



**River Forest Public Library
September 17, 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. Resolution honoring Trustee Hill – vote: Trustee Emerita
5. 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
6. Patron Suggestions
7. Director's Report
 - a. Crisis Communication – report on RAILS *Leading Through Crisis* class
8. President's Report
9. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Motion to declare a vacancy in the Office of Library Board Trustee Deborah Hill due to resignation
 - e. Approval of closed session minutes from April 16, 2024; May 21, 2024; June 18, 2024; and July 16, 2024 (2 sessions) - vote
10. Old business
 - a. Phase one room renovation project - update
 - b. Phase two room renovation project - update
11. Adjournment

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

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 greatly 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

Meeting Minutes: Special Board Meeting: August 26th, 2024, at 4:30 PM - DRAFT

Call to Order: At 4:40pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Visitors and Guests: none

Visitor Comments: none

With no changes or objections, the minutes of the July 16, 2024 Regular Board Meeting were deemed approved.

Old Business

Phase two room renovation project

Proposals for architectural services (Aria Group, Engberg Anderson, and Williams Architects) – discussion

The Library received three proposals for phase two of the room renovation project. The proposals came from Aria Group (AG), a local firm that has worked on many experience-focused projects; Engberg Anderson (EA), a large firm with substantial experience working with libraries; and Williams Architects (WA), which worked on phase one of the project. The fees in the three proposals for the design phase were fairly comparable; the discussion focused on each firm's specific merits and capabilities. Discussion included the Library's experience with WA during phase one; the small size of the project vis-a-vis other projects EA would be working on; and Aria Group's experience working with libraries and grants.

The Board discussed whether a space needs analysis or facilities assessment would be useful in determining the room's design and decided it would be best to focus on completing the project promptly and to address the studies on a separate timeline. Phase two of the project will be paid for with grants from the River Forest Public Library Foundation, a Live & Learn Construction Grant, additional fundraising, and money from the Library's capital fund.

Resolution to Waive Requirements of Competitive Bidding Process for Architectural Services and to Accept Proposal for Architectural Services – vote

Trustee Berens made a motion to adopt a resolution to waive the competitive bidding process and accept EA's proposal. The motion was seconded by Trustee Carstens and passed on a roll call vote.

Roll Call Vote:

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

New Business

Outsource Solutions Group proposal to replace one staff computer (up to \$1,653.52) - vote

A staff work station computer died and needs to be replaced. It was on the list of computers to be replaced in this current fiscal year.

Trustee Delano made a motion to approve payment of up to \$1,700 to Outsource Solutions Group for replacement of a staff computer. The motion was seconded by Trustee Hopkinson and passed on a roll call vote.

Roll Call Vote:

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

President Ruggeri noted that the Library has received a couple of applications to fill the vacant Trustee seat. Interviews will be held in September.

Adjournment

The meeting was adjourned at 5:43pm following a motion by Trustee Berens which was seconded by Trustee Carstens. 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: July-24

<u>Account:</u>	<u>July-24</u>	<u>YTD</u>	<u>2024-2025</u>	<u>% of Budget</u>
				25% as of 7/31/2024
Property Taxes	\$ 326,933.99	\$ 326,933.99	\$ 1,615,000	20.24%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ -	\$ 7,410.12	\$ 25,000	29.64%
Lost Books Reimbursed	\$ 435.50	\$ 1,168.26	\$ 3,500	33.38%
Copy Machine Revenue	\$ 235.09	\$ 850.35	\$ 3,200	26.57%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 2,507.40	\$ 3,792.10	\$ 24,500	15.48%
Grants from RFPL Foundation	\$ -	\$ 8,700.00	\$ 20,000	43.50%
Gifts - other	\$ 0.36	\$ 51.86	\$ 200	25.93%
IL Per Capita Grant	\$ 17,451.13	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 3.00	\$ 500	0.60%
Total:	\$ 347,563.47	\$ 366,360.81	\$ 1,722,700	21.27%
Income:	\$ 347,563.47	\$ 366,360.81	\$ 1,722,700	21.27%
Expense:	\$ 144,108.22	\$ 391,920.45	\$ 1,722,700	22.75%

Prepared 8.26.24



River Forest Public Library

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

Expense Report: Jul-24

July-24 Fiscal YTD Actual % Budget 24-25 Budget
 25% as of 7/31/2024

Expenses

Personnel

Wages & Salaries	\$ 66,512.38	\$ 210,939.21	24.11%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,694.66	\$ 10,758.04	16.55%	\$ 65,000
IMRF	\$ 4,029.45	\$ 11,117.64	22.24%	\$ 50,000
Medicare/FICA	\$ 5,127.06	\$ 15,879.86	23.70%	\$ 67,000
Staff Recognition	\$ -	\$ 116.35	1.94%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training and Development	\$ 3.75	\$ 385.78	2.97%	\$ 13,000
Total Personnel	\$ 79,367.30	\$ 250,456.88	23.17%	\$ 1,081,000

Support Services

Printing and Advertising

Newsletter	\$ 2,745.00	\$ 2,850.00	36.08%	\$ 7,900
Advertising	\$ 791.42	\$ 1,005.65	16.76%	\$ 6,000
Total Printing and Advertising	\$ 3,536.42	\$ 3,855.65	27.74%	\$ 13,900

Programming

Children's Programs	\$ 1,876.96	\$ 3,188.29	17.71%	\$ 18,000
Teen Programs	\$ 625.35	\$ 1,307.05	13.76%	\$ 9,500
Adult Programs	\$ 1,925.58	\$ 4,589.31	25.50%	\$ 18,000
Special Programs	\$ -	\$ 3,883.42	55.48%	\$ 7,000
Connections Programs	\$ 110.80	\$ 181.23	3.62%	\$ 5,000
Total Programs	\$ 4,538.69	\$ 13,149.30	22.87%	\$ 57,500
Total Advertising and Programs	\$ 8,075.11	\$ 17,004.95	23.82%	\$ 71,400

Other Support Services

ILL and RB Services	\$ 46.60	\$ 264.69	22.06%	\$ 1,200
Technical Support (IT)	\$ -	\$ 9,930.35	40.12%	\$ 24,750
Automation Administration	\$ 6,189.00	\$ 7,998.81	17.78%	\$ 45,000

Consultant Fees/Legal Fees	\$ 564.00	\$ 564.00	9.40%	\$ 6,000
Postage & Delivery	\$ 52.57	\$ 146.55	3.91%	\$ 3,750
Audit	\$ 6,300.00	\$ 6,300.00	57.27%	\$ 11,000
Payroll and Employment Services	\$ 536.16	\$ 1,431.30	23.09%	\$ 6,200
Youth Interventionist Contract	\$ 1,241.24	\$ 1,241.24	24.27%	\$ 5,115
Telephone/Internet	\$ 1,034.43	\$ 3,111.45	28.29%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 216.10	\$ 432.20	13.94%	\$ 3,100
Security	\$ 9,296.77	\$ 11,809.39	118.09%	\$ 10,000
Total Other Support Services	\$ 25,476.87	\$ 43,229.98	33.74%	\$ 128,115

Library Materials

Books	\$ 8,925.54	\$ 21,060.40	25.53%	\$ 82,500
Print Periodicals	\$ 233.99	\$ 4,941.86	70.60%	\$ 7,000
Automated Subscriptions (databases)	\$ 7,665.00	\$ 8,865.00	55.41%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 7,423.38	\$ 19,789.73	22.88%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 747.52	\$ 2,999.70	18.75%	\$ 16,000
Total Library Materials	\$ 24,995.43	\$ 57,656.69	27.72%	\$ 208,000

Library and Office Supplies

Office Supplies	\$ 148.45	\$ 417.17	9.07%	\$ 4,600
Library Supplies	\$ -	\$ 242.10	4.10%	\$ 5,900
Copy And Printing Supplies	\$ -	\$ 176.91	6.80%	\$ 2,600
Misc Expenses	\$ 49.88	\$ 145.51	6.06%	\$ 2,400
Total Office Supplies	\$ 198.33	\$ 981.69	6.33%	\$ 15,500
Total Library Materials & Supplies	\$ 25,193.76	\$ 58,638.38	26.24%	\$ 223,500

Strategic Initiatives

Strategic Initiatives	\$ -	\$ -	0.00%	\$ 15,000
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Facility Supplies

Building Materials & Supplies	\$ 497.49	\$ 1,107.35	18.46%	\$ 6,000
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance and Custodial Service	\$ 4,043.53	\$ 17,455.02	20.54%	\$ 85,000

Water	\$ -	\$ 435.28	14.51%	\$ 3,000
Natural Gas	\$ 1,102.24	\$ 1,831.45	7.63%	\$ 24,000
Copier Maintenance and Usage	\$ 178.67	\$ 502.37	18.71%	\$ 2,685
Total Facility Services	\$ 5,324.44	\$ 20,224.12	14.74%	\$ 137,185

Equipment & Furniture

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 6,000
Technology Misc.	\$ 173.25	\$ 1,258.79	27.97%	\$ 4,500
Total Equipment & Furniture	\$ 173.25	\$ 1,258.79	11.99%	\$ 10,500

Total Facilities Management	\$ 5,995.18	\$ 22,590.26	14.70%	\$ 153,685
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Total Operating Expenses	\$ 144,108.22	\$ 391,920.45	23.43%	\$ 1,672,700
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 144,108.22	\$ 391,920.45	22.75%	\$ 1,722,700
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Total Income	\$347,563.47	\$366,360.81	21.27%	\$ 1,722,700
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Prepared 8.26.24

