



**River Forest Public Library
Regular Board Meeting
February 21, 2023
6:00 PM**

**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
 - a. Monika Adamski, Lauterbach & Amen, will discuss FY2021-2022 audit progress
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: January 17, 2023
 - b. January 2023 Revenue and Expense Reports
 - c. January 2023 Bill Payment List and Credit Card Charges
 - d. January 31, 2023 Balance Sheet
 - e. Policy updates: Staff I: Employment
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
 - FY 2022-2023 amended operating and capital budget drafts – discussion
 - FY 2023-2024 operating and capital budget drafts - discussion
 - iii. Policy Committee
 - 2023 holiday closure dates
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
9. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Payment application (\$95,340.74) - vote
10. Adjournment

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

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

Call to Order: At 5:59 pm, President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Deborah Hill, Cathy Ruggeri, Ann Berens, Jim Hopkinson, Elan Long, Tom Smedinghoff, Karen Stierwalt.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Amanda Standerfer of FastForward Libraries joined via conference phone; Fran Arnold, Marketing & PR Specialist; and Shannon Gruber, Adult & Teen Services Manager, were also present.

Guest Comments:

- Ms. Standerfer, along with Trustee Berens, Trustee Stierwalt, Ms. Arnold, Ms. Gruber, and Director Compton, presented a draft of the new Strategic Plan. The Board and guests discussed each of the five focus areas: were: Community; Spaces; Events, Services, and Collections; Staff, and Resources. After considering the action and purpose statements for each area, the Board discussed draft Vision and Mission statements. Next steps for the Strategic Planning team are to finalize the Strategic Plan language for Board approval and to develop an Action Plan with measurable goals
- Ms. Arnold presented marketing strategies for the Library, both inside and outside of the building. She highlighted the use of data to understand which communications tactics are most successful in reaching patrons and in bringing new people into the library.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 15th, 2022
- b. November 2022 Revenue and Expense Reports
- c. November 2022 Bill Payment List and Credit Card Charges
- d. November 30, 2022 Balance Sheet
- e. December 2022 Revenue and Expense Reports
- f. December 2022 Bill Payment List and Credit Card Charges
- g. December 31, 2022 Balance Sheet
- h. Policy updates: Operations III. Events and Programs

Trustee Berens moved to approve the consent agenda. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote:

- Ayes: Trustees Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt.

Patron Suggestions:

Director Compton reported the following suggestions from patrons:

- A seven-year-old patron requested more chapter books in the Children's Services department.
- A patron requested an AED course for the public.

Director's Report:

Director Compton reported on the following topics:

- Additional tax revenue was received in January, bringing the total to 44% of expected tax revenue for the fiscal year.
- RFPL Middle School & Teen Librarian Anne Kowalski joined the LACONI Youth Services Board.

Trustees asked for clarification of the attendance report on programs for children and asked about the return of popular programs for children which were paused during COVID such as Librarypalooza.

President's Report:

1. President Hill reported on the progress of the air handler relocation project to provide additional program and services space. The masonry enclosure is complete, and the project is on schedule. The air handler unit should arrive by early April and demolition work in the mechanicals room will begin about 3 weeks prior. A payment to the contractor is expected to be reviewed by the Board at its February meeting.

New Business

Committee Reports

Facilities Committee

- The Facilities Committee met on January 9th. The Committee discussed future planning for HVAC projects. The next meeting is TBD.

Finance Committee

- The Finance Committee hasn't met since the last Board meeting. The Committee will meet in February to begin the budget process and review the audit if the auditors complete it in time for the meeting.

Policy Committee

- The Policy Committee met on January 9th. They reviewed 6 policies and the By-Laws. The Events and Programs policy was recommended for approval at this meeting; the By-Laws and policies on Computers and Internet use by patrons and staff will come before the Board in March. The committee will meet in February for further discussion of the Employment policy.

RFPL Foundation Liaison

- The Foundation's annual meeting will take place on January 24th with 2022 results, elections of outside directors and officers, and 2023 budget approval on the agenda. The Foundation gave grants of \$78,850 to the Library last year. The annual appeal has done well and continues with a Bookplate insert in January.

Village of River Forest Collaboration Committee Liaison

- The Committee has not met since the last Board meeting but will meet on January 18th.

Natural gas spending limit increase of \$19,000 - vote

Director Compton asked for an increase in the Library's natural gas spending limit. The proposed increase is covered by additional money received in replacement taxes and reduced spending for insurance.

Trustee Smedinghoff moved to approve the \$19,000 increase. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

- Ayes: Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt, Berens.

Old Business

Air handler relocation and mechanical room renovation

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To avoid construction delays, Director Compton requested authority to approve potential changes to the project if the cost of any change is between \$5,000 and \$20,000. Director Compton would approve any such expenditure only after obtaining the approval of two Trustees.

Trustee Smedinghoff moved to approve the spending authority subject to approval of two Trustees. Trustee Hopkinson seconded. The motion passed on a roll call vote..

Adjournment

The meeting was adjourned at 8:13 pm following a motion by Trustee Ruggeri, seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

Fiscal Year: May 1, 2022 - April 30, 2023

Expense Report: Jan-23

January-23 Fiscal YTD Actual % Budget 22-23 Budget
75% as of 1/31/2023

Expenses
Personnel

Wages & Salaries	\$ 51,771.06	\$ 513,077.29	67.51%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 27,707.60	46.18%	\$ 60,000
IMRF	\$ 4,223.20	\$ 36,853.38	63.54%	\$ 58,000
Medicare/FICA	\$ 3,842.93	\$ 38,578.36	66.29%	\$ 58,200
Staff Recognition	\$ 125.03	\$ 1,587.64	52.92%	\$ 3,000
Membership Dues	\$ 225.00	\$ 2,075.00	51.88%	\$ 4,000
Staff Training and Development	\$ 433.68	\$ 3,823.57	42.48%	\$ 9,000
Total Personnel	\$ 63,824.30	\$ 623,702.84	65.50%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ 2,157.00	\$ 6,250.00	113.64%	\$ 5,500
Advertising	\$ 20.30	\$ 1,730.71	49.45%	\$ 3,500
Total Printing and Advertising	\$ 2,177.30	\$ 7,980.71	88.67%	\$ 9,000

Programming

Children's Programs	\$ 1,495.57	\$ 8,725.94	67.12%	\$ 13,000
Teen Programs	\$ 432.43	\$ 3,633.27	48.44%	\$ 7,500
Adult Programs	\$ 496.24	\$ 5,386.16	53.86%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 2,424.24	\$ 19,612.93	45.61%	\$ 43,000
Total Advertising and Programs	\$ 4,601.54	\$ 27,593.64	53.06%	\$ 52,000

Other Support Services

ILL and RB Services	\$ 305.52	\$ 524.82	104.96%	\$ 500
Technical Support (IT)	\$ 1,028.74	\$ 15,283.55	69.47%	\$ 22,000
Automation Administration	\$ 7,052.15	\$ 23,462.26	57.23%	\$ 41,000
Consultant Fees/Legal Fees	\$ -	\$ 8,249.50	68.75%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 1,120.71	32.02%	\$ 3,500
Audit	\$ 2,000.00	\$ 7,900.00	79.00%	\$ 10,000
Payroll and Employment Services	\$ 518.80	\$ 4,253.69	101.28%	\$ 4,200
Youth Interventionist Contract	\$ 1,205.00	\$ 3,557.50	74.11%	\$ 4,800
Telephone/Internet	\$ 969.86	\$ 8,144.83	65.16%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 726.57	\$ 2,023.17	67.44%	\$ 3,000
Total Other Support Services	\$ 13,824.63	\$ 74,520.03	65.14%	\$ 114,400

Library Materials

Books	\$ 7,576.05	\$ 51,659.56	70.77%	\$ 73,000
Print Periodicals	\$ 29.99	\$ 5,863.69	97.73%	\$ 6,000
Automated Subscriptions (databases)		\$ 8,727.72	89.06%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 9,755.60	\$ 54,366.35	72.49%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 2,242.11	\$ 12,839.31	71.33%	\$ 18,000
Total Library Materials	\$ 19,603.75	\$ 133,456.63	73.41%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 257.86	\$ 2,504.86	62.62%	\$ 4,000
Library Supplies	\$ 204.97	\$ 2,821.15	51.29%	\$ 5,500
Copy And Printing Supplies	\$ 173.76	\$ 1,274.34	63.72%	\$ 2,000
Misc Expenses	\$ 98.85	\$ 693.87	27.75%	\$ 2,500
Total Office Supplies	\$ 735.44	\$ 7,294.22	52.10%	\$ 14,000
Total Library Materials & Supplies	\$ 20,339.19	\$ 140,750.85	71.89%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ -	\$ 3,067.23	30.67%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 32.94	\$ 2,723.16	60.51%	\$ 4,500
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Facility Services

Insurance	\$ 15,606.69	\$ 16,291.69	81.46%	\$ 20,000
Maintenance and Custodial Service	\$ 4,498.49	\$ 49,573.32	70.82%	\$ 70,000
Water	\$ -	\$ 2,209.40	110.47%	\$ 2,000
Natural Gas	\$ 2,279.83	\$ 18,568.25	206.31%	\$ 9,000
Copier Maintenance and Usage	\$ -	\$ 1,026.49	39.48%	\$ 2,600
Total Facility Services	\$ 22,385.01	\$ 87,669.15	84.62%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 852.93	12.18%	\$ 7,000
Technology Misc.	\$ -	\$ 1,490.17	33.11%	\$ 4,500
Total Equipment & Furniture	\$ -	\$ 2,343.10	20.37%	\$ 11,500

Total Facilities Management	\$ 22,417.95	\$ 92,735.41	77.54%	\$ 119,600
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Total Operating Expenses	\$ 125,007.61	\$ 962,370.00	66.65%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 125,007.61	\$ 962,370.00	64.63%	\$ 1,489,000
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Total Income	\$ 306,321.40	\$ 721,791.47	48.47%	\$ 1,489,000
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Prepared 2.15.23

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

AMAZON

Date	Transaction Type	Memo/Description	Amount
01/03/2023	Bill Payment (Check)		-830.17
12/27/2022	Bill	Winter reading prizes	384.18
12/27/2022	Bill	Guesstimation jar prizes	20.98
12/28/2022	Bill	PHOTO PRINTER/PAPER FOR MIDDLE SCHOOL/CHILDRENS	140.99
12/28/2022	Bill	CRAFTERNOON SUPPLIES	21.71
12/28/2022	Bill	CRAFT SUPPLIES	20.87
12/28/2022	Bill	SPACE HEATER	29.95
12/28/2022	Bill	FABRIC SCISSORS	19.80
12/28/2022	Bill	ZIP TIES FOR KIT BAGS	17.09
12/29/2022	Bill	MIDDLE SCHOOL MAKER SUPPIES	24.99
12/29/2022	Bill	WINTER READING PRIZES	26.14
12/29/2022	Bill	NOON YEAR'S EVE SUPPLIES STAFF WINTER READING	55.95
01/03/2023	Bill	PROGRAM	35.00
01/03/2023	Bill	PHOTO PAPER FOR CHILDREN AND MIDDLE SCHOOL PROGRAMS	29.99
12/27/2022	Bill	WINTER READING PRIZES	2.53
01/11/2023	Bill Payment (Check)		-208.63
01/05/2023	Bill	WHITE BOARD AND SUPPLIES FOR STAFF ROOM	48.96
01/05/2023	Bill	ZIP-LOC BAGS	7.90

01/05/2023	Bill	CHARGER FOR CIRCULATING PORTABLE DVD PLAYER	13.98
01/09/2023	Bill	CHARGER FOR CIRCULATING DVD PLAYER	12.99
01/11/2023	Bill	RIVER ROCKS FOR CRAFTING ENGINEERING AND MISC.	27.98
01/11/2023	Bill	PROGRAM SUPPLIES	96.82
01/24/2023	Bill Payment (Check)		-953.77
01/22/2023	Bill	VIDEO GAMES JUNIOR JUSTICE LEAGUE CARE KIT SUPPLIES	348.77
01/18/2023	Bill		158.86
01/18/2023	Bill	WINTER READING PRIZES, STORY STRETCHERS MATERIALS	43.23
01/18/2023	Bill	GUESSTIMATION JAR PRIZE, CRAFT SUPPLIES	94.75
01/18/2023	Bill	BOOKS BUBBLE MACHINE, POP-IN PROJECT MATERIALS, TOY REPLACEMENTS	31.23
01/18/2023	Bill		174.00
01/18/2023	Bill	BOOK MIDDLE SCHOOL MAKERS SUPPLIES	5.99
01/17/2023	Bill		19.98
01/17/2023	Bill	STAFF ROOM WHITE BOARD IPHONE CHARGER FOR PATRON USE	27.58
01/13/2023	Bill		12.99
01/13/2023	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	78.75
01/24/2023	Vendor Credit	CREDIT FOR BROKEN CHARGER	-13.98
01/19/2023	Vendor Credit	CREDIT FOR WRONG ITEM SENT	-28.38
01/31/2023	Bill Payment (Check)		-595.44
01/30/2023	Bill	VIDEO GAMES PATRON COUNT CLICKER FOR ATS	376.83
01/30/2023	Bill		13.89

01/24/2023	Bill	D BATTERIES FOR FIREPLACE	29.98
01/24/2023	Bill	FEBRUARY GUESSTIMATION JAR	77.94
01/24/2023	Bill	POP-IN PROJECT MATERIALS	43.17
01/27/2023	Bill	COFFEE FILTERS FOR PROJECT	6.66
01/24/2023	Bill	GUESSTIMATION JAR SUPPLIES	46.97

**ANDERSON
ELEVATOR COMPANY**

01/11/2023	Bill Payment (Check)		-205.00
01/05/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	205.00

ANDERTOONS, LLC.

