09/06/2023	Bill	BOOK	7.91
09/06/2023	Bill	BOOK	17.14
09/06/2023	Bill	BOOK	12.03
09/06/2023	Bill	BOOK	17.70
09/07/2023	Bill	BOOKS	37.98
09/07/2023	Bill	BOOKS	25.32
09/07/2023	Bill	BOOKS	67.00
09/07/2023	Bill	BOOK	28.71
09/07/2023	Bill	BOOK	18.04
09/07/2023	Bill	BOOK	20.72
09/07/2023	Bill	BOOK	33.32
09/07/2023	Bill	BOOKS	49.56
09/11/2023	Bill	BOOK	14.81
09/11/2023	Bill	BOOKS	43.87
09/11/2023	Bill	BOOK	16.91
09/11/2023	Bill	BOOK	9.86
09/11/2023	Bill	BOOKS	36.07
	Bill Payment		
09/29/2023	(Check)		-4,001.45
09/13/2023	Bill	BOOKS	119.85
09/08/2023	Vendor Credit	CREDIT FOR DAMAGED TITLE	-12.89
09/08/2023	Vendor Credit	CREDIT FOR DAMAGED TITLE	-26.65
09/14/2023	Bill	BOOK	24.43
09/14/2023	Bill	BOOKS	39.07
09/14/2023	Bill	BOOK	10.68
09/14/2023	Bill	BOOKS	19.10
09/14/2023	Bill	BOOK	23.12
09/14/2023	Bill	BOOK	17.47
09/14/2023	Bill	BOOK	19.61
09/14/2023	Bill	BOOK	12.46
09/14/2023	Bill	BOOK	7.86
09/14/2023	Bill	BOOKS	187.58

09/14/2023	Bill	BOOK	37.95
09/14/2023	Bill	BOOK	17.28
09/18/2023	Bill	BOOKS	56.54
09/18/2023	Bill	BOOKS	300.97
09/18/2023	Bill	BOOK	11.81
09/18/2023	Bill	BOOKS	68.17
09/18/2023	Bill	BOOK	12.32
09/18/2023	Bill	BOOK	24.91
09/19/2023	Bill	BOOK	22.17
09/19/2023	Bill	BOOK	11.71
09/19/2023	Bill	BOOK	14.39
09/19/2023	Bill	BOOKS	49.59
09/19/2023	Bill	BOOKS	79.45
09/19/2023	Bill	BOOK	18.60
09/19/2023	Bill	BOOKS	54.50
09/19/2023	Bill	BOOK	8.38
09/19/2023	Bill	BOOKS	31.87
09/19/2023	Bill	BOOK	14.71
09/20/2023	Bill	BOOK	16.19
09/20/2023	Bill	BOOK	10.51
09/20/2023	Bill	BOOKS	39.33
09/20/2023	Bill	BOOKS	347.93
09/20/2023	Bill	BOOKS	145.94
09/21/2023	Bill	BOOKS	38.43
09/21/2023	Bill	BOOKS	63.01
09/21/2023	Bill	BOOKS	51.51
09/21/2023	Bill	BOOKS	38.32
09/21/2023	Bill	BOOK	12.38
09/21/2023	Bill	BOOK	18.60
09/21/2023	Bill	BOOK	11.25
09/21/2023	Bill	BOOKS	47.01
09/21/2023	Bill	BOOKS	65.21
09/21/2023	Bill	BOOK	13.52
09/21/2023	Bill	BOOK	20.15
09/21/2023	Bill	BOOK	7.91
09/21/2023	Bill	BOOK	10.26
09/21/2023	Bill	BOOKS	59.54
09/21/2023	Bill	BOOK	7.78
09/22/2023	Bill	BOOKS	26.62
09/22/2023	Bill	BOOK	17.47
09/22/2023	Bill	BOOKS	54.67
09/22/2023	Bill	BOOKS	582.26
09/22/2023	Bill	BOOK	18.31
09/22/2023	Bill	BOOKS	156.72