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

AMAZON

Date	Transaction Type	Memo/Description	Amount
	Bill Payment		
07/16/2024	(Check)		-1,059.97
07/02/2024	Bill	BOOK	18.71
07/02/2024	Bill	STAFF RAIN PONCHO	12.99
06/26/2024	Bill	BOBA PARTY SUPPLIES	49.49
06/26/2024	Bill	BANDAIDS	13.36
06/26/2024	Bill	SRP PRIZES	284.26
06/19/2024	Bill	TIE-DYING BINS	39.99
06/23/2024	Bill	FAN FOR ATS WORKROOM	23.30
06/23/2024	Bill	WALL CLOCK	39.92
06/23/2024	Bill	PRIZE BIN MATERIALS	34.98
06/23/2024	Bill	SRP PRIZES	119.47
06/23/2024	Bill	SRP PRIZES	44.91
06/23/2024	Bill	BOOK	12.18
06/24/2024	Bill	MENSTRUAL PADS	48.47
07/10/2024	Bill	CARDSTOCK, BAKING PANS	40.98
07/07/2024	Bill	SRP PRIZE	34.44
07/14/2024	Bill	SRP PRIZES	115.14
07/07/2024	Bill	CRAFT SUPPLIES	15.45
07/06/2024	Bill	FAMILY FUN BAG AND CRAFTS	111.93
	Bill Payment		
07/29/2024	(Check)		-479.82
07/19/2024	Bill	STORY GARDEN SUPPLIES	21.18
07/25/2024	Bill	2 books	18.80
07/23/2024	Bill	SRP PRIZES	103.88
07/22/2024	Bill	TAKE & MAKE SUPPLIES	49.60
07/22/2024	Bill	MAKERS SUPPLIES	56.56
07/21/2024	Bill	BOOK	17.60
07/21/2024	Bill	GLUE REPLENISHMENT	14.45

07/21/2024	Bill	GUESSTIMATION JAR REFILL	57.25
07/21/2024	Bill	CRAFT SUPPLIES	13.98
07/20/2024	Bill	BOOKS	41.12
07/20/2024	Bill	KITCHEN TWINE	5.97
07/19/2024	Bill	MOD PODGE FOR CRAFTS	45.14
07/19/2024	Bill	CRAFT SUPPLIES	34.29

**ANDERSON ELEVATOR
COMPANY**

07/16/2024	Bill Payment (Check)		-217.00
07/08/2024	Bill	JULY'24 MONTHLY MAINTENANCE	217.00

**BAKER & TAYLOR
C0260133**

07/16/2024	Bill Payment (Check)		-27.00
07/12/2024	Bill	BOOK	27.00

**BAKER & TAYLOR
L442365****

07/29/2024	Bill Payment (Check)		-1,885.74
07/25/2024	Bill	MS AND CHILDREN'S SRP BOOKS	1,885.74

Children's Plus

07/29/2024	Bill Payment (Check)		-45.75
07/22/2024	Bill	BOOKS	45.75

CleanNet of Illinois

	Bill Payment		
07/16/2024	(Check)		-1,549.80
07/02/2024	Bill	CLEANING FEE	1,549.80

Comcast BUSINESS

	Bill Payment		
07/16/2024	(Check)		-374.41
07/08/2024	Bill	JULY '24 INTERNET BILL	374.41

**COMCAST BUSINESS
(VoiceEdge*)**

	Bill Payment		
07/29/2024	(Check)		-660.02
07/01/2024	Bill	JULY 2024 PHONE BILL	660.02

**ELAN FINANCIAL
SERVICES**

	Bill Payment		
07/16/2024	(Check)		-1,559.30
07/16/2024	Bill	Credit card statement 6/14/24 - 7/15/24	1,559.30

Hoopla

	Bill Payment		
07/16/2024	(Check)		-2,663.66
07/01/2024	Bill	JUNE HOOPLA CHARGES	2,663.66

**Ingram Library
Services**

	Bill Payment		
07/16/2024	(Check)		-4,354.33
06/25/2024	Bill	BOOKS	41.40
05/02/2024	Bill	BOOK	14.81
05/02/2024	Bill	BOOKS	21.02

05/02/2024	Bill	BOOK	12.31
06/21/2024	Bill	BOOK	21.60
06/21/2024	Bill	BOOKS	165.39
06/21/2024	Bill	BOOK	18.04
06/21/2024	Bill	BOOKS	14.02
06/21/2024	Bill	BOOK	11.81
06/21/2024	Bill	BOOKS	34.51
06/21/2024	Bill	BOOK	17.61
06/21/2024	Bill	BOOKS	67.60
06/21/2024	Bill	BOOKS	86.41
06/24/2024	Bill	BOOKS	28.37
06/25/2024	Bill	BOOKS	55.50
06/25/2024	Bill	BOOK	18.60
06/25/2024	Bill	BOOKS	18.52
06/25/2024	Bill	BOOKS	73.55
06/25/2024	Bill	BOOKS	28.81
06/25/2024	Bill	BOOKS	36.07
06/25/2024	Bill	BOOKS	42.64
06/25/2024	Bill	BOOKS	61.27
06/25/2024	Bill	BOOK	16.48
06/25/2024	Bill	BOOKS	16.49
06/26/2024	Bill	BOOK	22.52
06/26/2024	Bill	BOOKS	56.23
06/26/2024	Bill	BOOK	17.47
06/26/2024	Bill	BOOKS	33.62
06/26/2024	Bill	BOOK	6.30
06/26/2024	Bill	BOOK	6.91
06/26/2024	Bill	BOOK	17.58
06/26/2024	Bill	BOOK	24.70
06/26/2024	Bill	BOOK	13.49
06/26/2024	Bill	BOOK	10.81
06/27/2024	Bill	BOOKS	269.77
06/27/2024	Bill	BOOK	7.51
06/27/2024	Bill	BOOKS	54.67

06/27/2024	Bill	BOOK	18.01
06/27/2024	Bill	BOOK	27.64
06/27/2024	Bill	BOOK	15.06
06/27/2024	Bill	BOOK	36.49
06/27/2024	Bill	BOOKS	29.55
06/27/2024	Bill	BOOK	17.28
06/27/2024	Bill	BOOK	8.38
06/27/2024	Bill	BOOKS	91.70
06/27/2024	Bill	BOOKS	43.78
06/27/2024	Bill	BOOKS	74.76
06/27/2024	Bill	BOOKS	66.91
06/27/2024	Bill	BOOKS	75.57
07/01/2024	Bill	BOOKS	40.16
07/01/2024	Bill	BOOKS	52.04
07/01/2024	Bill	BOOK	6.91
07/01/2024	Bill	BOOKS	89.58
07/01/2024	Bill	BOOK	15.71
07/01/2024	Bill	BOOK	18.04
07/01/2024	Bill	BOOKS	32.71
07/01/2024	Bill	BOOK	35.61
07/01/2024	Bill	BOOK	15.77
07/01/2024	Bill	BOOK	12.38
07/01/2024	Bill	BOOK	18.60
07/01/2024	Bill	BOOKS	29.94
07/01/2024	Bill	BOOKS	32.70
07/02/2024	Bill	BOOKS	39.92
07/02/2024	Bill	BOOK	19.73
07/02/2024	Bill	BOOKS	146.69
07/02/2024	Bill	BOOK	11.81
07/02/2024	Bill	BOOK	18.03
07/02/2024	Bill	BOOKS	52.66
07/02/2024	Bill	BOOK	13.00
07/02/2024	Bill	BOOK	17.61
07/02/2024	Bill	BOOK	35.47

07/02/2024	Bill	BOOK	21.32
07/02/2024	Bill	BOOKS	13.16
07/02/2024	Bill	BOOK	14.43
07/02/2024	Bill	BOOK	8.38
07/02/2024	Bill	BOOKS	201.32
07/02/2024	Bill	BOOK	17.61
07/02/2024	Bill	BOOK	12.31
07/03/2024	Bill	BOOKS	105.23
07/03/2024	Bill	BOOKS	64.00
07/03/2024	Bill	BOOK	10.40
07/03/2024	Bill	BOOKS	29.90
07/03/2024	Bill	BOOKS	152.42
07/03/2024	Bill	BOOKS	101.38
07/03/2024	Bill	BOOKS	149.38
07/03/2024	Bill	BOOKS	149.06
07/03/2024	Bill	BOOKS	34.56
07/03/2024	Bill	BOOK	22.18
07/03/2024	Bill	BOOK	16.15
07/05/2024	Bill	BOOKS	429.01
07/05/2024	Bill	BOOKS	48.99
07/05/2024	Bill	BOOK	12.38
07/05/2024	Bill	BOOK	16.15
	Bill Payment		
07/29/2024	(Check)		-3,031.58
07/23/2024	Bill	BOOK	14.71
07/12/2024	Bill	BOOKS	122.05
07/12/2024	Bill	BOOKS	63.86
07/12/2024	Bill	BOOK	6.58
07/12/2024	Bill	BOOKS	33.99
07/12/2024	Bill	BOOK	17.28
07/12/2024	Bill	BOOK	15.56
07/15/2024	Bill	BOOK	21.60
07/15/2024	Bill	BOOKS	35.48
07/15/2024	Bill	BOOKS	19.78
07/15/2024	Bill	BOOK	11.23

