



**River Forest Public Library
Regular Board Meeting
February 20, 2024
6:00 PM
River Forest Public Library**

**Meeting Location:
Barbara Hall Meeting Room
River Forest Public Library
735 Lathrop Avenue**

Agenda

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: January 16, 2024
 - b. January 2024 Revenue and Expense Reports
 - c. January 2024 Bill Payment List and Credit Card Charges
 - d. January 31, 2024 Fund Balance Report and Capital Reserve Fund
 - e. Policy updates: Oversight V: Compliance; Operations II: Reference Services
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
 - FY2023-24 amended operating and capital budget drafts - discussion
 - FY2024-25 operating and capital budget drafts – discussion
 - iii. Policy Committee
 - Operations I: Collection Management – vote
 - Patrons XIV: Middle School and Teen Volunteer Program - vote
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. OSG proposals to replace two ethernet switches and two laptops (\$9,876.13) – vote
9. Old Business
 - a. Air handler relocation and mechanical room renovation – update
 - b. Credit change order - discussion
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 16, 2024, 6pm - DRAFT

Call to Order: At 6:04 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Visitors and Guests: Edwin Rivera and Sydnee Marks, auditors from Lauterbach & Amen (L&A)

Visitor Comments: Mr. Rivera outlined three pieces of required communication from L&A issued in connection with the annual audit. The first is a letter indicating that there were no disagreements between the auditors and management during the course of the audit. The second is the Annual Financial Report which includes Management's Discussion and Analysis, all data collected during the course of the audit, and the analysis of that data. In L&A's opinion, the RFPL financial statements "present fairly, in all material respects, the respective financial position" of the Library's activities and funds, and consequently, the auditors issued an unmodified opinion which is the highest level of assurance. The third document prepared by L&A is a letter to management with recommendations to improve internal controls. Mr. Rivera noted that previous recommendations for best practices have been implemented by management and that L&A is available to help implement its current recommendations.

Trustees briefly discussed language in the Notes to the Financial Statements that says that the Library's services include "lending or renting materials" and asked Mr. Rivera to research and note for next year's audit that RFPL does not rent materials.

The Board thanked Mr. Rivera and Ms. Marks for their time, and they left the meeting.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 14, 2023
- b. Minutes of the Special Board Meeting: December 6, 2023
- c. November 2023 Revenue and Expense Reports
- d. November 2023 Bill Payment List and Credit Card Charges
- e. November 30, 2023 Fund Balance Report and Capital Reserve Fund
- f. December 2023 Revenue and Expense Reports
- g. December 2023 Bill Payment List and Credit Card Charges
- h. December 31, 2023 Fund Balance Report and Capital Reserve Fund
- i. Policy updates: Staff X- Workplace Harassment

A motion to approve items a-i was made by Trustee Berens and seconded by Trustee Hopkinson.

Trustees discussed interest income from matured CDARS and the possibility of investing money from the Capital fund into CDARS to take advantage of higher interest rates before they drop. There are timing issues to consider including when excess Operating funds are transferred to the Capital fund and when the final payment to Construction Solutions of IL (CSIL) will be due. It was agreed that the Finance Committee will discuss investment options at its next meeting which will be scheduled soon.

The motion was approved on a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported two patron suggestions. One was for a boba party or a food-related party for teens. This suggestion was passed along to the ATS Manager. The other suggestion was for a cozy bean bag reading area. The Children's Department has ordered some cozy seating for its graphic novel area.

Director's Report:

RFPL Marketing and PR Specialist Fran Arnold is getting quotes from three companies for building a new website for the Library. She is collecting feedback on the current website via a survey which RFPL staff are responding to now. Director Compton asked Trustees to complete the survey using a link that she will send following the meeting. The survey will eventually be opened up to patrons. Ms. Arnold expects to work with the selected vendor on requirements for the new site, including ideas for new functionality. Director Compton will request funds in next year's budget for this project.

Director Compton reported that the Bluey party in November was a huge success with 147 attendees. Children's staff spread the activities between the Barbara Hall Meeting Room and the Children's Room to help accommodate the number of participants. They plan to do more programs of this type and offer multiple time slots to help manage attendance.

President's Report:

President Ruggeri noted that she attended the Park District's Board meeting in December because the Library's air handler project was on its agenda. The Park District had asked the Village to send the Library a letter linking the resolution of the water pooling issue to the issuance of the certificate of occupancy for the new room. President Ruggeri sent an email to the Park District Commissioners explaining that the pooling issue occurred when the air handler was not properly controlled and that the Library will continue to monitor the issue. The Village Administrator was copied on the email. The Library has received the certificate of occupancy for the new room without any reference to the pooling issue.

President Ruggeri also clarified that to have a quorum at meetings, four Trustees need to be physically present at Board meetings and three Trustees need to be physically present for Committee meetings.

New Business

Committee Reports

Facilities Committee

The Facilities Committee met at 5:00pm, directly before the Board meeting. The Committee discussed the fact that the air handler unit turned off on Sunday morning and the ongoing efforts of IMEG and the controls subcontractor to address the controls issues. The Committee also discussed flooring proposals for the new room and voted to recommend that the Board approve the basalt standard flake epoxy flooring in a semi-gloss finish at a cost of \$4,000.

Finance Committee

The Finance Committee met on December 6th to discuss the audit and a plan to further invest in CDARS. The Committee agreed to invest \$220,000 in a 3-month CDAR that will mature in March. The Finance Committee will meet again soon to discuss next year's operating and capital budgets.

Policy Committee

The Policy Committee has not met since the last Board meeting. Its next meeting is scheduled for January 31st.

RFPL Foundation Liaison

The Foundation Board has scheduled a professional development session at Roosevelt Middle School at 6:00pm next Tuesday followed by its Annual meeting at the Library at 7:15pm. The Foundation has received close to \$90,000 in response to its Annual Appeal. This amount includes two major gifts from anonymous donors. The Library was asked to give the Foundation several months' notice in advance of receiving the previously approved \$150,000 grant.

Village of River Forest Collaboration Committee Liaison

The Committee will meet next Wednesday at the Library in the new meeting space.

Old Business

Air handler relocation and mechanical room renovation

The Board discussed open issues in the project including whether the appropriate materials for cold temperatures were used to raise the height of the wall, installation of the gate to the AHU enclosure, and repairing and reconfiguring the trash enclosure. The Village Building Inspector informed the Library that it needs to cap off the piping in the new bathroom if the bathroom will not be completed in the next six months. CSIL has prepared a change order for this work which has been approved by Williams. CSIL informed the

Library that it has completed the interior punch list; the next step is verification by Williams and IMEG. In the spring, Williams and IMEG will prepare a separate punch list for the exterior portion of the project.

Vice-President Hill presented the recommendation from the Facilities Committee that the Board approve spending \$4,000 to install a basalt standard flake epoxy flooring with a semi-gloss finish as quoted by Broadleaf Inc. The recommended spending was approved on a roll call vote.

Roll Call Vote:

Ayes: Delano, Hill, Hopkinson, Long, Ruggeri

Nays: Berens

Adjournment

The meeting was adjourned at 7:04pm following a motion by Vice-President Hill, which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,

Elan Long, Secretary



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: January-24

<u>Account:</u>	<u>January-24</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				75% as of 1/31/2024
Property Taxes	\$ -	\$ 748,618.83	\$ 1,495,000	50.07%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ 5,986.48	\$ 34,050.80	\$ 20,000	170.25%
Lost Books Reimbursed	\$ 444.55	\$ 2,592.60	\$ 3,500	74.07%
Copy Machine Revenue	\$ 220.62	\$ 2,533.17	\$ 2,800	90.47%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 293.99	\$ 10,040.79	\$ 5,000	200.82%
Grants from RFPL Foundation	\$ -	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ 100.00	\$ 111.15	\$ 300	37.05%
IL Per Capita Grant	\$ -	\$ 17,457.22	\$ 17,300	100.91%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ 4,419.21	\$ 4,500	98.20%
Misc Income	\$ 3.00	\$ 203.67	\$ 1,000	20.37%
Total:	\$ 7,048.64	\$ 827,567.44	\$ 1,579,200	52.40%
Income:	\$ 7,048.64	\$ 827,567.44	\$ 1,579,200	52.40%
Expense:	\$ 132,238.58	\$ 999,110.18	\$ 1,579,200	63.27%

Prepared 2.14.24



River Forest Public Library

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

Expense Report: Jan-24

January-24	Fiscal YTD	Actual % Budget	23-24 Budget
		75% as of 1/31/2024	

Expenses
Personnel

Wages & Salaries	\$ 59,416.03	\$ 559,871.24	68.86%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 30,639.72	49.22%	\$ 62,250
IMRF	\$ 3,628.72	\$ 28,602.93	52.01%	\$ 55,000
Medicare/FICA	\$ 4,454.79	\$ 42,258.98	67.94%	\$ 62,200
Staff Recognition	\$ 514.34	\$ 1,553.23	47.79%	\$ 3,250
Membership Dues	\$ 225.00	\$ 2,023.75	50.59%	\$ 4,000
Staff Training and Development	\$ 1,282.00	\$ 2,887.40	32.08%	\$ 9,000
Total Personnel	\$ 73,052.57	\$ 667,837.25	66.21%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ 2,192.00	\$ 4,379.00	67.37%	\$ 6,500
Advertising	\$ 8.00	\$ 1,821.76	48.58%	\$ 3,750
Total Printing and Advertising	\$ 2,200.00	\$ 6,200.76	60.50%	\$ 10,250

