



**River Forest Public Library  
October 15, 2024  
6:00 PM  
Board of Trustees  
Regular Board Meeting**

Meeting Location

Barbara Hall Meeting Room  
River Forest Public Library  
735 Lathrop Avenue

**Agenda**

1. Call to order
2. Roll call
3. Visitors and guests
4. Consent Agenda
  - a. Minutes of the Regular Board Meeting: September 17, 2024
  - b. September 2024 Revenue and Expense Reports
  - c. September 2024 Bill Payment List and Credit Card Charges
  - d. September 30, 2024 Fund Balances Report and Capital Reserve Fund
  - e. Policy updates: Patrons XII – Donations - Non Library Materials
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
      1. Staff III: Leaves of Absence - vote
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Approval of 2025 Calendar of Meetings – vote
  - e. Quote to replace Kingsley drive-up book drop (\$5,086.08) - vote
  - f. Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office.
  - g. Appointment of Library Board Trustee to fill vacant position – vote.
9. Old business
  - a. Phase one room renovation project - update
  - b. Phase two room renovation project - update
10. Adjournment

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

## **Meeting Minutes: Regular Board Meeting: September 17, 2024 at 6:00 PM - DRAFT**

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

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

**Visitors and Guests:** Former Trustee Deborah Hill by phone; River Forest residents Nate Root and Katie O'Neill in person.

**Visitor Comments:** Mr. Root and Ms. O'Neill introduced themselves and expressed interest in joining the Board of Trustees.

President Ruggeri recognized Ms. Hill's many contributions to the Library and Board of Trustees. Trustee Berens read a resolution approving the appointment of Ms. Hill as Distinguished Trustee Emerita of the River Forest Public Library. Trustee Hopkinson moved to adopt the resolution to appoint Deborah Hill as Distinguished Trustee Emerita of the River Forest Public Library. Trustee Berens seconded the motion which passed unanimously on a voice vote.

### **Emerita Resolution**

Approving the Appointment of Ms. Deborah Hill as  
Distinguished Emerita Trustee of the River Forest Public Library,  
River Forest, Illinois

**WHEREAS**, in special recognition of her distinguished service to the River Forest Public Library, the Board of Trustees of the Library wishes to acknowledge Ms. Deborah Hill by appointing her Trustee Emerita of the River Forest Public Library; and

**WHEREAS**, Ms. Hill served the Library and the Village of River Forest as a steadfast and committed Library Trustee for more than ten (10) years from June 2014 through August 2024; and

**WHEREAS**, Ms. Hill provided strong leadership during her tenure as President (July 2020 to May 2023), Vice President (May 2018 to July 2020 and May 2023 to May 2024), and Secretary (May 2016 to May 2018); and

**WHEREAS**, Ms. Hill was instrumental in the successful effort to preserve and maintain adequate and accessible parking for patrons of the River Forest Public Library

**WHEREAS**, Ms. Hill's dedication, professional expertise and knowledge of the community were essential to the success of the major project to repurpose a mechanicals room for program and community space and to renew the Library's land lease; and

**WHEREAS**, Ms. Hill provided steady and thoughtful leadership throughout the Coronavirus disease pandemic which required adaptations to services, facilities, operations, and policies as well as hiring a new Library Director; and

**WHEREAS**, Ms. Hill served as chair of the Policy Committee for nine (9) years, leading the initiative to diligently review, craft and organize the Library's policies into a cohesive manual, and to create an organizational system to facilitate the timely review of policies; and

**WHEREAS**, Ms. Hill contributed significantly to the growth and outreach of the River Forest Public Library Foundation as a dedicated Director, supporter, and strategist; and

**WHEREAS**, Ms. Hill, her son Jacob and her extended family have been steadfast supporters of Library programming and collections; promoting the many offerings of the Library to their friends and neighbors within the River Forest community;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the River Forest Public Library that it approves appointment of Ms. Deborah Hill as Trustee Emerita of the River Forest Public Library.

**BE IT FURTHER RESOLVED** that this Board herein extends its deepest appreciation to Ms. Hill for her dedication and service to the River Forest Public Library, and to the people of this village, state, and nation.

**BE IT FURTHER RESOLVED** that this Resolution be included in the permanent minutes of this Board and that copies be given to Ms. Hill, her son Jacob, other members of her family, and to other appropriate Village of River Forest Officials.

Approved by unanimous vote of the RFPL Board of Trustees, September 17, 2024  
River Forest Public Library, River Forest, Illinois

### **Consent Agenda:**

- a. Minutes of the Special Board Meeting: August 26, 2024
- b. July 2024 Revenue and Expense Reports
- c. July 2024 Bill Payment List and Credit Card Charges
- d. July 31, 2024 Fund Balances Report and Capital Reserve Fund
- e. August 2024 Revenue and Expense Reports
- f. August 2024 Bill Payment List and Credit Card Charges
- g. August 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-g and Trustee Carstens seconded the motion. Trustees briefly discussed formatting in the expense report, copy machine revenues, and new hot spots. The motion passed on a roll call vote.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported one suggestion from a patron to inform the Village about an upcoming document shredding program at the Library. She confirmed that the Library did inform the Village of this program.

### **Director's Report:**

Director Compton offered comments in addition to her written report:

- The summer community art project, Take Flight, has been installed in the Library lobby. It was completed under the direction of Children's Services Associate LucyRose Till-Campbell with assistance from Children's Services Associate Marissa Walentschik. Patrons, staff, and trustees are encouraged to take photos standing in front of the installation. There is a polaroid camera at the Materials Services Desk to take the photos.
- Work on the new website is progressing, and she expects to show at the October Board Meeting.
- Director Compton researched the Library's usage stats over the past three summers to see if fewer people were using the Library due to the security threats this past summer and HVAC issues the previous year. She found that program attendance suffered more than patron visits both years. Children's program attendance was affected the most and began to recover in

August of this year. Circulation of physical materials decreased and digital checkouts increased which may be part of a larger trend and not specifically due to building issues.

- Director Compton presented information on Crisis Communication from a RAILS workshop that she attended recently.

### **President's Report:**

President Ruggeri gave a security update. The person in question is currently in federal custody and will remain so at least until their next hearing on October 9<sup>th</sup>. They were deemed competent to stand trial. Director Compton is looking into adding part-time security monitors to the Library staff as a more cost effective long-term solution for safety than hiring outsourced security firms. President Ruggeri and Vice-President Delano are interviewing candidates for the Trustee vacancy. They are confident that the Board will be able to appoint a new Trustee at the October Regular Meeting.

### **New Business**

#### **Committee Reports**

##### **Facilities Committee**

The Facilities Committee met on July 23<sup>rd</sup>. They discussed the room renovation project, reviewed the architect proposals received, and made a recommendation of Engberg Anderson for the next phase of the project. The Library's attorney is currently reviewing the proposed contract with Engberg Anderson. A 7-day letter was served on Construction Solutions of Illinois to complete the outstanding work in phase one of the project.

##### **Finance Committee**

The Finance Committee has not met recently. The Library received the first draft of the annual audit from Lauterbach and Amen and identified some issues to address. The Committee will meet to review the audit when a new draft is ready. The Library has invested some property tax money received this fiscal year into CDARS accounts.

##### **Policy Committee**

The Policy Committee has not met since the last Board Meeting and will be scheduling a meeting soon to review a proposed Parental Leave policy. Trustee Berens suggested the Committee review the policy on holding materials indefinitely.

##### **RFPL Foundation Liaison**

The Foundation is planning an After-Hours for Travelers event on October 19<sup>th</sup>. This will build on the success of the earlier After Hours event and will feature two speakers and more social time.

##### **Village of River Forest Collaboration Committee Liaison**

The Committee has not met all summer but plans to meet next week.