07/15/2024	Bill	BOOK	6.88
07/15/2024	Bill	BOOKS	18.06
07/15/2024	Bill	BOOKS	252.10
07/15/2024	Bill	BOOKS	18.92
07/15/2024	Bill	BOOKS	17.42
07/15/2024	Bill	BOOKS	19.02
07/15/2024	Bill	BOOKS	16.22
07/15/2024	Bill	BOOK	18.60
07/15/2024	Bill	BOOK	18.60
07/15/2024	Bill	BOOKS	272.50
07/15/2024	Bill	BOOK	6.32
07/19/2024	Bill	BOOKS	376.98
07/19/2024	Bill	BOOK	12.38
07/19/2024	Bill	BOOKS	72.68
07/19/2024	Bill	BOOK	18.60
07/19/2024	Bill	BOOK	15.94
07/19/2024	Bill	BOOK	16.91
07/19/2024	Bill	BOOKS	71.67
07/19/2024	Bill	BOOKS	24.87
07/19/2024	Bill	BOOKS	19.22
07/19/2024	Bill	BOOKS	36.07
07/19/2024	Bill	BOOKS	203.43
07/19/2024	Bill	BOOK	17.90
07/19/2024	Bill	BOOK	18.60
07/19/2024	Bill	BOOK	19.35
07/19/2024	Bill	BOOK	11.06
07/19/2024	Bill	BOOK	14.99
07/23/2024	Bill	BOOK	17.09
07/23/2024	Bill	BOOKS	211.11
07/23/2024	Bill	BOOK	18.60
07/23/2024	Bill	BOOK	12.94
07/23/2024	Bill	BOOK	16.47
07/23/2024	Bill	BOOK	13.88
07/23/2024	Bill	BOOK	13.16

07/23/2024	Bill	BOOKS	64.31
07/23/2024	Bill	BOOK	12.94
07/23/2024	Bill	BOOKS	52.34
07/24/2024	Bill	BOOKS	51.43
07/24/2024	Bill	BOOK	12.38
07/24/2024	Bill	BOOKS	42.46
07/24/2024	Bill	BOOK	7.64
07/24/2024	Bill	BOOK	14.11
07/24/2024	Bill	BOOK	17.47
07/24/2024	Bill	BOOK	17.90
07/24/2024	Bill	BOOKS	51.81
07/10/2024	Bill	BOOKS	25.88
07/10/2024	Bill	BOOK	18.78
07/10/2024	Bill	BOOK	11.25
07/10/2024	Bill	BOOKS	37.20
07/10/2024	Bill	BOOKS	34.94
07/11/2024	Bill	BOOK	21.60
07/11/2024	Bill	BOOK	18.60
07/11/2024	Bill	BOOKS	55.80
07/11/2024	Bill	BOOKS	37.76
07/11/2024	Bill	BOOK	35.50
07/11/2024	Bill	BOOK	15.94
07/11/2024	Bill	BOOK	16.11
07/12/2024	Bill	BOOK	24.43
07/12/2024	Bill	BOOK	18.03
07/12/2024	Bill	BOOKS	34.31

Kanopy

	Bill Payment		
07/16/2024	(Check)		-194.40
07/01/2024	Bill	JUNE KANOPY CHECKOUTS	194.40

**KLEIN, THORPE &
JENKINS, LTD**

	Bill Payment		
07/16/2024	(Check)		-329.00
06/24/2024	Bill	MAY LEGAL FEES	329.00
	Bill Payment		
07/29/2024	(Check)		-235.00
07/17/2024	Bill	JUNE LEGAL SERVICES	235.00

**Konica Business
Solutions**

	Bill Payment		
07/16/2024	(Check)		-178.67
07/08/2024	Bill	JUNE 2024 COPIER USAGE	168.21
07/10/2024	Bill	JULY COPY MAINTENANCE	10.46

Konica Premier

	Bill Payment		
07/16/2024	(Check)		-216.10
07/02/2024	Bill	COPIER LEASE	216.10

**LAUTERBACH & AMEN,
LLP**

	Bill Payment		
07/16/2024	(Check)		-6,300.00
07/11/2024	Bill	6/30/24 PROGRESS BILLING	6,300.00

**MARISSA
WALENTSCHIK**

	Bill Payment		
07/16/2024	(Check)		-3.75
		MILEAGE REIMBURSEMENT / TRITON COLLEGE HOMESCHOOL	
06/25/2024	Bill	OPEN HOUSE	3.75

**Metropolitan Fire
Protection**

	Bill Payment		
07/16/2024	(Check)		-2,584.00
07/08/2024	Bill	Sprinkler system contract	2,584.00

MIDWEST TAPE

	Bill Payment		
07/16/2024	(Check)		-456.76
07/08/2024	Bill	DVD	30.43
07/11/2024	Bill	DVD	17.68
06/20/2024	Bill	DVD	26.68
06/20/2024	Bill	BLU-RAY	39.12
06/20/2024	Bill	DVDS	106.73
06/26/2024	Bill	DVD	19.18
07/08/2024	Bill	DVD	26.68
07/08/2024	Bill	BLU-RAY/DVD	108.67
07/08/2024	Bill	DVD	81.59
	Bill Payment		
07/29/2024	(Check)		-290.76
07/18/2024	Bill	DVDS	42.91
07/18/2024	Bill	DVDS	57.86
07/24/2024	Bill	DVDS	122.69
07/24/2024	Bill	DVD	26.68
07/18/2024	Bill	BLU-RAYS	40.62

MIKE CURTIS

	Bill Payment		
07/29/2024	(Check)		-200.00
		AROUND THE WORLD IN 80	
07/22/2024	Bill	SANDWICHES / PRESENTER FEE	200.00

MobileBeacon

	Bill Payment		
07/29/2024	(Check)		-720.00

07/22/2024	Bill	SERVICE RENEWAL / 6 HOTSPOTS	720.00
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New York Times

07/16/2024	Bill Payment (Check)		-2,418.00
06/24/2024	Bill	1 YR. DIGITAL NYT SUBSCRIPTION	2,418.00

NICOR GAS

07/16/2024	Bill Payment (Check)		-600.73
06/21/2024	Bill	GAS BILL 5/17/24-6/16/24	600.73
07/29/2024	Bill Payment (Check)		-501.51
07/20/2024	Bill	GAS BILL/ 6/17-7/17/2024	501.51

**OAK PARK TOWNSHIP
YOUTH SERVICES**

07/29/2024	Bill Payment (Check)		-1,241.25
07/17/2024	Bill	QUARTER 4 FEES (4/24-6/24)	1,241.25

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

07/16/2024	Bill Payment (Check)		-173.25
06/19/2024	Bill	SERVER ROOM SUPPLIES	173.25

OverDrive

07/16/2024	Bill Payment (Check)		-3,067.78
06/25/2024	Bill	2 EBOOKS	55.00

07/07/2024	Bill	3 EBOOKS/1 AUDIOBOOK	154.49
07/01/2024	Bill	1 EBOOK/1 AUDIOBOOK	20.75
06/25/2024	Bill	19 EBOOKS/10 AUDIOBOOKS	1,430.64
07/09/2024	Bill	4 EBOOKS/1 AUDIOBOOK	215.58
07/12/2024	Bill	20 EBOOKS/7 AUDIOBOOKS	1,191.32
	Bill Payment		
07/29/2024	(Check)		-143.54
07/16/2024	Bill	3 EBOOKS/1 AUDIOBOOK	143.54

PETRA VAN NUIS

	Bill Payment		
07/24/2024	(Check)		-900.00
07/18/2024	Bill	7/25 PERFORMANCE FEE	900.00

RAILS

	Bill Payment		
07/29/2024	(Check)		-685.00
07/19/2024	Bill	Illinois Libraries Present	685.00

REX'S ANTIQUES

	Bill Payment		
07/16/2024	(Check)		-300.00
07/11/2024	Bill	ANTIQUES APPRAISAL PROGRAM FEE	300.00

Rhonda Fentry

	Bill Payment		
07/29/2024	(Check)		-50.00
07/22/2024	Bill	GENTLE YOGA 7/29	50.00

**S&D PRIME
MAINTENANCE,INC**

	Bill Payment		
07/16/2024	(Check)		-891.53
07/16/2024	Bill	June 2024 maintenance visits	891.53

SCARCE

	Bill Payment		
07/16/2024	(Check)		-450.00
07/02/2024	Bill	RECYCLED PAPER MAKING	150.00
06/26/2024	Bill	Paper making program	300.00

**Smithereen Pest
Management**

	Bill Payment		
07/29/2024	(Check)		-351.00
07/29/2024	Bill	Monthly pest control	51.00
07/29/2024	Bill	Wildlife control- bird in chimney	300.00

Staples

	Bill Payment		
07/16/2024	(Check)		-507.90
06/25/2024	Bill	Misc. office supplies	507.90

SWAN

	Bill Payment		
07/29/2024	(Check)		-11,402.60
07/29/2024	Bill	SWAN Q1: July - September fees	6,109.00
07/29/2024	Bill	EBSCO annual subscription	5,247.00
07/29/2024	Bill	ILL fees	46.60

TechSoup

	Bill Payment		
07/29/2024	(Check)		-54.00
07/25/2024	Bill	3 donated 4G hotspots	54.00

