



**River Forest Public Library
June 17, 2025
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: May 20, 2025
 - b. Minutes of the Special Board Meeting: May 20, 2025
 - c. May 2025 Revenue and Expense Reports
 - d. May 2025 Bill Payment List and Credit Card Charges
 - e. May 31, 2025 Fund Balances Report and Capital Reserve Fund
 - f. Policy updates: Board Bylaws
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. ACR Restores plaster repair proposal (\$6,680.17) – discussion
 - e. Adult & Teen Services public computer tables – discussion
9. Old business
 - a. 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.*

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: May 20, 2025 immediately following Annual Board Meeting - DRAFT

Call to Order: At 6:31pm, President Delano called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Elan Long, Lindsay McIntyre, Kathleen O'Neill, Nathan Root. Trustees Berens and Saddleton were absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: Kosh Baxi Carstens. Jim Hopkinson, Cathy Ruggeri

Visitor Comments: none

Consent Agenda:

- a. April 2025 Revenue and Expense Reports
- b. April 2025 Bill Payment List and Credit Card Charges
- c. April 30, 2025 Fund Balances Report and Capital Reserve Fund
- d. Non-resident Library Card Resolution

Trustee Long moved to approve Consent Agenda items a-d, and Trustee Root seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: McIntyre, O'Neill, Long, Root, Delano

Patron Suggestions:

Director Compton reported a suggestion for Tech Tuesdays, a service that hasn't been popular in the past. The Adult and Teen Services department will do a better job of advertising the Book a Librarian service, which allows patrons to get in-depth tech assistance. A child patron suggested that the library should have a kids author shelf and donated 60 cents to contribute to it. Head of Children's Services, Melaina Maraldi, plans to reach out to the patron to see if he's written anything.

Director's Report:

Director Compton reported that the upstairs window repairs are going well. Once the south side area is painted, repairs will be completed. The library will be walking in the Memorial Day parade.

President's Report:

President Delano reported that he is looking forward to getting everyone up to speed and acknowledged the work that Ms. Ruggeri did as Board President.

New Business

Committee Reports

Facilities Committee

President Delano stated that things are moving along with the room renovation project. Within the next month, the project will be done with design and moving into the construction documents phase with Engberg Anderson.

Finance Committee

The Finance Committee has not met.

Policy Committee

Trustee Long stated that the committee was working on revising trustee bylaws. They recommend approving a new policy recommended by the auditors, a capital assets and expenditures policy.

President Delano seconded the recommendation, which passed on a voice vote.

Village of River Forest Collaboration Committee Liaison

Trustee Berens was absent. Trustee Long attended the most recent meeting in her place. District 90 has three new board members. They are working on a new strategic plan. There was a proposal to have a DEI statement like the Village of Oak Park.

RFPL Foundation Liaison

Trustee Berens was absent. Trustee Long reported that Sally Gregory has resigned as the coordinator and will leave the Foundation next week. Trustee Berens has organized hiring an interim coordinator for three months. The Summer Reading Program Kickoff party will be a big event for the Foundation on June 6th. The next meeting is July 22nd. Trustee Berens provided info about the executive order cutting back IMLS.

Facility assessment proposals – vote

Director Compton received three facility assessment proposals. A facilities assessment reports on the physical assets of a building and an up-to-date one is required for fiscal accountability and building management, and keeps the library eligible for state grants. The proposals were received from Building Envelope, Engberg Anderson, and Terracon.

Trustee Long moved to approve the proposal from Terracon with a mechanical engineering specialist add-on. Trustee McIntyre seconded the motion.

Ayes: O'Neill, Long, Root, Delano, McIntyre

Director's Annual Goals – discussion

Director Compton presented her annual goals to the board. Goals include having more big events at the library, including another artisan fair and a birthday party for the library's 120th anniversary. Her staff goals are to regularly check in with management, focus on getting staff to take advantage of training opportunities, and research on how much other libraries cover for family insurance plans. She wants to work with management to update job descriptions and evaluate the review process.

Old Business

Phase two room renovation project – update

The library will have their final workshop with Engberg Anderson on June 13th.

Adjournment

The meeting was adjourned at 7:23pm following a motion by Trustee McIntyre which was seconded by Trustee Root. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Special Board Meeting: May 20, 2025 at 5:45 PM - DRAFT

Call to Order: At 5:45 pm, 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, Scott Delano, Elan Long, Jim Hopkinson. Kosha Baxi Carstens. Ann Berens and Simon Saddleton were absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: Lindsay McIntyre, Kathleen O'Neill, Nathan Root

Visitor Comments: None

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 15, 2025
- b. Approve and release minutes of the executive session held April 15, 2025, and authorize tape destruction 18 months from April 15, 2025.
- c. Policy update: Trustee Bylaws

Trustee Ruggeri asked to remove item c from the consent agenda. The trustee bylaws will be voted on at the June Regular Board meeting. Trustee Hopkinson moved to approve Consent Agenda items a-b, and Trustee Delano seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Hopkinson, Long, Ruggeri

Proposals for General Counsel Services – vote

The board discussed switching to another firm for general counsel services. Director Compton received proposals from three law firms: Ancel Glink; Peregrine, Stine, Newman, Ritzman, and Bruckner (PSNRB); and Robbins Schwartz. She recommended Ancel Glink as they had great recommendations and a rich understanding of library issues and law. They have also represent LIRA and RAILS.

Trustee Delano moved to enter into a contract with Ancel Glink as the library's general counsel. Trustee Carstens seconded the motion.

A roll call vote was taken.