### **Motion to declare a vacancy in the Office of Library Board Trustee Deborah Hill due to resignation**

Trustee Carstens moved to declare a vacancy in the Office of Library Board Trustee Deborah Hill due to resignation. The motion was seconded by Trustee Hopkinson and passed unanimously on a voice vote.

**Approval of closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 - vote**

Trustee Berens moved to approve closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024. The motion was seconded by Trustee Delano and passed unanimously on a voice vote.

**Old Business**

**Phase One Room Renovation Project- update**

There was nothing new to report that wasn't covered in the Facilities Committee update.

**Phase Two Room Renovation Project- update**

The Live and Learn Grant was extended to June 30, 2026. The Library's attorney is reviewing the contract from Engberg Anderson.

**Adjournment**

The meeting was adjourned at 7:06 pm following a motion by Trustee Berens which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary



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

<b>Account:</b>	<b>September-24</b>	<b>YTD</b>	<b>2024-2025</b>	<b>% of Budget</b>
				42% as of 9/30/2024
Property Taxes	\$ -	\$ 723,778.25	\$ 1,615,000	44.82%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ -	\$ 12,100.36	\$ 25,000	48.40%
Lost Books Reimbursed	\$ 216.79	\$ 1,742.03	\$ 3,500	49.77%
Copy Machine Revenue	\$ 298.18	\$ 1,406.50	\$ 3,200	43.95%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 8,124.31	\$ 16,114.64	\$ 24,500	65.77%
Grants from RFPL Foundation	\$ -	\$ 8,700.00	\$ 20,000	43.50%
Gifts - other	\$ 4.10	\$ 256.08	\$ 200	128.04%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ 3.00	\$ 5.70	\$ 500	1.14%
<b>Total:</b>	<b>\$ 8,646.38</b>	<b>\$ 781,554.69</b>	<b>\$ 1,722,700</b>	<b>45.37%</b>
<b>Income:</b>	<b>\$ 8,646.38</b>	<b>\$ 781,554.69</b>	<b>\$ 1,722,700</b>	<b>45.37%</b>
<b>Expense:</b>	<b>\$ 135,972.71</b>	<b>\$ 627,100.26</b>	<b>\$ 1,722,700</b>	<b>36.40%</b>

Prepared 10.9.24



River Forest Public Library

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

Expense Report: Sep-24

September-24

Fiscal YTD

Actual % Budget

42% as of 9/30/2024

24-25  
Budget

Expenses

Personnel

Wages & Salaries	\$ 74,281.88	\$ 347,795.22	39.75%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,694.66	\$ 14,452.70	22.23%	\$ 65,000
IMRF	\$ 3,678.62	\$ 14,796.26	29.59%	\$ 50,000
Medicare/FICA	\$ 5,638.65	\$ 26,465.74	39.50%	\$ 67,000
Staff Recognition	\$ -	\$ 116.35	1.94%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training & Development	\$ 189.00	\$ 574.78	4.42%	\$ 13,000
<b>Total Personnel</b>	<b>\$ 87,482.81</b>	<b>\$ 405,461.05</b>	<b>37.51%</b>	<b>\$ 1,081,000</b>

Advertising & Programming

*Printing & Advertising*

Newsletter	\$ -	\$ 5,077.00	64.27%	\$ 7,900
Advertising	\$ 45.00	\$ 1,050.65	17.51%	\$ 6,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 45.00</b>	<b>\$ 6,127.65</b>	<b>44.08%</b>	<b>\$ 13,900</b>

*Programming*

Children's Programs	\$ 1,469.01	\$ 5,137.06	28.54%	\$ 18,000
Teen Programs	\$ 560.42	\$ 2,641.42	27.80%	\$ 9,500
Adult Programs	\$ 2,518.84	\$ 8,600.23	47.78%	\$ 18,000
Special Programs	\$ -	\$ 3,883.42	55.48%	\$ 7,000
Connections Programs	\$ 102.57	\$ 396.08	7.92%	\$ 5,000
<b>Total Programs</b>	<b>\$ 4,650.84</b>	<b>\$ 20,658.21</b>	<b>35.93%</b>	<b>\$ 57,500</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 4,695.84</b>	<b>\$ 26,785.86</b>	<b>37.52%</b>	<b>\$ 71,400</b>

Support Services

ILL & RB Services	\$ -	\$ 264.69	22.06%	\$ 1,200
Technical Support (IT)	\$ 1,297.76	\$ 15,131.67	61.14%	\$ 24,750
Automation Administration	\$ 2,046.40	\$ 10,245.19	22.77%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ 2,502.50	41.71%	\$ 6,000

Postage & Delivery	\$ 21.99	\$ 190.53	5.08%	\$ 3,750
Audit	\$ -	\$ 6,300.00	57.27%	\$ 11,000
Payroll & Employment Services	\$ 447.57	\$ 2,322.62	37.46%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ 1,241.24	24.27%	\$ 5,115
Telephone/Internet	\$ 1,040.59	\$ 5,187.09	47.16%	\$ 11,000
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 196.66	\$ 864.40	27.88%	\$ 3,100
Security	\$ -	\$ 11,809.39	118.09%	\$ 10,000
<b>Total Support Services</b>	<b>\$ 5,050.97</b>	<b>\$ 56,059.32</b>	<b>43.76%</b>	<b>\$ 128,115</b>

**Materials & Supplies**

*Library Materials*

Books	\$ 7,233.46	\$ 33,328.47	40.40%	\$ 82,500
Print Periodicals	\$ 124.94	\$ 5,816.78	83.10%	\$ 7,000
Automated Subscriptions (databases)	\$ 1,742.00	\$ 10,607.00	66.29%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 10,161.23	\$ 34,658.71	40.07%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 3,329.80	\$ 7,340.12	45.88%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 22,591.43</b>	<b>\$ 91,751.08</b>	<b>44.11%</b>	<b>\$ 208,000</b>

*Library & Office Supplies*

Office Supplies	\$ 292.80	\$ 1,336.28	29.05%	\$ 4,600
Library Supplies	\$ 339.59	\$ 816.77	13.84%	\$ 5,900
Copy & Printing Supplies	\$ 176.96	\$ 759.12	29.20%	\$ 2,600
Misc Expenses	\$ 314.38	\$ 505.67	21.07%	\$ 2,400
<b>Total Library &amp; Office Supplies</b>	<b>\$ 1,123.73</b>	<b>\$ 3,417.84</b>	<b>22.05%</b>	<b>\$ 15,500</b>
<b>Total Materials &amp; Supplies</b>	<b>\$ 23,715.16</b>	<b>\$ 95,168.92</b>	<b>42.58%</b>	<b>\$ 223,500</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 15,000</b>
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**Facilities Management**

*Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$ 248.27</b>	<b>\$ 1,756.87</b>	<b>29.28%</b>	<b>\$ 6,000</b>
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*Facility Services*

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance & Custodial Service	\$ 14,268.20	\$ 36,387.38	42.81%	\$ 85,000
Water	\$ -	\$ 838.18	27.94%	\$ 3,000
Natural Gas	\$ -	\$ 2,359.60	9.83%	\$ 24,000



Copier Maintenance & Usage	\$ 227.58	\$ 740.41	27.58%	\$ 2,685
<b>Total Facility Services</b>	<b>\$ 14,495.78</b>	<b>\$ 40,325.57</b>	<b>29.40%</b>	<b>\$ 137,185</b>

*Equipment & Furniture*

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 6,000
Technology Misc.	\$ 283.88	\$ 1,542.67	34.28%	\$ 4,500
<b>Total Equipment &amp; Furniture</b>	<b>\$ 283.88</b>	<b>\$ 1,542.67</b>	<b>14.69%</b>	<b>\$ 10,500</b>
<b>Total Facilities Management</b>	<b>\$ 15,027.93</b>	<b>\$ 43,625.11</b>	<b>28.39%</b>	<b>\$ 153,685</b>