**TUMBLEWEED PRESS,
INC.**

07/29/2024	Bill Payment (Check)		-580.00
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07/29/2024	Bill	Tumblebooks annual subscription	580.00
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**United States Postal
Service**

07/31/2024	Bill Payment (Check)		-2,745.00
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07/31/2024	Bill	Funds for permit #119 to mail three Bookplates	2,745.00
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**VILLAGE OF RIVER
FOREST**

07/16/2024	Bill Payment (Check)		-1,079.17
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06/20/2024	Bill	JUNE POLICE CHARGES	1,079.17
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07/16/2024	Bill Payment (Check)		-6,537.40
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07/16/2024	Bill	June IMRF	6,537.40
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07/31/2024	Bill Payment (Check)		-4,310.62
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07/31/2024	Bill	Health Insurance July 2024	4,310.62
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Monday, Aug 26, 2024 10:23:43 AM GMT-7

July 2024 Byline Credit Card

Ending Balance: \$8336.73

Date	Payee	Memo	Charge	Payment	Type	Account
07/29/2024	MAILCHIMP	MAILCHIMP SUBSCRIPTION	45.00		Expense	Marketing:Advertisement
07/29/2024	USPS	CERTIFIED MAIL POSTAGE	5.58		Expense	Support Services:Postage
07/26/2024	National Security Service, LLC	Library security: 7-29-24 to 8-5-24	3,796.58		Expense	Support Services:Security
07/25/2024	4IMPRINT, Inc.	PROMOTIONAL PEN GIVEAWAYS	491.58		Expense	Marketing:Advertisement
07/23/2024	National Security Service, LLC	Library security: 7-22-24 to 7-26-24	2,597.66		Expense	Support Services:Security
07/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage
07/23/2024	Eventbrite.com	SRP PRIZE	127.98		Expense	Adult Expenses:Programs - Adult Support Services:Automation - Administration (SWAN, website, etc)
07/22/2024	TechSoup WALL STREET JOURNAL	QUICKBOOKS ONLINE CHARGE	80.00		Expense	Adult Expenses:Periodicals - Adult
07/18/2024	Fontspring	NEW LIBRARY FONTS	239.00		Expense	Marketing:Advertisement

07/17/2024	National Security Service, LLC	Library security: 7-19-24 and 7-20-24 Credit card statement	699.37	Expense	Support Services:Security
07/16/2024	ELAN FINANCIAL SERVICES	6/14/24 - 7/15/24	1,559.30	Bill	2000 Accounts Payable
07/15/2024	Publishers Weekly	1 YR DIGITAL SUBSCRIPTION/ PUBLISHERS WEEKLY	169.00	Expense	Adult Expenses:Periodicals - Adult
07/11/2024	National Security Service, LLC	SECURITY GUARD	1,123.99	Expense	Support Services:Security
07/01/2024	META Stamps.com	Facebook ad Stamps.com	15.84	Expense	Marketing:Advertisement
07/01/2024	com	funds	25.00	Expense	Support Services:Postage
07/01/2024	Jewel Foods	COOKIES/ FILM LOVERS FRIDAY	5.10	Expense	Adult Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of July 31, 2024

Prepared 8.27.24

7/31/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	478,051.74
Byline Operations	0.40%	50,013.26
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 528,105.00

Maturity Date

CDARS Reserves

Interest Rate

8/8/2024	OP CD 1 YEAR- Byline	4.20%	68,817.75
8/15/2024	OP CD 6 MONTHS- CIBC	4.10%	50,000.00
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	50,000.00
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	100,000.00
9/5/2024	OP CD 1 YEAR- CIBC	4.50%	50,000.00
9/26/2024	OP CD 6 MONTHS- CIBC	4.15%	100,000.00
11/29/2024	OP CD 1 YEAR- CIBC	4.60%	53,774.72
1/16/2025	OP CD 1 YEAR- CIBC	4.55%	100,000.00
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 777,377.28

TOTAL OPERATIONS FUND

1,305,482.28

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	97,798.42
Byline Capital	0.40%	10,003.35
TOTAL CAPITAL CHECKING/SAVINGS		107,801.77

Maturity Date

CDARS Reserves

Interest Rate

8/1/2024	OP CD 1 MONTH- CIBC	4.00%	224,973.47
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
8/15/2024	OP CD 6 MONTHS- CIBC	4.00%	50,000.00
10/17/2024	OP CD 3 MONTHS- CIBC	4.05%	253,901.49

TOTAL CDARS Reserves Capital 728,874.96

TOTAL CAPITAL FUND

836,676.73

TOTAL OPERATIONS/CAPITAL FUNDS

2,142,159.01



River Forest Public Library -Capital Reserve Fund

Jul-24

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	97,798.42 *
Byline Capital Checking	\$	10,003.35
Total Capital Reserve Checking / Savings	\$	107,801.77
Total Capital CDARS Reserve	\$	728,874.96
Total Capital Reserve Fund	\$	836,676.73

Expenses

Transfers

Income

Interest- Checking / ICS	7/31/2024	\$	44.86
Interest- CDARS	7/31/2024	\$	1,491.66

Prepared: 8.27.24

*Includes \$50,000 Live and Learn Grant



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

Account:	August-24	YTD	2024-2025	% of Budget
				33% as of 8/31/2024
Property Taxes	\$ 396,844.26	\$ 723,778.25	\$ 1,615,000	44.82%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ 4,690.24	\$ 12,100.36	\$ 25,000	48.40%
Lost Books Reimbursed	\$ 356.98	\$ 1,525.24	\$ 3,500	43.58%
Copy Machine Revenue	\$ 257.97	\$ 1,108.32	\$ 3,200	34.64%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 4,198.23	\$ 7,990.33	\$ 24,500	32.61%
Grants from RFPL Foundation	\$ -	\$ 8,700.00	\$ 20,000	43.50%
Gifts - other	\$ 200.12	\$ 251.98	\$ 200	125.99%
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	\$ (0.30)	\$ 2.70	\$ 500	0.54%
Total:	\$ 406,547.50	\$ 772,908.31	\$ 1,722,700	44.87%
Income:	\$ 406,547.50	\$ 772,908.31	\$ 1,722,700	44.87%
Expense:	\$ 99,207.10	\$ 491,127.55	\$ 1,722,700	28.51%

Prepared 9.13.24



River Forest Public Library

Fiscal Year: May 1, 2024 - April 30, 2025
Expense Report: Aug-24

August-24

Fiscal YTD

Actual % Budget

33% as of 8/31/2024

24-25
Budget

Expenses

Personnel

Wages & Salaries	\$ 62,574.13	\$ 273,513.34	31.26%	\$ 875,000
Medical Health Insurance Coverage	\$ -	\$ 10,758.04	16.55%	\$ 65,000
IMRF	\$ -	\$ 11,117.64	22.24%	\$ 50,000
Medicare/FICA	\$ 4,947.23	\$ 20,827.09	31.09%	\$ 67,000
Staff Recognition	\$ -	\$ 116.35	1.94%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training and Development	\$ -	\$ 385.78	2.97%	\$ 13,000
Total Personnel	\$ 67,521.36	\$ 317,978.24	29.42%	\$ 1,081,000

Support Services

Printing and Advertising

Newsletter	\$ 2,227.00	\$ 5,077.00	64.27%	\$ 7,900
Advertising	\$ -	\$ 1,005.65	16.76%	\$ 6,000
Total Printing and Advertising	\$ 2,227.00	\$ 6,082.65	43.76%	\$ 13,900

Programming

Children's Programs	\$ 479.76	\$ 3,668.05	20.38%	\$ 18,000
Teen Programs	\$ 773.95	\$ 2,081.00	21.91%	\$ 9,500
Adult Programs	\$ 1,492.08	\$ 6,081.39	33.79%	\$ 18,000
Special Programs	\$ -	\$ 3,883.42	55.48%	\$ 7,000
Connections Programs	\$ 112.28	\$ 293.51	5.87%	\$ 5,000
Total Programs	\$ 2,858.07	\$ 16,007.37	27.84%	\$ 57,500
Total Advertising and Programs	\$ 5,085.07	\$ 22,090.02	30.94%	\$ 71,400

Other Support Services

ILL and RB Services	\$ -	\$ 264.69	22.06%	\$ 1,200
Technical Support (IT)	\$ 3,903.56	\$ 13,833.91	55.89%	\$ 24,750
Automation Administration	\$ 199.98	\$ 8,198.79	18.22%	\$ 45,000
Consultant Fees/Legal Fees	\$ 1,938.50	\$ 2,502.50	41.71%	\$ 6,000
Postage & Delivery	\$ 21.99	\$ 168.54	4.49%	\$ 3,750
Audit	\$ -	\$ 6,300.00	57.27%	\$ 11,000
Payroll and Employment Services	\$ 443.75	\$ 1,875.05	30.24%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ 1,241.24	24.27%	\$ 5,115
Telephone/Internet	\$ 1,035.05	\$ 4,146.50	37.70%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 235.54	\$ 667.74	21.54%	\$ 3,100
Security	\$ -	\$ 11,809.39	118.09%	\$ 10,000
Total Other Support Services	\$ 7,778.37	\$ 51,008.35	39.81%	\$ 128,115

Library Materials

Books	\$ 5,034.61	\$ 26,095.01	31.63%	\$ 82,500
Print Periodicals	\$ 749.98	\$ 5,691.84	81.31%	\$ 7,000
Automated Subscriptions (databases)	\$ -	\$ 8,865.00	55.41%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 4,707.75	\$ 24,497.48	28.32%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 1,010.62	\$ 4,010.32	25.06%	\$ 16,000
Total Library Materials	\$ 11,502.96	\$ 69,159.65	33.25%	\$ 208,000