01/11/2023	Bill Payment (Check)		-300.00
01/10/2023	Bill	ANDERTOONS CARTOONING CLASS	300.00

**Arthur J. Gallagher &
Co.**

01/11/2023	Bill Payment (Check)		-1,764.00
01/09/2023	Bill	WORKERS COMP INSURANCE 2023	1,764.00

**BAKER & TAYLOR
C0260133**

01/11/2023	Bill Payment (Check)		-17.18
01/05/2023	Bill	BOOK	17.18
01/24/2023	Bill Payment (Check)		-25.28
01/16/2023	Bill	BOOK	25.28

**BUCKETOWN
PRODUCTIONS LLC**

01/11/2023	Bill Payment (Check)		-150.00
01/09/2023	Bill	IF THE WALLS COULD TALK SPEAKER PRESENTATION 1/15/23	150.00

Cardmember Service

01/24/2023	Bill Payment (Check)		-1,149.89
01/22/2023	Bill	MONTHLY CREDIT CARD BILL	1,149.89

CleanNet of Illinois

01/11/2023	Bill Payment (Check)		-1,346.44
01/04/2023	Bill	MONTHLY CLEANING (MINUS CREDIT)	1,346.44
01/31/2023	Bill Payment (Check)		-1,344.45
02/01/2023	Bill	MONTHLY CLEANING	1,344.45

Comcast

01/03/2023	Bill Payment (Check)		-323.54
01/03/2023	Bill	JANUARY 2023 INTERNET BILL	323.54
01/31/2023	Bill Payment (Check)		-323.88
02/01/2023	Bill	INTERNET BILL/FEBRUARY 2023	323.88

Comcast VoiceEdge

01/11/2023	Bill Payment (Check)		-322.44
01/11/2023	Bill	MONTHLY PHONE BILL	322.44

DEMCO, INC.

01/24/2023	Bill Payment (Check)		-100.49
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01/18/2023	Bill	TECH SERVICES PROCESSING MATERIALS	100.49
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Done By Tone

01/24/2023	Bill Payment (Check)		-325.00
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12/22/2022	Bill	SNOW REMOVAL	325.00
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01/31/2023	Bill Payment (Check)		-325.00
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01/25/2023	Bill	SNOW REMOVAL	325.00
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EZMail Services

01/11/2023	Bill Payment (Check)		-100.00
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01/09/2023	Bill	BOOKPLATE DISTRIBUTION/MAILING	100.00
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Hoopla

01/11/2023	Bill Payment (Check)		-2,051.49
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01/05/2023	Bill	DECEMBER CHECKOUTS	2,051.49
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ILA

01/24/2023	Bill Payment (Check)		-225.00
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12/22/2022	Bill	INSTITUTIONAL MEMBERSHIP RENEWAL	225.00
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**Ingram Library
Services**

01/03/2023	Bill Payment (Check)		-2,666.91
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12/28/2022	Bill	BOOK	14.81
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12/28/2022	Bill	BOOKS	25.32
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12/28/2022	Bill	BOOKS	70.60
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12/28/2022	Bill	BOOKS	30.37
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12/28/2022	Bill	BOOK	14.09
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12/28/2022	Bill	BOOKS	55.39
12/28/2022	Bill	BOOK	10.68
12/28/2022	Bill	BOOK	10.68
12/28/2022	Bill	BOOK	17.47
12/28/2022	Bill	BOOKS	72.12
12/28/2022	Bill	BOOK	14.25
12/28/2022	Bill	BOOK	15.34
12/28/2022	Bill	BOOKS	119.13
12/28/2022	Bill	BOOK	7.78
12/28/2022	Bill	BOOKS	171.42
12/28/2022	Bill	BOOKS	53.06
12/28/2022	Bill	BOOKS	34.94
12/28/2022	Bill	BOOK	16.48
12/28/2022	Bill	BOOK	8.11
12/28/2022	Bill	BOOKS	73.42
12/28/2022	Bill	BOOK	18.60
12/28/2022	Bill	BOOK	18.03
12/28/2022	Bill	BOOK	21.32
12/28/2022	Bill	BOOKS	34.94
12/28/2022	Bill	BOOK	18.03
12/28/2022	Bill	BOOKS	177.76
12/29/2022	Bill	BOOK	21.03

12/29/2022	Bill	BOOK	17.46
12/29/2022	Bill	BOOKS	31.55
12/29/2022	Bill	BOOK	11.81
12/29/2022	Bill	BOOK	9.55
12/29/2022	Bill	BOOKS	191.09
12/29/2022	Bill	BOOKS	285.51
12/29/2022	Bill	BOOK	20.38
12/29/2022	Bill	BOOK	13.30
12/29/2022	Bill	BOOK	13.78
12/29/2022	Bill	BOOK	11.99
12/29/2022	Bill	BOOK	31.04
12/29/2022	Bill	BOOKS	17.62
12/29/2022	Bill	BOOK	19.04
12/29/2022	Bill	BOOKS	147.82
12/29/2022	Bill	BOOKS	65.05
12/29/2022	Bill	BOOKS	63.39
12/29/2022	Bill	BOOK	11.71
12/29/2022	Bill	BOOK	16.45
12/29/2022	Bill	BOOK	12.29
12/29/2022	Bill	BOOK	11.95
12/29/2022	Bill	BOOK	7.78
12/29/2022	Bill	BOOKS	119.37

12/29/2022	Bill	BOOKS	37.88
12/29/2022	Bill	BOOKS	100.66
01/03/2023	Bill	BOOK	21.04
01/03/2023	Bill	BOOKS	103.35
01/03/2023	Bill	BOOK	17.89
01/03/2023	Bill	BOOKS	24.76
01/03/2023	Bill	BOOKS	36.81
01/03/2023	Bill	BOOK	11.48
01/03/2023	Bill	BOOKS	37.94
01/11/2023	Bill Payment (Check)		-1,128.33
01/04/2023	Bill	BOOKS	41.83
01/04/2023	Bill	BOOKS	87.78
01/05/2023	Bill	BOOKS	120.15
01/05/2023	Bill	BOOKS	32.30
01/05/2023	Bill	BOOK	17.46
01/05/2023	Bill	BOOK	18.60
01/05/2023	Bill	BOOKS	32.68
01/05/2023	Bill	BOOKS	42.86
01/05/2023	Bill	BOOKS	153.61
01/09/2023	Bill	BOOK	9.73
01/09/2023	Bill	BOOK	9.89
01/09/2023	Bill	BOOKS	82.27

01/09/2023	Bill	BOOK	14.69
01/09/2023	Bill	BOOK	12.94
01/09/2023	Bill	BOOKS	54.67
01/09/2023	Bill	BOOK	21.92
01/09/2023	Bill	BOOK	18.60
01/09/2023	Bill	BOOK	21.85
01/09/2023	Bill	BOOK	8.38
01/10/2023	Bill	BOOKS	75.70
01/10/2023	Bill	BOOK	19.73
01/10/2023	Bill	BOOK	21.32
01/10/2023	Bill	BOOK	13.65
01/10/2023	Bill	BOOK	13.51
01/10/2023	Bill	BOOK	14.69
01/10/2023	Bill	BOOK	8.11
01/10/2023	Bill	BOOK	24.99
01/10/2023	Bill	BOOK	21.99
01/10/2023	Bill	BOOK	14.25
01/10/2023	Bill	BOOKS	24.76
01/10/2023	Bill	BOOKS	73.42
01/24/2023	Bill Payment (Check)		-1,867.12
01/12/2023	Bill	BOOK	16.69
01/12/2023	Bill	BOOK	13.76

01/12/2023	Bill	BOOK	18.56
01/13/2023	Bill	BOOKS	50.25
01/13/2023	Bill	BOOK	12.38
01/13/2023	Bill	BOOKS	33.38
01/13/2023	Bill	BOOKS	35.50
01/13/2023	Bill	BOOK	11.81
01/13/2023	Bill	BOOKS	89.84
01/13/2023	Bill	BOOK	17.84
01/16/2023	Bill	BOOK	19.91
01/16/2023	Bill	BOOK	16.34
01/16/2023	Bill	BOOK	17.47
01/16/2023	Bill	BOOKS	32.20
01/16/2023	Bill	BOOKS	35.50
01/16/2023	Bill	BOOK	17.46
01/16/2023	Bill	BOOK	17.46
01/16/2023	Bill	BOOKS	34.90
01/16/2023	Bill	BOOK	15.31
01/16/2023	Bill	BOOK	14.72
01/16/2023	Bill	BOOK	8.11
01/16/2023	Bill	BOOK	9.16
01/16/2023	Bill	BOOKS	57.56
01/18/2023	Bill	BOOKS	29.80

01/18/2023	Bill	BOOKS	33.52
01/18/2023	Bill	BOOK	11.06
01/18/2023	Bill	BOOK	18.41
01/18/2023	Bill	BOOK	16.12
01/18/2023	Bill	BOOKS	24.54
01/19/2023	Bill	BOOK	14.81
01/19/2023	Bill	BOOKS	25.85
01/19/2023	Bill	BOOKS	33.81
01/19/2023	Bill	BOOKS	38.90
01/19/2023	Bill	BOOK	19.51
01/19/2023	Bill	BOOKS	188.13
01/19/2023	Bill	BOOKS	23.34
01/20/2023	Bill	BOOKS	111.48
01/20/2023	Bill	BOOKS	81.11
01/20/2023	Bill	BOOKS	23.34
01/11/2023	Bill	BOOKS	37.37
01/11/2023	Bill	BOOK	17.47
01/11/2023	Bill	BOOK	24.25
01/11/2023	Bill	BOOK	7.78
01/12/2023	Bill	BOOK	10.29
01/12/2023	Bill	BOOKS	230.92
01/12/2023	Bill	BOOK	13.49

01/12/2023	Bill	BOOK	6.31
01/12/2023	Bill	BOOKS	29.00
01/12/2023	Bill	BOOKS	29.91
01/12/2023	Bill	BOOK	18.96
01/12/2023	Bill	BOOK	17.58
01/12/2023	Bill	BOOK	11.39
01/12/2023	Bill	BOOKS	45.94
01/12/2023	Bill	BOOKS	65.24
01/12/2023	Bill	BOOK	11.38
01/31/2023	Bill Payment (Check)		-1,834.01
01/25/2023	Bill	BOOKS/ PARTIAL ORDER INVOICE #62871844	89.75
01/26/2023	Bill	BOOKS	34.52
01/26/2023	Bill	BOOK	12.38
01/26/2023	Bill	BOOK	30.54
01/26/2023	Bill	BOOK	15.91
01/26/2023	Bill	BOOKS	96.43
01/26/2023	Bill	BOOKS	11.71
01/26/2023	Bill	BOOK	8.38
01/26/2023	Bill	BOOKS	28.78
01/26/2023	Bill	BOOKS	63.42
01/26/2023	Bill	BOOKS	24.75
01/26/2023	Bill	BOOKS	45.27