Totals

<b>Total Operating Expenses</b>	<b>\$ 135,972.71</b>	<b>\$ 627,100.26</b>	<b>37.49%</b>	<b>\$ 1,672,700</b>
<b>Capital Improvement Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 50,000</b>
<b>Total Expenses</b>	<b>\$ 135,972.71</b>	<b>\$ 627,100.26</b>	<b>36.40%</b>	<b>\$ 1,722,700</b>
<b>Total Income</b>	<b>\$8,646.38</b>	<b>\$781,554.69</b>	<b>45.37%</b>	<b>\$ 1,722,700</b>

Prepared 10.9.24

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

**AMAZON**

Date	Transaction Type	Memo/Description	Amount
09/17/2024	Bill Payment (Check)		-667.34
08/17/2024	Bill	CHILDREN'S ROOM HEADPHONES	13.99
08/28/2024	Bill	STEM MATERIALS	96.61
08/29/2024	Bill	KRAFT PAPER COMPUTER HEADPHONES	35.78
09/01/2024	Bill	SEPTEMBER GUESSTIMATION JAR	60.22
09/05/2024	Bill	HOLE PUNCHES	13.82
09/05/2024	Bill	I PHONE CHARGERS W/ CASES TO CIRCULATE	33.97
09/06/2024	Bill	BOOK	12.58
09/09/2024	Bill	KIT REPLACEMENT PARTS	19.79
09/09/2024	Bill	LEMONAID 9/11 BOOKMARK GIVEAWAY	17.98
09/09/2024	Bill	POLAROID CAMERA/FILM	189.95
09/11/2024	Bill	GELATO REPLACEMENT/STORY STRETCHERS SPIDER CRAFT	52.29
09/12/2024	Bill	MISC. PROGRAM SUPPLIES (CLAY, FAKE GEMS. COOKIE CUTTERS)	27.83
09/14/2024	Bill	KIT BOOKS	15.90
09/14/2024	Bill	CRAFT SUPPLIES	12.76
09/16/2024	Bill	OCTOBER MAKERS SUPPLIES	41.61
08/26/2024	Bill	BATTERIES	22.26

09/27/2024	Bill Payment (Check)		-457.24
09/25/2024	Bill	FAMILY FUN, CRAFTERNOON, STEM SUPPLIES	99.03
09/26/2024	Bill	MASON JARS	57.98
09/25/2024	Bill	KIT ACCESSORY	25.00
09/25/2024	Bill	BINDERS FOR PROGRAM	25.54
09/24/2024	Bill	STORY STRETCHERS MATERIALS	16.99
09/24/2024	Bill	BOOK	9.19
09/21/2024	Bill	BATTERIES	38.16
09/21/2024	Bill	CRAFT SUPPLIES	27.40
09/20/2024	Bill	PICTURE HANGERS FOR CRAFT	6.98
09/20/2024	Bill	FLASHLIGHT	18.86
09/18/2024	Bill	CRAFT SUPPLIES	4.98
09/18/2024	Bill	CRAFT SUPPLIES	7.99
09/18/2024	Bill	FAMILY FUN BAGS & CRAFTERNOON SUPPLIES	46.29
09/18/2024	Bill	BOOK	9.90
09/18/2024	Bill	POLAROID CAMERA FILM	62.95

**ANDERSON  
ELEVATOR  
COMPANY**

09/17/2024	Bill Payment (Check)		-217.00
09/01/2024	Bill	SEPTEMBER ELEVATOR MAINTENANCE	217.00

**AUDREY RA**

09/27/2024	Bill Payment (Check)		-380.00
09/18/2024	Bill	BRUSH CALLIGRAPHY WORKSHOP/10-10-24	380.00

**BAKER & TAYLOR  
C0260133**

09/17/2024	Bill Payment (Check)		-6.73
09/01/2024	Bill	BOOK	6.73

**BayScan  
Technologies**

09/17/2024	Bill Payment (Check)		-186.50
09/01/2024	Bill	THERMAL RECEIPT PAPER	186.50

**Cintas Fire  
Protection**

09/17/2024	Bill Payment (Check)		-108.00
09/01/2024	Bill	MONTHLY AED SUBSCRIPTION	108.00

**CleanNet of Illinois**

09/17/2024	Bill Payment (Check)		-1,849.80
08/26/2024	Bill	BIO CLEANING CHILDREN'S ROOM CARPET	300.00
09/01/2024	Bill	MONTHLY CLEANING SERVICE	1,549.80

09/27/2024	Bill Payment (Check)		-4,999.00
09/27/2024	Bill	Carpet shampoo / hard floor deep clean / lobby floor wax	4,999.00

**Comcast  
BUSINESS**

09/17/2024	Bill Payment (Check)		-375.03
09/24/2024	Bill	SEPTEMBER INTERNET BILL	375.03

**COMCAST  
BUSINESS  
(VoiceEdge\*)**

09/17/2024	Bill Payment (Check)		-665.56
09/16/2024	Bill	SEPTEMBER PHONE BILL	665.56

**DEMCO, INC.**

09/17/2024	Bill Payment (Check)		-133.43
08/20/2024	Bill	TECH SERVICES/BOOKTAPE & LABELS	133.43

09/17/2024	Bill Payment (Check)		-4,732.74
07/26/2024	Bill	STUDY TABLES AND CHAIRS	4,732.74

**DENITA INEZ**

09/27/2024	Bill Payment (Check)		-250.00
09/17/2024	Bill	DANCE INSTRUCTOR FEE/SALSA DANCE	250.00

**EBSCO  
Information  
Services**

09/17/2024	Bill Payment (Check)		-1,032.00
08/13/2024	Bill	1 YR. LIBRARY AWARE SUBSCRIPTION	1,032.00

**ELAN FINANCIAL  
SERVICES**

09/27/2024	Bill Payment (Check)		-2,479.10
09/27/2024	Bill	Statement: 8/15/24-9/13/24	2,479.10

**FSS  
TECHNOLOGIES,  
LLC**

09/17/2024	Bill Payment (Check)		-114.00
09/16/2024	Bill	BURGLAR ALARM SERVICE 10/1- 12/31/2024	114.00

**Heritage  
Technology  
Solutions**

09/17/2024	Bill Payment (Check)		-2,297.46
06/30/2024	Bill	*CAPITAL* INSTALLATION/NEW SECURITY CAMERA	1,610.46
08/01/2024	Bill	ANNUAL SECURITY CAMERA MAINTENANCE	687.00

**Hoopla**

09/17/2024	Bill Payment (Check)		-2,539.06
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09/03/2024	Bill	AUGUST HOOPLA CHECKOUTS	2,539.06
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**Hulen  
Landscaping  
Contractors**

09/27/2024	Bill Payment (Check)		-1,841.00
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08/27/2024	Bill	AUGUST MONTHLY LANDSCAPING	314.00
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06/12/2024	Bill	ANNUAL PRUNING	585.00
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06/26/2024	Bill	JUNE MONTHLY LANDSCAPING	314.00
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07/31/2024	Bill	JULY MONTHLY LANDSCAPING	314.00
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09/25/2024	Bill	SEPTEMBER MONTHLY LANDSCAPING	314.00
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**Ingram Library  
Services**