Programming

Children's Programs	\$ 1,019.26	\$ 8,905.27	59.37%	\$ 15,000
Teen Programs	\$ 1,027.88	\$ 5,958.67	74.48%	\$ 8,000
Adult Programs	\$ 759.59	\$ 9,262.43	88.21%	\$ 10,500
Special Programs	\$ 310.00	\$ 3,241.61	81.04%	\$ 4,000
Connections Programs	\$ 328.86	\$ 902.21	10.87%	\$ 8,300
Total Programs	\$ 3,445.59	\$ 28,270.19	61.73%	\$ 45,800
Total Advertising and Programs	\$ 5,645.59	\$ 34,470.95	61.50%	\$ 56,050

Other Support Services

ILL and RB Services	\$ -	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ 1,308.41	\$ 23,075.01	98.19%	\$ 23,500
Automation Administration	\$ 11,122.25	\$ 25,135.76	56.48%	\$ 44,500
Consultant Fees/Legal Fees	\$ 225.00	\$ 1,371.25	24.93%	\$ 5,500
Postage & Delivery	\$ 96.99	\$ 2,651.91	117.86%	\$ 2,250
Audit	\$ 2,250.00	\$ 10,175.00	92.50%	\$ 11,000
Payroll and Employment Services	\$ 428.03	\$ 4,191.34	69.86%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ 2,446.25	49.27%	\$ 4,965
Telephone/Internet	\$ -	\$ 7,325.89	66.60%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ 150.00	16.67%	\$ 900
Copy Machine Lease	\$ -	\$ 2,039.57	67.99%	\$ 3,000
Total Other Support Services	\$ 15,430.68	\$ 78,889.36	69.59%	\$ 113,365

Library Materials

Books	\$ 4,144.89	\$ 47,660.70	62.71%	\$ 76,000
Print Periodicals	\$ 54.99	\$ 5,611.03	93.52%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 9,025.60	82.05%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 8,325.41	\$ 56,867.90	72.60%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 731.19	\$ 10,565.42	66.03%	\$ 16,000
Total Library Materials	\$ 13,256.48	\$ 129,730.65	69.25%	\$ 187,335

Library and Office Supplies

Office Supplies	\$ 262.54	\$ 2,081.88	48.99%	\$ 4,250
Library Supplies	\$ (39.68)	\$ 2,381.30	43.30%	\$ 5,500
Copy And Printing Supplies	\$ -	\$ 1,199.41	53.31%	\$ 2,250
Misc Expenses	\$ 112.01	\$ 1,118.01	55.90%	\$ 2,000
Total Office Supplies	\$ 334.87	\$ 6,780.60	48.43%	\$ 14,000
Total Library Materials & Supplies	\$ 13,591.35	\$ 136,511.25	67.80%	\$ 201,335

Strategic Initiatives

Strategic Initiatives	\$ -	\$ -	0.00%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 163.53	\$ 3,846.07	80.97%	\$ 4,750
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Facility Services

Insurance	\$ 17,583.65	\$ 18,305.65	91.53%	\$ 20,000
Maintenance and Custodial Service	\$ 5,808.75	\$ 51,194.78	70.13%	\$ 73,000
Water	\$ -	\$ 1,546.80	51.56%	\$ 3,000
Natural Gas	\$ -	\$ 4,246.73	15.17%	\$ 28,000
Copier Maintenance and Usage	\$ 110.95	\$ 831.49	33.26%	\$ 2,500
Total Facility Services	\$ 23,503.35	\$ 76,125.45	60.18%	\$ 126,500

Equipment & Furniture

Equipment & Furniture	\$ 851.51	\$ 851.51	17.03%	\$ 5,000
Technology Misc.	\$ -	\$ 578.34	16.52%	\$ 3,500
Total Equipment & Furniture	\$ 851.51	\$ 1,429.85	16.82%	\$ 8,500

Total Facilities Management	\$ 24,518.39	\$ 81,401.37	58.25%	\$ 139,750
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Total Operating Expenses	\$ 132,238.58	\$ 999,110.18	65.34%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 132,238.58	\$ 999,110.18	63.27%	\$ 1,579,200
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Total Income	\$ 7,048.64	\$ 827,567.44	52.40%	\$ 1,579,200
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Prepared 2.14.24

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

AMAZON

Date	Transaction Type	Memo/Description	Amount
01/11/2024	Bill Payment (Check)		-639.22
11/14/2023	Bill	CRAFTERNOON ASSTD. SUPPLIES/WINDOW DECOR	100.55
12/21/2023	Vendor Credit	CREDIT FOR ITEM NOT RECEIVED	-17.99
01/02/2024	Bill	BOOKMARKS	9.99
01/02/2024	Bill	BLUEY SWITCH GAME	39.99
12/30/2023	Bill	JANUARY MAKER SUPPLIES	41.92
12/27/2023	Bill	TEEN DISPLAY SUPPLIES	7.99
12/26/2023	Bill	MASON JARS, LASERS	77.97
12/19/2023	Bill	POP IN PROJECTS MATERIALS	27.82
12/19/2023	Bill	POP IN PROJECTS MATERIALS	21.27
12/15/2023	Bill	MOVIE SNACKS, CRAFT BAG SUPPLIES	170.57
12/17/2023	Bill	GUESSTIMATION JAR PRIZES STORY STRETCHERS	127.89
12/18/2023	Bill	CRAFTS	31.25
01/19/2024	Bill Payment (Check)		-594.89
01/18/2024	Bill	CRAFTERNOON, GENERAL & STEM SUPPLIES	187.36
01/17/2024	Bill	SPACE HEATER	29.95
01/17/2024	Bill	WINTER READING PRIZES SUPER HERO PROGRAM	115.94
01/16/2024	Bill	SUPPLIES	44.85
01/16/2024	Bill	VIDEOGAMES	95.00
01/12/2024	Bill	ASSORTED FOOD STUFFS/SNACKS	125.27
01/16/2024	Vendor Credit	DAMAGED CANDIES REC'D.	-3.48

**AMERICAN LIBRARY
ASSOCIATION**

01/19/2024	Bill Payment (Check)		-641.00
01/19/2024	Bill	PLA 2024 Registration	641.00
01/19/2024	Bill Payment (Check)		-641.00
01/19/2024	Bill	PLA 2024 Registration	641.00

**ANDERSON
ELEVATOR COMPANY**

01/11/2024	Bill Payment (Check)		-211.00
01/01/2024	Bill	ELEVATOR MAINTENANCE	211.00

**BAKER & TAYLOR
C0260133**

01/11/2024	Bill Payment (Check)		-60.27
01/04/2024	Bill	BOOK	25.28
12/12/2023	Bill	ADULT BOOKS	34.99

Bibliotheca, LLC

01/19/2024	Bill Payment (Check)		-4,526.00
12/13/2023	Bill	ANNUAL SELF-CHECKOUT RENEWAL	4,526.00

Broadleaf Inc.

01/22/2024	Bill Payment (Check)		-2,000.00
01/19/2024	Bill	*CAPITAL EXPENSE* 50% deposit for epoxy floor	2,000.00

CATHY RUTMAN

01/19/2024	Bill Payment (Check)		-23.24
01/17/2024	Bill	SUNSHINE COMMITTEE PIZZA PARTY/DRINKS	23.24

Cintas Fire Protection

01/11/2024	Bill Payment (Check)		-108.00
01/04/2024	Bill	MONTHLY AED MAINTENANCE	108.00

CleanNet of Illinois

01/11/2024	Bill Payment (Check)		-1,398.23
01/02/2024	Bill	MONTHLY CLEANING FEE	1,398.23

Comcast

01/19/2024	Bill Payment (Check)		-402.61
01/11/2024	Bill	JANUARY INTERNET BILL	402.61

**COMCAST BUSINESS
(VoiceEdge)**

01/19/2024	Bill Payment (Check)		-123.89
01/01/2024	Bill	JANUARY 2024 PHONE BILL	123.89

CONNIE MARTIN

01/19/2024	Bill Payment (Check)		-405.60
01/12/2024	Bill	UNDERGROUND RAILROAD/SPIRITUALS PRESENTATION	405.60

DEMCO, INC.

01/19/2024	Bill Payment (Check)		-811.83
01/10/2024	Bill	CHILDREN'S ROOM GN AREA CHAIRS	851.51
		TECHNICAL SERVICES SUPPLIES	
10/19/2023	Vendor Credit	INVOICE #7372963 UNUSABLE SUPPLIES	-39.68

**ELAN FINANCIAL
SERVICES**

01/19/2024	Bill Payment (Check)		-958.86
01/19/2024	Bill	Credit Card Statement 12/14/23	958.86

EZMail Services

01/19/2024	Bill Payment (Check)		-100.00
01/10/2024	Bill	BOOKPLATE MAILING	100.00

Franzen Plumbing

01/11/2024	Bill Payment (Check)		-2,448.00
01/05/2024	Bill	**CAPITAL/ HOT WATER HEATER INSTALLATION	2,448.00
01/19/2024	Bill Payment (Check)		-647.80
06/13/2023	Bill	URINAL REPAIR	422.80
09/11/2023	Bill	URINAL AUGER/REPAIR	225.00

Hoopla

01/11/2024	Bill Payment (Check)		-2,582.72
01/02/2024	Bill	DECEMBER HOOPLA CHECKOUTS	2,582.72

HOY LANDSCAPING

01/19/2024	Bill Payment (Check)		-520.00
01/12/2024	Bill	SNOW REMOVAL & ICE MELT 1/10/24	100.00
01/10/2024	Bill	SNOW REMOVAL & ICE MELT 1/6/24 & 1/9/24	200.00
01/16/2024	Bill	SNOW REMOVAL & ICE MELT 1/12/24 & 1/13/24	220.00

ILA

01/19/2024	Bill Payment (Check)		-225.00
01/16/2024	Bill	MEMBERSHIP TO ILA 2024- 2025	225.00