01/26/2023	Bill	BOOKS	19.50
01/26/2023	Bill	BOOK	7.78
01/26/2023	Bill	BOOKS	70.23
01/26/2023	Bill	BOOKS	34.92
01/26/2023	Bill	BOOK	47.24
01/26/2023	Bill	BOOK	14.08
01/26/2023	Bill	BOOK	17.89
01/26/2023	Bill	BOOKS	36.15
01/26/2023	Bill	BOOK	17.27
01/26/2023	Bill	BOOKS	63.55
01/26/2023	Bill	BOOK	12.38
01/26/2023	Bill	BOOKS	32.08
01/26/2023	Bill	BOOKS	25.88
01/23/2023	Bill	BOOKS	128.11
		BOOK CREDIT FOR INVOICE	
		#62871842 AND PARTIAL INVOICE	
01/25/2023	Vendor Credit	#62871844	-84.64
01/23/2023	Bill	BOOK	18.01
01/23/2023	Bill	BOOKS	117.25
01/23/2023	Bill	BOOKS	36.64
01/23/2023	Bill	BOOKS	35.51
01/23/2023	Bill	BOOK	16.90
01/24/2023	Bill	BOOKS	46.32
01/24/2023	Bill	BOOKS	32.10

01/24/2023	Bill	BOOK	18.04
01/24/2023	Bill	BOOK	13.51
01/24/2023	Bill	BOOK	16.31
01/24/2023	Bill	BOOK	15.91
01/24/2023	Bill	BOOK	18.01
01/24/2023	Bill	BOOK	16.88
01/24/2023	Bill	BOOK	10.12
01/24/2023	Bill	BOOKS	518.24

Kanopy

01/11/2023	Bill Payment (Check)		-356.25
01/05/2023	Bill	DECEMBER CHECKOUTS	356.25

**Konica Minolta
Premier Finance**

01/03/2023	Bill Payment (Check)		-510.47
01/03/2023	Bill	TWO MONTHS COPIER LEASE/ LATE CHARGES WAIVED	510.47
01/31/2023	Bill Payment (Check)		-216.10
01/25/2023	Bill	MONTHLY COPIER LEASE/	216.10

**LAUTERBACH &
AMEN, LLP**

01/11/2023	Bill Payment (Check)		-2,000.00
01/04/2023	Bill	AUDIT SERVICES	2,000.00

LIRA

01/11/2023	Bill Payment (Check)		-13,842.69
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01/09/2023	Bill	PROPERTY/CASUALTY INSURANCE DEC22 - DEC23	13,842.69
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Mid-America Graphics

01/03/2023	Bill Payment (Check)		-2,057.00
12/29/2022	Bill	BOOKPLATE PRINTING FEE	2,057.00

MIDWEST TAPE

01/03/2023	Bill Payment (Check)		-429.53
12/28/2022	Bill	DVDS	65.56
12/28/2022	Bill	BLU-RAY/DVD	34.62
12/28/2022	Bill	DVD	22.93
12/28/2022	Bill	BLU-RAY/DVD	37.62
12/28/2022	Bill	AUDIOBOOK CD	42.98
12/28/2022	Bill	AUDIOBOOK CDS	80.96
12/28/2022	Bill	AUDIOBOOK CD	32.98
12/28/2022	Bill	BLU-RAY/DVD	34.62
12/28/2022	Bill	DVDS	77.26
01/11/2023	Bill Payment (Check)		-434.92
01/09/2023	Bill	AUDIOBOOK CDS	95.96
01/04/2023	Bill	DVDS	106.87
01/04/2023	Bill	DVDS	62.04
01/04/2023	Bill	BLU-RAY	38.37
01/09/2023	Bill	DVDS	131.68
01/24/2023	Bill Payment (Check)		-582.81

01/19/2023	Bill	AUDIOBOOK CDS	171.92
01/19/2023	Bill	DVD	11.68
01/12/2023	Bill	DVD	19.18
01/12/2023	Bill	AUDIOBOOK CD	42.98
01/12/2023	Bill	DVDS	45.86
01/12/2023	Bill	BLU-RAY	34.62
10/27/2022	Bill	BLU-RAY	34.18
10/27/2022	Bill	BLU-RAY	33.54
10/27/2022	Bill	DVD	26.79
10/27/2022	Bill	DVDS	127.88
10/13/2022	Bill	BLU-RAY	34.18
01/31/2023	Bill Payment (Check)		-52.16
01/26/2023	Bill	DVD	19.18
01/26/2023	Bill	AUDIOBOOK CD	32.98

Muraiti, Victoria

01/03/2023	Bill Payment (Check)		-25.40
12/29/2022	Bill	STAFF LAST DAY TREATS	25.40

NAYAX

01/24/2023	Bill Payment (Check)		-8.95
01/18/2023	Bill	CREDIT CARD READER SERVICE FEE	8.95

NICOR GAS

01/24/2023	Bill Payment (Check)		-2,279.83
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01/24/2023	Bill	GAS BILL	2,279.83
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**OAK PARK TOWNSHIP
YOUTH SERVICES**

01/24/2023	Bill Payment (Check)		-1,147.50
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01/24/2023	Bill	YOUTH ENGAGEMENT PROGRAM	1,147.50
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01/31/2023	Bill Payment (Check)		-57.50
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01/30/2023	Bill	REMAINING BALANCE DUE FROM 1-24-2023 PAYMENT/OCTOBER- DECEMBER 2022	57.50
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**OUTSOURCE
SOLUTIONS GROUP,
INC.**

01/03/2023	Bill Payment (Check)		-710.40
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12/27/2022	Bill	Firewall renewal	710.40
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01/24/2023	Bill Payment (Check)		-1,028.74
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01/18/2023	Bill	MONTHLY IT SUPPORT	1,028.74
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OverDrive

01/11/2023	Bill Payment (Check)		-3,602.33
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01/05/2023	Bill	5 EBOOKS/4 AUDIOBOOKS	459.84
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01/09/2023	Bill	2 EBOOKS 1 AUDIOBOOK	142.49
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01/09/2023	Bill	MEDIA ON DEMAND CONSORTIUM FEES	3,000.00
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01/24/2023	Bill Payment (Check)		-2,841.13
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01/13/2023	Bill	1 EBOOK	65.00
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01/13/2023	Bill	3 EBOOKS 1 AUDIOBOOK	198.49
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01/13/2023	Bill	17 EBOOKS, 9 AUDIOBOOKS 35 EBOOKS	900.11
01/13/2023	Bill	7 AUDIOBOOKS TEEN OVERDRIVE	747.79
01/13/2023	Bill	8 EBOOKS, 10 AUDIOBOOKS ADULT OVERDRIVE	879.25
01/17/2023	Bill	2 EBOOKS	50.49
01/31/2023	Bill Payment (Check)		-904.40
01/24/2023	Bill	30 EBOOKS/ 2 AUDIOBOOKS	887.45
01/24/2023	Bill	1 EBOOK	16.95

PeopleFacts

01/11/2023	Bill Payment (Check)		-120.82
01/04/2023	Bill	BACKGROUND CHECK	120.82

PROFESSIONAL IMAGE

01/31/2023	Bill Payment (Check)		-12.45
01/25/2023	Bill	EMPLOYEE NAME TAG	12.45

RAILS

01/31/2023	Bill Payment (Check)		-295.00
01/18/2023	Bill	SWANK MOVIE LICENSE FEE	295.00

Rhonda Fentry

01/11/2023	Bill Payment (Check)		-50.00
01/09/2023	Bill	MEDITATION SOUNDBATH 1/14/23	50.00

RUBINO ENGINEERING INC.

01/24/2023	Bill Payment (Check)		-4,594.00
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	01/13/2023	Bill	*CAPITAL EXPENSE MATERIALS TESTING	4,594.00
S & D Prime Maintenance, Inc.				
	01/03/2023	Bill Payment (Check)		-1,617.60
	12/27/2022	Bill	Monthly maintenance	952.60
	12/27/2022	Bill	Remaining balance on bathroom wall project	665.00
Staples				
	01/11/2023	Bill Payment (Check)		-426.71
	01/09/2023	Bill		426.71
SWAN				
	01/24/2023	Bill Payment (Check)		-6,341.75
	01/13/2023	Bill	QUARTERLY SWAN FEES	6,341.75
	01/31/2023	Bill Payment (Check)		-305.52
	01/25/2023	Bill	RB & ILL	305.52
VILLAGE OF RIVER FOREST				
	01/24/2023	Bill Payment (Check)		-4,244.57
	01/24/2023	Bill	January 2023 Health Insurance	4,244.57
Williams Architects				
	01/31/2023	Bill Payment (Check)		-1,260.00
	01/24/2023	Bill	*CAPITAL EXPENSE CONSTRUCTION ADMINISTRATION	1,260.00

Byline Credit Card January 2023

Date	Payee	Memo	Charge	Payment	Type	Account
01/29/2023	INTUIT ART CENTER	DONATION IN LIEU OF PRESENTATION FEE/OUTSIDER ART STAFF RECOGNITION GET TOGETHER (GOING AWAY	110.52		Expense	Adult Expenses:Programs - Adult
01/27/2023	Jewel Foods	GATHERING) SUMMER READING	28.99		Expense	Personnel:Staff Recognition (InService) Adult
01/24/2023	CSLP	MANUAL & ART MONTHLY	14.95		Expense	Expenses:Programs - Adult
01/22/2023	Cardmember Service	CREDIT CARD BILL		1,149.89	Bill	2000 Accounts Payable
01/19/2023	ALLIANZ	TRAVEL INSURANCE (AMTRAK) / ANNE KOWALSKI	9.00		Expense	Personnel:Staff Training and Development
01/19/2023	Amtrak	IYSI TRAIN TRAVEL/ANNE KOWALSKI	44.00		Expense	Personnel:Staff Training and Development
01/19/2023	MARRIOTT	HOTEL BOOKING IYSI CONFIRMATION #75918654	155.68		Expense	Personnel:Staff Training and Development
01/19/2023	ILA	IYSI TICKET/ANNE KOWALSKI	225.00		Expense	Personnel:Staff Training and Development
01/13/2023	Walmart	CHILDREN'S EXPENSES:PROGRAMS - CHILDREN'S FAMILY FUN BAG ITEMS	35.40		Expense	Children's Expenses:Programs - Children's
01/10/2023	FLOWERS FOR DREAMS	STAFF FLOWERS SENT MONTHLY	70.64		Expense	Personnel:Staff Recognition (InService) Adult
01/10/2023	WALL STREET JOURNAL	CHARGE FOR WSJ MONTHLY	29.99		Expense	Expenses:Periodicals - Adult
01/10/2023	Stamps.com	STAMPS.COM FEE	17.99		Expense	Support Services:Postage
01/09/2023	ScreenCloud	LOBBY DISPLAY APP SUBSCRIPTION	15.30		Expense	Marketing:Advertisement

01/09/2023	META	FACEBOOK AD	5.00	Expense	Marketing:Advertisement
		COFFEE AND SCONES FOR COFFEE			Adult Expenses:Programs -
01/09/2023	PANERA BREAD	MONDAY	31.69	Expense	Adult Children's Expenses:Programs -
		NOON YEAR'S EVE FOOD AND DRINK			Children's Children's Expenses:Programs -
01/03/2023	JEWEL FOODS		54.44	Expense	Children's Children's Expenses:Programs -
	Geppetto's Toy Box	GIFT CARD	25.00	Expense	Children's