Library and Office Supplies

Office Supplies	\$ 626.31	\$ 1,043.48	22.68%	\$ 4,600
Library Supplies	\$ 235.08	\$ 477.18	8.09%	\$ 5,900
Copy And Printing Supplies	\$ 405.25	\$ 582.16	22.39%	\$ 2,600
Misc Expenses	\$ 45.78	\$ 191.29	7.97%	\$ 2,400
Total Office Supplies	\$ 1,312.42	\$ 2,294.11	14.80%	\$ 15,500
Total Library Materials & Supplies	\$ 12,815.38	\$ 71,453.76	31.97%	\$ 223,500

Strategic Initiatives	Strategic Initiatives	\$ -	\$ -	0.00%	\$ 15,000
Facility Supplies	Building Materials & Supplies	\$ 401.25	\$ 1,508.60	25.14%	\$ 6,000
Facility Services	Insurance	\$ -	\$ -	0.00%	\$ 22,500
	Maintenance and Custodial Service	\$ 4,664.16	\$ 22,119.18	26.02%	\$ 85,000
	Water	\$ 402.90	\$ 838.18	27.94%	\$ 3,000
	Natural Gas	\$ 528.15	\$ 2,359.60	9.83%	\$ 24,000
	Copier Maintenance and Usage	\$ 10.46	\$ 512.83	19.10%	\$ 2,685
	Total Facility Services	\$ 5,605.67	\$ 25,829.79	18.83%	\$ 137,185
Equipment & Furniture	Equipment & Furniture	\$ -	\$ -	0.00%	\$ 6,000
	Technology Misc.	\$ -	\$ 1,258.79	27.97%	\$ 4,500
	Total Equipment & Furniture	\$ -	\$ 1,258.79	11.99%	\$ 10,500
	Total Facilities Management	\$ 6,006.92	\$ 28,597.18	18.61%	\$ 153,685
	Total Operating Expenses	\$ 99,207.10	\$ 491,127.55	29.36%	\$ 1,672,700
	Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
	Total Expenses	\$ 99,207.10	\$ 491,127.55	28.51%	\$ 1,722,700
	Total Income	\$ 406,547.50	\$ 772,908.31	44.87%	\$ 1,722,700

Prepared 9.13.24

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	08/16/2024	Bill Payment (Check)		-271.26
	08/11/2024	Bill	QUARTERLY (SEP-NOV) CHARGES	271.26
AMAZON				
	08/16/2024	Bill Payment (Check)		-1,169.83
	08/12/2024	Bill	BOOKS	35.91
	08/06/2024	Bill	SRP PRIZES	108.56
	08/06/2024	Bill	MAKERS SUPPLIES	19.47
	08/06/2024	Bill	VIDEO GAMES	218.33
	08/06/2024	Bill	CRAFT SUPPLIES	6.48
	08/06/2024	Bill	DISPLAY HOOKS	16.63
	08/02/2024	Bill	TONER	121.59
	08/12/2024	Bill	BOOKS	22.09
	08/12/2024	Bill	NINTENDO SWITCH GAME COMMUNITY ART PROJECT	29.99
	08/07/2024	Bill	SUPPLIES	49.10
	07/31/2024	Bill	TONER	122.89
	07/31/2024	Bill	PRINTER TONER	121.59
	07/31/2024	Bill	BALLOT BOXES	23.99
	07/30/2024	Bill	11X17 PRINTER PAPER	41.02
	07/30/2024	Bill	MS MAKERS SUPPLIES	25.47
	07/30/2024	Bill	SRP PRIZES	98.11
	07/27/2024	Bill	ALCOHOL WIPES	24.90
	08/12/2024	Bill	KIT SUPPLIES	83.71
	08/20/2024	Bill Payment (Check)		-63.87
	08/17/2024	Bill	FLAG POLE ROPE & CLIPS	19.90
	08/16/2024	Bill	LABEL MAKER TAPE	11.99
	08/16/2024	Bill	2 HOTSPOT CASES	31.98

**ANDERSON
ELEVATOR COMPANY**

	Bill Payment (Check)		-217.00
08/16/2024			
08/01/2024	Bill	ELEVATOR MAINTENANCE	217.00

BRIAN WOLOWITZ

	Bill Payment (Check)		-37.04
08/16/2024			
08/05/2024	Bill	COFFEE MONDAY REIMBURSEMENT	37.04

CHICAGO TRIBUNE

	Bill Payment (Check)		-409.99
08/16/2024			
07/16/2024	Bill	12 WEEK SUBSCRIPTION	409.99

Cintas Fire Protection

	Bill Payment (Check)		-108.00
08/16/2024			
07/31/2024	Bill	MONTHLY AED SUBSCRIPTION	108.00

CleanNet of Illinois

	Bill Payment (Check)		-1,549.80
08/16/2024			
08/01/2024	Bill	MONTHLY CLEANING FEE	1,549.80

Comcast BUSINESS

	Bill Payment (Check)		-375.03
08/16/2024			
07/27/2024	Bill	AUGUST INTERNET BILL	375.03

**COMCAST BUSINESS
(VoiceEdge*)**

08/20/2024	Bill Payment (Check)		-660.02
08/01/2024	Bill	AUGUST PHONE BILL	660.02

DEMCO, INC.

08/20/2024	Bill Payment (Check)		-153.31
08/09/2024	Bill	TECH SERV LABELS	79.52
08/14/2024	Bill	TECH SERVICES/BOOK FILM	73.79

ELAN FINANCIAL SERVICES

08/22/2024	Bill Payment (Check)		-9,458.74
08/22/2024	Bill	Statement: 7.16.24 to 8.14.24	9,458.74

ETHAN SELLERS MUSIC, LLC.

08/20/2024	Bill Payment (Check)		-750.00
08/15/2024	Bill	CONCERT FEE	750.00

EZMail Services

08/20/2024	Bill Payment (Check)		-110.00
08/13/2024	Bill	BOOKPLATE MAILING	110.00

Flying Fox Conservation Fund

08/02/2024	Bill Payment (Check)		-400.00
08/02/2024	Bill	animal show	400.00

GOOD EARTH GREENHOUSE

08/20/2024	Bill Payment (Check)		-295.00
08/08/2024	Bill	SUMMER PLANTERS	295.00

**GRACE PRINTING &
MAILING**

	08/20/2024	Bill Payment (Check)		-2,117.00
	08/12/2024	Bill	BOOKPLATE PRINTING	2,117.00

Hoopla

	08/16/2024	Bill Payment (Check)		-2,593.63
	08/01/2024	Bill	JULY CHECKOUTS	2,593.63

**Ingram Library
Services**

	08/16/2024	Bill Payment (Check)		-3,985.24
	07/31/2024	Bill	BOOK	16.48
	07/31/2024	Bill	BOOKS	239.54
	07/31/2024	Bill	BOOK	15.20
	07/31/2024	Bill	BOOKS	33.80
	07/31/2024	Bill	BOOKS	72.69
	08/05/2024	Bill	BOOK	33.45
	08/05/2024	Bill	BOOK	9.14
	08/05/2024	Bill	BOOKS	13.82
	08/05/2024	Bill	BOOK	24.14
	08/05/2024	Bill	BOOK	17.47
	08/05/2024	Bill	BOOKS	134.66
	08/05/2024	Bill	BOOK	28.71
	08/05/2024	Bill	BOOK	18.60
	08/05/2024	Bill	BOOKS	36.63
	08/05/2024	Bill	BOOKS	34.51
	08/05/2024	Bill	BOOKS	57.42
	08/05/2024	Bill	BOOKS	41.78
	08/05/2024	Bill	BOOK	16.71
	08/05/2024	Bill	BOOK	14.81
	08/05/2024	Bill	BOOKS	59.72
	08/05/2024	Bill	BOOKS	32.27
	08/05/2024	Bill	BOOKS	37.70
	08/06/2024	Bill	BOOK	15.39
	08/06/2024	Bill	BOOK	11.39
	08/06/2024	Bill	BOOKS	67.28
	08/06/2024	Bill	BOOKS	99.58
	08/06/2024	Bill	BOOK	6.91

08/06/2024	Bill	BOOKS	142.04
08/06/2024	Bill	BOOK	18.59
08/06/2024	Bill	BOOK	16.48
08/06/2024	Bill	BOOKS	15.16
08/07/2024	Bill	BOOK	21.57
08/07/2024	Bill	BOOK	18.04
08/07/2024	Bill	BOOK	12.38
08/07/2024	Bill	BOOK	18.57
08/07/2024	Bill	BOOKS	436.52
08/07/2024	Bill	BOOK	48.27
08/08/2024	Bill	BOOK	21.60
08/08/2024	Bill	BOOK	14.64
08/08/2024	Bill	BOOKS	81.52
08/08/2024	Bill	BOOKS	280.45
08/08/2024	Bill	BOOKS	43.23
08/08/2024	Bill	BOOK	7.63
08/08/2024	Bill	BOOKS	172.25
08/09/2024	Bill	BOOKS	122.24
08/13/2024	Bill	BOOK	24.43
08/13/2024	Bill	BOOK	21.43
08/13/2024	Bill	BOOKS	37.20
08/13/2024	Bill	BOOK	14.11
08/13/2024	Bill	BOOK	10.64
08/13/2024	Bill	BOOK	12.94
08/13/2024	Bill	BOOK	9.13
08/13/2024	Bill	BOOK	13.40
08/13/2024	Bill	BOOK	15.38
08/13/2024	Bill	BOOK	16.71
08/13/2024	Bill	BOOK	24.45
08/13/2024	Bill	BOOK	16.11
08/13/2024	Bill	BOOK	16.71
07/25/2024	Bill	BOOKS	29.45
07/25/2024	Bill	BOOK	19.91
07/25/2024	Bill	BOOKS	35.51
07/25/2024	Bill	BOOKS	29.90
07/25/2024	Bill	BOOK	13.52
07/25/2024	Bill	BOOK	8.71
07/26/2024	Bill	BOOK	19.21
07/26/2024	Bill	BOOKS	26.85
07/26/2024	Bill	BOOKS	22.97
07/26/2024	Bill	BOOK	12.89
07/29/2024	Bill	BOOK	12.89