Ingram Library
Services

	Bill Payment		
01/11/2024	(Check)		-3,456.50
12/22/2023	Bill	BOOKS	36.64
12/22/2023	Bill	BOOKS	19.92
12/22/2023	Bill	BOOKS	23.62
12/22/2023	Bill	BOOKS	28.71
12/22/2023	Bill	BOOK	36.46
12/22/2023	Bill	BOOKS	34.93
12/22/2023	Bill	BOOK	17.47
12/22/2023	Bill	BOOK	12.91
12/22/2023	Bill	BOOKS	54.10
12/22/2023	Bill	BOOK	27.22
12/22/2023	Bill	BOOK	14.25
12/22/2023	Bill	BOOK	8.11
12/22/2023	Bill	BOOK	13.11
12/22/2023	Bill	BOOKS	23.43
12/27/2023	Bill	BOOK	21.03
12/27/2023	Bill	BOOK	18.60
12/27/2023	Bill	BOOK	18.60
12/27/2023	Bill	BOOKS	31.02
12/27/2023	Bill	BOOKS	34.46
12/27/2023	Bill	BOOKS	67.32
12/27/2023	Bill	BOOKS	69.92
12/27/2023	Bill	BOOKS	25.14
12/28/2023	Bill	BOOKS	245.54
12/28/2023	Bill	BOOKS	55.50
12/28/2023	Bill	BOOK	14.95
12/28/2023	Bill	BOOK	16.48
12/28/2023	Bill	BOOK	21.32
01/03/2024	Bill	BOOKS	80.17
01/03/2024	Bill	BOOKS	123.41
01/03/2024	Bill	BOOK	18.60
01/03/2024	Bill	BOOK	12.38
01/03/2024	Bill	BOOKS	38.05
01/03/2024	Bill	BOOKS	32.79
01/03/2024	Bill	BOOK	8.38
01/05/2024	Bill	BOOK	13.51
01/05/2024	Bill	BOOKS	96.76
01/05/2024	Bill	BOOKS	21.65
01/05/2024	Bill	BOOKS	60.75

01/05/2024	Bill	BOOKS	73.31
01/05/2024	Bill	BOOKS	125.34
01/05/2024	Bill	BOOKS	32.11
01/05/2024	Bill	BOOKS	81.27
01/05/2024	Bill	BOOKS	15.71
01/05/2024	Bill	BOOK	32.95
01/05/2024	Bill	BOOK	17.60
01/05/2024	Bill	BOOK	8.11
01/05/2024	Bill	BOOKS	25.53
01/05/2024	Bill	BOOKS	38.68
01/05/2024	Bill	BOOKS	45.70
01/05/2024	Bill	BOOKS	52.98
01/05/2024	Bill	BOOK	20.01
01/05/2024	Bill	BOOK	21.43
01/05/2024	Bill	BOOK	18.60
01/05/2024	Bill	BOOKS	140.87
01/05/2024	Bill	BOOKS	36.64
01/05/2024	Bill	BOOK	18.04
01/05/2024	Bill	BOOKS	36.07
01/05/2024	Bill	BOOKS	33.93
01/05/2024	Bill	BOOKS	74.72
01/05/2024	Bill	BOOK	15.20
01/05/2024	Bill	BOOKS	34.06
01/05/2024	Bill	BOOKS	27.04
01/05/2024	Bill	BOOK	14.69
01/05/2024	Bill	BOOK	16.45
01/05/2024	Bill	BOOKS	66.75
01/05/2024	Bill	BOOKS	22.76
01/05/2024	Bill	BOOKS	16.76
01/08/2024	Bill	BOOKS	41.34
01/08/2024	Bill	BOOKS	242.26
01/08/2024	Bill	BOOKS	156.63
01/08/2024	Bill	BOOKS	52.64
01/10/2024	Bill	BOOK	24.43
01/10/2024	Bill	BOOKS	49.01
01/10/2024	Bill	BOOKS	115.52
01/10/2024	Bill	BOOK	17.89
01/10/2024	Bill	BOOK	15.92
01/10/2024	Bill	BOOKS	80.34
	Bill Payment		
01/19/2024	(Check)		-628.12
01/12/2024	Bill	BOOKS	305.62

		DAMAGED BOOK INVOICE	
01/12/2024	Vendor Credit	#63015380	-17.04
01/12/2024	Bill	BOOK	13.51
01/12/2024	Bill	BOOK	8.12
01/12/2024	Bill	BOOKS	43.82
01/12/2024	Bill	BOOK	15.94
01/12/2024	Bill	BOOKS	51.21
01/16/2024	Bill	BOOK	9.91
01/16/2024	Bill	BOOK	18.04
01/16/2024	Bill	BOOKS	54.11
01/16/2024	Bill	BOOK	18.60
01/16/2024	Bill	BOOKS	36.07
01/16/2024	Bill	BOOK	33.09
01/16/2024	Bill	BOOK	19.51
01/16/2024	Bill	BOOK	17.61

Kanopy

01/11/2024	Bill Payment (Check)		-268.20
01/02/2024	Bill	DECEMBER KANOPY CHECKOUTS	268.20

KIM WHITE

01/19/2024	Bill Payment (Check)		-300.00
11/02/2023	Bill	2/18/24 SPEAKER FEE	300.00

**KLEIN, THORPE &
JENKINS, LTD**

01/19/2024	Bill Payment (Check)		-225.00
01/15/2024	Bill	DECEMBER LEGAL FEES	225.00

**Konica Minolta
Business Solutions**

01/11/2024	Bill Payment (Check)		-110.95
01/02/2024	Bill	JANUARY COPY MAINTENANCE	10.46
01/01/2024	Bill	DECEMBER COPY USAGE	100.49

**Konica Minolta
Premier Finance**

	01/11/2024	Bill Payment (Check)		-235.54
	01/04/2024	Bill	COPIER LEASE	235.54

**LAUTERBACH &
AMEN, LLP**

	01/11/2024	Bill Payment (Check)		-2,000.00
	01/02/2024	Bill	FINAL BILL/AUDIT SERVICE	2,000.00

LIRA

	01/11/2024	Bill Payment (Check)		-15,769.65
	01/02/2024	Bill	PROPERTY/CASUALTY ANNUAL INSURANCE 12/2023- 12/2024	15,769.65

Mid-America Graphics

	01/11/2024	Bill Payment (Check)		-2,092.00
	12/22/2023	Bill	WINTER BOOKPLATE PRINTING	2,092.00

MIDWEST TAPE

	01/11/2024	Bill Payment (Check)		-538.66
	12/14/2023	Bill	AUDIOBOOK CD	34.98
	12/14/2023	Bill	BLU-RAY	34.18
	12/20/2023	Bill	AUDIOBOOK CD	42.98
	12/20/2023	Bill	BLU-RAY	99.96
	12/27/2023	Bill	DVD	26.68
	01/04/2024	Bill	AUDIOBOOK CD	105.96
	01/04/2024	Bill	BLU-RAY/DVD	27.12
	01/04/2024	Bill	AUDIOBOOK CD	59.98
	01/04/2024	Bill	DVD	19.18
	12/14/2023	Bill	DVD	87.64
	01/19/2024	Bill Payment (Check)		-57.54
	01/11/2024	Bill	DVDS	57.54

**Museum of Science
and Industry**

01/17/2024	Bill Payment (Check)		-300.00
01/17/2024	Bill	Crime Lab Program	300.00

**Oak Brook Mechanical
Services, Inc.**

01/19/2024	Bill Payment (Check)		-1,700.00
01/16/2024	Bill	FREEZE STATS TRIPPED ALARM REPAIR	1,700.00

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

01/19/2024	Bill Payment (Check)		-1,308.41
01/16/2024	Bill	JANUARY TECH SUPPORT	1,308.41

OverDrive

01/11/2024	Bill Payment (Check)		-4,381.22
01/09/2024	Bill	OVERDRIVE/1 EBOOK & 1 AUDIOBOOK	62.93
01/09/2024	Bill	OVERDRIVE/ 5 EBOOKS & 3 AUDIOBOOKS	445.17
12/26/2023	Bill	OVERDRIVE/3 EBOOKS	38.97
12/21/2023	Bill	OVERDRIVE/7 EBOOKS & 4 AUDIOBOOKS	539.72
01/01/2024	Bill	MEDIA ON DEMAND PARTICIPATION/CONTENT CREDIT	3,000.00
12/26/2023	Bill	OVERDRIVE/4 EBOOKS & 3 AUDIOBOOKS	294.43
01/19/2024	Bill Payment (Check)		-1,093.27
01/15/2024	Bill	14 EBOOKS/7 AUDIOBOOKS	968.29
01/16/2024	Bill	2 EBOOKS /1 AUDIOBOOK	124.98

RAILS

01/19/2024	Bill Payment (Check)		-310.00
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01/11/2024	Bill	SWANK MOVIE LICENSE	310.00
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**RISK PROGRAM
ADMINISTRATORS**

01/11/2024	Bill Payment (Check)		-1,814.00
01/02/2024	Bill	WORKERS COMP ANNUAL	1,814.00

**S&D PRIME
MAINTENANCE,INC**

01/11/2024	Bill Payment (Check)		-1,113.72
01/02/2024	Bill	MONTHLY BUILDING MAINTENANCE	1,113.72

Staples

01/11/2024	Bill Payment (Check)		-396.12
01/01/2024	Bill	MISC. CLEANING SUPPLIES (RESOLVE, PAPER TOWELS, ETC) MISC. OFFICE PAPER SUPPLIES (BUBBLE MAILERS, ETC.)	396.12

SWAN

01/19/2024	Bill Payment (Check)		-6,596.25
01/11/2024	Bill	1/2024-3/2024 SWAN FEES	6,596.25

**TEE JAY SERVICE
CO. INC**

01/11/2024	Bill Payment (Check)		-330.00
01/04/2024	Bill	HANDICAP DOOR REPAIR	330.00

**VILLAGE OF RIVER
FOREST**

01/11/2024	Bill Payment (Check)		-4,314.33
01/05/2024	Bill	Health Insurance December 2023	4,314.33