09/17/2024	Bill Payment (Check)		-4,991.21
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08/27/2024	Bill	BOOK	23.99
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08/27/2024	Bill	BOOKS	41.71
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08/27/2024	Bill	BOOKS	24.76
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08/27/2024	Bill	BOOK	13.51
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08/27/2024	Bill	BOOKS	78.76
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08/27/2024	Bill	BOOKS	38.34
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08/27/2024	Bill	BOOK	14.81
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08/28/2024	Bill	BOOK	12.94
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08/28/2024	Bill	BOOKS	25.89
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08/29/2024	Bill	BOOK	21.60
08/29/2024	Bill	BOOK	13.51
08/29/2024	Bill	BOOK	12.89
08/29/2024	Bill	BOOK	11.81
08/29/2024	Bill	BOOKS	144.26
08/29/2024	Bill	BOOK	18.03
08/29/2024	Bill	BOOK	18.60
08/29/2024	Bill	BOOK	21.92
08/29/2024	Bill	BOOK	27.14
08/29/2024	Bill	BOOKS	34.56
09/04/2024	Bill	BOOK	40.20
09/04/2024	Bill	BOOKS	318.85
09/04/2024	Bill	BOOKS	25.32
09/04/2024	Bill	BOOKS	53.65
09/04/2024	Bill	BOOK	12.02
09/05/2024	Bill	BOOK	16.51
09/05/2024	Bill	BOOK	11.16
09/05/2024	Bill	BOOK	15.29
09/05/2024	Bill	BOOK	11.71
09/05/2024	Bill	BOOK	23.29
09/05/2024	Bill	BOOKS	57.74



09/05/2024	Bill	BOOK	10.82
09/05/2024	Bill	BOOK	7.51
09/05/2024	Bill	BOOK	13.40
09/05/2024	Bill	BOOK	9.69
09/05/2024	Bill	BOOK	6.91
09/05/2024	Bill	BOOK	23.38
09/05/2024	Bill	BOOK	18.96
09/05/2024	Bill	BOOK	21.92
09/05/2024	Bill	BOOK	21.59
09/05/2024	Bill	BOOKS	51.88
09/05/2024	Bill	BOOKS	28.82
09/05/2024	Bill	BOOK	12.94
09/05/2024	Bill	BOOKS	74.55
09/06/2024	Bill	BOOK	23.01
09/06/2024	Bill	BOOKS	78.93
09/06/2024	Bill	BOOK	14.39
09/06/2024	Bill	BOOK	11.81
09/06/2024	Bill	BOOKS	87.39
09/06/2024	Bill	BOOKS	35.22
09/06/2024	Bill	BOOK	30.92
09/09/2024	Bill	BOOKS	36.23

09/09/2024	Bill	BOOKS	19.68
09/09/2024	Bill	BOOKS	22.72
09/09/2024	Bill	BOOK	11.06
09/09/2024	Bill	BOOKS	71.90
09/09/2024	Bill	BOOK	12.46
09/09/2024	Bill	BOOKS	24.33
09/09/2024	Bill	BOOKS	67.28
09/09/2024	Bill	BOOKS	37.59
09/09/2024	Bill	BOOK	11.81
09/09/2024	Bill	BOOKS	71.56
09/09/2024	Bill	BOOK	11.06
09/09/2024	Bill	BOOK	16.15
09/11/2024	Bill	BOOKS	42.39
09/11/2024	Bill	BOOKS	26.42
09/11/2024	Bill	BOOKS	52.86
09/11/2024	Bill	BOOK	21.03
09/11/2024	Bill	BOOK	24.25
09/11/2024	Bill	BOOKS	175.37
09/11/2024	Bill	BOOK	11.81
09/11/2024	Bill	BOOK	12.89
09/11/2024	Bill	BOOK	8.11

09/11/2024	Bill	BOOKS	24.70
09/11/2024	Bill	BOOK	10.68
09/11/2024	Bill	BOOKS	87.52
09/11/2024	Bill	BOOK	17.66
09/11/2024	Bill	BOOK	17.61
09/11/2024	Bill	BOOK	21.92
09/11/2024	Bill	BOOKS	25.35
09/11/2024	Bill	BOOKS	31.06
09/12/2024	Bill	BOOK	11.39
09/12/2024	Bill	BOOK	15.34
09/12/2024	Bill	BOOKS	28.06
09/12/2024	Bill	BOOKS	15.59
09/12/2024	Bill	BOOK	21.59
09/12/2024	Bill	BOOKS	24.42
09/12/2024	Bill	BOOKS	23.63
09/12/2024	Bill	BOOKS	95.18
09/12/2024	Bill	BOOKS	28.57
09/12/2024	Bill	BOOK	7.51
09/12/2024	Bill	BOOK	22.25
09/12/2024	Bill	BOOK	7.63
09/12/2024	Bill	BOOK	6.58

09/12/2024	Bill	BOOK	12.58
09/12/2024	Bill	BOOK	14.12
09/04/2024	Bill	BOOK	10.07
07/16/2024	Bill	BOOKS	38.50
08/20/2024	Bill	BOOKS	50.16
08/20/2024	Bill	BOOKS	44.70
08/20/2024	Bill	BOOKS	38.82
08/20/2024	Bill	BOOKS	45.86
08/20/2024	Bill	BOOK	21.43
08/20/2024	Bill	BOOKS	25.32
08/20/2024	Bill	BOOK	12.94
08/20/2024	Bill	BOOKS	55.80
08/20/2024	Bill	BOOKS	71.59
08/20/2024	Bill	BOOKS	41.17
08/20/2024	Bill	BOOKS	109.52
08/20/2024	Bill	BOOKS	36.64
08/20/2024	Bill	BOOK	18.60
08/20/2024	Bill	BOOKS	53.81
08/20/2024	Bill	BOOKS	79.54
08/20/2024	Bill	BOOK	10.40
08/20/2024	Bill	BOOKS	33.53

08/20/2024	Bill	BOOKS	34.65
08/20/2024	Bill	BOOK	10.21
08/22/2024	Bill	BOOKS	269.99
08/22/2024	Bill	BOOK	13.12
08/22/2024	Bill	BOOK	14.81
08/22/2024	Bill	BOOKS	40.85
08/22/2024	Bill	BOOK	20.47
08/22/2024	Bill	BOOKS	60.35
08/22/2024	Bill	BOOK	11.39
08/22/2024	Bill	BOOK	8.90
08/22/2024	Bill	BOOK	13.00
08/22/2024	Bill	BOOK	14.11
08/22/2024	Bill	BOOKS	19.01
08/26/2024	Bill	BOOK	12.58
08/26/2024	Bill	BOOK	23.71
08/26/2024	Bill	BOOK	16.91
08/26/2024	Bill	BOOK	18.60
08/26/2024	Bill	BOOK	10.12
08/26/2024	Bill	BOOKS	24.76
08/26/2024	Bill	BOOK	9.55
08/26/2024	Bill	BOOK	12.94

08/27/2024	Bill	BOOK	21.59
08/27/2024	Bill	BOOK	7.64
08/27/2024	Bill	BOOKS	23.06
08/27/2024	Bill	BOOK	12.94
08/27/2024	Bill	BOOK	6.91
08/27/2024	Bill	BOOKS	70.86
08/27/2024	Bill	BOOK	11.81
08/27/2024	Bill	BOOKS	36.63
08/27/2024	Bill	BOOKS	50.13
08/27/2024	Bill	BOOK	18.60
08/27/2024	Bill	BOOKS	37.19
08/27/2024	Bill	BOOKS	49.72
08/27/2024	Bill	BOOK	16.15
08/27/2024	Bill	BOOK	9.13
08/27/2024	Bill	BOOK	15.56
08/27/2024	Bill	BOOK	16.15
09/27/2024	Bill Payment (Check)		-2,187.95
09/19/2024	Bill	BOOKS	25.32
09/19/2024	Bill	BOOK	12.38
09/23/2024	Bill	BOOK	17.05
09/23/2024	Bill	BOOK	21.92