07/29/2024	Bill	BOOKS	36.07
07/29/2024	Bill	BOOKS	34.92
07/29/2024	Bill	BOOKS	80.02
07/29/2024	Bill	BOOK	17.55
07/29/2024	Bill	BOOKS	29.36
07/29/2024	Bill	BOOKS	90.35
07/30/2024	Bill	BOOKS	39.07
07/30/2024	Bill	BOOKS	34.32
07/30/2024	Bill	BOOKS	71.78
07/30/2024	Bill	BOOK	12.89
07/30/2024	Bill	BOOK	9.91
07/30/2024	Bill	BOOK	23.38
07/30/2024	Bill	BOOK	12.46
07/30/2024	Bill	BOOK	13.96
07/30/2024	Bill	BOOKS	15.55
07/30/2024	Bill	BOOK	9.31
07/30/2024	Bill	BOOK	9.91
07/30/2024	Bill	BOOKS	50.78
07/30/2024	Bill	BOOK	17.46
07/30/2024	Bill	BOOKS	58.26
07/30/2024	Bill	BOOK	21.92
07/30/2024	Bill	BOOKS	52.54
07/30/2024	Bill	BOOK	9.13
07/30/2024	Bill	BOOK	14.50
07/30/2024	Bill	BOOK	17.89
07/30/2024	Bill	BOOK	12.94
07/30/2024	Bill	BOOK	12.52
07/31/2024	Bill	BOOK	18.60
07/31/2024	Bill	BOOK	12.46
	Bill Payment		
08/20/2024	(Check)		-991.37
08/15/2024	Bill	BOOK	18.04
08/15/2024	Bill	BOOK	10.12
08/15/2024	Bill	BOOKS	297.74
08/15/2024	Bill	BOOKS	55.66
08/15/2024	Bill	BOOK	13.79
08/16/2024	Bill	BOOKS	61.94
08/15/2024	Bill	BOOKS	33.65
08/15/2024	Bill	BOOK	9.46
08/15/2024	Bill	BOOK	13.08
08/16/2024	Bill	BOOK	22.73
08/16/2024	Bill	BOOK	11.81

08/16/2024	Bill	BOOK	14.65
08/16/2024	Bill	BOOK	13.52
08/16/2024	Bill	BOOK	14.45
08/16/2024	Bill	BOOK	16.71
08/16/2024	Bill	BOOK	18.03
08/16/2024	Bill	BOOK	22.45
08/13/2024	Bill	BOOKS	63.70
08/13/2024	Bill	BOOK	12.92
08/13/2024	Bill	BOOKS	64.05
08/13/2024	Bill	BOOKS	34.81
08/13/2024	Bill	BOOK	11.13
08/14/2024	Bill	BOOKS	30.98
08/15/2024	Bill	BOOKS	67.80
08/15/2024	Bill	BOOK	9.14
08/15/2024	Bill	BOOK	11.81
08/15/2024	Bill	BOOK	18.60
08/15/2024	Bill	BOOK	18.60

Kanopy

	Bill Payment (Check)		
08/16/2024	(Check)		-209.70
07/31/2024	Bill	JULY CHECKOUTS	209.70

Konica Business Solutions

	Bill Payment (Check)		
08/16/2024	(Check)		-10.46
08/02/2024	Bill	COPY USE & MAINTENANCE	10.46

Konica Premier Finance

	Bill Payment (Check)		
08/16/2024	(Check)		-235.54
07/31/2024	Bill	COPIER LEASE	235.54

Metropolitan Fire Protection

	Bill Payment (Check)		
08/20/2024	(Check)		-988.00
08/14/2024	Bill	SPRINKLER SYSTEM REPAIRS	988.00

MIDWEST TAPE

	Bill Payment (Check)		-598.50
08/16/2024	(Check)		
08/01/2024	Bill	AUDIOBOOK CDS	142.94
08/08/2024	Bill	DVD	29.68
08/08/2024	Bill	DVD	31.18
08/05/2024	Bill	PLAYAWAYS	211.97
08/08/2024	Bill	DVDS	144.80
08/08/2024	Bill	BLU-RAY	37.93
	Bill Payment (Check)		-80.09
08/20/2024	(Check)		
08/15/2024	Bill	AUDIOBOOK CD	37.98
08/15/2024	Bill	DVD	22.93
08/15/2024	Bill	BLU-RAY	19.18

MobileBeacon

	Bill Payment (Check)		-387.00
08/16/2024	(Check)		
08/07/2024	Bill	3-12 MO. SERVICE PLANS	387.00

NICOR GAS

	Bill Payment (Check)		-528.15
08/29/2024	(Check)		
08/21/2024	Bill	7/17 - 8/16/24/GAS BILL	528.15

OC CREATIVE, INC

	Bill Payment (Check)		-1,938.50
08/20/2024	(Check)		
07/19/2024	Bill	LOGO REFRESH & BRANDING BALANCE DUE	1,938.50

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

	Bill Payment (Check)		-2,605.80
08/16/2024	(Check)		
07/16/2024	Bill	JULY TECH SUPPORT	1,267.40
06/18/2024	Bill	JUNE TECH SUPPORT	1,338.40
	Bill Payment (Check)		-1,297.76
08/20/2024	(Check)		
08/15/2024	Bill	AUGUST TECH SUPPORT	1,297.76

OverDrive

	Bill Payment (Check)		-1,489.92
08/16/2024			
08/06/2024	Bill	4 EBOOKS/1 AUDIOBOOK	177.49
08/02/2024	Bill	1 AUDIOBOOK	88.00
07/30/2024	Bill	1 EBOOK	39.29
07/30/2024	Bill	15 EBOOKS/11 AUDIOBOOKS	1,185.14
	Bill Payment (Check)		-27.50
08/20/2024			
08/13/2024	Bill	1 EBOOK	27.50

Rhonda Fentry

	Bill Payment (Check)		-50.00
08/29/2024			
08/20/2024	Bill	YOGA INSTRUCTOR FEE/8/31/24	50.00

**S&D PRIME
MAINTENANCE,INC**

	Bill Payment (Check)		-830.00
08/16/2024			
07/31/2024	Bill	JULY MAINTENANCE VISITS	830.00
	Bill Payment (Check)		-1,205.10
08/22/2024			
08/22/2024	Bill	May maintenance visits	1,205.10

Sheldon Campbell

	Bill Payment (Check)		-300.00
08/02/2024			
08/02/2024	Bill	Craft 'n' chat instructor fee	300.00

Staples

	Bill Payment (Check)		-515.29
08/16/2024			
		COVER STOCK PAPER MISC. CLEANING ITEMS LABELS	
08/02/2024	Bill	MISC. OFFICE SUPPLIES	515.29

**VILLAGE OF RIVER
FOREST**

08/16/2024	Bill Payment (Check)		-402.90
08/01/2024	Bill	5/24-6/24 WATER BILL	402.90

Friday, Sep 13, 2024 08:37:34 AM GMT-7

August 2024 Byline Credit Card

Ending Balance: \$469.10

Date	Payee	Memo	Charge	Payment	Type	Account
		MONTHLY				
		STAMPS.COM				Support
08/23/2024	Stamps.com	FEE	19.99		Expense	Services:Postage
	ELAN	Statement:				
	FINANCIAL	7.16.24 to				
08/22/2024	SERVICES	8.14.24		9,458.74	Bill	2000 Accounts Payable
		SNACKS FOR				Special
		WELCOME				Programs:Connections
08/20/2024	COSTCO	BACK	67.34		Expense	Programs
	USA COBBLE					
	HILL	PUZZLE RACE				
08/20/2024	PUZZLES	PUZZLES	135.92		Expense	Teen
	OLSON'S ACE	RODS FOR				Expenses:Programs-
08/20/2024	HARDWARE	DISPLAYS	6.58		Expense	Teen
	WALL					Adult
	STREET	WSJ MONTHLY				Expenses:Periodicals -
08/18/2024	JOURNAL	CHARGE	64.99		Expense	Adult
	Universal					Teen
	Yums	SRP PRIZE	93.00		Expense	Expenses:Programs-
08/15/2024	Jewel Foods	PROGRAM	6.57		Expense	Teen
		SODA FOR				Teen
		SUPPLIES FOR				Expenses:Programs-
08/15/2024	Home Depot	PROGRAM	62.26		Expense	Teen
		BOBA				Teen
		CLAY POTS FOR				Expenses:Programs-
08/15/2024	MICHAELS	PROGRAM	12.45		Expense	Teen
		BOBA				Teen
		INGREDIENTS				Expenses:Programs-
08/14/2024	Target	INGREDIENTS	37.57		Expense	Teen