09/25/2023	Bill	BOOKS	40.70
09/25/2023	Bill	BOOKS	38.38
09/25/2023	Bill	BOOKS	25.88
09/25/2023	Bill	BOOK	15.94
09/25/2023	Bill	BOOKS	51.28
09/25/2023	Bill	BOOK	7.51
09/25/2023	Bill	BOOKS	24.75
09/25/2023	Bill	BOOKS	211.00
09/25/2023	Bill	BOOKS	31.14
09/25/2023	Bill	BOOK	16.71
09/25/2023	Bill	BOOK	11.06
09/25/2023	Bill	BOOK	16.12
09/26/2023	Bill	BOOK	17.72
09/26/2023	Bill	BOOKS	65.79
09/26/2023	Bill	BOOK	17.13
09/26/2023	Bill	BOOKS	53.12
09/26/2023	Bill	BOOK	17.56
09/26/2023	Bill	BOOKS	54.25
09/26/2023	Bill	BOOK	17.14
09/26/2023	Bill	BOOKS	28.00
09/26/2023	Bill	BOOK	18.59
09/26/2023	Bill	BOOK	12.46
09/26/2023	Bill	BOOKS	39.43
09/26/2023	Bill	BOOK	11.95

James Dooley

	Bill Payment		
09/14/2023	(Check)		-600.00
09/05/2023	Bill	FEE	600.00

Kanopy

	Bill Payment		
09/14/2023	(Check)		-199.80
08/31/2023	Bill	AUGUST CHECKOUTS	199.80

**KLEIN, THORPE &
JENKINS, LTD**

	Bill Payment		
09/29/2023	(Check)		-107.50
09/21/2023	Bill	AUGUST LEGAL SERVICES	107.50

**Konica Minolta Business
Solutions**

	09/29/2023	Bill Payment (Check)		-110.75
	09/19/2023	Bill	AUGUST COPY USAGE	110.75

**Konica Minolta Premier
Finance**

	09/14/2023	Bill Payment (Check)		-216.10
	08/29/2023	Bill	COPIER LEASE	216.10
	09/29/2023	Bill Payment (Check)		-235.54
	09/28/2023	Bill	COPIER LEASE	235.54

MARIACHI SIRENAS

	09/29/2023	Bill Payment (Check)		-900.00
	09/26/2023	Bill	10/1/2023 MARIACHI CULTURAL EVENT	900.00

MIDWEST TAPE

	09/14/2023	Bill Payment (Check)		-206.26
	09/07/2023	Bill	BLU-RAY	38.37
	08/31/2023	Bill	BLU-RAY/DVD	38.37
	08/31/2023	Bill	DVD	24.43
	09/07/2023	Bill	AUDIOBOOK CD	47.98
	09/07/2023	Bill	BLU-RAY	30.43
	09/07/2023	Bill	DVD	26.68
	09/29/2023	Bill Payment (Check)		-232.59
	09/21/2023	Bill	DVD	26.68
	09/21/2023	Bill	DVDS	68.79
	09/21/2023	Bill	BLU-RAY	33.43
	09/13/2023	Bill	AUDIOBOOK CD	47.98
	09/13/2023	Bill	DVD	26.68
	09/13/2023	Bill	DVD	29.03

MISS JAMIE'S FARM

	09/29/2023	Bill Payment (Check)		-450.00
	09/27/2023	Bill	10/5/2023 MUSIC PERFORMANCE	450.00

MobileBeacon

	09/14/2023	Bill Payment (Check)		-66.00
	08/30/2023	Bill	REPLACEMENT HOTSPOT	66.00

**Oak Brook Mechanical
Services, Inc.**

	09/14/2023	Bill Payment (Check)		-4,511.44
	08/29/2023	Bill	LEAK REPAIR WORK ORDER #31716	4,511.44

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

	09/29/2023	Bill Payment (Check)		-373.79
	09/22/2023	Bill	ADOBE ANNUAL LICENSE	373.79

OverDrive

	09/14/2023	Bill Payment (Check)		-953.85
	08/29/2023	Bill	1 EBOOK	27.50
	08/31/2023	Bill	1 AUDIOBOOK	22.50
	09/05/2023	Bill	3 EBOOKS/1 AUDIOBOOK	252.47
	09/05/2023	Bill	10 EBOOKS/6 AUDIOBOOKS	651.38
	09/29/2023	Bill Payment (Check)		-1,428.25
	09/21/2023	Bill	ADULT OVERDRIVE 8 EBOOKS/13 AUDIOBOOKS	1,105.75
	09/19/2023	Bill	ADULT OVERDRIVE 3 EBOOKS/1 AUDIOBOOK	157.50
	09/12/2023	Bill	2 EBOOKS	55.00
	09/26/2023	Bill	3 EBOOKS	110.00