River Forest Public Library

Balance Sheet

As of January 31st, 2023

Prepared 2.15.23

ASSETS

				<u>1/31/2023</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		869,527.99
Byline Operations	805669201	0.40%		25,245.95
Petty Cash				40.00
TOTAL Operations Current				894,813.94
<u>Maturity Date</u>	Long-Term CDARS Reserves	Interest Rate		
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,839.67
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	66,028.91
TOTAL CDARS Reserves				133,868.58
TOTAL OPERATIONS ACCOUNT				1,028,682.52
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%		409,915.97
Byline Capital	805669202	0.40%		92,888.94
TOTAL CAPITAL ACCOUNT				502,804.91
TOTAL CURRENT CHECKING/SAVINGS				1,531,487.43
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				2,232,186.84
TOTAL ASSETS				2,232,186.84
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				1,942.09
Total Credit Cards				1,942.09
Accrued Salaries				42,512.72
Total Current Liabilities				44,454.81
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				714,905.13
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-136,725.20
Total Equity				1,517,281.71
TOTAL LIABILITIES & EQUITY				2,232,186.84



River Forest Public Library -Capital Reserve Fund
Jan-23
Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	499,915.97
Byline Capital Checking	\$	<u>4,148.94</u>
Total Capital Reserve Fund	\$	504,064.91

Expenses

Williams Architects	1/9/2023	\$	1,260.00
Rubino Engineering	1/30/2023	\$	4,594.00

Income

Interest	1/31/2023	\$	215.17
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Prepared: 2/15/2023

I. Employment

A. Pre-Employment Guidelines

1. The Director is responsible for approving the employment of all staff members. Applicants are considered based on qualifications for an available position relative to experience, training, knowledge, and abilities.
2. All qualified applicants for employment will be considered regardless of race, color, religion, age, sex (including pregnancy and related medical conditions, sexual orientation, gender identity, and gender expression), national origin, or disability in accordance with the requirements of federal and state laws.
3. United States citizenship is not a requirement for RFPL employment.
4. All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the Fair Credit Reporting Act and any applicable state laws.
5. Any applicant who provides false, misleading, or willfully deceptive information on their job application, resume, or during an interview will not receive further consideration for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline that may include termination.
6. Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during their term of service. An immediate family member is defined as a spouse, partner, parent, child, step-child, or sibling.

B. Employment Guidelines

In accordance with state law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Any form of employment other than on an "at will" basis must be in writing and approved by the Board.

1. Compliance

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Employment Eligibility Verification form (Form I-9) for each employee that shall be kept as part of its permanent personnel records. New employees will provide RFPL with a completed Form I-9 prior to employment.

RFPL complies with federal and state labor laws.

2. Performance Reviews

Performance reviews are part of the permanent record of the employee in RFPL's personnel records and will be considered in determining wage increases, promotions, disciplinary action, and dismissal.

The Director and Managers will conduct formal performance reviews of their direct reports on an annual basis. The Director may amend any review.

3. Raises

Employees are eligible for merit raises. Managers may recommend to the Director that an employee receive a merit raise. The Director makes the final decision on raises.

4. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may inspect their personnel record up to two times per year and receive copies of the contents. If an employee disagrees with information in the file, they can request a correction, and if no correction is made, they can submit written objections to the Director, with a request that these written objections be added to the file.

5. Drugs and Alcohol

The use, distribution, or possession of drugs (other than as directed by a qualified medical professional and excluding over-the-counter medication) by any RFPL employee during working hours or while on RFPL property is prohibited and is a dischargeable offense. Notwithstanding the foregoing, an employee may not use, distribute, or possess "cannabis" (as defined under state law) during working hours or while on RFPL property even under the direction of a qualified medical professional. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The use or distribution of alcohol by any RFPL employee during working hours or while on RFPL property is prohibited and is a dischargeable offense.

Employees will not be permitted to work while under the influence of alcohol or drugs unless such drugs: (1) either are taken as directed by a qualified medical professional or are over-the-counter medication, and (2) do not impair the employee's ability to perform their job. If an employee is suspected of being under the influence of alcohol or drugs during working hours or while on RFPL property in violation of this policy, their Manager

will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees found using alcohol or drugs in violation of this policy will be subject to disciplinary action that may include termination.

Drug or alcohol use outside of working hours which could adversely affect an employee's job performance, jeopardize workplace safety, or adversely affect the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action that may include termination.

Employees who are arrested for the use, distribution, or possession of drugs or alcohol outside of working hours, or for any offense related to the use, distribution, or possession of any such substance, may be considered in violation of this policy. Employees are required to notify the Director within five days of their arrest. If the Director is arrested for any such offense, the Director is required to notify the Board within five days of their arrest. In deciding what disciplinary action to take in response to any such arrest, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.

Employees who wish to report another employee's violation of this policy should contact their Manager, or in the case of a suspected Director violation, a member of the Board. RFPL will make a reasonable, good faith effort to protect the anonymity of the reporting employee.

RFPL will assist and support employees who voluntarily seek help for a substance abuse problem as provided under its policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leave of absence where available, referred to treatment providers, and otherwise accommodated as required by law.

6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve. In addition, at the July Board meeting, the Director will provide to the Trustees a list of the planned holiday closing dates for the ensuing calendar year.

I. Employment

A. Pre-Employment Guidelines

1. The Director is responsible for approving the employment of all staff members. Applicants are considered based on qualifications for an available position relative to experience, training, knowledge, and abilities.
2. All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, (including pregnancy and related medical conditions, sexual orientation, gender identity, and gender expression), national origin, or disability, ~~or sexual orientation,~~ in accordance with the legal requirements of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972 federal and state laws.
3. United States citizenship is not a requirement for RFPL employment.
4. All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, RFPL will obtain the applicant's consent and will comply with the ~~Federal Fair Credit Report Reporting Act (FCRA)~~ and any applicable ~~Illinois~~ state laws.
5. Any applicant who provides false, misleading, or willfully deceptive information on their job application, resume, or during an interview will not be considered receive further consideration for employment. Any employee who provided false information that is discovered after employment begins is subject to discipline that may include discharge termination.
6. Neither a Trustee nor an immediate family member of a Trustee will be hired by RFPL during their term of service. An immediate family member is defined as a spouse, partner, parent, child, step-child, or sibling.

B. Employment Guidelines

In accordance with ~~Illinois State Law~~ state law, employment with RFPL is on an "at will" basis. This allows employment to be terminated at any time by either the employee or RFPL with or without cause. Any form of employment, other than on an "at will" basis, must be in writing and approved by the Board.

1. Compliance

RFPL complies with the requirements of federal immigration law. RFPL shall have a properly completed Employment Eligibility Verification form (Form I-9) for each employee that shall be kept as ~~a~~ its permanent personnel records. New employees will ~~file Employment Eligibility Verification (provide RFPL with a completed~~ Form I-9) prior to employment.

RFPL complies with federal and state labor laws.

2. Drug and Alcohol Use Policy

The use, sale, distribution, or possession of narcotics, drugs (other than as directed by a physician), qualified medical professional and excluding over-the-counter medication) by any RFPL employee during working hours or controlled substances while on the job or on RFPL property is prohibited and is a dischargeable offense. Notwithstanding the foregoing, an employee may not use, distribute, or possess "cannabis" (as defined under state law) during working hours or while on RFPL property even under the direction of a qualified medical professional. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The use or distribution or consumption of alcoholic beverages alcohol by any RFPL employee is prohibited during working hours. The possession, distribution, or consumption of cannabis by any while on RFPL employee property is prohibited during working hours, and is a dischargeable offense.

Employees will not be permitted to work while under the influence of drugs, alcohol, or cannabis. Individuals found using drugs, alcohol, or drugs unless such drugs: (1) either are taken as directed by a qualified medical professional or cannabis are over the counter medication, and (2) do not impair the employee's ability to perform their job. If an employee is suspected of being under the influence of alcohol or drugs during working hours or while on RFPL property in violation of this policy, their Manager will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees found using alcohol or drugs in violation of this policy will be subject to disciplinary action that may include termination.

Off the job drug, Drug or alcohol, or cannabis use, outside of working hours which could adversely affect an employee's job performance, jeopardize workplace safety, or adversely affect the public trust in the ability of RFPL to carry out its responsibilities, is also cause for disciplinary action that may include termination.

If an individual is suspected of being under the influence of drugs (other than as directed by a physician), alcohol, or cannabis while on the job, their manager will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees who wish to report other employees' drug, alcohol, or cannabis use in violation of this policy should contact their Manager. RFPL will make a reasonable good faith effort to protect anonymity.

Employees who are arrested for the use, distribution, or possession of drugs, or alcohol outside of working hours, or cannabis while off the job for any offense related to the use, distribution, or possession of any such substance,

~~may be considered in violation of this policy. Employees are required to notify the Director within five days of any their arrest in connection with the unlawful use, sale, or possession of drugs, alcohol, or cannabis. If the Director faces is arrested for any such arrest offense, the Director is required to notify the Board within five days of their arrest. In deciding what disciplinary action to take in response to any such arrest, RFPL will take into consideration the nature of the charges, the employee's present assignment and record with RFPL, and the impact of the employee's arrest on RFPL's reputation and operations.~~

~~Employees who wish to report another employee's violation of this policy should contact their Manager, or in the case of a suspected Director violation, a member of the Board. RFPL will make a reasonable, good faith effort to protect the anonymity of the reporting employee.~~

~~RFPL will assist and support employees who voluntarily seek help for drug, alcohol, or cannabis problems. a substance abuse problem as provided under its policies. Employees who seek such assistance will be allowed to use accrued paid time off, be placed on leave of absence, where available, referred to treatment providers, or and otherwise accommodated as required by law.~~

3.2. Performance Reviews

~~Managers will conduct formal performance evaluations reviews on an annual basis. The Director may amend an evaluation.~~

Performance reviews are part of the permanent record of the employee in RFPL's personnel records and will be considered ~~as part of proposed or recommended personnel transactions including in determining~~ wage increases, promotions, disciplinary action, and dismissal.

The Director and managers will conduct formal performance reviews of their direct reports on an annual basis. The Director may amend any review.

4.3. Raises

Employees are eligible for merit raises. ~~Raises are recommended by Managers and are approved by~~ may recommend to the Director, that an employee receive a merit raise. The Director makes the final decision on raises.

5.4. Personnel Records

Personnel records are retained by RFPL to document employment history. These confidential files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. An employee may ~~request to inspect their personnel record~~ own files file up to two times per year and receive copies of the contents. If an employee disagrees with

something in information in their file, they can request a correction, and if no correction is made, they can submit written objections to the Director, with a request that these written objections be added to their file.

5. Drugs and Alcohol

The use, distribution, or possession of drugs (other than as directed by a qualified medical professional and excluding over-the-counter medication) by any RFPL employee during working hours or while on RFPL property is prohibited and is a dischargeable offense. Notwithstanding the foregoing, an employee may not use, distribute, or possess “cannabis” (as defined under state law) during working hours or while on RFPL property even under the direction of a qualified medical professional. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The use or distribution of alcohol by any RFPL employee during working hours or while on RFPL property is prohibited and is a dischargeable offense.

Employees will not be permitted to work while under the influence of alcohol or drugs unless such drugs: (1) either are taken as directed by a qualified medical professional or are over-the-counter medication, and (2) do not impair the employee’s ability to perform their job. If an employee is suspected of being under the influence of alcohol or drugs during working hours or while on RFPL property in violation of this policy, their Manager will follow steps outlined in the RFPL reasonable suspicion checklist procedure. Employees found using alcohol or drugs in violation of this policy will be subject to disciplinary action that may include termination.

Drug or alcohol use outside of working hours which could adversely affect an employee’s job performance, jeopardize workplace safety, or adversely affect the public trust in the ability of RFPL to carry out its responsibilities is also cause for disciplinary action that may include termination.

Employees who are arrested for the use, distribution, or possession of drugs or alcohol outside of working hours, or for any offense related to the use, distribution, or possession of any such substance, may be considered in violation of this policy. Employees are required to notify the Director within five days of their arrest. If the Director is arrested for any such offense, the Director is required to notify the Board within five days of their arrest. In deciding what disciplinary action to take in response to any such arrest, RFPL will take into consideration the nature of the charges, the employee’s present assignment and record with RFPL, and the impact of the employee’s arrest on RFPL’s reputation and operations.

Employees who wish to report another employee’s violation of this policy should contact their Manager, or in the case of a suspected Director violation, a member of the Board. RFPL will make a reasonable, good faith effort to protect the anonymity of the reporting employee.