Ayes: Delano, Hopkinson, Long, Ruggeri, Carstens

Adjournment

The meeting was adjourned at 5:57 following a motion by Trustee Long 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, 2025 - April 30, 2026
Revenue Report: May-25

Account:	May-25	YTD	2025-2026	% of Budget
				8% as of 5/31/2025
Property Taxes	\$ 2,087.07	\$ 2,087.07	\$ 1,685,000	0.12%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ -	\$ -	\$ 16,000	0.00%
Lost Books Reimbursed	\$ 258.78	\$ 258.78	\$ 4,000	6.47%
Copy Machine Revenue	\$ 102.01	\$ 102.01	\$ 3,000	3.40%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 650.70	\$ 650.70	\$ 23,000	2.83%
Grants from RFPL Foundation	\$ 8,695.00	\$ 8,695.00	\$ 50,000	17.39%
Gifts - other	\$ 0.25	\$ 0.25	\$ 200	0.13%
IL Per Capita Grant	\$ -	\$ -	\$ 17,400	0.00%
Grants, other	\$ 500.00	\$ 500.00	\$ 5,500	9.09%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,250	0.00%
Misc Income	\$ -	\$ -	\$ 200	0.00%
Total:	\$ 12,293.81	\$ 12,293.81	\$ 1,812,050	0.68%
Income:	\$ 12,293.81	\$ 12,293.81	\$ 1,812,050	0.68%
Expense:	\$ 126,348.51	\$ 126,348.51	\$ 1,812,050	6.97%

Prepared 6.13.25



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Expense Report: May-25

May-25

Fiscal YTD

Actual % Budget

8% as of 5/31/2025

25-26

Budget

Expenses

Personnel

Wages & Salaries	\$	72,129.63	\$	72,129.63	7.73%	\$	933,500
Medical Health Insurance Coverage	\$	7,389.32	\$	7,389.32	10.53%	\$	70,200
IMRF	\$	3,720.28	\$	3,720.28	7.22%	\$	51,500
Medicare/FICA	\$	5,221.77	\$	5,221.77	7.30%	\$	71,500
Staff Recognition	\$	150.00	\$	150.00	2.68%	\$	5,600
Membership Dues	\$	-	\$	-	0.00%	\$	3,000
Staff Training & Development	\$	79.00	\$	79.00	1.09%	\$	7,250
Total Personnel	\$	88,690.00	\$	88,690.00	7.76%	\$	1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$	-	\$	-	0.00%	\$	7,000
Advertising	\$	398.84	\$	398.84	7.98%	\$	5,000
Total Printing & Advertising	\$	398.84	\$	398.84	3.32%	\$	12,000

Programming

Children's Programs	\$	1,941.41	\$	1,941.41	10.22%	\$	19,000
Teen Programs	\$	826.34	\$	826.34	9.18%	\$	9,000
Adult Programs	\$	2,386.67	\$	2,386.67	12.24%	\$	19,500
Special Programs	\$	3,603.36	\$	3,603.36	51.48%	\$	7,000
Connections Programs	\$	-	\$	-	0.00%	\$	3,500
Total Programs	\$	8,757.78	\$	8,757.78	15.10%	\$	58,000
Total Advertising & Programming	\$	9,156.62	\$	9,156.62	13.08%	\$	70,000

Support Services

ILL & RB Services	\$	-	\$	-	0.00%	\$	1,200
Technical Support (IT)	\$	2,696.64	\$	2,696.64	9.72%	\$	27,750
Automation Administration	\$	18.35	\$	18.35	0.04%	\$	44,250

Consultant Fees/Legal Fees	\$	-	\$	-	0.00%	\$	41,500
Postage & Delivery	\$	19.99	\$	19.99	0.47%	\$	4,250
Audit	\$	-	\$	-	0.00%	\$	12,250
Payroll & Employment Services	\$	469.61	\$	469.61	7.57%	\$	6,200
Youth Interventionist Contract	\$	-	\$	-	0.00%	\$	5,350
Telephone/Internet	\$	1,092.28	\$	1,092.28	8.09%	\$	13,500
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,250
Copy Machine Lease	\$	-	\$	-	0.00%	\$	3,200
Total Support Services	\$	4,296.87	\$	4,296.87	2.67%	\$	160,700

Materials & Supplies

Library Materials

Books	\$	6,347.52	\$	6,347.52	7.74%	\$	82,000
Print Periodicals	\$	833.39	\$	833.39	11.11%	\$	7,500
Automated Subscriptions (databases)	\$	1,855.88	\$	1,855.88	13.07%	\$	14,200
Digital Content (ebooks, movies, music)	\$	6,269.48	\$	6,269.48	7.12%	\$	88,000
AV & Other Nonprint Materials	\$	2,317.33	\$	2,317.33	14.48%	\$	16,000
Total Library Materials	\$	17,623.60	\$	17,623.60	8.49%	\$	207,700

Library & Office Supplies

Office Supplies	\$	10.78	\$	10.78	0.27%	\$	4,000
Library Supplies	\$	27.13	\$	27.13	0.51%	\$	5,300
Copy & Printing Supplies	\$	54.99	\$	54.99	2.62%	\$	2,100
Misc Expenses	\$	161.88	\$	161.88	6.23%	\$	2,600
Total Library & Office Supplies	\$	254.78	\$	254.78	1.82%	\$	14,000
Total Materials & Supplies	\$	17,878.38	\$	17,878.38	8.06%	\$	221,700

Strategic Initiatives

Strategic Initiatives	\$	-	\$	-	0.00%	\$	15,000
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Facilities Management

Facility Supplies

Building Materials & Supplies	\$	440.88	\$	440.88	6.30%	\$	7,000
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Facility Services

Insurance	\$	-	\$	-	0.00%	\$	23,850
Maintenance & Custodial Service	\$	5,724.81	\$	5,724.81	6.58%	\$	87,000
Water	\$	-	\$	-	0.00%	\$	3,000
Natural Gas	\$	-	\$	-	0.00%	\$	12,000

Copier Maintenance & Usage		\$	160.95		\$	160.95		7.15%		\$	2,250
Total Facility Services		\$	5,885.76		\$	5,885.76		4.59%		\$	128,100

Furniture & Technology

Furniture		\$	-		\$	-		0.00%		\$	4,000
Technology Misc.		\$	-		\$	-		0.00%		\$	3,000
Total Furniture & Technology		\$	-		\$	-		0.00%		\$	7,000
Total Facilities Management		\$	6,326.64		\$	6,326.64		4.45%		\$	142,100