09/23/2024	Bill	BOOKS	36.63
09/23/2024	Bill	BOOKS	54.67
09/23/2024	Bill	BOOK	6.31
09/23/2024	Bill	BOOKS	155.36
09/23/2024	Bill	BOOK	27.24
09/20/2024	Bill	BOOKS	43.03
09/20/2024	Bill	BOOK	13.79
09/20/2024	Bill	BOOKS	32.95
09/20/2024	Bill	BOOK	11.81
09/20/2024	Bill	BOOKS	95.54
09/20/2024	Bill	BOOK	23.75
09/20/2024	Bill	BOOKS	38.32
09/20/2024	Bill	BOOKS	35.51
09/20/2024	Bill	BOOK	11.25
09/20/2024	Bill	BOOKS	57.93
09/19/2024	Bill	BOOKS	103.04
09/19/2024	Bill	BOOK	12.89
09/19/2024	Bill	BOOK	11.79
09/19/2024	Bill	BOOK	18.03
09/19/2024	Bill	BOOK	18.04
09/19/2024	Bill	BOOKS	71.57

09/19/2024	Bill	BOOKS	37.69
09/17/2024	Bill	BOOK	20.46
09/17/2024	Bill	BOOKS	217.87
09/17/2024	Bill	BOOK	18.60
09/17/2024	Bill	BOOK	18.60
09/17/2024	Bill	BOOK	19.73
09/17/2024	Bill	BOOKS	35.45
09/17/2024	Bill	BOOK	17.28
09/17/2024	Bill	BOOKS	51.38
09/17/2024	Bill	BOOKS	64.14
09/17/2024	Bill	BOOK	21.59
09/17/2024	Bill	BOOK	18.60
09/17/2024	Bill	BOOKS	55.95
09/17/2024	Bill	BOOK	11.81
09/17/2024	Bill	BOOK	14.71
09/17/2024	Bill	BOOKS	101.46
09/17/2024	Bill	BOOK	14.41
09/17/2024	Bill	BOOK	18.60
09/17/2024	Bill	BOOKS	257.93
09/17/2024	Bill	BOOKS	50.14
09/17/2024	Bill	BOOK	9.88



09/18/2024	Bill	BOOK	24.43
09/18/2024	Bill	BOOKS	33.81
09/18/2024	Bill	BOOK	15.77
09/18/2024	Bill	BOOK	19.19
09/18/2024	Bill	BOOK	12.94
09/18/2024	Bill	BOOKS	33.50
09/19/2024	Bill	BOOK	15.91

**James Dooley**

09/12/2024	Bill Payment (Check)		-600.00
09/07/2024	Bill	DOOLEY CONCERT	600.00

**JOHN KOKORIS**

09/12/2024	Bill Payment (Check)		-250.00
09/04/2024	Bill	MISSISSIPPI RIVER PROGRAM	250.00

**Kanopy**

09/17/2024	Bill Payment (Check)		-171.00
08/31/2024	Bill	AUGUST KANOPY CHECKOUTS	171.00

**Konica Business  
Solutions**

09/17/2024	Bill Payment (Check)		-227.58
09/11/2024	Bill	SEPTEMBER COPY MAINTENANCE	10.46

09/01/2024	Bill	AUGUST COPY USAGE	102.17
08/22/2024	Bill	7/24 COPY USAGE	114.95

**Konica Premier**

09/17/2024	Bill Payment (Check)		-196.66
09/17/2024	Bill	COPY MACHINE LEASE	196.66

**MIDWEST TAPE**

09/17/2024	Bill Payment (Check)		-339.04
08/22/2024	Bill	DVD	27.43
08/29/2024	Bill	DVDS	63.54
08/29/2024	Bill	BLU-RAY	34.18
09/06/2024	Bill	BLU-RAY/DVD	40.62
09/06/2024	Bill	DVDS	40.61
09/12/2024	Bill	DVD	26.68
08/22/2024	Bill	BLU-RAY	38.37
08/22/2024	Bill	DVD	31.18
08/22/2024	Bill	BLU-RAY	36.43
09/27/2024	Bill Payment (Check)		-103.84
09/20/2024	Bill	DVD	24.43
09/20/2024	Bill	AUDIOBOOK	42.98
09/20/2024	Bill	BLU-RAY	36.43

**MobileBeacon**

09/17/2024	Bill Payment (Check)		-480.00
09/06/2024	Bill	SERVICE RENEWAL FOR 4 HOTSPOTS	480.00

**Oak Brook  
Mechanical  
Services, Inc.**

09/17/2024	Bill Payment (Check)		-1,850.00
09/04/2024	Bill	REGULAR INSPECTION (3X ANNUAL)	1,850.00

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

09/17/2024	Bill Payment (Check)		-1,297.76
09/16/2024	Bill	SEPTEMBER TECH SUPPORT	1,297.76
09/17/2024	Bill Payment (Check)		-1,073.52
09/09/2024	Bill	*CAPITAL* REPLACEMENT COMPUTER & GAMING MONITOR	1,073.52

**OverDrive**

09/17/2024	Bill Payment (Check)		-3,205.05
08/27/2024	Bill	2 EBOOKS/ 1 AUDIOBOOK	204.97
08/16/2024	Bill	20 EBOOKS/10 AUDIOBOOKS	1,344.45
09/03/2024	Bill	3 EBOOKS/1 AUDIOBOOK	162.49
08/30/2024	Bill	24 EBOOKS/8 AUDIOBOOKS	789.26

08/20/2024	Bill	3 EBOOKS/1 AUDIOBOOK	254.89
09/10/2024	Bill	EBOOKS/AUDIOBOOKS	448.99
09/27/2024	Bill Payment (Check)		-3,700.12
09/17/2024	Bill	2 EBOOKS/2 AUDIOBOOKS	227.48
09/23/2024	Bill	25 EBOOKS/13 AUDIOBOOKS	1,689.14
09/24/2024	Bill	EBOOKS/AUDIOBOOKS	419.98
09/23/2024	Bill	10 EBOOKS/15 AUDIOBOOKS	1,363.52

**PLAYAWAY**

09/27/2024	Bill Payment (Check)		-1,474.13
09/24/2024	Bill	WONDERBOOKS	1,474.13

**Rhonda Fentry**

09/12/2024	Bill Payment (Check)		-50.00
09/10/2024	Bill	YOGA 9/14 INSTRUCTOR FEE	50.00
09/27/2024	Bill Payment (Check)		-75.00
09/18/2024	Bill	SOUNDBATH MEDITATION 10-12-24	75.00

**RIVER FOREST  
PARK DISTRICT**

09/26/2024	Bill Payment (Check)		-500.00
09/24/2024	Bill	HOOT N' HOWL SNACKS	500.00

**S&D PRIME  
MAINTENANCE,  
INC**

09/17/2024	Bill Payment (Check)		-841.94
08/28/2024	Bill	AUGUST BUILDING MAINTENANCE	841.94

**Smithereen Pest  
Management**

09/17/2024	Bill Payment (Check)		-150.00
09/01/2024	Bill	BIRD REMOVAL	150.00

**Staples**

09/17/2024	Bill Payment (Check)		-550.63
08/25/2024	Bill	MISC. PAPER PRODUCTS/ PAPER TOWELS, TOILET PAPER, WIPES, MULTIFOLD TOWELS 11X17 & 8X5 COPY PAPER LABELS MISC. SUPPLIES/ COFFEE, CREAMER, ZIPLOC BAGS	550.63

**Susan Maddox**

09/25/2024	Bill Payment (Check)		-350.00
09/25/2024	Bill	COOKING INSTRUCTOR FEE/9-25-24 PROGRAM	350.00

**TERRY LYNCH**

09/27/2024	Bill Payment (Check)		-300.00
09/17/2024	Bill	PRESENTER FEE/EDGAR ALLAN POE/10-6-24	300.00

**THE  
SCRIBBLEBOOKS  
CO., INC.**

09/04/2024	Bill Payment (Check)		-475.00
08/29/2024	Bill	SCRIBBLEMONSTER CONCERT	475.00

**Today's Business  
Solutions**

09/27/2024	Bill Payment (Check)		-2,046.40
09/17/2024	Bill	ANNUAL PRINTING SERVICE	2,046.40