RFPL will assist and support employees who voluntarily seek help for a substance abuse problem as provided under its policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leave of absence where available, referred to treatment providers, and otherwise accommodated as required by law.

6. Holidays

Holidays will be observed, and RFPL closed, on the following days:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RFPL will close at 5:00 PM on Thanksgiving Eve and New Year's Eve. In addition, at the July Board meeting, the Director will provide to the Trustees a list of the planned holiday closing dates for the ensuing calendar year.

Administration

Lauterbach & Amen (L&A) were in touch directly with the Village's auditing team in January to clarify calculations related to retirement and post-employment benefit reports. L&A completed an updated draft of the audit this February.

FastForward Libraries finalized the strategic plan document with changes discussed at the January regular board meeting. I presented the new plan at the February all-staff meeting, and we had an excellent discussion about the 5 strategic directions for RFPL. The staff planning team will meet in February to develop a process for implementing the strategic directions with an activity plan and evaluation framework.

Facility updates:

- Construction Solutions of Illinois completed the masonry enclosure for the new air handler in January. The air handler is ordered and expected to arrive in late March or early April. Interior work will begin at that time.
- Oak Brook Mechanical performed a regular inspection of the Library's HVAC system. They found the boiler and equipment to be operating properly.
- Anderson Elevator performed their annual elevator inspection.
- Cintas Fire Protection will be on-site in late February to inspect the Library's fire extinguishers.

Financial highlights:

- We received \$2,663 in property tax this February, bringing the total to \$653,823. The second tax installment is 45% of the annual tax bill, so we are on track in this revenue category at 46.2%.
- Newsletter expenses are over by 13% this year, at \$6,250, due to a rate increase by our vendor. We are done spending in this category for the fiscal year.

Key Performance Indicators Update

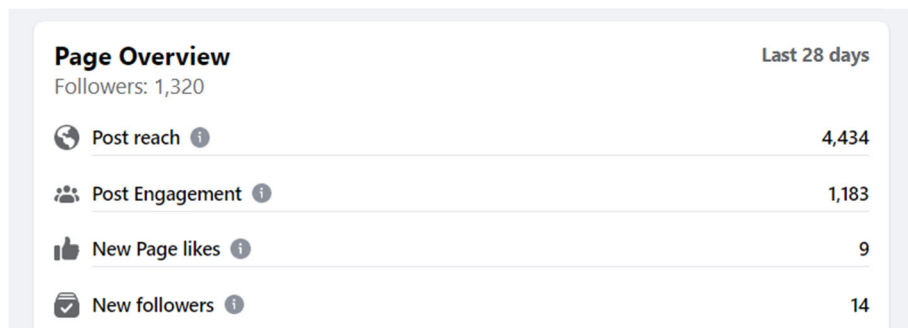
An overview of circulation, programming, and social media presence is below. A few notes on statistics:

- Program statistics include both active and passive programs for all ages.
- The total cardholders number fluctuates as SWAN regularly purges expired cardholders and some cardholders move and switch libraries.
- There is a new line for 'Children's Play Area Visits.' We discussed separating these numbers, which were previously included in the Programs for Children section as a part of passive programming.

Category	November 2022	December 2022	January 2023
Physical item circulation - initial checkouts	11,702	13,464	14,567
Digital item circulation	4,257	4,356	4,764
Total Circulation	17,072	17,820	19,331
Programs for Adults	13 programs 149 attendees	10 programs 89 attendees	11 programs 165 attendees

Programs Middle School aged children	10 programs 161 attendees	10 programs 147 attendees	12 programs 216 attendees
Programs for Children	31 programs 1134 attendees	25 programs 752 attendees	29 programs 1136 attendees
Children's Play Area Visits	1044	879	1040
New cardholders added	33	18	37
Total cardholders	8,584	8,595	8,597
Website sessions	5,612	6,200	6,918
Patron visits	6,981	5,825	8,793
Instagram Followers	1,315	1,319	1,323
Facebook Followers	1,374	1,376	1,320*

*Facebook revamped their platform and it is affecting our stats. While the analytics show that we had 14 new followers in January and no “unfollows”, the total followers is lower than last month. See chart:



Collection Updates & Notable Programs

Adult & Teen Services (ATS) was off to a strong start in 2023 with some excellent programs! This January we welcomed podcast hosts Todd Ganz & Stephani Young to discuss *True Crime: Tales from Edgewater Hospital*. There was a large crowd of 32 attendees, some of whom used to work at the hospital. Our long running film programs were a big hit this month. Film Lover Friday featured *Call Northside 777*, which was the first movie filmed on location in Chicago, with 17 attendees. Global Film Forum featured *A Man Called Ove*, with 20 attendees. Many of the attendees were from Arbor West Neighbors, a senior living community, whose residents used to frequent our programs before COVID. We are happy to see them back at the Library.

It was suggested at last month's Board meeting that we track how many students are using the Teen Space after school. We agreed that tracking usage would be helpful, and started tracking on Tuesday, February 1st. As of Thursday, February 9th, we counted 200 students! On Tuesday, February 7th we counted 49 students at one point, not including the 15 attending the Middle School Makers program. We are happy that the students enjoy the Library and will continue to track usage.

Children's and ATS collaborated for a K-8th grade program with Mark Anderson of Andertoons. Mr.

Anderson gave a cartooning workshop focusing on robots. We reached our program capacity with 50 attendees and had a great mix of kids and middle schoolers. It was a lot of fun and yielded some budding cartoon artists! We hope to have Mark back for another cartooning program soon.

Staff Training and Updates

Jose Cruz started as our new full-time Children's librarian in January. Jose was formerly at the Oak Park Public Library and brings a dedicated following with him. Jose knows many members of our community and has fit right in. Patrons love talking with him, many in Spanish. Jose is particularly excited about implementing more crossover children's/middle school programs this summer.

Brittany Burns, Children's Services Associate, had her last day at the library this January. Brittany left for her first librarian position, and we are so happy for her. Brittany's position has been posted.

We welcomed Albert Nastase as a Materials Services Associate this January.

Public Relations and Outreach

Fran Arnold, Marketing & PR Specialist, has been working to make new connections with organizations and artists for our Local Spotlight Display. This year, all three D90 schools participated with an art display. In May, Maywood Fine Arts Association will work with us for the first time, hopefully in conjunction with a performance, and in August, local artist Casey Jones will display her recycled bird art. We are hoping to tap into the talents our very own staff and do a staff art display in June.

Fran is also working on a custom tent order for use at outreach and library events.

Children's has been visiting the D90 elementary schools each month during the school year to do book talks for the 1st-4th grade classes. Children's takes a break from their regular programming the last week of each month to allow staff time to make these visits. Children's staff visit each school's library and present an assortment of age-appropriate books, which they talk up with hype akin to a movie preview! Kids love to come visit the library afterwards to check out these titles. They also love to see the staff that came to the school, and we often hear excited exclamations of: "I saw you at my school last week!"

The River Forest Police Department asked me to present at their quarterly safety meeting this January. I was happy to tell them about upcoming programs, our exciting construction news, and about our strategic plan. I stressed the central – and safe! - location of our beautiful library building, and how there is something for everyone at RFPL.

Committee Updates

Committee meeting minutes are included in the monthly Board packet, and meetings are noted rather than summarized below.

The Finance Committee met on February 6

The Policy Committee met on February 9

Respectfully submitted,

Emily Compton

February 17, 2023

**River Forest Public Library – DRAFT
Finance Committee Meeting
MINUTES
Monday, February 6th, 2023, at 2:30 PM**

Present: Committee members Cathy Ruggeri, Deborah Hill, and Tom Smedinghoff. RFPL Director Emily Compton, and Operations Manager Shannon Duffy.

Call to Order: Trustee Ruggeri called the meeting to order at 2:30pm.

Minutes: The September 22nd, 2022 minutes were approved with some minor formatting edits.

New Business

- A. FY2022-23 Amended Operating and Capital Budget Drafts
 - a. Director Compton presented amendments to the Operating and Capital Budgets. On the revenue side, the amount of Replacement Tax was increased to reflect the actual amount received to date. Expenditures were adjusted to increase the amount for natural gas and decrease the amount for insurance. She stated that expenditures for water will go over budget but not by enough to warrant an amendment.
 - b. Director Compton outlined amendments to the Capital Budget. Additional grant revenue and the amount of a bequest were added. The budget for technology was lowered to reflect actual costs. She also explained changes made for the Air Handler Relocation Project, including adding categories based on the schedule of work provided by Construction Solutions of Illinois.
 - i. The Committee members asked clarifying questions. The title of the “Revenue” section will be changed to “Revenues and Transfers” to more accurately describe non-revenue additions to the capital fund. Trustee Smedinghoff suggested noting that the HVAC expense line is not related to the air handler project.
 - ii. The draft amended Operating and Capital Budgets will be reviewed by the Board at its February meeting and voted on at its March meeting.
- B. FY2023-24 Operating and Capital Budget Drafts
 - a. Director Compton presented an estimate for FY2023-24’s property tax receipts based on past calculations.
 - b. Director Compton proposed a 5.9% increase in the total Personnel line which includes a 7% increase in Wages & Salaries.

- c. The proposed Capital Budget incorporates increases in expenditures for Technology and HVAC upgrades, as well as estimated costs for the next phase of the Mechanical Room Renovation Project.
- d. The amount of excess revenue over expenditures from FY2021-22 to be transferred to the capital fund will be based on the audit when finalized.
- e. Drafts of the proposed Operating and Capital Budgets for the next fiscal year will be considered by the Board at its February meeting.

Old Business

A. Audit update

- a. Director Compton reported that Lauterbach & Amen hoped to get a revised draft to the Library by the end of this week (February 10, 2023).

Next Meeting: February 16th at 11:00 am if the Finance Committee receives a copy of the draft audit prior to that date.

Adjournment

Trustee Ruggeri moved to adjourn the meeting at 3:24pm, seconded by President Hill.

River Forest Public Library – DRAFT
Policy Committee Meeting

MINUTES

Thursday, February 9th 2023 at 1:30 PM

Present: Committee members Deborah Hill, Cathy Ruggeri, Ann Berens, and Elan Long. RFPL Director Emily Compton and Adult & Teen Services Manager Shannon Gruber.

Call to Order: President Hill called the meeting to order at 1:30 pm.

Minutes : January 9th, 2023 meeting minutes were approved unanimously with edits.

1. Staff I. Employment
 - a. The Committee decided to change the order of topics under Employment Guidelines so that Drugs and Alcohol moved further down in the policy.
 - b. The Committee clarified under Performance Reviews that the Director and Managers will conduct formal performance reviews of their direct reports.
 - c. The Committee made changes under Personnel Records to reinforce that employee Personnel files belong to the Library, not to the employee.
 - d. Trustee Ruggeri reviewed federal and state laws regarding cannabis use, possession, and distribution in the workplace and how those laws informed the changes to the Drugs and Alcohol policy.
 - e. The Committee discussed whether the Library should be closed for additional federally observed holidays and whether closure decisions lie with the Director or necessitate Board approval.

Next Meeting: Thursday, April 20th at 2:30pm to discuss Oversight I. Board Responsibilities, Oversight II. Fiscal Accountability, and Oversight III. Investment of Public Funds.

Adjournment: Trustee Berens moved to adjourn the meeting at 2:40 PM. Trustee Ruggeri seconded.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 17, 2023

RE: FY2022-23 Amended Budget Drafts

Operating Budget

Minor amendments are an increase in Replacement Tax revenue and a decrease in Insurance expenditures to account for an increase in the Natural Gas expenditure line.

Capital Budget

Revenues

I added a line for 'Additional Transfers from Operating' to account for the \$100,000 bequest received this year. I also included the latest estimate of \$196,085 in excess revenues over expenditures from Lauterbach & Amen.

Expenditures

The most significant changes are to the *Air Handler Project* section.

- I recently received a pricing schedule from Construction Solutions of Illinois, itemizing the \$574,653 bid package by work type. Using this information, I updated the categories and expenditures in the amended budget. The pricing schedule and a detailed breakdown of the air handler project budget are attached for reference.
- I added a line for 'Air handler equipment and installation' because the pricing schedule includes both in one lump sum, rather than in two separate lines.
- I added a line for 'Air handler and room renovation combined expenses,' incorporating items such as performance and payment bonds, and bid package engineering fees.
- Just over \$11,000 is incorporated into the Air Handler Project budget for the remaining contingency allowance and further unexpected expenses.