Totals

Total Operating Expenses		\$	126,348.51		\$	126,348.51		7.21%		\$	1,752,050
Capital Improvement Reserve Fund		\$	-		\$	-		0.00%		\$	60,000
Total Expenses		\$	126,348.51		\$	126,348.51		6.97%		\$	1,812,050
Total Income			\$12,293.81			\$12,293.81		0.68%		\$	1,812,050

Prepared 6.13.25

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**River Forest Public Library
Bills and Applied Payments
May 2025**

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services		Bill Payment		
	05/16/2025	(Check)		-579.15
	04/30/2025	Bill	REPLACED FACP/RADIO BATTERIES FOR FIRE ALARM	24.55
	04/30/2025	Bill	FIRE ALARM INSPECTION/ SUPPLY BATTERY REPLACEMENTS	554.60
	05/30/2025	Bill Payment (Check)		-271.26
	05/11/2025	Bill	QUARTERLY FIRE ALARM CHARGES/JUN-AUG	271.26
AMAZON		Bill Payment		
	05/16/2025	(Check)		-737.95
	05/06/2025	Bill	WINDOW DISPLAY ART SUPPLIES	26.84
	05/06/2025	Bill	STEM SUPPLIES	63.28
	05/07/2025	Bill	SRP DECORATIONS	70.98
	05/08/2025	Bill	WINDOW DISPLAY SUPPLIES	70.99
	05/08/2025	Bill	CRAFT NEEDLES	11.98
	05/12/2025	Bill	SRP PRIZES FOR PRIZE BASKET	329.38
	05/10/2025	Bill	SRP PRIZES	57.26
	04/17/2025	Bill	VIDEO GAME	29.83
	04/30/2025	Bill	HOTSPOT CHARGING CABLES	7.64
	05/04/2025	Bill	CRAFT SUPPLIES	35.97
	05/06/2025	Bill	YARN, PAPER	33.80
		Bill Payment		
	05/30/2025	(Check)		-833.02
	05/27/2025	Bill	CUPS/JUNETEENTH EVENT	29.89
	05/21/2025	Bill	SLINKYS	26.18
	05/19/2025	Bill	GOO GONE PEN	10.78
	05/17/2025	Bill	DOLLHOUSE ACCESSORIES	19.80
	05/17/2025	Bill	MISC. CRAFT SUPPLIES	45.46
	05/17/2025	Bill	NEW SIGN HOLDER	19.49
	05/17/2025	Bill	CAMERA PROTECTIN PLAN	7.99
	05/16/2025	Bill	RINGLIGHT VIDEO LIGHT & STAND	46.99

05/13/2025	Bill	SRP DECORATIONS	9.73
05/14/2025	Bill	MESSY MONDAY ART SUPPLIES	100.64
05/14/2025	Bill	AG TEA PARTY ACCESSORIES	101.77
05/15/2025	Bill	MARKERS	40.82
05/15/2025	Bill	BOOKS	13.64
05/15/2025	Bill	TAKE & MAKE CRAFT SUPPLIES	157.96
05/15/2025	Bill	SRP PRIZES (COLORING BOOKS)	157.90
05/12/2025	Bill	BOOKS/JUNETEENTH EVENT	32.51
05/13/2025	Bill	YARN	11.47

**ANDERSON
ELEVATOR
COMPANY**

05/16/2025	Bill Payment (Check)		-225.00
05/01/2025	Bill	MONTHLY ELEVATOR MAINTENANCE	225.00

**BAKER &
TAYLOR
C0260133**

05/30/2025	Bill Payment (Check)		-39.88
05/09/2025	Bill	BOOKS	39.88

**CHICAGO SUN
TIMES**

05/16/2025	Bill Payment (Check)		-768.40
05/08/2025	Bill	CHICAGO SUN TIMES 1 YR. SUBSCRIPTION	768.40

**CleanNet of
Illinois**

05/30/2025	Bill Payment (Check)		-4,649.40
04/30/2025	Bill	April 2025 Cleaning fee	1,549.80
04/30/2025	Bill	June 2025 Cleaning Fee	1,549.80
05/01/2025	Bill	MAY CLEANING FEE	1,549.80

**Comcast
BUSINESS**

05/16/2025	Bill Payment (Check)		-388.56
05/05/2025	Bill	MAY 2025 INTERNET BILL	388.56

**COMCAST
BUSINESS
(VoiceEdge*)**

05/16/2025	Bill Payment (Check)		-703.72
05/08/2025	Bill	MAY 2025 PHONE BILL	703.72

DONNA HERULA

05/30/2025	Bill Payment (Check)		-700.00
05/22/2025	Bill	DONNA HERULA BLUES TRIO PERFORMANCE 6/26/25	700.00

**Engberg-
Anderson, Inc.**

05/16/2025	Bill Payment (Check)		-1,272.50
04/30/2025	Bill	CAPITAL**SCHEMATIC DESIGN	1,272.50

**FIREFLY FAMILY
THEATRE**

05/16/2025	Bill Payment (Check)		-500.00
05/16/2025	Bill	Theater show	500.00

Hoopla

05/16/2025	Bill Payment (Check)		-3,031.66
04/30/2025	Bill	APRIL HOOPLA DOWNLOADS	3,031.66

ILA

05/16/2025	Bill Payment (Check)		-600.00
05/05/2025	Bill	SEASON 5 MEMBERSHIP TO ILP	600.00