PeopleFacts

	09/14/2023	Bill Payment (Check)		-54.05
	08/31/2023	Bill	BACKGROUND CHECK	54.05

Rhonda Fentry

	09/08/2023	Bill Payment (Check)		-50.00
	08/30/2023	Bill	YOGA INSTRUCTOR FEE	50.00

	09/29/2023	Bill Payment (Check)		-75.00
	09/22/2023	Bill	SOUNDBATH MEDITATION	75.00

**RIVER FOREST PARK
DISTRICT**

	09/14/2023	Bill Payment (Check)		-500.00
	08/29/2023	Bill	HOT CHOCOLATE & S'MORES SPONSORSHIP	500.00

**S & D PRIME
MAINTENANCE, INC**

	09/14/2023	Bill Payment (Check)		-953.39
	08/29/2023	Bill	AUGUST MAINTENANCE	953.39
	09/29/2023	Bill Payment (Check)		-962.71
	09/28/2023	Bill	MONTHLY MAINTENANCE	962.71

**Smithereen Pest
Management**

	09/29/2023	Bill Payment (Check)		-420.00
	09/19/2023	Bill	8/24/2023 BIRD EXCLUSION WILDLIFE INSPECTION AND BUILDING REPAIR	295.00
	09/19/2023	Bill	8/17/23 SERVICE WILDLIFE INSPECTION	125.00

Southwest Fireplace

	09/29/2023	Bill Payment (Check)		-463.90
	09/13/2023	Bill	FIREPLACE INSPECTION	463.90

Staples

	09/14/2023	Bill Payment (Check)		-302.61
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		MISC. PAPER PRODUCTS (PAPER TOWELS,ETC) MISC. OFFICE SUPPLIES (INK REFILL, BUBBLE MAILERS, ETC) RFS STAMP FOR CIRCULATION DESK	302.61
08/25/2023	Bill		

**Today's Business
Solutions**

	Bill Payment (Check)		-2,591.40
09/29/2023			
09/18/2023	Bill	EPRINTING & CREDIT CARD SERVICE ANNUAL CHARGE	545.00
09/21/2023	Bill	ANNUAL PRINTING SERVICE	2,046.40

**VILLAGE OF RIVER
FOREST**

	Bill Payment (Check)		-4,314.33
09/14/2023			
09/11/2023	Bill	August 2023 Health Insurance	4,314.33

Monday, Oct 09, 2023 10:11:36 AM GMT-7

Byline Credit Card September 2023- Ending Balance \$706.69

Date	Payee	Memo	Charge	Payment	Type	Account
09/28/2023	Joann Fabrics	GUESSTIMATION JAR PRIZE	18.04		Expense	Adult Expenses:Programs - Adult
09/27/2023	FedEx	CHILDREN'S ROOM SIGNAGE	102.20		Expense	Library and Office Expenses:Library Supplies Children's
09/26/2023	Target	HALLOWEEN CANDY	55.97		Expense	Expenses:Programs - Children's
09/23/2023	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage Adult
09/22/2023	Chicago Trivia Guys	TRIVIA PROGRAM	200.00		Expense	Expenses:Programs - Adult
09/21/2023	ELAN FINANCIAL SERVICES	CREDIT CARD 8/16- 9/14 2023		1,585.57	Bill	2000 Accounts Payable
09/21/2023	FedEx	BANNER FOR COMMUNITY ART MURAL	24.98		Expense	Special Programs
09/21/2023	AMAZON	KINDLE TITLES	155.62		Expense	Online e- Content:eContent - Adult
09/21/2023	Target	LIBRARY CARD SIGN-UP/GIFT BASKET SUPPLIES	5.25		Expense	Marketing:Advertisement Teen
09/20/2023	Dunkin Donuts	DONUTS/DONUTS & DISCUSSION	32.97		Expense	Expenses:Programs- Teen
09/19/2023	American Girl	AMERICAN GIRL OUTFIT	36.50		Expense	Children's Expenses:Non- Print Children's Adult
09/19/2023	Jewel Foods	SNACKS FOR TRIVIA PROGRAM	14.98		Expense	Expenses:Programs - Adult
09/18/2023	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	29.99		Expense	Adult Expenses:Periodicals - Adult
09/15/2023	Jewel Foods	FILM LOVER FRIDAY COOKIES	10.20		Expense	Expenses:Programs - Adult
09/13/2023	MICHAELS	CRAFT & CHAT SUPPLIES (PT. 2)	23.53		Expense	Expenses:Programs - Adult