**VILLAGE OF  
RIVER FOREST**

09/12/2024	Bill Payment (Check)		-4,310.62
09/12/2024	Bill	Health insurance August 2024	4,310.62
09/17/2024	Bill Payment (Check)		-5,968.20
09/17/2024	Bill	August IMRF	5,968.20

**YOLANDA PRADO**

09/27/2024	Bill Payment (Check)		-370.00
09/23/2024	Bill	ALEBRIJE WORKSHOP 10/2/24	370.00

**Byline Credit Card September 2024**

**Ending balance: \$868.72**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
09/30/2024	MobileBeacon	FRANKLIN HOTSPOT	66.00		Expense	Online e-Content:Other Online eContent Teen
09/27/2024	Dunkin Donuts ELAN	DONUTS/DONUTS & DISCUSSIONS	17.59		Expense	Expenses:Programs- Teen
09/27/2024	FINANCIAL SERVICES	Statement: 8/15/24- 9/13/24		2,479.10	Bill	2000 Accounts Payable Library and Office Expenses:Library
09/27/2024	Shelfwiz	12 SHELF TALKERS MAILCHIMP	92.67		Expense	Supplies
09/26/2024	MAILCHIMP	SUBSCRIPTION	45.00		Expense	Marketing:Advertisement
09/26/2024	AMERICAN LIBRARY ASSOCIATION	HR CRASH COURSE/MANAGERS	189.00		Expense	Personnel:Staff Training and Development Teen
09/25/2024	Joann Fabrics	YARN FOR GHOST HUNTING	12.39		Expense	Expenses:Programs- Teen Adult
09/25/2024	Jewel Foods	COOKING PROGRAM SUPPLIES	10.98		Expense	Expenses:Programs - Adult
09/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage Adult
09/20/2024	Jewel Foods	SNACKS/FILM LOVER FRIDAYS	10.20		Expense	Expenses:Programs - Adult
09/20/2024	American Girl	1 AMERICAN GIRL DOLL	264.00		Expense	Children's Expenses:Non- Print Children's Adult
09/19/2024	KIPLINGER	2 YR. KIPLINGER PERSONAL FINANCE SUBSCRIPTION	59.95		Expense	Expenses:Periodicals - Adult Adult
09/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Expenses:Periodicals - Adult Teen
09/16/2024	Joann Fabrics	FABRIC STIFFENER/PROGRAM	13.96		Expense	Expenses:Programs- Teen
09/13/2024	American Girl	4 AMERICAN GIRL DOLLS	1,104.00		Expense	Children's Expenses:Non- Print Children's
09/12/2024	Armand's	PUZZLE PROGRAM PIZZA	109.50		Expense	

09/07/2024	PANERA BREAD	COFFEE MONDAY	33.87	Expense	Adult Expenses:Programs -
09/04/2024	Joann Fabrics	OCTOBER TEEN TAKE & MAKE SUPPLIES (FABRIC)	9.10	Expense	Teen Expenses:Programs- Teen
09/04/2024	THE BOOK TABLE	READING PROGRAM PRIZES	2.58	Expense	Expenses:Programs- Teen
09/04/2024	TABLE AND LAIN	STAFF SUMMER READING PRIZE : COOKING LESSON	104.50	Expense	Adult Expenses:Programs - Adult
09/03/2024	Kahoot	KAHOOT SUBSCRIPTION/ADULT AND TEEN SHARED EXPENSE	48.00	Expense	Teen
09/03/2024	Joann Fabrics	OCTOBER TAKE & MAKE SUPPLIES	24.22	Expense	Expenses:Programs- Teen



# River Forest Public Library

## Fund Balances

As of September 30th, 2024

Prepared 10.9.24

9/30/2024

**CHECKING/SAVINGS - OPERATIONS FUND**

<b>Operations Current</b>	<b>Interest Rate</b>	
ICS Operations	0.50%	362,425.74
Byline Operations	0.40%	43,859.53
CIBC Operations	0.00%	-
Petty Cash		40.00
<b>TOTAL OPERATIONS CHECKING/SAVINGS</b>		<b>406,325.27</b>

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

TOTAL CDARS Reserves Operations 1,064,438.70

**TOTAL OPERATIONS FUND 1,470,763.97**

<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>	<b>Interest Rate</b>	
ICS Capital	0.50%	102,622.69
Byline Capital	0.40%	4,196.68
<b>TOTAL CAPITAL CHECKING/SAVINGS</b>		<b>106,819.37</b>

<b>Maturity Date</b>	<b>CDARS Reserves</b>	<b>Interest Rate</b>	
10/17/2024	OP CD 3 MONTHS- CIBC	4.05%	253,901.49
10/31/2024	OP CD 3 MONTHS- CIBC	4.05%	225,640.09
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96

TOTAL CDARS Reserves Capital 735,361.38

**TOTAL CAPITAL FUND 842,180.75**

**TOTAL OPERATIONS/CAPITAL FUNDS 2,312,944.72**



River Forest Public Library -Capital Reserve Fund

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

Sep-24

**Capital Reserve Account Balances**

ICS Capital Reserve		\$	102,622.69 *
Byline Capital Checking		\$	4,196.68
<b>Total Capital Reserve Checking / Savings</b>		<b>\$</b>	<b>106,819.37</b>

<b>Total Capital CDARS Reserve</b>		<b>\$</b>	<b>735,361.38</b>
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<b>Total Capital Reserve Fund</b>		<b>\$</b>	<b>842,180.75</b>
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**Expenses**

Outsource Solutions Group- Materials Services replacement computer/monitor	9/23/2024	\$	1,073.52
Demco- study room furniture	9/27/2024	\$	4,732.74

**Transfers**

**Income**

Interest- Checking / ICS	9/30/2024	\$	45.09
Interest- CDARS	9/30/2024	\$	783.75

Prepared: 10.9.24

\*Includes \$50,000 Live and Learn Grant

## **VII. Donations—Non Library Materials**

### **A. Donations**

RFPL welcomes donations of cash, real and personal property, stocks, and bonds. All donations are subject to the approval of the Director or Board. Any donation to RFPL, or the proceeds thereof, may be transferred to the RFPL Foundation.

### **B. Use of Donations**

Donations may be used, sold, or disposed of in the best interest of RFPL as determined by the Director or Board.

### **C. Tax Issues**

RFPL does not provide a donor with a value for their donation. RFPL will issue a letter to a donor acknowledging their donation. The value of any donation and the tax deductibility of any such donation is for the donor to determine.

*Updated October 2024*

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*Updated October 2024*

## Strategic Directions

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

Library staff attended **LemonAid** on September 11th and had 147 visitors to our table. This annual fundraising event is a great way to interact with patrons outside the library and raise awareness of various charities. This year we had a special bonus as it was a nice, sunny day. Staff had a great time reading books to kids and handing out Library flair.



Community

With school back in session, Children's began **outreach to Willard Elementary School** with our first set of Book Talks to the 3<sup>rd</sup> and 4<sup>th</sup> graders. Staff presented to over 40 kids, many of whom have already been by the Library to check out some of the books we promoted! Children's will be visiting Lincoln Elementary in October and then both schools again in November and December.

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



Spaces

The Library's **website team** has completed the Discovery and Design phases, and Library Market has begun the Development phase, where they build our new site. The build should go through October, then Library Market will begin staff training sessions. The site is on schedule to launch late November or early December.



Events, Services  
& Collections

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

Children's hosted Parent Choice Awards winner **ScribbleMonster** (Jim Dague) in September. This dynamic musical show had our smallest patrons dancing and singing! It was a beautiful day, and we held the concert outside on the library lawn. Sixty-five patrons attended this event to kick off our fall programming!

On Saturday, September 7<sup>th</sup>, we hosted the annual **Dooley Band Concert that was generously sponsored by the River Forest Public Library Foundation**. It was a chilly night, so the band played indoors to a crowd of over 100 people. It has become a cherished community event and a good time was had by all.