**Ingram Library
Services**

	Bill Payment		
05/16/2025	(Check)		-1,827.37
05/01/2025	Bill	BOOK	24.43
05/01/2025	Bill	BOOKS	53.54
05/01/2025	Bill	BOOKS	32.71
05/01/2025	Bill	BOOKS	202.88
05/01/2025	Bill	BOOKS	72.78
05/01/2025	Bill	BOOK	16.71
05/07/2025	Bill	BOOKS	61.63
05/07/2025	Bill	BOOK	18.03
05/07/2025	Bill	BOOK	20.29
05/07/2025	Bill	BOOK	18.04
05/07/2025	Bill	BOOK	10.26
05/07/2025	Bill	BOOK	11.39
05/07/2025	Bill	BOOKS	19.76
05/09/2025	Bill	BOOK	20.46
05/09/2025	Bill	BOOK	19.02
05/09/2025	Bill	BOOK	15.06
05/09/2025	Bill	BOOK	11.81
05/09/2025	Bill	BOOKS	31.27
05/09/2025	Bill	BOOK	46.64
05/09/2025	Bill	BOOKS	50.21
05/09/2025	Bill	BOOKS	41.31
05/01/2025	Bill	BOOKS	36.87
05/01/2025	Bill	BOOK	21.42
05/01/2025	Bill	BOOK	21.89
05/01/2025	Bill	BOOKS	26.72
05/01/2025	Bill	BOOKS	51.38
04/29/2025	Bill	BOOK	12.94
04/29/2025	Bill	BOOK	15.46
04/29/2025	Bill	BOOK	17.61
04/29/2025	Bill	BOOKS	81.12
04/29/2025	Bill	BOOKS	56.55
04/29/2025	Bill	BOOKS	56.95
04/29/2025	Bill	BOOKS	30.43
04/29/2025	Bill	BOOKS	439.95
04/29/2025	Bill	BOOK	22.73
05/01/2025	Bill	BOOK	18.60
05/01/2025	Bill	BOOKS	36.64
05/01/2025	Bill	BOOK	16.47
05/01/2025	Bill	BOOK	16.90
05/01/2025	Bill	BOOK	32.95

05/01/2025	Bill	BOOK	15.56
	Bill Payment		
05/30/2025	(Check)		-4,466.63
05/15/2025	Bill	BOOKS	288.03
05/15/2025	Bill	BOOKS	77.86
05/15/2025	Bill	BOOK	11.24
05/16/2025	Bill	BOOK	15.63
05/16/2025	Bill	BOOKS	215.24
05/16/2025	Bill	BOOKS	41.61
05/16/2025	Bill	BOOK	11.81
05/16/2025	Bill	BOOKS	105.39
05/16/2025	Bill	BOOK	18.03
05/20/2025	Bill	BOOKS	35.75
05/20/2025	Bill	BOOK	12.31
05/21/2025	Bill	BOOKS	33.76
05/21/2025	Bill	BOOKS	43.59
05/21/2025	Bill	BOOK	9.14
05/21/2025	Bill	BOOK	14.05
05/21/2025	Bill	BOOKS	26.77
05/21/2025	Bill	BOOK	7.96
05/21/2025	Bill	BOOKS	91.29
05/21/2025	Bill	BOOK	24.40
05/21/2025	Bill	BOOKS	36.21
05/23/2025	Bill	BOOKS	39.81
05/23/2025	Bill	BOOKS	29.47
05/23/2025	Bill	BOOKS	26.60
05/23/2025	Bill	BOOKS	128.14
05/23/2025	Bill	BOOKS	26.67
05/23/2025	Bill	BOOKS	24.76
05/23/2025	Bill	BOOKS	36.66
05/23/2025	Bill	BOOKS	160.09
05/23/2025	Bill	BOOKS	164.57
05/23/2025	Bill	BOOKS	52.93
05/23/2025	Bill	BOOK	18.41
05/23/2025	Bill	BOOKS	46.54
05/27/2025	Bill	BOOKS	29.28
03/25/2025	Bill	BOOK	46.65
03/25/2025	Bill	BOOK	14.22
03/25/2025	Bill	BOOK	46.61
03/25/2025	Bill	BOOK	20.71
03/25/2025	Bill	BOOKS	94.94
05/11/2025	Bill	BOOK	23.71

05/11/2025	Bill	BOOK	13.52
05/11/2025	Bill	BOOKS	27.00
05/11/2025	Bill	BOOK	11.37
05/11/2025	Bill	BOOK	13.51
05/11/2025	Bill	BOOKS	22.78
05/11/2025	Bill	BOOKS	23.34
05/11/2025	Bill	BOOKS	82.27
05/11/2025	Bill	BOOKS	31.09
05/11/2025	Bill	BOOKS	43.51
05/14/2025	Bill	BOOKS	562.65
05/14/2025	Bill	BOOKS	138.11
05/14/2025	Bill	BOOK	36.49
05/14/2025	Bill	BOOK	23.12
05/14/2025	Bill	BOOKS	154.01
05/15/2025	Bill	BOOK	24.43
05/15/2025	Bill	BOOKS	358.47
05/15/2025	Bill	BOOKS	36.57
05/15/2025	Bill	BOOKS	108.79
05/15/2025	Bill	BOOKS	31.84
05/15/2025	Bill	BOOK	12.91
05/15/2025	Bill	BOOKS	52.26
05/15/2025	Bill	BOOKS	89.79
05/15/2025	Bill	BOOK	17.05
05/15/2025	Bill	BOOKS	35.22
05/15/2025	Bill	BOOKS	134.67
05/15/2025	Bill	BOOK	11.06
05/15/2025	Bill	BOOK	8.57
05/15/2025	Bill	BOOK	17.85
05/15/2025	Bill	BOOKS	29.64
05/15/2025	Bill	BOOKS	163.90

JIM PARKS

05/30/2025	Bill Payment (Check)		-335.00
05/22/2025	Bill	MONET LIVES PRESENTATION 6/21/25	335.00

Kanopy

05/16/2025	Bill Payment (Check)		-311.95
04/30/2025	Bill	APRIL KANOPY CHECKOUTS	311.95

**Konica Business
Solutions**

	Bill Payment		
05/16/2025	(Check)		-160.95
05/02/2025	Bill	COPY USE & MAINTENANCE	10.46
04/30/2025	Bill	APRIL 2025 COPY USAGE	150.49