09/13/2023	MICHAELS	CRAFT & CHAT SUPPLIES	61.93	Expense	Adult Expenses:Programs - Adult
09/12/2023	American Girl	AMERICAN GIRL DOLLS,CLOTHES, CARRIERS	522.00	Expense	Children's Expenses:Non- Print Children's Adult
09/08/2023	PANERA BREAD	MONDAY/COFFEE AND PASTRIES	31.48	Expense	Expenses:Programs - Adult Adult
09/08/2023	Jewel Foods	SNACKS FOR BINGO PROGRAM TEEN VIDEO	7.15	Expense	Expenses:Programs - Adult Adult Expenses:Non-Print
09/06/2023	Game Stop	GAMES FACEBOOK EVENT	106.23	Expense	- Adult
09/05/2023	META	ADS	14.01	Expense	Marketing:Advertisement
09/05/2023	FLOWERS FOR DREAMS	BEREAVEMENT FLOWERS GUESSTIMATION JAR PRIZE GIFT	71.15	Expense	Personnel:Staff Recognition (InService) Adult
09/05/2023	CANDYCOPIA	CERTIFICATE	20.00	Expense	Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of September 30th, 2023

Prepared 10.10.23

			<u>9/30/2023</u>
CHECKING/SAVINGS - OPERATIONS FUND			
Operations Current			
		<u>Interest Rate</u>	
	ICS Operations	0.50%	325,737.02
	Byline Operations	0.40%	50,014.45
	CIBC Operations	0.00%	-
	Petty Cash		40.00
	TOTAL Checking/Savings		375,791.47
	Long-Term CDARS Reserves		
<u>Maturity Date</u>		<u>Interest Rate</u>	
11/30/2023	OP CD 6 MONTHS	3.75%	200,000.00
7/25/2024	OP CD 5 YEAR	1.90%	66,761.60
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		385,579.35
	TOTAL OPERATIONS FUND		761,370.82
	CHECKING/SAVINGS - CAPITAL ACCOUNT		
		<u>Interest Rate</u>	
	ICS Capital	0.50%	637,412.66
	Byline Capital	0.40%	1,868.03
	TOTAL CAPITAL FUND		639,280.69
	TOTAL OPERATIONS/CAPITAL FUNDS		<u>1,400,651.51</u>



River Forest Public Library -Capital Reserve Fund

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

Sep-23

Capital Reserve Account Balances

ICS Capital Reserve	\$	637,412.66 *
Byline Capital Checking	\$	<u>1,868.03</u>
Total Capital Reserve Fund	\$	639,280.69

Expenses

Axis Portable Air- AHU project 9/29/2023 \$ 10,330.00

Transfers

To Operating: compressor pump repair 9/21/2023 \$ 2,540.00

To Operating: Oak Brook Mechanical visit to get AHU operational 9/21/2023 \$ 510.00

Income

Williams Architects- AHU project, reimbursement for valve replacement 9/28/2023 \$ 5,245.17

Interest 9/30/2023 \$ 264.75

Prepared: 10.9.23

*Includes \$50,000 Live and Learn Grant

Strategic Directions

Community

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



Children's Associates LucyRose Till-Campbell and Marissa Walentschik installed the **Hands Across River Forest mural** at the Library. 280 handprints are on display, creating an amazing community-made piece of art in the Library's entryway. Patrons loved participating in this program throughout the summer, and as we had extra squares to paint, more participated in September.

LucyRose wrote a [blog post](#) about her experience, featured on our website.