**Zabinski Consulting
Services, Inc.**

	Bill Payment		
01/11/2024	(Check)		-250.00
01/02/2024	Bill	AUDIT SUPPORT	250.00

Sunday, Feb 11, 2024 10:28:36 AM GMT-8

Byline Credit Card January 2024 Ending Balance: \$1601.61

Date	Payee	Memo	Charge	Payment	Type	Account
01/31/2024	JERUSALEM CAFE	Staff lunch for in-service day	288.98		Expense	Personnel:Staff Recognition (InService)
01/23/2024	Stamps.com	MONTHLY STAMPS.COM FEE	21.99		Expense	Support Services:Postage
01/22/2024	Target	COOKIE KITS/ANTI-VALENTINE PROGRAM	33.74		Expense	Teen Expenses:Programs-Teen
01/22/2024	Party City	ANTI-VALENTINE SUPPLIES	74.28		Expense	Teen Expenses:Programs-Teen
01/22/2024	Jewel Foods ELAN	BOWLS FOR COOKING PROGRAM	13.16		Expense	Adult Expenses:Programs - Adult
01/19/2024	FINANCIAL SERVICES	Credit Card Statement 12/14/23-1/12/24		958.86	Bill	2000 Accounts Payable Adult
01/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	54.99		Expense	Expenses:Periodicals - Adult
01/17/2024	Stamps.com	Stamps.com funds replenish	50.00		Expense	Support Services:Postage
01/17/2024	META	FACEBOOK EVENT AD	8.00		Expense	Marketing:Advertisement
01/17/2024	Lou Malnati's Pizza	STAFF PIZZA PARTY	202.12		Expense	Personnel:Staff Recognition (InService)
01/17/2024	S & S Worldwide	MAKERS KITS	356.23		Expense	Teen Expenses:Programs-Teen
01/17/2024	Universal Yums	2ND UNIVERSAL YUMS BOX	492.00		Expense	Teen Expenses:Programs-Teen
01/17/2024	Jewel Foods	SNACKS FOR FILM LOVER FRIDAYS	6.12		Expense	Adult Expenses:Programs - Adult
01/10/2024	Stamps.com	Stamps.com funds	25.00		Expense	Support Services:Postage
01/10/2024	OLSON'S ACE HARDWARE	DOWEL RODS	6.58		Expense	Teen Expenses:Programs-Teen
01/08/2024	PANERA BREAD	COFFEE & PASTRY/COFFEE MONDAY	34.71		Expense	Adult Expenses:Programs - Adult

01/02/2024 MAKERSPACES. PAPER CIRCUITS
COM KIT 44.00

Expense

Teen Expenses:Programs-
Teen

River Forest Public Library

Fund Balances

As of January 31st, 2024

Prepared 2.14.24

1/31/2024

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	267,199.75
Byline Operations	0.40%	26,194.18
CIBC Operations	0.00%	500,000.00
Petty Cash		40.00

TOTAL Checking/Savings 793,433.93

Maturity Date

Long-Term CDARS Reserves

Interest Rate

3/14/2024	OP CD 3 MONTHS	4.00%	220,000.00
5/30/2024	OP CD 6 MONTHS	4.25%	50,000.00
5/30/2024	OP CD 6 MONTHS	4.25%	50,000.00
7/18/2024	OP CD 6 MONTHS	4.00%	100,000.00
7/25/2024	OP CD 5 YEAR	1.90%	67,186.93
8/8/2024	OP CD 1 YEAR	4.20%	68,817.75
9/5/2024	OP CD 1 YEAR	4.50%	50,000.00
11/29/2024	OP CD 1 YEAR	4.60%	53,774.72
1/16/2025	OP CD 1 YEAR	4.55%	100,000.00

TOTAL CDARS Reserves 759,779.40

TOTAL OPERATIONS FUND

1,553,213.33

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	122,500.19
Byline Capital	0.40%	8,002.23

TOTAL CAPITAL FUND

130,502.42

TOTAL OPERATIONS/CAPITAL FUNDS

1,683,715.75



River Forest Public Library -Capital Reserve Fund

Jan-24

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	122,500.19 *
Byline Capital Checking	\$	<u>8,002.33</u>
Total Capital Reserve Fund	\$	130,502.52

Expenses

Broadleaf, Inc	\$	2,000.00
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Transfers

To CIBC	\$	500,015.00
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Income

Interest	1/31/2024 \$	199.57
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Prepared: 2.14.24

*Includes \$50,000 Live and Learn Grant

V. Compliance

A. Freedom of Information Act

River Forest Public Library Freedom of Information Officer:

Emily Compton, Director
River Forest Public Library 735 Lathrop Ave.
River Forest, Illinois 60305
emily.compton@riverforestlibrary.org
708.366.5205 ext 319

The purpose of the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA. Considered a public body, RFPL must generally comply with a FOIA request within 5 working days after receipt of the request or 21 days if the request is for a commercial purpose.

The FOIA request must be in writing. An extension of 5 days may be permitted under certain circumstances. Fees and costs for supplying records may occur according to the following schedule: The first 50 pages of black and white letter or legal paper are free of charge. After the first 50 pages, RFPL will charge \$0.10 per page. Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the reproduction including the cost of the recording medium. Fees may be waived or reduced at the Director’s discretion.

B. Record Retention

RFPL retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

C. Copyright

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend audiovisual materials. Any person who makes an unauthorized copy or adaptation of audiovisual materials, or redistributes the loaned copy, or publicly performs or displays the audiovisual materials, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

RFPL reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request could lead to violation of copyright law.

D. Disposal of Surplus Property

Pursuant to the Public Library District Act of 1991 (75 ILCS 16/30-55.32), the Board has the authority to declare personal property “surplus” and provide for its disposal.

1. Definition of “Surplus Property”

“Surplus Property” is any personal property with a monetary value owned by RFPL that is no longer needed for the provision of RFPL services. Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without being declared as surplus.

2. Property of Any Value

The Board may vote to donate Surplus Property of any value to a tax-supported library or library system.

3. Value of Less than \$1,000

The Director is authorized to declare as surplus RFPL materials with an estimated unit value of less than \$1,000 per unit. Surplus RFPL materials with an estimated unit value of less than \$1,000 shall be sold by the method that will most efficiently and effectively provide RFPL with the greatest net monetary return. The Director will report results of any sale to the Board.

4. Value of \$1,000 or Greater

The Board is authorized to declare as surplus RFPL materials with an estimated unit value of \$1,000 or more. Surplus RFPL materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide RFPL with the greatest net monetary return.

E. Prevailing Wage

RFPL pays prevailing wages for required public works projects in accordance with the Illinois Prevailing Wage Act (820 ILCS 130).

Updated November 2023

V. Compliance

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Emily Compton, Director
River Forest Public Library 735 Lathrop Ave.
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The Board may vote to donate ~~Surplussurplus~~ Propertyproperty of any value to a tax- supported library or library system.

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E. Prevailing Wage

RFPL pays prevailing wages for required public works projects in accordance with the Illinois Prevailing Wage Act (820 ILCS 130). In accordance with the State Statute and the Illinois Department of Labor Regulations, RFPL annually adopts and files a Resolution which establishes the prevailing rates of wages. Certified copies of compliance are transmitted to the Illinois Department of Labor. A local newspaper publication notifying area residents is also made.

II. Reference Services

RFPL provides reference services to patrons through the use of print and online resources by professional librarians and other trained staff members. Reference services and materials are available to everyone regardless of age, race, gender identity, social, or economic status, and RFPL adheres to the American Library Association's Code of Ethics. Questions and transactions that occur between patrons and staff are treated confidentially and with respect, and are not disclosed outside a professional context.

Reference services provide:

- Assistance with the use of RFPL resources;
- Information in response to a patron's question;
- Assistance with locating library materials; and
- Reading, listening, and viewing suggestions to patrons.

Reference services are available during RFPL hours and are provided in response to all forms of inquiry, including but not limited to patrons at RFPL, over the phone, online, or at offsite events. Requests will generally be handled in the order in which they were received. More complex questions may require follow-up at a later time. Follow-up responses to more complex questions may be conveyed in the manner of the patron's preference. Some complex questions may also require the patron's participation in the information search, with staff providing guidance and advice on the search strategy and process.

Staff may limit the amount of time and level of response when providing reference services. Reference services do not include, and staff will not provide, services such as: typing or translation services; appraisals of books; career-counseling advice; entering of personal or credit card information in online forms; or providing medical, legal, copyright, financial, or tax advice. In addition, IT support on personal devices and hardware is not provided.

Updated January 2024

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Updated January 2024

Strategic Directions



Community

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

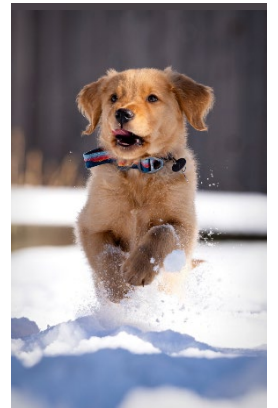
The Library partnered with the **League of Women Voters Oak Park/River Forest** to host a voter registration event. Three young adults were excited to register and we are hoping to have the League come back throughout the year during different events.

Children's hosted **Brookfield Zoo** for a collaborative story time complete with play stations featuring Arctic animals! Jose Cruz, Children's Associate, once again delivered an amazing story time while the zoo ran the play stations. We had a great turnout with 74 attendees!

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

We held a **winter photo contest** and entries were on display throughout the month. We received over 50 entries from patrons and staff that came together for a beautiful display. [Winners were announced](#) at the end of the month, including this adorable photo of Reggie, by Dan Larocca.

February's display features art by Lincoln Elementary School students.