**Mango
Languages**

	Bill Payment		
05/21/2025	(Check)		-1,855.88
04/14/2025	Bill	1 yr mango subscription	1,855.88

MIDWEST TAPE

	Bill Payment		
05/16/2025	(Check)		-430.43
05/09/2025	Bill	DVDS	231.57
05/09/2025	Bill	DVDS	160.93
05/09/2025	Bill	BLU-RAY	37.93
	Bill Payment		
05/30/2025	(Check)		-673.30
05/23/2025	Bill	BLU-RAY	25.18
05/23/2025	Bill	DVDS	267.98
05/23/2025	Bill	DVDS	132.75
05/23/2025	Bill	BLU-RAYS	89.04
05/15/2025	Bill	DVDS	121.92
05/15/2025	Bill	BLU-RAY	36.43

**Oak Brook
Mechanical
Services, Inc.**

	Bill Payment		
05/16/2025	(Check)		-4,934.00
04/30/2025	Bill	CAPITAL**REPLACE FREEZE STAT/REWORK CONDENSATE DRAIN	4,934.00

OFFICESPACE

	Bill Payment		
05/30/2025	(Check)		-5,382.50

05/20/2025	Bill	CAPITAL** BALANCE/BARBARA HALL TABLES	5,382.50
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OUTSOURCE SOLUTIONS GROUP, INC.

05/30/2025	Bill Payment (Check)		-2,714.99
05/16/2025	Bill	JAMF IPAD SOFTWARE (MONTHLY) MAY TECH SUPPORT	2,714.99

OverDrive

05/16/2025	Bill Payment (Check)		-2,496.38
05/06/2025	Bill	8 EBOOKS, 1 AUDIOBOOK	484.96
05/02/2025	Bill	1 EBOOK, 1 AUDIOBOOK	119.25
04/29/2025	Bill	1 EBOOK, 1 AUDIOBOOK	75.00
04/28/2025	Bill	12 EBOOKS, 10 AUDIOBOOKS	1,817.17
05/30/2025	Bill Payment (Check)		-429.49
05/13/2025	Bill	3 EBOOKS, 1 AUDIOBOOK	205.00
05/22/2025	Bill	3 EBOOKS, 1 AUDIOBOOK	224.49

Rhonda Fentry

05/06/2025	Bill Payment (Check)		-60.00
05/06/2025	Bill	YOGA INSTRUCTOR FEE 5/10/25	60.00
05/30/2025	Bill Payment (Check)		-75.00
05/22/2025	Bill	YOGA INSTRUCTOR FEE 6/14/25	75.00

River Forest Chocolates

05/19/2025	Bill Payment (Check)		-150.00
05/16/2025	Bill	TRUSTEE GOING AWAY GIFTS	150.00

SLOWFIRE LLC

05/30/2025	Bill Payment (Check)		-320.00
05/22/2025	Bill	CRAFT & CHAT WATERCOLOR PAINTING WORKSHOP	320.00

Staples

05/16/2025	Bill Payment (Check)		-495.87
05/09/2025	Bill	MISC. CLEANING SUPPLIES & PAPER PRODUCTS COPY PAPER	495.87

**The Soft Play Life
LLC**

05/16/2025	Bill Payment (Check)		-300.00
05/16/2025	Bill	Soft play program	300.00

**VILLAGE OF
RIVER FOREST**

05/16/2025	Bill Payment (Check)		-6,881.24
05/14/2025	Bill	Health Insurance April 2025	6,881.24
05/16/2025	Bill Payment (Check)		-6,607.58
05/14/2025	Bill	IMRF April 2025	6,607.58

**WEAVER
CONSULTANTS
GROUP**

05/16/2025	Bill Payment (Check)		-995.00
04/30/2025	Bill	CAPITAL** WINDOW SEAL/PLASTER ASBESTOS TESTING	995.00

Friday, Jun 13, 2025 10:40:31 AM GMT-7

Byline Credit Card May 2025

Ending Balance: \$2375.88

Date	Payee	Memo	Charge	Payment	Type	Account
05/30/2025	PANERA BREAD	COFFEE MONDAY	32.71		Expense	Adult Expenses:Programs - Adult
05/29/2025	FIESTA BEATS ENTERTAINMENT	REMAINDER OF PHOTO BOOTH FEE	350.00		Expense	Special Programs
05/26/2025	MAILCHIMP	MAILCHIMP SUBSCRIPTION	57.75		Expense	Marketing:Advertisement
05/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage
05/22/2025	DUNKIN" - BASKIN-ROBBINS	DONUTS/ DONUTS & DISCUSSION SNACKS FOR TEEN PROGRAMS (17.59		Expense	Teen Expenses:Programs-Teen
05/22/2025	Target	MOVIE, EXAM CRAM)	91.99		Expense	Teen Expenses:Programs-Teen
05/21/2025	American Girl	AMERICAN GIRL DOLLS & ACCESSORIES	1,183.77		Expense	Children's Expenses:Non-Print Children's
05/21/2025	Oriental Trading	CRAFT KITS FOR FAMILY FUN BAGS	123.08		Expense	Children's Expenses:Programs - Children's
05/21/2025	ALA Store	WEBINAR REGISTRATION-PERFORMANCE EVALUATIONS	79.00		Expense	Personnel:Staff Training and Development
05/20/2025	4IMPRINT	BRANDED COLORED PENCILS FOR TEEN SUMMER READING PRIZES/GENERAL MARKETING	321.09		Expense	
05/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
05/18/2025	PETE'S MARKET	AMERICAN GIRL TEA PARTY TREATS	33.62		Expense	Children's Expenses:Programs - Children's
05/13/2025	PANERA BREAD	COFFEE/SNACKS FOR CROSSWORD PROGRAM	32.71		Expense	Adult Expenses:Programs - Adult