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

- **Library Card Signup Month** was a success! Over 200 people entered the raffle for the chance to win prizes from 24 local businesses. Winners included 3 adults, one teen, and Nate, age 5. Nate was our most excited winner, and he proclaimed that he loves our library and it is the only one he goes to.
- Members of Children's attended **LemonAid** on September 11th. Staff read oversized books to kids and handed out scratch off bookmarks for a craft. 133 people visited our table. Kids were extra excited to see the Children's staff outside of the Library!
- The Library hosted local business **My Gym** in the garden. My Gym offered a free class to patrons ages 9 and under. We had 49 attendees, many of whom came into Children's to play and check out materials afterward. Partnering in this manner brought new patrons to both My Gym and the Library.

Spaces

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



- The mechanical room **renovation** and air handler replacement are nearing substantial completion. The new room has drywall, paint, a ceiling and lighting. The room has been plumbed for a future sink and the future bathroom has been plumbed as well. Staff are excited to move on to planning phase two to complete the project.
- **New Food and Drink Policy signs** were developed using more graphics and friendly language for use upstairs. Signage was also developed to identify the “snack bench” in the lobby. These changes allow patrons to have a quick snack while also containing potential crumbs and spills to one area that is easily cleaned.

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

The Local Spotlight continues to draw interesting and new artists. In September, we welcomed Julie Simon and her tiny clay book display, which was a huge hit with patrons and staff. Julie hosted a meet the artist event in our garden that drew over 40 attendees.



Events, Services & Collections

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

Children’s Services **rearranged their collections** to give high-use materials space to grow:

- Graphic novels have a more prominent location, made possible by the culling of the audiobook on CD collection and consolidation of audiovisual materials.
- The relocation of graphic novels gave J Fiction, the highest circulating collection in Children’s, three more rows of shelving to grow.
- Wonder Books, print books with a ready-to-play audiobook inside, are now featured prominently at the beginning of the J Fiction section.
- Careful shifting gave the J Nonfiction section 2 additional shelves to grow.

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

- The River Forest Public Library Foundation generously sponsored the annual **Dooley Band Concert** on Saturday, September 16th. Due to rain in the forecast, the concert was moved inside, but despite the move over 80 people came to see the Dooleys perform.
- Adult & Teen Services Associate Koko Stubitsch taught the **art of pour painting** to a full-house at the September Craft and Chat program. Our monthly Craft and Chat program for adults is co-sponsored by the River Forest Township. Pour painting involves pouring acrylic paint on a surface to create flowing, colorful designs.



Key Performance Indicators

Category	July 2023	August 2023	September 2023
Physical item circulation - initial checkouts	15,684	14,740	12,855
Digital item circulation	4,255	4,173	4,138
Total Circulation	19,939	18,913	16,993
Programs for Adults	8 programs 179 attendees	10 programs 289 attendees	13 programs 302 attendees
Programs Middle School aged children	9 programs 225 attendees	7 programs 332 attendees	10 programs 187 attendees
Programs for Children	25 programs 1335 attendees	19 programs 1333 attendees	24 programs 1265 attendees
Children's Play Area Visits	1336	1192	1141
New cardholders added	32	47	45
Total cardholders	8,211	8,228	8,264
Website sessions	6,619	6,378	6,530
Patron visits	9,999	10,038	9,660
Instagram Followers	1,388	1,396	1,403
Facebook Followers	1,351	1,357	1,364

Staff updates

Middle School & Teen Librarian Anne Kowalski attended a forum at Triton College on September 15th for librarians that work with neurodiverse adults and teens. Anne said the presenter, Dr. Lee Burdette Williams, Executive Director of the College Autism Network, shared some helpful information.

Victoria Muraiti, Materials Services Manager, attended the webinar It's Not Them, It's Us: Understanding and Addressing the Factors that Negatively Impact the Recruitment, Hiring, and Retention of BIPOC Librarians this September.

Financial highlights

- From the September board meeting: Is it typical to spend over \$2000 per month on Hoopla downloads? Yes, we average from \$2,200 - \$2,400 per month on Hoopla checkouts.
- The Library received its Per Capita Grant funding in the amount of \$17,457.