08/06/2024	VIACLAY	VIACLAY GIFT CERTIFICATE/S RP RAFFLE PRIZE	80.00	Expense	Teen Expenses:Programs- Teen Adult
08/06/2024	CAREFUL PEACH	RF MAP TUMBLER	42.08	Expense	Expenses:Programs - Adult
08/06/2024	CONVERSE	SRP RAFFLE PRIZE/CONVER SE GIFT CARD	100.00	Expense	Teen Expenses:Programs- Teen
08/06/2024	THE BOOK DROP	SRP RAFFLE PRIZE/BOOK DROP SUBSCRIPTION	84.45	Expense	Teen Expenses:Programs- Teen
08/06/2024	ART INSTITUTE OF CHICAGO	ART INSTITUTE GIFT MEMBERSHIP	115.00	Expense	Adult Expenses:Programs - Adult Adult
08/06/2024	VIACLAY	VIACLAY GIFT CERTIFICATE	80.00	Expense	Expenses:Programs - Adult Adult
08/06/2024	ONE OFF HOSPITALITY	BREAD GIFT CERTIFICATE	50.00	Expense	Expenses:Programs - Adult Support
08/03/2024	Go Daddy.com	SSL CERTIFICATE RENEWAL	199.98	Expense	Services:Automation - Administration (SWAN, website, etc)
08/03/2024	FINANCIAL TIMES	FINANCIAL TIMES 1 YR SUBSCRIPTION	275.00	Expense	Adult Expenses:Periodicals - Adult

River Forest Public Library

Fund Balances

As of August 31, 2024

Prepared 9.13.24

8/31/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current	Interest Rate	
ICS Operations	0.50%	326,955.62
Byline Operations	0.40%	40,289.66
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL OPERATIONS CHECKING/SAVINGS		367,285.28

Maturity Date	CDARS Reserves	Interest Rate	
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	50,000.00
9/5/2024	OP CD 6 MONTHS- Byline	4.10%	100,000.00
9/5/2024	OP CD 1 YEAR- CIBC	4.50%	50,000.00
9/19/2024	OP CD 1 MONTH- CIBC	4.00%	150,000.00
9/26/2024	OP CD 6 MONTHS- CIBC	4.15%	100,000.00
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
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 1,209,592.18

TOTAL OPERATIONS FUND 1,576,877.46

CHECKING/SAVINGS - CAPITAL ACCOUNT	Interest Rate	
ICS Capital	0.50%	102,577.13
Byline Capital	0.40%	10,003.41
TOTAL CAPITAL CHECKING/SAVINGS		112,580.54

Maturity Date	CDARS Reserves	Interest Rate	
9/12/2024	OP CD 1 MONTH- CIBC	4.00%	51,007.21
9/12/2024	OP CD 1 MONTH- CIBC	4.00%	51,007.21
9/12/2024	OP CD 1 MONTH- CIBC	4.00%	51,007.21
9/12/2024	OP CD 1 MONTH- CIBC	4.00%	51,007.21
9/12/2024	OP CD 1 MONTH- CIBC	4.00%	51,007.21
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

TOTAL CDARS Reserves Capital 734,577.63

TOTAL CAPITAL FUND 847,158.17

TOTAL OPERATIONS/CAPITAL FUNDS 2,424,035.63



River Forest Public Library -Capital Reserve Fund

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

Aug-24

Capital Reserve Account Balances

ICS Capital Reserve	\$	102,577.13 *
Byline Capital Checking	\$	10,003.41
Total Capital Reserve Checking / Savings	\$	112,580.54

Total Capital CDARS Reserve **\$ 734,577.63**

Total Capital Reserve Fund **\$ 847,158.17**

Expenses

Transfers

Income

RFPL Foundation Grant (study space furniture)	8/15/2024	\$	4,733.00
Interest- Checking / ICS	8/31/2024	\$	45.77
Interest- CDARS	8/31/2024	\$	5,702.67

Prepared: 9.13.24

*Includes \$50,000 Live and Learn Grant

Strategic Directions

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

The Library partnered again this summer with **Brookfield Zoo** for a ZAP! Storytime at the zoo. Mr. Jose, a fan favorite, did a 45-minute storytime all about animals with a crowd of 93 kids and their caregivers. The Zoo gave us 200 passes to give to our patrons as a thank you. The Summer is our most popular season for Brookfield Zoo passes, so we appreciated having extras beyond those supplied by Museum Adventure Pass.



Community

In August, Children's Associates Jenn Meadows and Jose Cruz attended the **Oak Park/River Forest Back to School Social** at the Oak Park Community Club. This fun event gets local students ready to go back to school by sharing information about resources in the community and offering school supplies for those in need. 246 OP/RF residents visited the Library's table.

Jose also visited **Lincoln Elementary for their annual Back to School Night** this August. 80 patrons visited our table, and while Mr. Jose saw lots of our regulars, he also had an opportunity to meet many new families and tell them all about the Library.

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

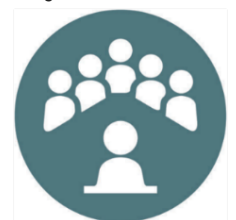
Inspired by the success of last year's community mural, Children's Associates LucyRose Till-Campbell and Marissa Walentschik coordinated a new **Community Art Program** to coincide with the Summer Reading Program. This year we had 121 patrons attend community art sessions to decorate feathers. A beautiful set of wings are now up in the lobby for patrons to pose for pictures with, all made from the feathers decorated by Library patrons.



Wednesday, August 21st was the first day of school for District 90 and Middle School & Teen Librarian Anne Kowalski hosted her **annual Welcome Back event for middle school students**. She had 16 students attend and they worked on crafts, had snacks, and learned about library resources.

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

It was an exciting summer planning for and completing updates to our virtual and physical spaces. The new **study space furniture** - complete with powered tables and comfortable chairs - arrived, and patrons are loving the new setup. We also



Spaces

had walk-throughs with architects interested in engaging with the Library on the second phase of the **room renovation project**.



We completed the **new logo** and fonts this July and have begun updating our branding. The fresh look was featured in the Bookplate, is incorporated on the website, and is seen throughout the Library on posters and other signage.



**River Forest
Public Library**
Your journey starts here.

We also made progress on the **website project** this summer. Staff worked with Library Market on the site map, home page menu terminology, the look of the pages, color scheme, and more. Library Market is on track to begin building our site this September.



*Events, Services
& Collections*

Goal: Learn, respond, and adapt to emerging needs in our community.

We received information from **River Forest Sustainability Commission** about electricity usage monitors that are available for people to use at home to save money on their energy bills. It inspired us to purchase a **Kill a Watt Electricity Usage Monitor and add it to our Check Out Tech collection**. It checked out right away and even had a hold list going for a couple of weeks. It is nice to offer this to our patrons, and we will continue to look for other ways to promote sustainability in the community.

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

Local history programs are always popular, but for **River Forest's Forgotten Place: A History of Edgewater Park** on Sunday, August 3rd, we had a record crowd of 80 patrons! OPRF Historical Society volunteer Frank FioRito presented on a long-lost subdivision of River Forest, and everyone really enjoyed it.

This year **Flying Fox Conservation** came back again for a visit with amazing animals, including an adorable sloth. This popular K-8 program always draws a huge crowd. 71 patrons attended and had a blast, learning about and having an opportunity to pet a large variety of animals.

In July and August, we continued our **Summer Concert series** by welcoming the Petra Van Nuis Quartet and Bourbon Aristocracy. We were lucky to have beautiful weather both nights and welcomed a combined crowd of over 130 patrons for these events.



Goal: Connect people to resources to thrive in a digital world.

Shannon Gruber, Adult & Teen Services Manager, and Fran Arnold, Marketing & PR Specialist, worked together to make the **54 new databases** available via the Illinois State Library accessible on our current website. The Library’s entire catalog of subscription databases is now categorized and ready to be incorporated into our new website.

The Library took advantage of a technology discount offered for nonprofits through TechSoup to **add two more hotspots to our Check Out Tech** collection. The hotspots are consistently checked out during the summer months, so we are happy to now offer 12 hotspots to patrons.

Goal: Support a culture of wellness and continuous improvement.



Staff

With our new benefit year starting this July, the Village began offering an **Employee Assistance Program (EAP)** to anyone with healthcare benefits. The EAP offers counseling, legal and financial consultation, work-life assistance and crisis intervention services free of charge. Through the EAP program, the Library scheduled **counselors onsite for all staff** twice in July. The counselors were trained to help people coping with traumatic situations and were aware of the recent security issues we’ve had at the Library. Feedback from staff who met with the counselors was positive.