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

The epoxy floor was installed in the new **Community Room**. The management team is working through logistics to add the Community Room to our reservation software. Staff have already begun utilizing the space for meetings.



Spaces

Children's ordered **new seating for the graphic novel corner** to entice browsers to sit and read. We have noticed a lot of kids doing just that! We continue to look for new ways to make the Children's space not only engaging to patrons, but also comfortable.

We purchased a portable JBL speaker and **microphone** with bluetooth capabilities, so it can be used to play music as well. Anne Kowalski, our Middle School & Teen Librarian, has already put it to use at an anti-valentines day bash for teens.

Goal: Support the freedom to read and explore.

The **Winter Reading Program** kicked off this January. This all-ages program features a bingo sheet and different prizes per age group. Children's had 308 signups and 156 bingos completed so far. Adult has 33 participants and teen had 12 bingos and 2 completed bingo cards so far.

United for Libraries is coordinating regional response teams of librarians throughout the state of Illinois to help support library workers through book challenges. I volunteered and had my first meeting/training day this January.

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

Children's launched our latest collaborative program with **Read to a Dog**. We paired with Therapaws for this amazing event which promotes confidence in emerging readers. Who better to read to than Theo the basset hound? Read to a Dog will be held on the 4th Tuesday of the month. As the program was fully booked, we may expand to two dogs and more days!

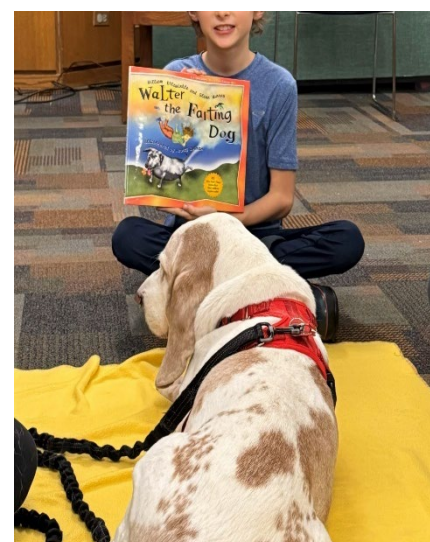
Goal: Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events.

Chef Susan Maddox presented her cooking program, Healthy Comfort Cuisine. We had 24 patrons attend and they learned how to make two different soups and one chili. The best part was that Chef Susan prepared her food in the Library and the building smelled delicious!

Anne Kowalski booked representatives from the **Museum of Science & Industry** to present their Crime Lab program, where students get to be forensic scientists! Thirteen students learned how to analyze evidence to crack the case.



Events, Services & Collections



Staff

This month I completed a second **salary study** with the help of HR Source. With that information, I was able to update our pay grades and scale to be in keeping with libraries of our size and budget.



Resources

This January the Policy Committee worked together to create a **Volunteer Policy** and supporting documentation so the Library can coordinate a middle school and teen volunteer program starting this summer.

Adult & Teen Service Librarian Brian Wolowitz attended a **West Suburban Programmers** virtual meeting to network with other programming librarians and get some fresh ideas. He also learned about new laws in Illinois that may impact our procedures for hiring outside presenters.

Key Performance Indicators

I was asked how many museum passes are checked out at the January board meeting. We have two museum pass programs: Macy's Museum Adventure Pass and Explore More Illinois.

February 1, 2023 – January 31, 2024 stats -

Macy's Program	
Brookfield Zoo	66
Chicago Botanic Garden	11
Cantigny Park	5
Ellwood House Museum, Cernan Earth and Space Center at Triton College, and Lizzadro Museum of Lapidary Art	2 each
Institute for Study of Ancient Cultures, Geneva Lake Museum, Children's Museum in Oak Lawn, Illinois Railway Museum, KidsWork Children's Museum, Aurora Regional Fire Museum, Naper Settlement, Volo Museum, and Pleasant Home Foundation	1 each
Total	97
Explore More Illinois Program	
Peggy Notebaert Nature Museum	5
Museum of Science and Industry, and Chicago Botanic Garden	3 each
Abraham Lincoln Presidential Library, Anderson Japanese Garden, Museum of Contemporary Art Chicago, and Lizzadro Museum of Lapidary Art	1 each
Total	15
Grand Total	112

Category	November 2023	December 2023	January 2024
Physical item circulation - initial checkouts	13,120	12,621	13,885
Digital item circulation	4,639	4,976	5,280
Total Circulation	17,759	17,597	19,165
Programs for Adults	12 programs 235 attendees	12 programs 155 attendees	10 programs 115 attendees
Programs Middle School aged children	9 programs 180 attendees	7 programs 117 attendees	9 programs 143 attendees
Programs for Children	16 programs 972 attendees	19 programs 1044 attendees	25 programs 1272 attendees
Library-Wide Programs			
Children's Play Area Visits	1204	1001	1492

New cardholders added	26	26	31
Total cardholders	8,258	8,254	8,262
Website sessions	6,349	8,266	7,360
Patron visits	5,690	7,511	8,927
Instagram Followers	1,410	1,415	1,427
Facebook Followers	1,368	1,368	1,374

Financial highlights

- The Library has received \$7,028.83 in interest from CDARS this fiscal year.
- I was asked what the non-return credit from Ingram was at the January board meeting. We receive a non-return credit when a book arrives damaged, because we aren't required to send it back.
- Because I didn't account for Township grant funding in the Adult Programs budget, that budget line will go over this year, though it will not exceed \$5,000 and trigger the need for an amendment. Grant funds will be accounted for in the the Grants, Other revenue line when they are received.

Facility updates

- S&D Maintenance repainted a wall that had old water stains in Adult & Teen Services.
- Broadleaf installed epoxy flooring in the Community Room.
- Franzen Plumbing repaired broken water spigot piping that flooded a staff work area. Belfor Property Restoration repaired the damage from the flooding. The Library's deductible is \$1,000, as the repairs were all covered by insurance.

Committee updates

Facilities Committee met on January 16, 2024
 Policy Committee met on January 31, 2024
 Finance Committee met on February 6, 2024

Respectfully submitted,

Emily Compton
 February 14, 2024

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Tuesday, January 16th, 2024, at 5:00 pm**

Call to Order: Vice-President Hill called the meeting to order at 5:00pm.

Present: Committee members: Deborah Hill, Cathy Ruggeri, Scott Delano, and Ann Berens.

Committee members absent: Elan Long.

Others present: Trustee Jim Hopkinson, RFPL Director Emily Compton, and RFPL Operations Manager Shannon Duffy.

Visitors: none

New Business:

The September 29th, 2023 draft minutes were approved.

Air Handler Update: Director Compton explained that on Sunday, January 14th, the air handler was in alarm mode and had turned off, causing there to be no heat in the building. As a result, the Library did not open on Sunday. Director Compton called Ron Marlowe (Construction Solutions of IL), who contacted Building Automation Solutions (BAS), who said the problem was likely the freezestat alarm. No one from CSI or BAS was able to address the problem on site so Director Compton called Oak Brook Mechanical (OMS), and a technician was able to override the freezestat alarm to get the system operational again. Director Compton notified Williams Architects and IMEG, who have hypothesized that the extremely cold temperatures and the overnight schedule caused the freezestat alarm to trip as the system switched to daytime mode. Accordingly, as a temporary solution, the controls have been modified so the system does not go into nighttime mode, and, so far, the air handler has remained operational. IMEG and BAS are working on a long-term solution.

The southeast corner of the second floor is very cold. OMS told Director Compton that it is not a system issue and that the air handler and boiler are working. The extremely cold temperatures outside are causing that area with its high ceilings and many windows to remain colder than other parts of the building.

Old Business:

- a. Air handler relocation and room renovation project
 - a. Floor proposals discussion
 - i. There are three flooring options: interlocking tiles that would be placed over the floor; painting the floor; and installing an epoxy floor coating.
 - ii. The RFPL management team met to discuss the options. The team suggested that if the flooring is temporary, the interlocking tiles would be best as they are the most economical. If the flooring may be a

permanent solution, the team preferred the standard flake basalt epoxy finish.

- iii. The Committee discussed the options and decided that because painting the floor would cost only slightly less than installing epoxy and is less desirable in terms of stain resistance, durability, and appearance, painting should be eliminated as an option. The interlocking tiles would provide sound dampening and the opportunity to sub out damaged tiles, but their cost (which is only an estimate as the Committee did not have a firm quote) would be only slightly less than the painting and epoxy options but would look less attractive, scuff more easily, and would not be stain resistant. The solid color epoxy option was also eliminated because it would show footprints and require a non-slip additive that would add texture to the finish.
- iv. The Committee concluded that the basalt color in standard flake with a semi-gloss finish would be the best choice because the epoxy coating is stain resistant, would be more durable, and would be aesthetically pleasing since it looks the most similar to the terrazzo floor in the lobby of the Library, and the semi-gloss finish would not show scuffs.

Vote: Trustee Berens moved that the Committee recommend to the Board that it choose the standard flake epoxy option in the basalt color with a semi-gloss finish. Trustee Delano seconded the motion.

Ayes- Berens, Ruggeri, Delano, Hill

b. Construction budget update

- i. Director Compton presented a breakdown of the construction costs and budget. Vice-President Hill inquired how the reimbursement check from Williams Architects for the three-way valve was included in the calculations. Director Compton said she deducted that amount from the total in FY23-24 expenditures. That money was deposited into the Capital account. The invoice in the amount of \$1,700 from OMS for the work restarting the unit this past weekend will be added to the costs for which the Library will be seeking reimbursement from CSI against the cost of the project.

c. Open issues

- i. The Committee did not discuss any open issues.

d. Phase two planning

i. Architect selection process

1. The Library does not need to go through the statutory Request For Qualifications process because architectural fees are not expected to go over \$40,000. Williams Architects estimated the fees to be approximately \$24,000-\$30,000. The Library will invite architectural firms to give proposals for the project. The Live and Learn grant includes a condition that the work must

be completed by a certain date or the grant money will be forfeited; however, the Library can apply for an extension of time if necessary.

ii. Limestone slab donation offer

1. The Library received an offer of limestone slabs from a donor to use in the new room. After discussing the offer, it was decided to discuss with the architects selected for phase two whether and how the slabs could be used.