Facility updates

- Damages from the leak in the Barbara Hall Room were repaired over the course of three days and is covered by insurance beyond a \$1,000 deductible.
- Tree trimming in the garden is being scheduled.

- Fall planters are ordered.

Committee updates

Facilities Committee met on September 29

Policy Committee met on October 10

Respectfully submitted,

Emily Compton

October 12, 2023

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Friday, September 29th, 2023 at 9:00 am**

Call to Order: Trustee Hill called the meeting to order at 9:00 am.

Present: Committee members Deborah Hill, Cathy Ruggeri, and Scott Delano. Elan Long and Ann Berens were absent. Also present were Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager.)

Visitors: Scott Morlock (Williams Architects) and Ron Marlowe (Construction Solutions of IL.)

New Business: Director Compton stated that the meeting room repairs had been completed that week.

Old Business:

- a. Air Handler relocation and room renovation project
 - a. The above ceiling inspection happened that morning and included electrical, mechanical, and plumbing. Once inspections are done, the ceiling tile can be installed, and painting can begin. Once painting is completed, they can start working on the flooring. The punch list will happen after flooring is completed.
 - b. The controls manufacturer needs to come out to set the range that the unit will operate within. Testing and balancing cannot happen until the control work is completed.
 - c. Mr. Morlock reported that the air handler unit is 8" higher than the top of the enclosure rather than the 6" that Williams Architects originally reported. They thought raising the wall by 8" would risk the unit still being visible. Since the wall must be increased in 8" increments, their Field Order provides that the wall will be raised by 16".
 - d. Mr. Morlock theorized that factors other than condensation from the unit were contributing to the wet conditions around the enclosure. The unit would normally produce around half a gallon to a gallon of water an hour and up to three gallons an hour on a hot, humid day. These amounts are not enough to flood the field. Trustee Delano requested that Williams provide information about the condensation rate from this unit.
 - e. Attendees inspected the mechanical room and office area. They selected carpet samples.
 - f. Mr. Marlowe and Mr. Morlock exited the meeting at 9:45 am.
 - g. Trustee Ruggeri reported on her telephone conversations with Pete Schipma of CSIL regarding the raising of the enclosure wall. Mr. Schipma is currently

getting quotes from two masons. He stated that bricks and a new piece for the limestone cap are available.

Adjournment: A motion was made by Trustee Delano to adjourn the meeting at 10:08 am. It was seconded by Trustee Hill.

River Forest Public Library
Policy Committee Meeting - DRAFT

MINUTES

Tuesday, October 10th, 2023 at 9:30 am

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

Call to Order: President Hill called the meeting to order at 9:30 am.

Minutes: April 20th, 2023 committee meeting minutes were approved unanimously with a minor change.

1. Patrons XIV. Volunteers
 - a. Director Compton has been trying to contact the insurance company for comment on our draft volunteer policy, but only received a Volunteer Waiver and a brief overview of coverage for volunteers. Trustee Long recommended an amended waiver with friendlier language that covers injuries and damages. Director Compton will look at other library's waivers and share with the committee.
2. Patrons VI. Meeting Room
 - a. Minor changes made for clarity.
3. Patrons X. Child Safety
 - a. Minor changes made for clarity.
4. Staff II. Employee Tiers & Benefits
 - a. Director Compton discussed her memo on changes to the Employee Tiers and Benefits Policy. First, she recommends accrual of hours under the required Illinois Paid Leave for All Workers Act that goes into effect on January 1, 2024. She also recommended that the Library pays 100% of the cost of vision insurance at the individual rate. The Committee discussed paying 85% for consistency with other insurance offerings.
5. Staff III. Leaves of Absence
 - a. The Committee discussed extending Compassionate Leave to all employees, not just those working over 19 hours. The Committee will make a decision at the November Policy Committee meeting before presenting it to the full Board.
 - b. The Committee will meet in November to discuss extending Compassionate Leave to employees dealing with pregnancy loss.

Next Meeting: Monday, November 6th at 2:00 pm to discuss Oversight V. Compliance, Staff X. Workplace Harassment, Staff II. Employee Tiers and Benefits, and Staff III. Leaves of Absence (Compassionate Leave & Loss Leave).