River Forest Public Library Budget 2022-23			
General Fund for Operation		Budget 2022-23	Draft Amended Budget 2022-23
Revenues			
	Property Taxes	\$ 1,415,000	\$ 1,415,000
	Connections Program	\$ 9,500	\$ 9,500
	Replacement Tax	\$ 9,000	\$ 27,000
	Lost Books Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 3,000	\$ 3,000
	Rentals-Library Space	\$ -	\$ -
	Interest	\$ 4,800	\$ 4,800
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 500	\$ 500
	Illinois Per Capita Grant	\$ 17,000	\$ 17,000
	Grants, Other	\$ 1,500	\$ 1,500
	Liebner Fund Endowment Distribution	\$ 4,000	\$ 4,000
	Miscellaneous Income	\$ 1,200	\$ 1,200
	Total Revenues	\$ 1,489,000	\$ 1,507,000
Expenses			
Personnel			
	Wages & Salaries	\$ 760,000	\$ 760,000
	Medical Health Insurance Coverage	\$ 60,000	\$ 60,000
	IMRF	\$ 58,000	\$ 58,000
	FICA, Medicare	\$ 58,200	\$ 58,200
	Staff Recognition	\$ 3,000	\$ 3,000
	Membership Dues	\$ 4,000	\$ 4,000
	Staff Training and Development	\$ 9,000	\$ 9,000
	Total Personnel	\$ 952,200	\$ 952,200
		63.9%	63.2%
Printing and Advertising			
	Newsletter	\$ 5,500	\$ 5,500
	Advertisement	\$ 3,500	\$ 3,500
	Total Printing and Advertising	\$ 9,000	\$ 9,000
		0.6%	0.6%
Programming			
	Children's Programs	\$ 13,000	\$ 13,000
	Teen Programs	\$ 7,500	\$ 7,500
	Adult Programs	\$ 10,000	\$ 10,000
	Special Programs	\$ 3,000	\$ 3,000

	Connections Programs	\$	9,500	\$	9,500
	Total Programs	\$	43,000	\$	43,000
			2.9%		2.9%
	Total Advertising & Programming	\$	52,000	\$	52,000
			3.5%		3.5%
Support Services					
	ILL and RB Services	\$	500	\$	500
	Technical Support (IT)	\$	22,000	\$	22,000
	Automation - SWAN / RAILS and Website	\$	41,000	\$	41,000
	Consultant / Legal	\$	12,000	\$	12,000
	Postage & Delivery	\$	3,500	\$	3,500
	Audit	\$	10,000	\$	10,000
	Payroll and employment services	\$	4,200	\$	4,200
	Youth Interventionist Contract	\$	4,800	\$	4,800
	Telephone/Internet	\$	12,500	\$	12,500
	Trustee Training and Memberships	\$	900	\$	900
	Copy Machine Leases	\$	3,000	\$	3,000
	Total Other Support Servies	\$	114,400.00	\$	114,400.00
			7.7%		7.6%
Library Materials					
	Books	\$	73,000	\$	73,000
	Print Periodicals	\$	6,000	\$	6,000
	Automated Subscriptions (databases)	\$	9,800	\$	9,800
	Online E-content (MOD, Hoopla, Kanopy)	\$	75,000	\$	75,000
	In-House Audio Visual (DVD's, CD's, audioboc)	\$	18,000	\$	18,000
	Total Library Materials	\$	181,800	\$	181,800
			12.2%		12.1%
Materials and Supplies					
	Office Supplies	\$	4,000	\$	4,000
	Library Supplies	\$	5,500	\$	5,500
	Copy And Printing Supplies	\$	2,000	\$	2,000
	Misc Expenses	\$	2,500	\$	2,500
	Total Library and Office Supplies	\$	14,000	\$	14,000
			0.9%		0.9%
	Total Library Materials and Supplies	\$	195,800	\$	195,800
			13.6%		13.4%
	Strategic Initiatives	\$	10,000	\$	10,000
			0.7%		0.7%
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	4,500	\$	4,500
	Total Facility Supplies	\$	4,500	\$	4,500
			0.3%		0.3%
Facility Services					
	Insurance	\$	20,000	\$	19,000
	Maintenance and Custodial Services	\$	70,000	\$	70,000

	Water	\$	2,000	\$	2,000
	Natural Gas	\$	9,000	\$	28,000
	Copier Maintenance and Usage	\$	2,600	\$	2,600
	Total Facilities Services	\$	103,600	\$	121,600
			7.0%		8.0%
	Equipment & Furniture				
	Equipment & Furniture	\$	7,000	\$	7,000
	Technology Misc.	\$	4,500	\$	4,500
	Total Equipment and Furniture	\$	11,500	\$	11,500
			0.8%		0.8%
	Total Facilities Management	\$	119,600	\$	137,600
			8.0%		9.0%
	Total Operating Expenses	\$	1,444,000	\$	1,462,000
			97.0%		97.0%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$	45,000	\$	45,000
			3.0%		3.0%
	Total	\$	1,489,000	\$	1,507,000

River Forest Public Library Budget 2022-23			
Capital Improvement Fund		Budget 2022-23	Draft Amended Budget 2022-23
Revenues and Transfers			
	Grants	\$ 70,000	\$ 71,499
	Budgeted Capital Transfer	\$ 45,000	\$ 45,000
(add line)	Additional Transfers from Operating		\$ 100,000
	Excess of revenues over expenditures from prior fiscal year		\$ 196,085
	Total Revenues	\$ 115,000	\$ 412,584
Expenses			
	Technology	\$ 30,000	\$23,000
	HVAC (not related to air handler project)	\$ 20,000	\$ 20,000
	Contingency	\$ 15,000	\$ 15,000
	Furniture/Equipment	\$ 15,000	\$ 15,000
	<i>Air Handler Project</i>		
	Air handler replacement		
(remove line)	Air handler equipment	\$ 38,000	\$ -
(remove line)	Air handler installation	\$ 148,000	\$ -
(add line)	Air handler equipment and installation		\$ 244,375
	Concrete pad and masonry enclosure	\$ 70,000	\$ 137,248
	Infrastructure work	\$ 90,000	\$ 51,125
	Interior mechanical room renovation	\$ 95,000	\$ 43,000
(add line)	Air handler and room renovation combined expenses		\$ 135,000
	Construction administration fees	\$ 8,400	\$ 8,400
	Total Capital Expenses	\$ 529,400	\$692,148

AHU Relocation & Mechanical Room Renovation
River Forest Public Library

A	B	C
<i>Item Nos.</i>	<i>Description of Work</i>	<i>Scheduled Value</i>
1	Demolition – Architectural	\$9,050.00
	<i>Tri-R Construction</i>	
2	Concrete	\$42,325.00
	<i>Royal Concrete</i>	
3	Masonry	\$32,500.00
	<i>Piazza Masonry</i>	
4	Metal Stud & Drywall	\$14,754.00
	<i>KDM Construction</i>	
5	Acoustical Ceiling	\$4,946.00
	<i>KDM Construction</i>	
6	Resilient Flooring	\$1,655.00
	<i>Caliber Flooring</i>	
7	Painting	\$3,450.00
	<i>Décor Vill</i>	
8	Aluminum Gate Materials	\$11,361.00
	<i>Barnett Bates</i>	
9	Aluminum Gate Installation	\$3,439.00
	<i>KDM Construction</i>	
10	Fire Protection	\$4,625.00
	<i>Midwest Fire Suppression</i>	
11	Plumbing	\$15,500.00
	<i>Knights Services</i>	
12	HVAC	\$243,000.00
	<i>Cryer Olsen Mechanical</i>	
13	Electric	\$31,000.00
	<i>Quick Electric</i>	
14	Excavation	\$17,135.00
	<i>Dupage Topsoil</i>	
15	Landscape Repair	\$15,000.00
	<i>TBD</i>	
16	Contingency Allowance	\$15,000.00
17	Performance & Payment Bond	\$9,236.00
18	General Conditions	\$44,300.00
19	OH&P	\$56,377.00
20	Subtotal	\$574,653.00

Amended FY2022-23 Capital Budget – Air Handler Project Breakdown

<i>Air handler equipment and installation: \$244,375</i>	
Bid package: HVAC	\$243,000
Bid package: Contingency	\$1,375 (insulation change order)
<i>Concrete pad and masonry enclosure: \$137,248</i>	
Bid package: Concrete	\$42,325
Bid package: Masonry	\$32,500
Bid package: Aluminum gate materials	\$11,361
Bid package: Aluminum gate installation	\$3,439
Bid package: Excavation	\$17,135
Bid package: Landscape repair	\$15,000
Bid package: Contingency	\$7,759 (orange fence, additional excavation work)
Soil and Materials Testing	\$7,729
<i>Infrastructure Work: \$51,125</i>	
Bid package: Fire protection	\$4,625
Bid package: Plumbing	\$15,500
Bid package: Electric	\$31,000
<i>Interior Mechanical Room Renovation: \$43,000</i>	
Bid package: Demolition – Architectural	\$9,050
Bid package: Metal stud & drywall	\$14,754
Bid package: Acoustical ceiling tile	\$4,946
Bid package: Resilient flooring	\$1,655
Bid package: Painting	\$3,450
Bid package: Contingency	\$5,866 (remaining)
Unexpected expenses	\$3,279
<i>Air handler and room renovation combined expenses: \$135,000</i>	
Bid package: Performance & payment bond	\$9,236
Bid package: General conditions	\$44,300
Bid package: Overhead & profit	\$56,377
Expended FY22-23	\$22,995 (village fees, legal, bid package engineering, insurance)
Unexpected expenses	\$2,092
<i>Construction Administration</i>	
Williams Architects	\$8,400
Total	\$619,148

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 17, 2023

RE: FY2023-24 Budget Drafts

Operating Revenue

Property Taxes

Previous fiscal years, property tax revenue was calculated by taking 98% of the latest levy estimate (to account for uncollected taxes), increasing that number by the previous year’s change in CPI percentage, then rounding. Fiscal year budgets are funded by two tax levy years, and we do not know what the second levy amount will be until the November after the budget is approved, so we must estimate the increase.

Using that calculation, the FY2023-24 budget draft shows \$1,495,000 in tax revenue. For comparison -

Fiscal Year	CPI % Change	Levy Estimate	Budgeted Tax Revenue	Calculation	Actual Tax Received
FY20-21	1.9%	\$1,318,393	\$1,320,000	98% of current levy est + 2.1% = \$1,319,157 Rounded up.	\$1,316,084
FY21-22	2.3%	\$1,356,903	\$1,358,000	98% of current levy est + 1.9% = \$1,355,029. Rounded up.	\$1,421,305
FY22-23	1.4%	\$1,417,644	\$1,415,000	Rounded down from levy estimate.	\$1,469,120 projected
FY23-24	4.9%	\$1,499,468	\$1,495,000	98% of current levy est + 1.4% = \$1,490,050 Rounded up.	

Operating Expenses

Total Personnel

There is a 5.9% increase in total personnel, with a 7% increase in the ‘Wages & Salaries’ line. The \$813,000 for Wages & Salaries incorporates several factors:

- Current employee salaries, which total \$740,000.
- A ladderred increase of the RFPL minimum hourly rate from \$14.26 to \$14.64 and compression increases for associates, librarians, and three management positions, which adds \$14,600. These increases will bring staff to within an appropriate range within the RFPL Pay Range and Scale, which I updated this year using HR Source’s 2022 Library Survey and 2022 Pay Projections Survey.
- Room for merit increases of 3% - 4.5%. HR Source’s projected pay increase data for 2023 shows employers trending toward 3.1% - 4.6% increases to help retain employees.
- Technology reimbursement cost of \$3,000

- Funds to pay staff to cover shifts when people are sick, on vacation or on leave.

The *Serving Our Public 4.0* standard is to expend 60% - 70% of the annual budget on salaries and benefits.

The IMRF employer contribution rate decreased again this year, explaining the reduction in this line.

Consultant / Legal

I lowered this line by \$6,500. Last fiscal year, we increased the budget to accommodate a strategic planning consultant.