New Business:

a. Capital budget planning

- a. Director Compton presented imperative items from the Library's building plan, including replacing the 2nd floor skylight, HVAC system replacements, and phase two of the new room and bathroom project. She noted that during the development of the strategic plan, patrons had commented on the poor quality of the lighting on the second floor. The Committee discussed modifications to the study rooms to make them more functional. The Committee also discussed whether the Library should have a facilities assessment and/or needs assessment prepared. Trustee Berens inquired about meeting room technology being part of the phase two plan, specifically updating the room to be Zoom capable. Director Compton will ask Outsource Solutions Group (OSG) if anything can be done to make the space Zoom capable.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 5:59pm. It was seconded by Trustee Delano.

River Forest Public Library
Policy Committee Meeting-Draft

MINUTES

Wednesday, January 31st, 2024, at 2:00 pm

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

Call to Order: Trustee Hill called the meeting to order at 2:00 pm.

Minutes:

Trustee Ruggeri moved to approve Trustee Baxi-Carstens joining remotely. Trustee Long seconded. The motion was approved unanimously.

1. November 6th, 2023, Policy Committee meeting minutes were approved unanimously.
2. Operations I. Collections Management

Trustee Ruggeri recommended adding specific language to the policy from the Illinois Library System Act, which was amended effective January 1, 2024 to include language protecting the freedom of libraries in managing their collections. Trustees discussed whether the policy should include language from the statute. The Committee decided to include the statutory language to make the standards applied by the Library in collection management more transparent to patrons. Other changes were made to the policy for clarity.

The Committee discussed changes to the Request for Reconsideration of Library Materials form to clarify the basis of a patron's objection to specific material and the action they would like the Library to take. The Committee recommended other changes for clarity.

3. Operations II. Reference Services
4. Staff IX. Computer Use and Internet Access

Trustees recommended changing the name of the policy to Computer Use and Internet Access to be consistent with the Patron Computer Use and Internet Access policy. Other minor changes were made for clarity.

5. Patrons IV. Computer Use and Internet Access
6. Patrons XIV. Volunteers

Director Compton explained that the language of the Volunteer Policy, Volunteer Application, and Volunteer Release and Waiver Agreement has been reviewed by the

Library's attorney. The attorney did not recommend any changes to the policy language. Changes were made to the Volunteer Application and Volunteer Release and Waiver Agreement based on the attorney's recommendations. The Committee also made minor changes to the Policy, Application, and Release and Waiver for clarity. The Committee discussed insurance coverage for volunteers.

Next Meeting: Wednesday, April 3rd at 2:30 pm to discuss Patrons I. Borrowing Privileges, Patrons II. Circulation, Patrons III. Patron Confidentiality, Patrons VII. Exhibits & Displays, and Patrons VIII. Community Bulletin Board & Pamphlet Display.

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 3:13 pm. Trustee Long seconded.

**River Forest Public Library
Finance Committee Meeting
MINUTES- draft
Tuesday, February 6th, 2024 at 2:00 PM**

Present: Committee members Cathy Ruggeri, Deborah Hill, Scott Delano. Jim Hopkinson attended via phone. RFPL Director Emily Compton and Operations Manager Shannon Duffy were also present.

Call to Order: Trustee Ruggeri called the meeting to order at 2:02pm.

Minutes: The December 6th, 2023 draft Minutes were approved.

New Business

Draft amended budgets: FY 23-24: Operating and Capital

Director Compton proposed two amendments to the FY 23-24 Operating Budget. Tech Support increased from \$23,500 to \$30,000. She expects the Library to spend less in Automation to offset that increase. The Library is also expecting more money to come in than was originally budgeted. Wages and Salaries is spending is under, even with the additional pay period that was included on the August 31st payroll. Adult Programming looks like it is going over its budget, but there is money coming in from a grant that goes towards that revenue line. The preliminary estimate of revenue over expenses is \$200,000.

The Live and Learn Grant and excess revenue from the previous fiscal year were added to the FY 23-24 Capital Budget. Under expenditures, Director Compton removed HVAC upgrades that the Library didn't move forward with. All other amendments are related to the construction project.

Draft budgets: FY 24-25: Operating and Capital

The committee calculated expected property tax using the 2023 levy and applying the 3.4% CPI increase. After using another salary study with HR Source, Director Compton would like to include funds for compression raise increases for certain positions, as well as merit raises of 3-5% for all staff. This would leave some money left over in case a staff member needs to go on leave. Increases in fringe benefit categories would allow the Library to send more people to conferences and trainings.

The lines for Printing and Advertising were raised. RFPL Marketing and PR Specialist Fran Arnold is working on a rebranding proposal, which will require changes to the Bookplate as part of the strategic planning goal to better market our services and programs.

There is an increase for programming across all departments. The Adult and Childrens Departments are hoping to collaborate more on all-ages programs.

\$20,000 was included in Automation for a new website. The Committee discussed whether or not a new website would be considered a capital expense or not. They decided that a new website should be categorized as capital.

AV was changed to, "AV and non-print materials" to better categorize items like American Girl Dolls and check out tech.

\$150,000 of the Capital budget is made up of grants from the Foundation. The budget also includes money for 10 new computers, although some can be deferred if the budget does not allow.

Old Business

The Committee discussed investing more money into CDARS accounts: \$50k right now and \$150k when property tax money begins coming in this spring.

Next Meeting: TBD

Adjournment

Trustee Delano moved to adjourn the meeting at 2:54pm, seconded by Trustee Hill.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 13, 2024

RE: FY2023-24 Draft Amended Budgets

Operating Budget

Proposed amendments are in the Support Services section to the Technical Support (IT) and Automation lines. As we discussed, the server migration exhausted our technical support hours, so we purchased more than we budgeted for this fiscal year. We are running under in Automation, so I propose raising the Technical Support budget to \$30,000 (from \$23,500) and lowering the Automation budget to \$38,000 (from \$44,500).

Capital Budget

Revenues and Transfers

Revenues and Transfers are categorized in the first column, to help make our audit process smoother next year. The \$50,000 Live & Learn Construction Grant was added, as well as the \$170,080 excess revenues over expenditures from FY22-23.

Expenditures

The HVAC line was lowered from \$150,000 to \$17,500. We had budgeted for upgrades to the Library's HVAC system (valves and VAV boxes) and for a new boiler, but that work won't happen this fiscal year. So far, we have spent \$2,540 in HVAC for replacement air compressor pumps, and I have left just under \$15,000 in the line for contingency.

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

- Most phase one costs have been added to this fiscal year, moved from FY22-23, and have been adjusted based on the phase one pricing breakdown included in your packet.
- I subtracted the \$11,866 holdback amount from the Air Handler Equipment and Installation line, which will be paid in a future fiscal year.
- \$78,797 was paid for the Concrete Pad and Masonry Enclosure in FY22-23, \$11,728 was paid in FY23-24 with \$41,353 remaining to be paid.
- Phase two costs in the Interior Mechanical Room Renovation line have been removed from this year's budget.
- \$16,548 was paid in the Air Handler and Room Renovation Combined Expenses in FY22-23, with just over \$100,000 remaining to be paid.

River Forest Public Library Budget 2023-24

General Fund for Operation		Budget 2023-24	Proposed Amended Budget 2023-24
Revenues			
	Property Taxes	\$ 1,495,000	\$ 1,495,000
	Connections Program	\$ 8,300	\$ 8,300
	Replacement Tax	\$ 20,000	\$ 20,000
	Lost Books Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 2,800	\$ 2,800
	Rentals-Library Space	\$ -	
	Interest	\$ 5,000	\$ 5,000
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 300	\$ 300
	Illinois Per Capita Grant	\$ 17,300	\$ 17,300
	Grants, Other	\$ 1,500	\$ 1,500
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,500
	Miscellaneous Income	\$ 1,000	\$ 1,000
	Total Revenues	\$ 1,579,200	\$ 1,579,200
Expenses			
Personnel			
	Wages & Salaries	\$ 813,000	\$ 813,000
	Medical Health Insurance Coverage	\$ 62,250	\$ 62,250
	IMRF	\$ 55,000	\$ 55,000
	FICA, Medicare	\$ 62,200	\$ 62,200
	Staff Recognition	\$ 3,250	\$ 3,250
	Membership Dues	\$ 4,000	\$ 4,000
	Staff Training and Development	\$ 9,000	\$ 9,000
	Total Personnel	\$ 1,008,700	\$ 1,008,700
		63.9%	
Printing and Advertising			
	Newsletter	\$ 6,500	\$ 6,500
	Advertisement	\$ 3,750	\$ 3,750
	Total Printing and Advertising	\$ 10,250	\$ 10,250
		0.6%	
Programming			
	Children's Programs	\$ 15,000	\$ 15,000
	Teen Programs	\$ 8,000	\$ 8,000
	Adult Programs	\$ 10,500	\$ 10,500
	Special Programs	\$ 4,000	\$ 4,000
	Connections Programs	\$ 8,300	\$ 8,300
	Total Programs	\$ 45,800	\$ 45,800
		2.9%	
	Total Advertising & Programming	\$ 56,050	\$ 56,050
		3.5%	