05/08/2025		PUZZLE RACE PIZZA	111.93	Expense	Adult Expenses:Programs - Adult
		LOBBY MONITOR APP			
05/07/2025	ScreenCloud	SUBSCRIPTION	180.00	Expense	Marketing:Advertisement
		CAT FOAM KITS, SEA TURTLE KITS, FRUIT MAGNET			Children's Expenses:Programs -
05/05/2025	Oriental Trading	KITS	114.28	Expense	Children's
		CUSTOM TROPHIES FOR			Adult Expenses:Programs -
05/01/2025	Crown Awards, Inc.	PUZZLE RACE	56.92	Expense	Adult

River Forest Public Library

Fund Balances

As of April 30, 2025

Prepared 5.16.25

4/30/2025

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	118,980.77
Byline Operations	0.40%	50,011.30
CIBC Operations	0.00%	150,000.00
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 319,032.07

Maturity Date

CDARS Reserves

Interest Rate

6/26/2025	OP CD 3 MONTHS - CIBC	3.25%	102,059.02
7/3/2025	OP CD 6 MONTHS- CIBC	3.75%	52,945.16
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
8/14/2025	OP CD 6 MONTHS- CIBC	3.75%	52,086.63
8/21/2025	OP CD 6 MONTHS- CIBC	3.75%	102,065.31
9/25/2025	OP CD 6 MONTHS- CIBC	3.75%	103,965.72
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 674,212.61

TOTAL OPERATIONS FUND

993,244.68

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	404,032.42
Byline Capital	0.40%	3,795.67

TOTAL CAPITAL CHECKING/SAVINGS 407,828.09

Maturity Date

CDARS Reserves

Interest Rate

6/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	250,000.00
6/26/2025	CAP CD 3 MONTHS- CIBC	3.25%	231,019.07
7/10/2025	CAP CD 3 MONTHS- CIBC	3.15%	52,221.66
8/7/2025	CAP CD 6 MONTHS- CIBC	3.75%	51,917.60
8/14/2025	CAP CD 6 MONTHS- CIBC	3.75%	259,359.13
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66

TOTAL CDARS Reserves Capital 948,960.78

TOTAL CAPITAL FUND

1,356,788.87

TOTAL OPERATIONS/CAPITAL FUNDS

2,350,033.55



River Forest Public Library -Capital Reserve Fund

Fiscal Year: May 1, 2025 - April 30, 2026

May-25

Capital Reserve Account Balances

ICS Capital Reserve	\$	404,032.42 *
Byline Capital Checking	\$	3,795.67
Total Capital Reserve Checking / Savings	\$	407,828.09

Total Capital CDARS Reserve	\$	948,960.78
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Total Capital Reserve Fund	\$	1,356,788.87
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Revenues

Matured CDARS	5/27/2025	\$	251,444.61
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Expenses

Grove Masonry Maintenance	5/5/2025	\$	14,496.00
Oak Brook Mechanical Services	5/28/2025	\$	4,934.00
Engberg-Anderson	5/28/2025	\$	1,272.50

Transfers

Income

Interest- Checking / ICS	5/31/2025	\$	81.99
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Prepared: 6.13.25

*Includes \$50,000 Live and Learn Grant

BYLAWS OF THE RIVER FOREST PUBLIC LIBRARY

BOARD OF TRUSTEES

ARTICLE ONE

Bylaws

These Bylaws shall constitute the Bylaws of the Board of Trustees of the River Forest Public Library ("Board") and shall nullify and take the place of all other Bylaws of said Board. Wherever these Bylaws shall be inconsistent with the latest Illinois Compiled Statutes, said Statutes and not these Bylaws shall govern.

ARTICLE TWO

Board of Trustees

The Board shall consist of seven members elected on a staggered basis every two years, serving for a term of four years. The term of each member of the Board shall commence after being sworn in at the first annual meeting subsequent to the election. Their term shall continue until their successor is sworn in, unless state law shall hereafter otherwise provide.

Any vacancies occurring in the membership of the Board other than by expiration of the term for which the Trustee has been elected shall be filled per the Illinois Local Library Act 75ILCS 5/4-4.

Responsibilities:

Steward the fiscal resources; hire and evaluate the Director; create policy.

ARTICLE THREE

Fiscal Year

The fiscal year of the Library shall be the same as the fiscal year of the Village of River Forest, Illinois. (May 1st through April 30th).

ARTICLE FOUR

Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statutes. The Board will meet at least ten times a year.

The regular meetings of the Board shall be held in the Library on the third Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Trustees are expected to prepare for and attend all regular meetings.

Notices of Meetings

Within ten days after the beginning of each calendar year, the Library Director shall give public notice of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in a conspicuous place in the Library and on the Library website.

Whenever any regular meeting of the Board is rescheduled, public notice of such rescheduled regular meeting shall be given at least 48 hours before such meeting by posting public notice in a conspicuous place in the Library and on the Library website. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

Special meetings may be called at the request of the President or any two Trustees. Notice of the meeting and its purpose shall be given at least 48 hours in advance by posting public notice in a conspicuous place in the Library and on the Library website. In the absence of the President the meeting shall be presided over by the Vice-President. The Secretary shall preside in the absence of both the President and the Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

Order of Business

The order of business at all regular meetings of the Board is generally as follows:

Call to Order

Roll Call

Visitors and Guests

Consent Agenda, including but not limited to Minutes and Financial Reports

Patron Suggestions

Director's Report

President's Report

New Business

Old Business

Closed Session

Adjournment

Quorum

Four Trustees shall constitute a quorum at all meetings of the Board.

Participation by Electronic Means

As permitted by 5 ILCS 120/7, if a quorum is physically present, a Trustee may attend the meeting, and vote, by electronic means (video or audio conference), provided the following is true: (a) a majority of the Board vote to allow a Trustee to attend by electronic means; (b) the Trustee is unable to physically attend the meeting due to: i) personal illness or disability; ii) employment purposes or Library business; iii) a family or other emergency; or iv) unexpected childcare obligations; and (c) the Trustee has notified the Secretary before the meeting unless notice is impractical.