**Best-selling local author David Ellis visited** the Library this month to discuss his fascinating story and his new book, *The Best Lies*. Ellis is a judge and an Edgar Award-winning author of ten novels of crime fiction, as well as eight bestselling books co-authored with James Patterson. His novels have been translated into more than ten languages worldwide. The Book Table was on site selling copies of the book, which Ellis graciously signed for the 28 patrons in attendance.





### **New Programs**

Children’s **debuted a Baby Storytime** this month. This program is for pre-walkers, ages 0-12 months and their caregivers. The class is limited to 15 duos, and we were excited to have 8 pairs attend. We had a lot of positive feedback for this storytime. It is offered on the last Monday of the month.

This September we held our first all-ages **Jigsaw Puzzle Race** and all the pieces came together to make it a great success! There were 17 participants - 10 adults and 7 children - who worked on completing the same puzzle. The Bowen Team won by completing the puzzle in 73 minutes. We look forward to holding this program again in the future.

### **Key Performance Indicators**

<b>Category</b>	<b>July 2024</b>	<b>August 2024</b>	<b>September 2024</b>
Physical item circulation - initial checkouts	14,788	13,433	12,164
Digital item circulation	5,278	4,824	4,487
<b>Total Circulation</b>	<b>20,066</b>	<b>18,257</b>	<b>16,651</b>
Programs for Adults	5 programs 152 attendees	11 programs 214 attendees	11 programs 213 attendees
Programs Middle School aged children	3 programs 11 attendees	4 programs 46 attendees	9 programs 91 attendees
Programs for Children	27 Programs 1262 attendees	25 programs 1660 attendees	28 programs 1503 attendees
Library-Wide Programs	3 programs 54* attendees	1 program 31* attendees	1 program 17* attendees
Children’s Play Area Visits	1624	1852	1712
New cardholders added	52	39	36
Total cardholders	8,146	8,163	8,184
Website sessions	8,989	6,500	5,969
Patron visits	19,260	10,512	10,444
Instagram Followers	1,483	1,488	1,496
Facebook Followers	1,402	1,410	1,415

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

**Financial highlights**

- This September we liquidated the last of the Byline CDARS and rolled a number of CIBC CDARS, gaining over \$8,000 in interest income.
- Lauterbach & Amen received IMRF information from the Village in late September and are working it into a new audit draft.

**Facility updates**

- The River Forest Fire Department completed our annual fire inspection.
- A gutter extender came apart during a heavy rainfall in September, causing flooding in my office. ACR Restores was onsite that day to dry the office space and S&D Prim Maintenance was onsite the same day to repair the gutter extender. The office is scheduled to be repaired this October, and the damage is covered by insurance outside of a \$1,000 deductible.

**Committee updates**

There were no committee meetings this September.

Respectfully submitted,

Emily Compton  
October 10, 2024

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: October 10, 2024

RE: Paid Parental Leave Policy

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I recommend amending our Leaves of Absence Policy to include paid parental leave. The proposed policy in your packet incorporates a new Paid Parental Leave section (E). The main points are -

- Regular staff working 19.5 hours per week or more are eligible to receive 8-weeks of paid leave following the birth, adoption, or foster placement of a child.
- Pay will be 100% of their regular rate, and the Library will maintain any benefits. The employee will continue to pay their portion of any benefit.
- Leave must be used in a rolling 12-month period and be taken in full week increments.
- Leave time is forfeited at the end of the 12-month period and is not paid out upon separation of employment.
- The Library guarantees the employee's return to their original or equivalent position at the end of leave.
- An employee may apply for an additional 4 weeks of leave to be used during the 12-month rolling period.

I drafted the policy using 16 other Paid Parental Leave policies from Illinois libraries, including our neighbors in Oak Park and Forest Park.

### *Benefit to the Library*

Offering paid parental leave will help retain employees during the rare - typically once or twice in a lifetime - event of the birth, adoption, or foster placement of a child. Using the Society for Human Resource Management's Turnover Cost Calculation spreadsheet, I calculated the cost of an 8-week Paid Parental Leave vs. the turnover cost to replace a staff member who may resign if the benefit isn't available. The additional cost to the Library for an 8-week leave would be about \$1,500, versus nearly \$6,000 in turnover cost.

Employees who would be eligible for Paid Parental Leave typically work one weekend per month and one evening shift per week. Those shifts would be covered by adjusting other staff members' schedules rather than scheduling extra shifts at additional cost. There may be a need for additional shifts of associate-level staff (average of \$17 per hour) to

- 1) cover comp day desk shifts (Fridays/Mondays) of full-time staff working extra weekend shifts, and to
- 2) cover desk shifts to allow full-time staff to work on critical tasks usually completed by the employee on leave.

Alternatively, assuming an employee resigns, the Library would pay the same amount to cover extra shifts plus the cost of separation and replacement (interviews, background check, orientation, and training).



## Paid Parental Leave vs. Turnover Cost

### Essential Data

Average wage of Paid Parental Leave-eligible employees (not including Director)	\$29.89
Average wage of Manager (not including Director)	\$34.99
Administration wage (not including Director)	\$36.87
Average wage of Associate	\$17.07

<b>PAID PARENTAL LEAVE COSTS</b>		<b>Hours</b>	<b>Wages</b>	<b>other costs/fees</b>	<b>Total</b>
<b>Temporary vacancy costs</b> (assumes 8 week leave)	Added shifts to cover weekend comp time (12 hours per month)	24	\$17.07		\$409.68
	Added shifts to allow off-desk time for staff to complete critical tasks of employee on leave (assumes 8 hours per week)	64	\$17.07		\$1,092.48
<b>Temporary Vacancy Costs</b>					<b>\$1,502.16</b>
<b>Costs of Paid Parental Leave Total</b>					<b>\$1,502.16</b>

<b>TURNOVER COSTS</b>		<b>Hours</b>	<b>Wages</b>	<b>other costs/fees</b>	<b>Total</b>
<b>Separation costs</b>	Exit Interview - Staff administration time	1	\$36.87		\$36.87
	Exit Interview - departing employee being interviewed time	1	\$29.89		\$29.89
<b>Separation Costs</b>					<b>\$66.76</b>
<b>Vacancy costs</b> (assumes 8 week vacancy)	Added shifts to cover weekend comp time (12 hours per month)	24	\$17.07		\$409.68
	Added shifts to allow off-desk time for staff to complete critical tasks of employee who left (assumes 8 hours per week)	64	\$17.07		\$1,092.48
<b>Vacancy Costs</b>					<b>\$1,502.16</b>
<b>Replacement costs</b>	Interviewing time	10	\$34.99		\$349.90
	Reference/Background checking (time and vendor costs)	1	\$36.87	\$55.00	\$91.87
	Job offer and rejection letter administration time	1	\$34.99		\$34.99

Orientation administration time	2	\$36.87	\$73.74
Orientation - new hire time	2	\$29.89	\$59.78
On-the-Job Training - time of trainer/supervisor (assumes 1.5 FT weeks)	56.25	\$34.99	\$1,968.19
On-the-Job Training - new hire time (assumes 1.5 FT weeks)	56.25	\$29.89	\$1,681.31

Replacement Costs			\$4,259.78
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<b>Costs of Turnover Total</b>			<b>\$5,828.70</b>
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### III. Personal Leave

#### A. Personal Day

Employees regularly scheduled for more than 19 hours per week will receive one paid Equivalent Day of personal leave per year. An “Equivalent Day” for an employee is the employee’s total number of regularly scheduled hours per week divided by 5. 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 for approval by the Director.

#### D. Leave of Absence

##### 1. Leave of Absence for Illness or Injury

Employees may request a leave of absence due to personal illness or injury or the illness or injury of a member of the employee’s Immediate Family. This leave of absence may be granted for a maximum of 12 weeks.