Insurance

LIRA recommended budgeting for a 20% increase in insurance rates for calendar year 2023, though they were able to keep our rate flat at just over \$16,000. I have budgeted for a potential 20% increase from our current rates in the coming year.

Water and Natural Gas

I increased both budget lines based on spending in FY2022-23.

Capital Budget

The draft accounts for projects in three categories: Technology, HVAC, and Interior Mechanical Room Renovation. An updated Capital Funds Projection document is included at the end of the packet, to aid discussion.

Revenues and Transfers

The Illinois State Library will review Live & Learn Construction grant applications this spring. We have applied for a \$50,000 accessibility grant to help fund bathroom construction. I will submit a grant request to the RFPL Foundation to help fund the room renovation as well. We typically also have at least \$100,000 in excess revenues over expenditures from the previous fiscal year to transfer into the capital fund each year.

Technology

\$45,000 is budgeted for a new server (the Library's will no longer be supported by October, 2023), a switch replacement, scheduled PC replacements, and the prepaid hours needed for each project.

HVAC

\$150,000 incorporates the latest estimates for a new boiler (\$70,000), replacement valves (\$30,000), and funding for professional services, bidding, and unexpected costs (\$50,000). Assuming we budget for the interior room remodel, we may need to wait to replace the VAVs (\$66,000 plus professional fees) until next fiscal year.

Interior Mechanical Room Renovation

\$250,000 assumes the high end of Williams Architect's range for the project. Their estimate includes general conditions (including constructor overhead and profit), professional fees, and a 15% contingency. The estimate is included in your packet.

River Forest Public Library Budget 2023-24				
General Fund for Operation		Proposed Amended Budget 2022-23	Working Budget Draft 2023-24	% Change from proposed amended budget
Revenues				
	Property Taxes	\$ 1,415,000	\$ 1,495,000	5.7%
	Connections Program	\$ 9,500	\$ 8,300	-12.6%
	Replacement Tax	\$ 27,000	\$ 20,000	-25.9%
	Lost Books Reimbursed	\$ 3,500	\$ 3,500	0.0%
	Copy Machine Revenues	\$ 3,000	\$ 2,800	-6.7%
	Rentals-Library Space	\$ -	\$ -	
	Interest	\$ 4,800	\$ 5,000	4.2%
	RFPL Foundation Grants	\$ 20,000	\$ 20,000	0.0%
	Gifts	\$ 500	\$ 300	-40.0%
	Illinois Per Capita Grant	\$ 17,000	\$ 17,300	1.8%
	Grants, Other	\$ 1,500	\$ 1,500	0.0%
	Liebner Fund Endowment Distribution	\$ 4,000	\$ 4,500	12.5%
	Miscellaneous Income	\$ 1,200	\$ 1,000	-16.7%
	Total Revenues	\$ 1,507,000	\$ 1,579,200	4.8%
Expenses				
Personnel				
	Wages & Salaries	\$ 760,000	\$ 813,000	7.0%
	Medical Health Insurance Coverage	\$ 60,000	\$ 62,250	3.8%
	IMRF	\$ 58,000	\$ 55,000	-5.2%
	FICA, Medicare	\$ 58,200	\$ 62,200	6.9%
	Staff Recognition	\$ 3,000	\$ 3,250	8.3%
	Membership Dues	\$ 4,000	\$ 4,000	0.0%
	Staff Training and Development	\$ 9,000	\$ 9,000	0.0%
	Total Personnel	\$ 952,200	\$ 1,008,700	5.9%
		63.2%	63.9%	
Printing and Advertising				
	Newsletter	\$ 5,500	\$ 6,500	18.2%
	Advertisement	\$ 3,500	\$ 3,750	7.1%
	Total Printing and Advertising	\$ 9,000	\$ 10,250	13.9%
		0.6%	0.6%	
Programming				
	Children's Programs	\$ 13,000	\$ 15,000	15.4%
	Teen Programs	\$ 7,500	\$ 8,000	6.7%
	Adult Programs	\$ 10,000	\$ 10,500	5.0%
	Special Programs	\$ 3,000	\$ 4,000	33.3%
	Connections Programs	\$ 9,500	\$ 8,300	-12.6%
	Total Programs	\$ 43,000	\$ 45,800	6.5%
		2.9%	2.9%	1.6%
	Total Advertising & Programming	\$ 52,000	\$ 56,050	7.8%
		3.5%	3.5%	
Support Services				
	ILL and RB Services	\$ 500	\$ 750	50.0%
	Technical Support (IT)	\$ 22,000	\$ 23,500	6.8%
	Automation - SWAN / RAILS and Website	\$ 41,000	\$ 44,500	8.5%
	Consultant / Legal	\$ 12,000	\$ 5,500	-54.2%
	Postage & Delivery	\$ 3,500	\$ 2,250	-35.7%
	Audit	\$ 10,000	\$ 11,000	10.0%
	Payroll and employment services	\$ 4,200	\$ 6,000	42.9%
	Youth Interventionist Contract	\$ 4,800	\$ 4,965	3.4%
	Telephone/Internet	\$ 12,500	\$ 11,000	-12.0%
	Trustee Training and Memberships	\$ 900	\$ 900	0.0%

	Copy Machine Leases	\$ 3,000	\$ 3,000	0.0%
	Total Other Support Servies	\$ 114,400.00	\$ 113,365.00	-0.9%
		7.6%		7.2%
Library Materials				
	Books	\$ 73,000	\$ 76,000	4.1%
	Print Periodicals	\$ 6,000	\$ 6,000	0.0%
	Automated Subscriptions (databases)	\$ 9,800	\$ 11,000	12.2%
	Online E-content (MOD, Hoopla, Kanopy)	\$ 75,000	\$ 78,335	4.4%
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$ 18,000	\$ 16,000	-11.1%
	Total Library Materials	\$ 181,800	\$ 187,335	3.0%
		12.1%	11.9%	
Materials and Supplies				
	Office Supplies	\$ 4,000	\$ 4,250	6.3%
	Library Supplies	\$ 5,500	\$ 5,500	0.0%
	Copy And Printing Supplies	\$ 2,000	\$ 2,250	12.5%
	Misc Expenses	\$ 2,500	\$ 2,000	-20.0%
	Total Library and Office Supplies	\$ 14,000	\$ 14,000	0.0%
		0.9%	0.9%	
	Total Library Materials and Supplies	\$ 195,800	\$ 201,335	2.8%
		13.4%	12.7%	
	Strategic Initiatives	\$ 10,000	\$ 10,000	0.0%
		0.7%	0.6%	
Facilities Management				
Facility Supplies				
	Building Materials & Supplies	\$ 4,500	\$ 4,750	
	Total Facility Supplies	\$ 4,500	\$ 4,750	5.6%
		0.3%	0.3%	
Facility Services				
	Insurance	\$ 19,000	\$ 20,000	5.3%
	Maintenance and Custodial Services	\$ 70,000	\$ 73,000	4.3%
	Water	\$ 2,000	\$ 3,000	50.0%
	Natural Gas	\$ 28,000	\$ 28,000	0.0%
	Copier Maintenance and Usage	\$ 2,600	\$ 2,500	-3.8%
	Total Facilities Services	\$ 121,600	\$ 126,500	4.0%
		8.1%	8.0%	
Equipment & Furniture				
	Equipment & Furniture	\$ 7,000	\$ 5,000	-28.6%
	Technology Misc.	\$ 4,500	\$ 3,500	-22.2%
	Total Equipment and Furniture	\$ 11,500	\$ 8,500	-26.1%
		0.8%	0.5%	
	Total Facilities Management	\$ 137,600	\$ 139,750	1.6%
		9.1%	8.8%	
	Total Operating Expenses	\$ 1,462,000	\$ 1,529,200	4.6%
		97.0%	96.8%	
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 45,000	\$ 50,000	
		3.0%	3.2%	
	Total	\$ 1,507,000	\$ 1,579,200	4.8%

River Forest Public Library Budget 2023-24				
Capital Improvement Fund		Proposed Amended Budget 2022-23	Working Budget Draft 2023-24	
Revenues and Transfers				
	Grants	\$ 71,499		
	Budgeted Capital Transfer	\$ 45,000	\$ 50,000	
	Additional Transfers from Operating	\$ 100,000		
	Excess of revenues over expenditures from prior fiscal year	\$ 196,085		
	Total Revenues	\$ 412,584	\$ 50,000	
Expenses				
	Technology	\$ 23,000	\$ 45,000	
	HVAC (not related to air handler project)	\$ 20,000	\$ 150,000	
	Contingency	\$ 15,000	\$ 15,000	
	Furniture/Equipment	\$ 15,000	\$ -	
	<i>Air Handler Project</i>			
	Air handler Equipment and Installation	\$ 244,375	\$ -	
	Concrete Pad and Masonry Enclosure	\$ 137,248	\$ -	
	Infrastructure Work	\$ 51,125	\$ -	
	Interior Mechanical Room Renovation	\$ 43,000	\$ 250,000	
	Air Handler and Room Renovation Combined Expenses	\$ 135,000	\$ -	
	Construction Administration Fees	\$ 8,400		
	Total Capital Expenses	\$ 692,148	\$ 460,000	

River Forest Public Library
Phase 2 - Mechanical Room Buildout
Preliminary Estimate of Construction Costs
9 January 2023



ITEM	DESCRIPTION	LOW RANGE - OPTION 4	HIGH RANGE - OPTION 4
	Additional demolition not already completed in Phase 1	\$ 10,000.00	\$ 12,500.00
	Rough plumbing not already completed in Phase 1	\$ 5,000.00	\$ 7,000.00
	Rough electrical	\$ 15,000.00	\$ 20,000.00
	Rough mechanical	\$ 6,500.00	\$ 8,500.00
	Finish plumbing	\$ 6,000.00	\$ 8,000.00
	Fire protection / fire alarm	\$ 3,000.00	\$ 4,000.00
	Audio-visual/technology	\$ 3,000.00	\$ 4,000.00
	Bathroom buildout (finishes and fixtures)	\$ 28,000.00	\$ 32,000.00
	Flooring	\$ 3,550.00	\$ 4,970.00
	Ceilings	\$ 2,130.00	\$ 2,040.00
	Lighting	\$ 4,000.00	\$ 5,000.00
	Wall finishes / graphics	\$ 3,000.00	\$ 4,000.00
	Casework/countertops	\$ 12,000.00	\$ 14,000.00
	Miscellaneous carpentry	\$ 4,000.00	\$ 5,000.00
	Glass and glazing	\$ 15,000.00	\$ 20,000.00
	Miscellaneous work for supporting new openings	\$ 10,000.00	\$ 12,500.00
	BASE TRADE COSTS	\$ 130,180.00	\$ 163,510.00

MULTIPLIERS

Constructor general conditions, overhead, and profit
Design and construction contingencies
Escalation to midpoint of 2023

20%	20%
15%	15%
2%	2%

TOTAL MULTIPLIER

1.37 1.37

TOTAL CONSTRUCTION COSTS INCLUDING MULTIPLIER

\$ 178,346.60 \$ 224,008.70

Furniture, fixtures, & equipment - allowance

\$ 16,000.00 \$ 18,000.00

Professional services

\$ 20,406.39 \$ 24,200.87

TOTAL PROJECT BUDGET

\$ 214,752.99 \$ 266,209.57

NOTES AND QUALIFICATIONS:

- 1) This opinion of construction cost assumes a general contractor bid scenario with at least five bidders bidding in summer 2023 for fall 2023 construction. Fewer bidders will affect results.
This opinion of construction cost represents the Architect's opinion of costs based on the scope of this project and recent bid results. It is not a guarantee or warranty of costs as increases in material and labor costs may occur between now and the time of bidding that are beyond the Architect's control.
- 2)
- 3) Costs of any remediation of hazardous materials, if discovered, are not included in this estimate.