Procedure

Robert's Rules of Order shall govern the deliberations of the Board except when such rules are in conflict with any of the rules provided herein. The rules of order other than such rules as may be prescribed by statute may be suspended at any time by the consent of two-thirds of the Trustees present at any meeting.

ARTICLE FIVE

Officers

The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

Each officer shall be elected at the Annual Meeting by a majority vote of the Trustees present. Each term of office shall be for two years or until a successor has been elected and qualified.

President: The President shall supervise the affairs of the Board. They shall preside at all meetings of the Board and shall appoint such committees as may be necessary to carry out the purposes of the Board. The President shall be an ex officio member of all committees so appointed.

Vice-President: In the absence of the President the Vice-President shall assume all

duties of the President.

Secretary: The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on votes (except when a ballot vote is taken). The Secretary shall perform all other clerical duties as may be assigned by the Board.

Treasurer: The Treasurer shall serve on the Finance Committee, shall have the authority to sign checks and approve the transfer of funds, and shall periodically review payments of library expenses and receipts of revenue. The Treasurer shall be bonded or insured in an amount required by statute. If the Treasurer is absent, unavailable or unable to serve, the President, Vice-President, or Secretary may perform the duties of the Treasurer.

ARTICLE SIX

Appointments

The President shall appoint such committees as they deem necessary to formulate policy and efficiently carry out the financial, operational and other responsibilities of the Board.

The President may appoint members of the Board to act as liaisons between the Library and other institutions in the community.

ARTICLE SEVEN

Financial support may be provided to Trustees for membership dues in library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.). Newly elected Trustees will participate in Trustee orientation within three months of assuming office.

ARTICLE EIGHT

Trustees, officers, employees and agents of the Library and its partners shall be indemnified as set forth, and to the extent permitted, in a policy adopted by the Board.

ARTICLE NINE

The Library Director

The Board shall appoint the Library Director who is responsible for administering the policies adopted by the Board and supervising the operation of the Library.

The Library Director's responsibilities include hiring, directing, and supervising all staff members, preparing monthly and annual reports as required by the Board and statutes, and recommending such policies and procedures as will increase the efficiency of Library operation, align with the strategic plan and promote improved Library service to the community.

ARTICLE TEN

Gifts and Donations

All gifts and donations received by the Library shall be subject to review by the Board for acceptance.

ARTICLE ELEVEN

Amendments

Amendments to these Bylaws may be proposed at any regular meeting of the Board and shall become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

The By-laws shall be reviewed bi-annually.

Approval of Amendments

Revised May 2025

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~~An annual letter shall be sent to the local media informing them of the schedule of monthly meetings.~~

The Annual Meeting shall be held at the time of the regular May meeting at which officers shall be elected to a term of two years. Standing committees, if any, will be named and appointed by the President.

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Consent Agenda, including but not limited to Minutes and Financial ~~Report~~[Reports](#)
~~Communications~~[Patron Suggestions](#)

Director's Report

[President's Report](#)

~~Old Business~~ New Business

~~Old Business~~[Executive](#)

[Closed](#) Session

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Approval of Amendments

Revised ~~January 9, 2023~~[May 2025](#)

Strategic Directions

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

The Library engaged with Terracon to develop a new **facility assessment**. They provided a survey about our building and its systems, which is complete, and they were out for a half-day site visit on June 5th. We should expect a draft of their report in the first half of July.



Spaces

We continue to meet with **Engberg Anderson Architects** to develop the design for Phase Two of the Room Renovation project and hope to put the project out to bid this summer, for fall or winter construction. IMEG engineers were on site this May to confirm details about the project.



Community

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

Children's had 3 classes from **Lincoln Elementary** visit the library this month to learn about our summer reading program. We also hosted 8th graders from **Roosevelt** who visited to learn how to perform a **successful storytime** for 2nd graders. We loved seeing kids who regularly visit the library out of school, visiting the library with their classes.

The Library donated some advanced reader copies and withdrawn Lucky Day books to a **Community Book Swap** that was sponsored by the Forest Preserves of Cook County and held this May at the Twenty-Sixth Street Woods in La Grange Park.

Thank you to everyone who joined us at the **Memorial Day Parade!** There were 25 of us walking this year, and we enjoyed perfect weather while we handed out ring pops to many excited kids. As always, it was a wonderful experience with lots of Library supporters in the crowd.



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

Children's had two programs this month with extremely positive feedback from patrons. We hosted **Firefly Family Theater** with 89 attendees. The Firefly Family Theater ensemble has quite the following. Because of this, we had some attendees who were new to the Library. Since the show, many of those people have returned to use the Children's Room!



*Events, Services
& Collections*



We also hosted a **Soft Play program** which was set up in the Library Garden. This program included lots of physical activity for toddlers and babies, and many of the 67 attendees never left the ball pit. We have it on good authority that all naps that day were very successful and long! Patrons enjoyed this new program so much, we plan to have Soft Play back again in the early fall.

Celebrating Seniors Week is held annually in May, and we were a proud participant again this year with many other organizations in River Forest. During the week of May 8th-15th, we hosted Chair Yoga, Crosswords & Coffee, and a **special storytime for children and their grandparents** or special older adults. We celebrate seniors all year long at the Library, but it is nice to have a week of special programs just for this group.

Local author & baker Mary DiSomma presented *My Life in Pies: A Pie Demo and Tasting* at the Library this May, and it was a big hit! Mary showed the crowd of 29 patrons some pie-baking tips and everyone got to try two different flavors

Summer Reading Kickoff had 803 attendees, which was up from last year. We also had more sign-ups within the first week of registration, with 481 sign-ups for the program compared to last year's 409 for the same period. The breakdown so far is: 274 kids, 151 MS/teens, and 56 adults. More stats and feedback about the kickoff party and the Summer Reading Program will be in next month's report.