Key Performance Indicators

Category	June 2024	July 2024	August 2024
Physical item circulation - initial checkouts	15,083	14,788	13,433
Digital item circulation	5,093	5,278	4,824
Total Circulation	20,176	20,066	18,257
Programs for Adults	13 programs 185 attendees	5 programs 152 attendees	11 programs 214 attendees

Programs Middle School aged children	8 programs 343 attendees	3 programs 11 attendees	4 programs 46 attendees
Programs for Children	30 programs 2323 attendees	27 Programs 1262 attendees	25 programs 1660 attendees
Library-Wide Programs	3 programs 868* attendees	3 programs 54* attendees	1 program 31* attendees
Children’s Play Area Visits	2335	1624	1852
New cardholders added	41	52	39
Total cardholders	8,124	8,146	8,163
Website sessions	7,002	8,989	6,500
Patron visits	13,414	19,260	10,512
Instagram Followers	1,479	1,483	1,488
Facebook Followers	1,395	1,402	1,410

*Library wide program attendance:

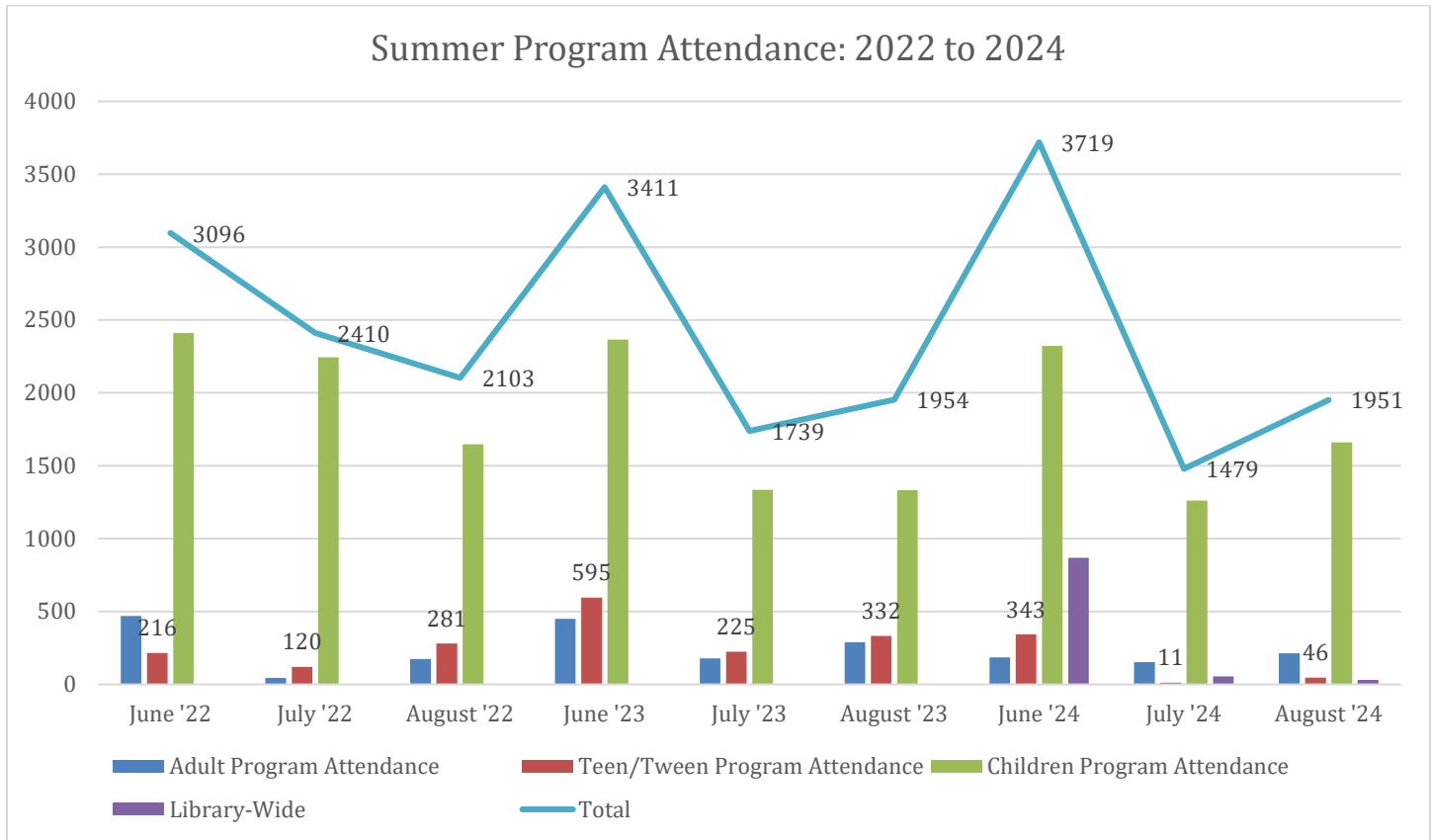
June - Summer Reading Kickoff (712), Juneteenth Flag Raising (120), Community Art Program (36)
 July, August - Community Art Program

Summer Statistics, 2022 through 2024

There have been questions about whether Library usage decreased due to the security situation over the summer. I compared usage statistics over the last three summers: 2022 is the benchmark, 2023 was the summer with no air conditioning due to construction, and 2024 we had a security threat.

- While we saw an increase in program attendance year-over-year in June (up 10% in 2023 then up another 9% in 2024), attendance numbers suffered during July and August in 2023 and 2024. There was an 18% decrease in program attendance July through August of 2023 compared to 2022, and a further 7% decrease in the same period of 2024.
- Physical material checkouts suffered somewhat in 2023 and 2024. Comparing the three summers, circulation decreased by 4% from 2022 to 2023 and a further 3% from 2023 to 2024. Just looking at June, however, the Library appeared to be recovering from the 2023 slump (circulation was up nearly 5% in June 2024 compared to June 2023). Circulation dropped back down in July and August.
- Digital checkouts were nearly the same in 2022 and 2023 and increased by 21% from 2023 to 2024.
- Patron visits are more difficult to compare. By the numbers they have increased every summer. Visits hovered around 5,000 to 8,000 per month in 2022, were between 9,000 and 10,000 per month in 2023, and have consistently gone over 10,000 per month in 2024. I do think the summer 2024 counts are artificially high. The door counter is next to where the security guard and police officers were stationed, so any time a staff member or patron approached them or they got up and moved, the counter would be triggered. The counter was also triggered when the police came to address situations, and often groups of staff would be by the door answering questions – also triggering the counter.
- Play area visits increased by 50% in 2024. We began counting play area usage in 2023.

Overall, program attendance suffered the most, with significant decreases in July and August, 2023 and 2024. Print circulation may be trending downward slightly as digital usage increases. Patron visits appeared to consistently increase over time, though the numbers are debatable. The increase in play area visits may support the evidence that overall patron visits did not decrease, however.



Staff Updates

- Brian Wolowitz, Adult & Teen Service Librarian, was trained to be a deputy voter registrar this year. We are happy to be able to offer voter registration service during a presidential election year.
- I attended a workshop on handling communication through a crisis at the RAILS office this summer. The session was for library leaders and had helpful, practical tips for keeping people informed during difficult situations.

Financial highlights

- Audit fieldwork was completed this July and Lauterbach & Amen completed the first draft of the audit in August. L&A have received our comments and questions and are working on a new draft. They are also waiting on information from the Village for the final draft.
- We received over \$720,000 in 2nd installment 2023 property tax receipts in July and August. We have received 95% of the expected 2023 tax income.
- The final tally for security expenses from June to August was \$11,809. This includes both private security and charges for the River Forest police detail.

Facility updates

- Metropolitan Fire Protection (MFP) completed the inspections of the sprinkler system, replaced the required placard, and found one deficiency, a leaking FDC (fire department connection) head. MFP replaced the FDC head. The cost for parts and labor was \$988.
- Outsource Solutions Group cleaned and organized the Library's server closet. There was old equipment in the space and quite a bit of clutter, and I didn't know what could be removed.

The space now has better airflow and is neatly organized for anyone who works there in the future.

- Oak Brook Mechanical was on-site to power wash the Library's chiller.
- CleanNet shampooed the carpets throughout the library, deep cleaned the hard floors, and waxed the lobby floor.

Committee updates

- Facilities Committee met on July 23

Respectfully submitted,

Emily Compton
September 12, 2024

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Tuesday, July 23rd, 2024, at 6:00 pm**

Call to Order: Trustee Delano called the meeting to order at 6:15 pm.

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

Committee members absent: None

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

Visitors: Trustee Jim Hopkinson arrived at 6:38pm.

The April 12th, 2024, draft minutes were approved.

Old Business:

- a. Room renovation project
 - a. Request for proposal for architectural services- discussion
 - i. The Library received three responses to its RFP: Williams Architects (WA), Aria Group (AG), and Engberg Anderson (EA). EA has a lot of experience working with libraries. AG is based in Oak Park and is known for their experience-based projects and expressed an interest in doing more work within the community. The Committee considered WA's proposal and their experience on phase one of the renovation project.
 - ii. The RFP states that the Library has the option to interview architects but may make the decision without an interview. EA's proposal mentioned a needs assessment and a facilities assessment, but they're not included in the cost of the project. Any type of assessment included won't be for the entire building; it would just be part of their process. Both EA's and AG's proposals require some clarification. A Special Board meeting would need to be scheduled to interview them and/or review the proposals.
 - iii. Director Compton will send the firms questions and an invitation to do a walkthrough of the building before the Special Board meeting.
 - b. Current open issues
 - i. Director Compton asked Andy Dogan (WA) about the notice for Construction Solutions of Illinois (CSI). It will go out to the Library's attorney before being sent. The punch list will be included with the letter. If CSI does not remedy the situation, the

Library may have another company finish the work. The major open item is the masonry and sealing the concrete block.

New Business: none

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 7:06pm. It was seconded by Trustee Ruggeri.