Support Services			
	ILL and RB Services	\$ 750	\$ 750
	Technical Support (IT)	\$ 23,500	\$ 30,000
	Automation - SWAN / RAILS and Website	\$ 44,500	\$ 38,000
	Consultant / Legal	\$ 5,500	\$ 5,500
	Postage & Delivery	\$ 2,250	\$ 2,250
	Audit	\$ 11,000	\$ 11,000
	Payroll and employment services	\$ 6,000	\$ 6,000
	Youth Interventionist Contract	\$ 4,965	\$ 4,965
	Telephone/Internet	\$ 11,000	\$ 11,000
	Trustee Training and Memberships	\$ 900	\$ 900
	Copy Machine Leases	\$ 3,000	\$ 3,000
	Total Other Support Servies	\$ 113,365.00	\$ 113,365.00
		7.2%	
Library Materials			
	Books	\$ 76,000	\$ 76,000
	Print Periodicals	\$ 6,000	\$ 6,000
	Automated Subscriptions (databases)	\$ 11,000	\$ 11,000
	Online E-content (MOD, Hoopla, Kanopy)	\$ 78,335	\$ 78,335
	In-House Audio Visual (DVD's, CD's, audiobooks)	\$ 16,000	\$ 16,000
	Total Library Materials	\$ 187,335	\$ 187,335
		11.9%	
Materials and Supplies			
	Office Supplies	\$ 4,250	\$ 4,250
	Library Supplies	\$ 5,500	\$ 5,500
	Copy And Printing Supplies	\$ 2,250	\$ 2,250
	Misc Expenses	\$ 2,000	\$ 2,000
	Total Library and Office Supplies	\$ 14,000	\$ 14,000
		0.9%	
	Total Library Materials and Supplies	\$ 201,335	\$ 201,335
		12.7%	
	Strategic Initiatives	\$ 10,000	\$ 10,000
		0.6%	
Facilities Management			
Facility Supplies			
	Building Materials & Supplies	\$ 4,750	\$ 4,750
	Total Facility Supplies	\$ 4,750	\$ 4,750
		0.3%	
Facility Services			
	Insurance	\$ 20,000	\$ 20,000
	Maintenance and Custodial Services	\$ 73,000	\$ 73,000
	Water	\$ 3,000	\$ 3,000
	Natural Gas	\$ 28,000	\$ 28,000
	Copier Maintenance and Usage	\$ 2,500	\$ 2,500
	Total Facilities Services	\$ 126,500	\$ 126,500
		8.0%	
Equipment & Furniture			
	Equipment & Furniture	\$ 5,000	\$ 5,000

	Technology Misc.	\$	3,500	\$	3,500
	Total Equipment and Furniture	\$	8,500	\$	8,500
			0.5%		
	Total Facilities Management	\$	139,750	\$	139,750
			8.8%		
	Total Operating Expenses	\$	1,529,200	\$	1,529,200
			96.8%		
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$	50,000	\$	50,000
			3.2%		
	Total	\$	1,579,200	\$	1,579,200

River Forest Public Library Budget 2023-24			
Capital Improvement Fund		Budget 2023-24	Proposed Amended Budget 2023-24
Revenues and Transfers			
<i>Revenues</i>	Grants		
	Live & Learn Construction Grant		\$ 50,000
<i>Transfers</i>	Budgeted Capital Transfer	\$ 50,000	\$ 50,000
	Additional Transfers from Operating		
	Excess of revenues over expenditures from prior fiscal year		\$ 170,080
	Total Revenues	\$ 50,000	\$ 270,080
Expenses			
	Technology	\$ 19,000	\$ 19,000
	HVAC (not related to air handler project)	\$ 150,000	\$ 17,500
	Contingency	\$ 15,000	\$ 15,000
	Furniture/Equipment	\$ -	
	<i>Air Handler Project</i>		
	Air handler Equipment and Installation	\$ -	\$ 270,000
	Concrete Pad and Masonry Enclosure	\$ -	\$ 53,100
	Infrastructure Work	\$ -	\$ 53,200
	Interior Mechanical Room Renovation	\$ 250,000	\$ 40,000
	Air Handler and Room Renovation Combined Expenses	\$ -	\$ 100,500
	Construction Administration Fees		\$ 2,000
	Total Capital Expenses	\$ 434,000	\$ 570,300

AHU Relocation & Mechanical Room Renovation – Phase One Pricing Breakdown

Construction Solutions of Illinois

A	B	C	D	E	F
Item Nos.	Description of Work	Current Contract Price	Original Contract Price, if changed	Capital Budget Category	FY Paid
1	Demolition – Architectural	\$9,050.00		Interior Renovation	
	<i>Tri-R Construction</i>				
2	Concrete	\$42,325.00		Concrete pad & enclosure	FY22-23 \$29,067.74
	<i>Royal Concrete</i>				
3	Masonry	\$32,500.00		Concrete pad & enclosure	FY22-23 \$29,250
	<i>Piazza Masonry</i>				
4	Metal Stud & Drywall	\$14,754.00		Interior Renovation	
	<i>KDM Construction</i>				
5	Acoustical Ceiling	\$4,946.00		Interior Renovation	
	<i>KDM Construction</i>				
6	Resilient Flooring	\$1,655.00		Interior Renovation	
	<i>Caliber Flooring</i>				
7	Painting	\$3,450.00		Interior Renovation	
	<i>Décor Vill</i>				
8	Aluminum Gate Materials	\$11,361.00		Concrete pad & enclosure	
	<i>Barnett Bates</i>				
9	Aluminum Gate Installation	\$3,439.00		Concrete pad & enclosure	
	<i>KDM Construction</i>				
10	Fire Protection	\$4,219.50	\$4,625.00	Infrastructure	
	<i>Midwest Fire Suppression</i> Reduced by \$405.50 – credit for ADS fire panel work (Change order #4)				
11	Plumbing	\$15,500.00		Infrastructure	
	<i>Knights Services</i>				
12	HVAC	\$256,825.17	\$243,000	Air Handler Equip & Install	
	<i>Cryer Olsen Mechanical / Building Automation Systems</i> <ul style="list-style-type: none"> \$8,580 relocation of boiler/ahu panels (Change order #3) \$5,245.17 3-way valve (Change order #5) 				
13	Electric	\$31,000.00		Infrastructure	
	<i>Quick Electric</i>				
14	Excavation	\$17,135.00		Concrete pad & enclosure	FY22-23 \$12,600
	<i>Dupage Topsoil</i>				

15	Landscape Repair	\$5,510.76	\$15,000	Concrete pad & enclosure	
	<ul style="list-style-type: none"> Reduced by \$9,489.24 – credit for Park District landscaper (Change order #2) 				
16	Contingency Allowance	\$15,000.00		Combined Expenses	
	Change order #1 <ul style="list-style-type: none"> \$1,375 upgrade chilled water piping \$6,509 additional soil excavation \$1,250 orange safety fence Waiting on formal change order <ul style="list-style-type: none"> \$5,866 of cost toward piping/duct liner/soffit ceiling work 				
17	Performance & Payment Bond	\$9,236.00		Combined Expenses	FY22-23 \$8,313
18	General Conditions	\$44,300.00		Combined Expenses	FY22-23 \$6,840
19	OH&P	\$56,377.00		Combined Expenses	FY22-23 \$9,270
20	Subtotal	\$578,583.43	\$574,653		
21	Waiting on formal change orders for: <ul style="list-style-type: none"> \$14,522.20 remaining cost (beyond contingency) for piping/duct liner/soffit ceiling work (of this, we disputed \$1,320.20 in overhead & profit – no resolution yet) \$543 for demolition of baseboard heater (did not approve, will dispute if we receive formal change order) \$225 for additional outlet \$660 for bathroom header \$635.80 to cut/cap plumbing to bathroom, as per inspector's instructions 	\$595,169.43	\$574,653	\$14,522.20 = Air Handl & Equip Install \$543 = Interior Reno \$225 = Interior Reno \$660 – Interior Reno \$635.80 = Infrastructure	
Paid as of January 2024		\$95,340.74 (Pay Req #1 FY22-23)			
Remaining to pay		\$499,828.69			
Less 2% holdback on contract (FY23-24 budget)		\$487,962.57		\$11,866.12 (took from air handler equip & install expense line)	

Paid FY21-22	\$18,272.03 <ul style="list-style-type: none"> • Project definition phase \$4,248.42 • Construction documents \$12,824.79 • Permitting/Bidding \$1,198.82
Paid FY22-23	\$31,454.69 <ul style="list-style-type: none"> • Permitting/Bidding \$2595.66 • HVAC design & engineering \$20,705.13 • Construction administration \$6,815.90 • Live & Learn Grant assistance: \$1,338
Paid FY23-24	\$0
Remaining to pay	\$1,885.75 Construction administration

Other Expenses

Paid FY21-22	\$8,300.25 <ul style="list-style-type: none"> • Prairie Land Survey \$3,500 • Village of RF \$2,509 • RF Park District (lease legal fees) \$1,236.25 • Klein, Thorpe & Jenkins \$1,055
Paid FY22-23	\$24,907.43 <ul style="list-style-type: none"> • Village of RF \$895.62 • Klein, Thorpe & Jenkins \$1,153.87 • Growing Com Media (bid notice) \$490 • Art. Gallagher (insurance) \$2,526 • Testing Service Corp (soil testing) \$1,900 • Rubino Engineering (materials testing) \$6,790 • RF Park District (fence repair) \$195 • Amazon (space heaters) \$101.94 • Axis Air \$10,855
Paid FY23-24	\$24,879.54 <ul style="list-style-type: none"> • Alarm Detection Service \$405.50 (contract reduction CSIL) (Infrastructure) • Alarm Detection Service \$1,399.83 (CSIL should have paid directly – did not – added to list for reimbursement) (Infrastructure) • McAdam Landscaping \$9,978.13 (contract reduction CSIL) (Concrete Pad & Enclosure) • Oak Brook Mechanical \$510 (Air handler equip & instal) • OSG \$326.25 (Air handler equip & instal) • Axis Air \$11,755 (Air handler equip & instal) • RF Park District (tree) \$1,750 (Concrete pad & encl) • Williams Architects reimbursement for 3-way valve -\$5,245.17 (Air handler equip & instal) • Broadleaf \$4,000 (epoxy floor) (Interior renovation)

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 13, 2024

RE: FY2024-25 Draft Budgets

Operating Revenue

Property Taxes

Property tax revenue was calculated by taking 98% of the 2023 levy, increasing that number by the 2023 CPI increase (3.4%), then rounding down. The budget shows \$1,615,000 in tax revenue.