Indicators Key Performance

Category	March 2025	April 2025	May 2025
Physical item circulation - initial checkouts	12,748	12,547	11,835
Digital item circulation	5,518	5,402	5,739
Total Circulation	18,266	17,949	17,574
Programs for Adults	15 programs 253 attendees	14 programs 183 attendees	13 programs 182 attendees
Programs Middle School aged children	6 programs 49 attendees	8 programs 66 attendees	8 programs 137 attendees
Programs for Children	27 programs	26 programs	30 programs

	1,394 attendees	1388 attendees	1427 attendees
Library-Wide Programs	0 programs 0 attendees	1 program* 250 attendees	0 programs 0 attendees
Total Programs	47 programs 1,696 attendees	48 programs 1,637 attendees	51 programs 1,746 attendees
Children's Play Area Visits	2,232	2,237	2,047
New cardholders added	30	31	32
Total cardholders	8,115	6,414**	6,406
Website sessions	7,866	8,057	8,301
Patron visits	9,073	10,423	9,873
Instagram Followers	1,532	1,576	1,591
Facebook Followers	1,438	1,429	1,431

*Local Artisan Fair

**SWAN purged user records that had been inactive for 5 years, so cardholders decreased in April. In the past, SWAN purged user records that had been inactive for 7 years, but they changed their practice to 5 years, so the decrease was more dramatic than before.

Staff Updates

Children's Librarian Debbie Larsen will be leaving the Library this August as she is moving out of state. Debbie is a fan favorite at story time and is such a wonderfully positive presence in the Children's Room. We will miss her and wish her all the best! Former Children's Associate, Marissa Walentschik, has been hired to fill Debbie's role beginning this August. Marissa worked at the Library for two years while attending library school at Dominican University. Marissa graduated with her MLIS this year, and we are happy to have her back!

Financial Highlight

An operating CDARS of \$251,444.61 matured this May, and the intention was to liquidate and move the money into our operating fund. The money was transferred to our capital fund by mistake. I transferred the money to operating this June, so you will see that correction to our fund balances in the next month's financials.

Facility Highlight

2nd floor plaster repairs by the fireplaces and surrounding windows were completed by ACR Restores in May.

Committee Updates

There were no committee meetings since the last Regular Board Meeting.

Respectfully submitted,

Emily Compton
June 11, 2025

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: June 11, 2025

RE: ACR Restores Plaster Repair Proposal

ACR Restores finished the plaster repairs near the fireplaces, and they did a great job getting those areas back to normal with as little disruption as possible. They found areas with more damage, unfortunately, near windows behind the stacks on the north and south sides of the same room. Some damage is from settling and aging, and some is from water damage, as you can see in the photos below.

ACR will be on site this Monday the 16th to test the water damaged areas to see if they're still holding moisture. If there is moisture, I will need to investigate the proper repairs needed before restoring the plaster. I look forward to discussing their proposal with you at our meeting.

North Side



South Side





ACR, Inc.

ACR, Inc.
551 Glenn Ave.
Wheeling, IL 60090
866-645-1165 - office
847-215-1592 - fax
www.acrrestores.com

Client: River Forest Public Library
Property: 735 Lathrop ave
River Forest, IL 60305

Home: (708) 366-5205

Operator: CJIME

Estimator: Carlos Jimenez
Company: ACR, Inc.
Business: 551 Glenn Ave
Wheeling, IL 60090

Business: (847) 504-7328
E-mail: cjimenez@acrrestores.com

Type of Estimate: Water Damage
Date Entered: 1/23/2025
Date Est. Completed: 3/12/2025

Date Assigned:
Date Job Completed:

Price List: ILCC8X_JAN25
Labor Efficiency: Restoration/Service/Remodel
Estimate: 25-0037-INS2



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25-0037-INS2

25-0037-INS2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Haul debris - per pickup truck load - including dump fees	1.50 EA	237.01	0.00	0.00	71.10	426.62
Total: 25-0037-INS2				0.00	71.10	426.62

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
2. Interior Lath & Plaster (Bid Item)	1.00 EA	0.00	3,950.00	0.00	790.00	4,740.00
<ul style="list-style-type: none">•cover floors, walls, windows, books, furniture, etc with protective plastic and canvas tarps.•remove areas of water damaged paint and plaster from visible areas of repair.•install galvanized lath where need be.•apply a Larsen brand plaster weld to the cleaned areas of repair for a proper plaster bond.•apply 3 coats of USG conventional gypsum plaster to the prepped areas of repairs matching existing plaster finishes.•spot prime and apply matching paint to the areas of repair matching existing finishes.•clean up and remove plaster debris daily.•plaster/paint restoration will be complete and closely match existing finishes.•plaster restoration will take approximately 3.5 days to complete.						
3. Scaffold - per section (per week)	3.00 WK	0.00	60.43	0.00	36.26	217.55
2 sections for 1.5 week each						
4. Scaffolding Setup & Take down - per hour	16.00 HR	0.00	67.50	0.00	216.00	1,296.00
Totals: Main Level				0.00	1,042.26	6,253.55
Line Item Totals: 25-0037-INS2				0.00	1,113.36	6,680.17



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Summary

Line Item Total	5,566.81
Overhead	556.68
Profit	556.68
Replacement Cost Value	\$6,680.17
Net Claim	\$6,680.17

Carlos Jimenez



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Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (10%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)	Equipment Rental Tax (10%)
Line Items	556.68	556.68	0.00	0.00	0.00	0.00
Total	556.68	556.68	0.00	0.00	0.00	0.00



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Recap by Room

Estimate: 25-0037-INS2	355.52	6.39%
Main Level	5,211.29	93.61%
<hr/>		
Subtotal of Areas	5,566.81	100.00%
<hr/>		
Total	5,566.81	100.00%



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Recap by Category

O&P Items	Total	%
GENERAL DEMOLITION	355.52	5.32%
INTERIOR LATH & PLASTER	3,950.00	59.13%
SCAFFOLDING	1,261.29	18.88%
O&P Items Subtotal	5,566.81	83.33%
Overhead	556.68	8.33%
Profit	556.68	8.33%
Total	6,680.17	100.00%