##### 2. Leave of Absence for Birth of Child or Placement of Child for Adoption or Foster Care

In the event that an employee is eligible for Paid Parental Leave (Section IV: Staff, III. Personal Leave, E. Paid Parental Leave) for the birth of an employee’s child(ren) or the placement of a child(ren) with an employee in connection with adoption or foster care, the employee may request a leave of absence of up to 4 weeks to be used after their Paid Parental Leave is exhausted.

##### 3. Procedure to Apply for Leave of Absence

Employees seeking a leave of absence must forward their written request to the Director. Employees are encouraged to request leave at least 30 days in advance of the anticipated start date of the leave or as soon as is practicable. 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. A request for a leave of absence made by the Director must be approved by the Board.

#### 4. Conditions and Consequences of Leave of Absence

The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of RFPL. 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.

In the event that a leave of absence is granted, an employee must first use all accrued sick leave and paid vacation leave. Once all paid leave has been exhausted, any remaining days of the leave will be without pay. During an approved leave, the Library will maintain the employee's health insurance and any other benefits as if the employee continued to remain actively employed. The employee must continue to pay their respective portion of any benefits.

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. However, should RFPL determine that it will no longer hold open the position of an employee on a leave of absence, 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. Notwithstanding the foregoing, RFPL guarantees the employee's return to their previous position or an equivalent position at the end of an approved leave of absence if the leave was granted in conjunction with Paid Parental Leave.

#### E. Paid Parental Leave

Following the birth of an employee's child(ren) or the placement of a child(ren) with an employee in connection with adoption or foster care, the Library will provide up to 8 weeks of Paid Parental Leave to employees meeting all of the following criteria:

- Regular full-time or part-time (no seasonal or temporary employees),
- Regularly scheduled for more than 19 hours per week,
- Employed by RFPL for at least 12 consecutive months immediately prior to the start date of the leave, and
- In the case of the placement of a child for adoption or foster care, the child must be 17 years old or younger.

Eight weeks is the maximum Paid Parental Leave for which an employee is eligible during a rolling 12-month period beginning immediately following the birth or placement of a child with the employee. The amount of Paid Parental Leave during the relevant 12-month period does not increase with multiple births or multiple placements of children. In no case will the total amount of Paid Parental Leave and any leave of absence in conjunction with Paid Parental Leave – whether paid or unpaid – granted to the employee exceed 12 weeks during a rolling 12-month

period. Paid Parental Leave and any associated leave of absence may be taken consecutively or intermittently in the relevant 12-month period but must be taken in full week increments.

Eligible employees must apply in writing to use Paid Parental Leave in accordance with the procedure specified for a leave of absence in RFPL's Personal Leave policy (Section IV: Staff, III. Personal Leave, D. Leave of Absence). RFPL guarantees the employee's return to their previous position or an equivalent position at the end of an approved Paid Parental Leave. Failure to return from Paid Parental Leave on the date agreed upon is regarded as a voluntary resignation.

Paid Parental Leave is compensated at the employee's current regular rate of pay based on their regularly scheduled weekly hours. Paid Parental Leave will be paid on regularly scheduled pay dates. During an approved Paid Parental Leave, the Library will maintain the employee's health insurance and any other benefits as if the employee continued to remain actively employed. The employee must continue to pay their respective portion of any benefits. If a holiday occurs while an employee is on Paid Parental Leave, the day will be considered part of their Paid Parental Leave time and will not be paid as a holiday.

Any unused Paid Parental Leave will be forfeited at the end of the relevant 12-month period. Upon separation of employment, the staff member will not be paid for any unused Paid Parental Leave for which they were eligible.

#### F. 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.

#### G. Victims' Economic Security and Safety Act Leave

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

#### H. 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 \_\_\_\_\_ 2024*

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Employees may request a leave of absence due to personal illness or injury, or 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.~~ 12 weeks.

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In the event that an employee is eligible for Paid Parental Leave (Section IV: Staff, III. Personal Leave, E. Paid Parental Leave) for the birth of an employee's child(ren) or the placement of a child(ren) with an employee in connection with adoption or foster care, the employee may request a leave of absence is granted, all paid sick leave and paid vacation must of up to 4 weeks to be used first. Once all paid after their Paid Parental Leave is exhausted.

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~~Employees seeking a leave of absence must forward their written request to the Director. Employees are encouraged to request leave has been exhausted, the remaining days at least 30 days in advance of the anticipated start date 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 or as soon as is practicable. 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. A request for a leave of absence made by the Director must be approved by the Board.~~

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#### **H. Military Leave**

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## **River Forest Public Library Board Meetings 2025**

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 21

Tuesday, February 18

Tuesday, March 18

Tuesday, April 15

Tuesday, May 20

Tuesday, June 17

Tuesday, July 15

Tuesday, September 16

Tuesday, October 21

Tuesday, November 18

\*Board meeting dates are presented annually at the October regular board meeting

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: October 10, 2024

RE: Drive-up Book Drop Replacement

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At the start of the new school year, a school bus hit the drive-up book drop, damaging the return slot and knocking the access door out of alignment. Neither Kingsley, the book drop company, nor our maintenance company can repair the book drop. I provided the attached quote to D90 and the school's bus company, Sunrise Bus Lines, to request a replacement.

The bus company's insurance has approved \$4,577.47 to be paid out to the Library for the book drop replacement. I have asked the bus company to confirm that they will pay the remaining \$508.61. I will not order the replacement until I have confirmation. I am asking that the Board of Trustees approve the purchase of a new Kingsley book drop, for the cost of \$5,086.08, once the bus company has confirmed that they will pay the remaining \$508.61 and we have received the \$4,577.47 check from Sunrise Buse Line's insurance company.



5525 E. Gibraltar Street  
 Ontario, CA 91764  
 P: 909-445-1240  
 F: 909-980-1253  
 E: sales@kingsley.com

**Quotation**

**Quote Number  
0827.01**

**Quote Date  
Aug 27, 2024**

Page:  
1

*We are pleased to provide the following quote to:* RIVER FOREST PUBLIC LIBRARY  
 735 LATHROP AVE  
 RIVER FOREST, IL 60305  
 708.366.5205

**Ship To:**

River Forest Public Library  
 735 LATHROP AVE  
 RIVER FOREST, IL 60305  
 708.366.5205

Customer ID	Good Thru	Payment Terms	Sales Rep
Rive5205	9/26/24	2% 10, Net 30 Days	DIRECT

Quantity	Item	Description	Unit Price	Extension
1.00	00-9850-CS	50 C-SERIES color to be determined ****front door placement****	4,399.00	4,399.00
1.00	199-2ELR	VINYL LIBRARY RETURN WITH UNIVERSAL LIBRARY LOGO ROUND ENGLISH		
2.00	09-KEY2	REPLACEMENT ACCESS DOOR KEY	7.00	14.00
1.00	09-9800	C-SERIES SINGLE DROP MAGNACLOSE MAGNETIC DEPOSITORY FLAP KIT	79.00	79.00
1.00	09-9808-WH	C AND S SERIES REFLECTIVE TAPE KIT WHITE (2) STRIPS =86"	40.00	40.00
1.00	DLVCH1	LIFT GATE DELIVERY	132.00	132.00
1.00	DLVCH4	CALL AHEAD/ARRIVAL NOTIFICATION	20.00	20.00

**Subtotal 4,684.00**

**CA Base Rate State, Local, County Sales Tax @ 7.**

COLLECTION OF USE TAX MAY BE REQUIRED BY YOUR STATE. CONTACT YOUR FRANCHISE TAX BOARD FOR INFORMATION.

**Thank you!**

**Est. Freight 402.08**

**Tota 5,086.08**

PLEASE DO NOT CONTACT CARRIER AND REQUEST ANY CHANGES TO YOUR DELIVERY. THIS WILL INCURE ADDITIONAL CHARGES. PAYABLE VIA CREDIT CARD AND DELIVER YOUR DELIVERY