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 11:05 am. Trustee Long seconded.

III. Investment of Public Funds

A. Responsibilities

All investment policies and procedures of RFPL will be in accordance with Illinois law. The authority of the Board to control and invest public funds is defined in the Public Funds Investment Act (30 ILCS 235), and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Board.

The standard of care applicable to investment of RFPL funds is the “prudent person” standard. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and reasonable intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board shall be relieved of personal responsibility for any investment credit risk, market price, or value change, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

B. Objectives and Guidelines

It is the Board’s policy to place idle funds in relatively low risk assets that will provide the highest return possible while meeting the cash flow demands of RFPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments, the following general objectives and guidelines should be considered in the order listed:

1. Safety

Investments in securities will be made only in securities guaranteed by the U.S. government as to principal and interest. Deposit accounts in banks or savings and loan institutions must be FDIC insured and will not exceed the amount insured under FDIC coverage.

Authorized accounts and investments include, and will primarily consist of, interest-bearing money market accounts, certificates of deposit, securities guaranteed by the U.S. government, and any other investments allowed under state law that satisfy the investment objectives of RFPL.

2. Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that RFPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

3. Return on investment

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

4. Simplicity of Management

The Treasurer, Director, and other designated administrative staff must be able to manage RFPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

C. Authorized Financial Institutions

Financial institutions shall be authorized to hold deposits and investments of RFPL only by action of the Board. The Director will maintain a list of institutions authorized to provide banking and investment services to RFPL. Any financial institution selected by RFPL to hold its deposits shall provide normal banking services, including, but not limited to, checking accounts, money market accounts, wire transfers, and safekeeping services. RFPL will keep deposits only in financial institutions whose accounts are FDIC insured.

D. Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy or that could impair their ability to make impartial decisions. Trustees, employees, and investment officials engaged by RFPL shall disclose any material interests in financial institutions used by RFPL with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of RFPL's investment portfolio. Except as permitted under the Public Officer Prohibited Activities Act (50 ILCS 105/3.2), no Trustee or employee involved in the investment process shall have any interest in, or receive any compensation from, any investments of RFPL, or the sellers, sponsors, or managers of those investments.

E. Financial and Investment Service Providers

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director.

III. Investment of Public Funds

A. Responsibilities

All investment policies and procedures of RFPL will be in accordance with Illinois ~~Law~~law. The authority of the Board to control and invest public funds is defined in ~~the Illinois~~Public Funds Investment Act (30 ILCS 235A), and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Board.

The standard of care applicable to investment of RFPL funds is the “prudent person” standard ~~of care~~. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and ~~reasonable~~intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for any investment credit risk, market price, or value change, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

B. Objectives and Guidelines

It is the Board’s policy to place idle funds in relatively ~~risk-averse~~low risk assets that will provide the highest return possible while meeting the cash flow demands of RFPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments ~~to be used~~, the following general objectives and guidelines should be considered in the order listed:

1. Safety

Investments in ~~bonds or~~securities will be made only in ~~bonds or~~securities guaranteed by the U.S. government ~~as to principal and interest, or in FDIC insured institutions~~. Deposit accounts in banks or savings and loan institutions ~~must be FDIC insured and~~ will not exceed the amount insured under FDIC coverage, ~~unless they are adequately collateralized.~~

Authorized ~~accounts and~~ investments include, and will primarily consist of, interest-bearing ~~m~~Money ~~m~~Market accounts, ~~c~~Certificates of ~~d~~Deposit, ~~Treasury Bills and other~~ securities guaranteed by the U.S. ~~g~~Government, and any other investments allowed under state law that satisfy the investment objectives of RFPL.

2. Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that RFPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

3. Return on investment

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

4. Simplicity of management

The Treasurer, Director, and other designated administrative staff must be able to manage RFPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

C. ~~Collateralization and Safekeeping~~

~~Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the RFPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for RFPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.~~

D. Authorized Financial Institutions

Financial institutions shall be ~~considered and~~ authorized to hold deposits and investments of RFPL only by action of the Board, ~~upon the recommendation of the Treasurer.~~ The ~~Treasurer-Director~~ will maintain a list of institutions authorized to provide banking and investment services to RFPL. Any financial institution selected by RFPL to hold its deposits shall provide normal banking services, including, but not limited to, checking accounts, money market accounts, wire transfers, and safekeeping services. RFPL will ~~not~~ keep deposits only funds in ~~any~~ financial institutions ~~that is not a member of the FDIC whose accounts are FDIC -insured.~~

E. Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees,

employees, and investment officials engaged by RFPL shall disclose any material interests in financial institutions used by RFPL with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of ~~the~~ RFPL's investment portfolio. Except as permitted under the Public Officer Prohibited Activities Act (50 ILCS 105/3.2), no ~~Trustee~~ or employee involved in the investment process shall have any interest in, or receive any compensation from, any investments of RFPL, or the sellers, sponsors, ~~or~~ for managers of those investments.

F. Financial and Investment Service Providers

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River Forest Public Library Board Meetings 2024

The Board of Trustees holds its regular meeting on the third Tuesday of the month, except August and December, at 6:00 PM at the
River Forest Public Library
735 Lathrop Avenue
River Forest, Illinois

Tuesday, January 16

Tuesday, February 20

Tuesday, March 19

Tuesday, April 16

Tuesday, May 21

Tuesday, June 18

Tuesday, July 16

Tuesday, September 17

Tuesday, October 15

Tuesday, November 19

735 Lathrop Ave.
River Forest IL 60305



708.366.5205
riverforestlibrary.org

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: October 12, 2023

RE: Monthly IT Support Charges

During the September regular board meeting, there were questions about the monthly service charge to Outsource Solutions Group (OSG). The breakdown of our monthly charges is:

- Network care for 3 servers - \$372.24 (\$124.08 per). Network care includes monitoring for failure or errors.
- Network care for 39 computers (\$16.22 per) - \$632.58
- Dropsuite Licenses for 19 Office 365 accounts - \$76 (\$4 per). Dropsuite backs up Office 365 email, SharePoint, and OneDrive.
- Sentinel One for 41 devices (computers / virtual servers) - \$140.63 (\$3.43 per). Protects from ransomware and malware threats and can roll back Windows devices if files are encrypted.
- Server backup software - \$50

The monthly total is \$1,271.45 .

When we first signed on with OSG in October of 2021, our monthly bill breakdown was

- Network care for 2 servers - \$240 (\$120 per)
- Network care for 39 computers - \$611.91 (\$15.69 per)

The monthly total was \$851.91.

There has been a 3.4% increase in network care cost since we signed on with OSG. Updates to our tech setup have caused further price increases -

- OSG replaced our failing servers with one physical server, which hosts two virtual servers, increasing the network care cost. We also pay to back up the virtual servers at OSG's recommendation.
- OSG migrated our email from free Gmail, which is no longer available, to Office 365. There is no automatic backup of 365, so I approved the purchase of Dropsuite licenses to back up 19 accounts.
- I approved the purchase of Sentinel One at the recommendation of OSG and LIRA (Libraries of Illinois Risk Association), who brokers our cybersecurity insurance.

I've been working with OSG to trim down our bill this fiscal year by reducing the number of Dropsuite licenses and stopping use of an additional offsite server backup.

From: [Mike Sletten](#)
To: [Emily Compton-Dzak](#)
Subject: Tree Reimbursement
Date: Thursday, October 12, 2023 2:04:15 PM

CAUTION: This message was sent from outside of River Forest Public Library. Please **DO NOT** click links or open attachments unless you recognize the source of this email and know the content is safe.

Hello Emily,

Per the Library DPR approval, the Library is responsible to replace 22" in trees from the tree removal in Centennial Park. There is a shortage of trees this year, so available sizes dropped from 2.5" to 2" diameter trees. Our tree will be delivered the week of October 23rd. The Park District will only charge for material and shipping, and the Park District staff will plant free of charge.

2 - Sugar Maple: \$205 each
1 - Swamp White Oak: \$190 each
1 - Tulip Tree: \$185 each
6 - Bur Oak: \$175 each
1 - Fronter Elm: \$145 each
1 - Delivery Fee: \$120

Total: \$1,750

Thank you.

Michael J Sletten
Executive Director
River Forest Park District
401 Thatcher Avenue
River Forest, Illinois 60305