	A	B	C	D	E	F
1		2022-23	2023-24	2024-25	2025-26	2026-27
2	Capital Improvement Fund Balance 5/1	\$ 413,400	\$ 162,025	\$ 52,025	\$ 22,025	\$ 82,025
3	Transfer previous FY excess of revenues over expenditures	\$ 196,085	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
4	Budgeted transfer from operating	\$ 45,000	\$ 50,000	\$ 45,000	\$ 45,000	\$ 45,000
5	Additional transfers from operating	\$ 100,000				
6	Grants/Donations for Capital Projects	\$ 70,000	\$ 200,000			
7	Total Funds Available	\$ 824,485	\$ 512,025	\$ 197,025	\$ 167,025	\$ 227,025
8						
9	Projects					
10	Technology	\$ 22,135	\$ 45,000			
11	HVAC	\$ 5,315	\$ 150,000	\$ 100,000	\$ 20,000	\$ 20,000
12	Furniture/Equipment	\$ 12,112				\$ 25,000
13	Air Handler / Space Project	\$ 619,148	\$ 250,000			
14	Plumbing			\$ 20,000		
15	Building				\$ 50,000	
16	Roof			\$ 40,000		\$ 85,000
17	Exterior					\$ 50,000
18	Contingency	\$ 3,750	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
19						
20	Total Expenditures	\$ 662,460	\$ 460,000	\$ 175,000	\$ 85,000	\$ 195,000
21						
22	Capital Improvement Fund Balance 4/30	\$ 162,025	\$ 52,025	\$ 22,025	\$ 82,025	\$ 32,025
23						
24	Excess operating revenue history					
25	2021-22	\$ 196,085				
26	2020-21	\$ 161,274				
27	2019-20	\$ 99,650				
28	2018-19	\$ 113,000				
29	2017-18	\$ 107,658				
30	2016-17	\$ 140,845				

**Closure Dates for Holidays
2023**

Sunday, April 9
(Easter)

Sunday and Monday, May 28-29
(Memorial Day)

Tuesday, July 4
(Independence Day)

Monday, September 4
(Labor Day)

Early closure (5pm) Wednesday, November 22
Thursday, November 23
(Thanksgiving)

Sunday and Monday, December 24 - 25
(Christmas)

(2024)

Sunday and Monday, December 31 - January 1
(New Year's Day)

From: [Scott A. Morlock](#)
To: [Emily Compton-Dzak](#)
Cc: [Pete Schipma - CSI](#); [Kyle A. Cunningham](#); [Andy Dogan](#)
Subject: River Forest Public Library - Air handler replacement - Pay Application 01
Date: Tuesday, February 14, 2023 8:27:55 AM
Attachments: [image002.png](#)
[image004.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[River Forest Pay App 001.pdf](#)

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

Emily,

Attached is the certified Pay Application #1 for your use.

Please note that Construction Solutions included Change Order #1 for reference with this pay application. The Schedule of Values indicates the current value of the contingency, so the Change Order was attached as it details how that value was arrived at.

Thanks, and let me know if there are any questions.

Scott A. Morlock, AIA, NCARB, LEED AP
Associate Principal
Williams Architects



500 Park Boulevard, Suite 800
Itasca, IL 60143
630.221.1212 T
630.221.1220 F
630.344.1036 D
samorlock@williams-architects.com



 Please consider the environment before printing this e-mail.

This email and any attachments hereto, is intended only for use by the addressee(s) named herein and may contain information from the firm Williams Architects, Ltd. which is confidential or privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this email in error, please notify us by telephone and immediately and permanently delete the original and any copy or printout thereof.

14 February 2023

FROM: Williams Architects
500 Park Boulevard, Suite 800
Itasca, Illinois 60143
C/O: Scott Morlock
Phone: (630) 221-1212

TO: River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305
ATTN: Emily Compton

RE: River Forest Public Library Air Handler & Mech Rm, 735 Lathrop Avenue – Payment Application #1

Dear Emily,

To the best of our knowledge, information and belief, the work is complete, and the quality of the work is in accordance with the contract documents based on monies requested. Accordingly, we are recommending payment to Construction Solutions of Illinois, Inc. for the work covered in the Application and Certificate for Payment in the amount of \$95,340.74.

It should be noted that Williams Architects has no contractual responsibility for lien waiver or certified payroll review, and no such review has been provided by this office.

Sincerely,



Scott Morlock, AIA, NCARB, LEED AP
Associate Principal
Williams Architects

ENCL: Pay Application #1

Distribution: Pete Schipma, Construction Solutions of Illinois
File

Prepared by: SAM

OWNER: River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

PROJECT: AHU Relocation & Mechanical
Room Renovations
River Forest Public Library

APPLICATION NO: #01

Distribution to:

Form with checkboxes for OWNER, ARCHITECT, CONTRACTOR

Period To: 2-6-23

FROM CONTRACTOR: Construction Solutions of Illinois, Inc.
5920 Lynwood Drive
Oak Lawn, IL 60453

VIA ARCHITECT: Williams Architects
500 Park Blvd., Suite 800
Itasca, IL 60143

PROJECT NOS: 2021-019

CONTRACT FOR: General Contracting

CONTRACT DATE: 10/4/22

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

Table with columns for description and amount. Rows include: ORIGINAL CONTRACT SUM (\$574,653.00), CONTRACT SUM TO DATE (\$574,653.00), TOTAL COMPLETED & STORED TO DATE (\$105,933.74), RETAINAGE (10% of Completed Work: \$10,593.00), TOTAL EARNED LESS RETAINAGE (\$95,340.74), LESS PREVIOUS CERTIFICATES FOR PAYMENT (\$0.00), CURRENT PAYMENT DUE (\$95,340.74), BALANCE TO FINISH, INCLUDING RETAINAGE (\$479,312.26).

Table with columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include: Total changes approved in previous months by Owner, Total approved this Month, TOTALS, NET CHANGES by Change Order.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 2-13-23

State of: County of: 13th day of Feb. 2023. Notary Public: Roseann Schipma. My Commission expires: 1/1/2024.

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 95,340.74

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 2/14/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Owner: River Forest Public Library
 735 Lathrop Ave.
 River Forest, IL 60305

CONTINUATION SHEET

Application No. #01
 Application Date: 02/07/23
 Period To: 02/07/23

Project: AHU Relocation & Mechanical Room Renovation
 River Forest Public Library

Architect: Williams Architects
 500 Park Blvd.
 Suite 800
 Itasca, IL 60143

A ITEM NOS.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE		H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	Demolition - Architectural <i>Tri-R Construction</i>	\$9,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,050.00	\$0.00
2	Concrete <i>Royal Concrete</i>	\$49,622.74	\$0.00	\$32,297.74	\$0.00	\$32,297.74	65%	\$17,325.00	\$3,230.00
3	Masonry <i>Piazza Masonry</i>	\$32,500.00	\$0.00	\$32,500.00	\$0.00	\$32,500.00	100%	\$0.00	\$3,250.00
4	Metal Stud & Drywall <i>KDM Construction</i>	\$14,754.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,754.00	\$0.00
5	Acoustical Ceiling <i>KDM Construction</i>	\$4,946.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,946.00	\$0.00
6	Resilient Flooring <i>Caliber Flooring</i>	\$1,655.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,655.00	\$0.00
7	Painting <i>Decor VIII</i>	\$3,450.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,450.00	\$0.00
8	Aluminum Gate Materials <i>Barnett Bates</i>	\$11,361.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$11,361.00	\$0.00
9	Aluminum Gate Installation <i>KDM Construction</i>	\$3,439.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,439.00	\$0.00
10	Fire Protection <i>Midwest Fire Suppression</i>	\$4,625.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,625.00	\$0.00
11	Plumbing <i>Knights Services</i>	\$16,875.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$16,875.00	\$0.00
12	HVAC <i>Cryer Olsen Mechanical</i>	\$243,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$243,000.00	\$0.00
13	Electric <i>Quick Electric</i>	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$31,000.00	\$0.00
14	Excavation <i>Dupage Topsoil</i>	\$18,644.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	75%	\$4,644.00	\$1,400.00
15	Landscape Repair <i>T.B.D.</i>	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
16	Contingency Allowance	\$5,866.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,866.00	\$0.00
17	Performance & Payment Bond	\$9,236.00	\$0.00	\$9,236.00	\$0.00	\$9,236.00	100%	\$9,236.00	\$923.00
18	General Conditions	\$43,252.26	\$0.00	\$7,600.00	\$0.00	\$7,600.00	18%	\$35,652.26	\$760.00
19	OH&P	\$56,377.00	\$0.00	\$10,300.00	\$0.00	\$10,300.00	18%	\$46,077.00	\$1,030.00
20	SubTotal	\$574,653.00	\$0.00	\$105,933.74	\$0.00	\$105,933.74	18%	\$477,955.26	\$10,593.00

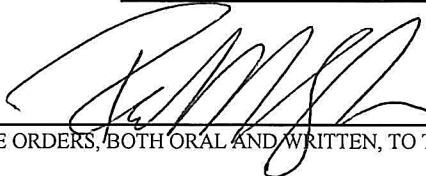
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by River Forest Public Library to furnish General Construction for the premises known as Library interior renovations of which River Forest Public Library is the Owner.

THE undersigned, for and in consideration of Ninety Five Thousand Three Hundred Forty and 74/100 \$95,340.74 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the materials, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the Owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE: 2/13/23 COMPANY NAME Construction Solutions of Illinois Inc. ADDRESS 5920 Lynwood Drive, Oak Lawn, Illinois 60453

SIGNATURE AND TITLE  PRESIDENT
*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

STATE OF ILLINOIS CONTRACTOR'S AFFIDAVIT

COUNTY OF COOK

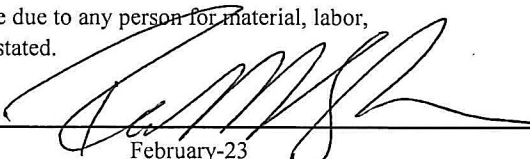
TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Peter Schipma BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) PRESIDENT OF Construction Solutions of Illinois Inc. WHO IS THE CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING LOCATED AT River Forest Public Library Interior Renovation Project OWNED BY River Forest Public Library

That the total amount of the contract including extras* is: \$574,653.00 on which he or she has received payment of \$0.00 prior of this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	Contract Price	Amount Paid	This Payment	Balance Due
Construction Solutions of Illinois Inc.	General Construction	\$574,653	\$0	\$95,340.74	\$479,312.26
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$574,653	\$0	\$95,340.74	\$479,312.26

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor, or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: 2/13/23 SIGNATURE: 
SUBSCRIBED AND SWORN TO BEFORE ME THIS 13th DAY OF February-23

 OFFICIAL SEAL
NOTARY PUBLIC STATE OF ILLINOIS
ROSEANN SCHIPMA
MY COMMISSION EXPIRES 1/21/2024

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



AIA®

Document G701™ – 2017

Change Order

PROJECT: (Name and address)
River Forest Library Air Handler
Enclosure & Mechanical Room Project

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 2022

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 23 January 2023

OWNER: (Name and address)
Board of Library Trustees of the
Village of River Forest
735 Lathrop Avenue
River Forest, IL 60305

ARCHITECT: (Name and address)
Williams Architects
500 Park Boulevard, Suite 800
Itasca, IL 60143

CONTRACTOR: (Name and address)
Construction Solutions of Illinois, Inc.
59200 Lynwood Drive
Oak Lawn, IL 60453

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Original Contingency Allowance:	\$ 15,000.00
Provide additional insulation work at interior and exterior piping, per attached Change Order Proposal No. 01-A, dated 16 December 2022. (Deduct from contingency).	\$ (1,375.00)
Provide additional excavation and concrete work due to poor soil conditions, per attached Change Order Proposal No. 02, dated 13 January 2023. (Deduct from contingency)	\$ (6,509.00)
Provide additional 4'-0" temporary plastic fence and steel posts, per attached Change Order Proposal No. 03, dated 13 January 2023. (Deduct from contingency)	\$ (1,250.00)
New Contingency Allowance:	\$ 5,866.00
The original Contract Sum was	\$ 574,653.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 574,653.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 574,653.00
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be unchanged (May 26, 2023)	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Williams Architects

Construction Solutions of Illinois

Board of Trustees of the
Village of River Forest

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Scott Morlock, Associate Principal
PRINTED NAME AND TITLE

Peter Schipma, President
PRINTED NAME AND TITLE

Emily Compton, Director
PRINTED NAME AND TITLE

DATE

DATE

DATE