Interest

Interest revenue is expected to be higher than last fiscal year because of maturing CDARS.

Grants, Other

This line includes \$4,000 in Township grants that help fund adult programs. We receive this funding every year, but I haven't included it in the Grants, Other revenue line. The Adult Programs expense line accounts for the grant funding as well.

Operating Expenses

Total Personnel

There is a 7.17% increase in Total Personnel, with a 7.63% increase in the Wages & Salaries line. The \$875,000 Wages & Salaries line incorporates several factors:

- Current employee wages of \$780,000
- \$4,300 to fund the final ladder increase of the RFPL minimum hourly rate to remain in compliance with the Illinois Minimum Wage Law.
- \$28,000 to fund compression rate increases for associates, librarians, and one management position. This will bring staff to within an appropriate range within the RFPL Pay Range & Scale, which I updated again this year using HR Source's 2023 Library and Pay Projections surveys.
- Room for merit increases of 3.5-5%.
- A \$5,000 fund to be in compliance with the Paid Leave for All Workers Act.
- Technology reimbursement cost of \$3,000.
- Funds to cover shifts when people are sick, on vacation, or on leave.

The *Serving Our Public 4.0* standard is to expend up to 60% of the budget on staff wages and up to 70% on wages plus fringe benefits.

The IMRF employer contribution rate has remained relatively flat, allowing for a reduction in this line. Staff Recognition, Membership Dues, and Staff Training and Development are all raised to bring Total Personnel closer to state standard levels, to compensate for rising prices due to inflation, and to fund staff-related strategic planning goals.

Programming

All program categories see an increase save Connections, which was lowered to match the grant award amount. Adult Programs accounts for \$4,000 in Township grant funding, and Special Programs was increased so we can offer more intergenerational programming and large events.

Library Materials

There are increases to keep us at the state standard of spending 8-12% of the budget on materials. Automated Subscriptions has a significant increase so we can explore database options, including digital subscriptions like the popular New York Times. In-House AV & Other Nonprint Materials includes checkout tech and American Girl dolls. This budget is flat because we are spending less on AV materials and more on other nonprint items.

Capital Budget

The budget accounts for projects in five categories: Technology, HVAC, Roof, Exterior, and Interior Mechanical Room Renovation.

Technology

\$28,000 is budgeted for 10 PC replacements and \$20,000 is budgeted for a new website.

HVAC

\$200,000 incorporates the estimates for a new boiler (\$70,000), replacement valves (\$30,000), and VAV boxes (\$60,000), plus funds for professional services and bidding.

Roof and Exterior

The Library's facility plan calls for a skylight replacement (\$60,000) and work to reseal our sidewalk surfaces and joints (\$3,500).

Interior Mechanical Room Renovation

\$250,000 is based on Williams Architect's estimate for phase two. Their estimate includes general conditions, professional fees, and a 15% contingency.

River Forest Public Library Budget 2024-25				
General Fund for Operation		Proposed Amended Budget 2023-24	Draft Budget 2024-25	% Change
Revenues				
	Property Taxes	\$ 1,495,000	\$ 1,615,000	8.03%
	Connections Program	\$ 8,300	\$ 5,500	-33.73%
	Replacement Tax	\$ 20,000	\$ 25,000	25.00%
	Lost Materials Reimbursed	\$ 3,500	\$ 3,500	0.00%
	Copy Machine Revenues	\$ 2,800	\$ 3,200	14.29%
	Rentals-Library Space			
	Interest	\$ 5,000	\$ 24,500	390.00%
	RFPL Foundation Grants	\$ 20,000	\$ 20,000	0.00%
	Gifts	\$ 300	\$ 200	-33.33%
	Illinois Per Capita Grant	\$ 17,300	\$ 17,300	0.00%
	Grants, Other	\$ 1,500	\$ 4,000	166.67%
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,500	0.00%
	Miscellaneous Income	\$ 1,000	\$ 500	-50.00%
	Total Revenues	\$ 1,579,200	\$ 1,723,200	9.12%
Expenses				
Personnel				
	Wages & Salaries	\$ 813,000	\$ 875,000	7.63%
	Medical Health Insurance Coverage	\$ 62,250	\$ 65,000	4.42%
	IMRF	\$ 55,000	\$ 50,000	-9.09%
	FICA, Medicare	\$ 62,200	\$ 67,000	7.72%
	Staff Recognition	\$ 3,250	\$ 6,000	84.62%
	Membership Dues	\$ 4,000	\$ 5,000	25.00%
	Staff Training and Development	\$ 9,000	\$ 13,000	44.44%
	Total Personnel	\$ 1,008,700	\$ 1,081,000	7.17%
				62.7%
Printing and Advertising				
	Newsletter	\$ 6,500	\$ 7,900	21.54%
	Advertisement	\$ 3,750	\$ 6,000	60.00%
	Total Printing and Advertising	\$ 10,250	\$ 13,900	35.61%
				0.8%
Programming				
	Children's Programs	\$ 15,000	\$ 18,000	20.00%
	Teen Programs	\$ 8,000	\$ 9,500	18.75%
	Adult Programs	\$ 10,500	\$ 18,000	71.43%
	Special Programs	\$ 4,000	\$ 7,000	75.00%
	Connections Programs	\$ 8,300	\$ 5,500	-33.73%
	Total Programs	\$ 45,800	\$ 58,000	26.64%
				3.4%
	Total Advertising & Programming	\$ 56,050	\$ 71,900	28.28%
				4.2%
Support Services				
	ILL and RB Services	\$ 750	\$ 1,200	60.00%
	Technical Support (IT)	\$ 30,000	\$ 24,750	-17.50%
	Automation - SWAN / RAILS and Website	\$ 38,000	\$ 45,000	18.42%
	Consultant / Legal	\$ 5,500	\$ 6,000	9.09%
	Postage & Delivery	\$ 2,250	\$ 3,750	66.67%
	Audit	\$ 11,000	\$ 11,000	0.00%

	Payroll and employment services	\$ 6,000	\$ 6,200	3.33%
	Youth Interventionist Contract	\$ 4,965	\$ 5,115	3.02%
	Telephone/Internet	\$ 11,000	\$ 11,000	0.00%
	Trustee Training and Memberships	\$ 900	\$ 1,000	11.11%
	Copy Machine Leases	\$ 3,000	\$ 3,100	3.33%
	Total Other Support Servies	\$ 113,365.00	\$ 118,115.00	4.19%
				6.9%
	Library Materials			
	Books	\$ 76,000	\$ 82,500	8.55%
	Print Periodicals	\$ 6,000	\$ 7,000	16.67%
	Automated Subscriptions (databases)	\$ 11,000	\$ 16,000	45.45%
	Online E-content (MOD, Hoopla, Kanopy)	\$ 78,335	\$ 86,500	10.42%
	In-House AV & Other Nonprint Materials	\$ 16,000	\$ 16,000	0.00%
	Total Library Materials	\$ 187,335	\$ 208,000	11.03%
				12.1%
	Materials and Supplies			
	Office Supplies	\$ 4,250	\$ 4,600	8.24%
	Library Supplies	\$ 5,500	\$ 5,900	7.27%
	Copy And Printing Supplies	\$ 2,250	\$ 2,600	15.56%
	Misc Expenses	\$ 2,000	\$ 2,400	20.00%
	Total Library and Office Supplies	\$ 14,000	\$ 15,500	10.71%
				0.9%
	Total Library Materials and Supplies	\$ 201,335	\$ 223,500	13.0%
	Strategic Initiatives	\$ 10,000	\$ 15,000	50.00%
				0.9%
	Facilities Management			
	Facility Supplies			
	Building Materials & Supplies	\$ 4,750	\$ 6,750	42.11%
	Total Facility Supplies	\$ 4,750	\$ 6,000	26.32%
				0.3%
	Facility Services			
	Insurance	\$ 20,000	\$ 22,500	12.50%
	Maintenance and Custodial Services	\$ 73,000	\$ 85,000	16.44%
	Water	\$ 3,000	\$ 3,000	0.00%
	Natural Gas	\$ 28,000	\$ 24,000	-14.29%
	Copier Maintenance and Usage	\$ 2,500	\$ 2,685	7.40%
	Total Facilities Services	\$ 126,500	\$ 137,185	8.45%
				8.0%
	Equipment & Furniture			
	Equipment & Furniture	\$ 5,000	\$ 6,000	20.00%
	Technology Misc.	\$ 3,500	\$ 4,500	28.57%
	Total Equipment and Furniture	\$ 8,500	\$ 10,500	23.53%
				0.6%
	Total Facilities Management	\$ 139,750	\$ 153,685	9.97%
				8.9%
	Total Operating Expenses	\$ 1,529,200	\$ 1,663,200	8.76%
				96.5%
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 50,000	\$ 60,000	20.00%
				3.5%
	Total	\$ 1,579,200	\$ 1,723,200	9.12%

River Forest Public Library Budget 2024-25			
Capital Improvement Fund		Proposed Amended Budget 2023-24	Draft Budget 2024-25
Revenues and Transfers			
<i>Revenues</i>	Grants		\$ 150,000
	Live & Learn Construction Grant	\$ 50,000	
<i>Transfers</i>	Budgeted Capital Transfer	\$ 50,000	\$ 60,000
	Additional Transfers from Operating		
	Excess of revenues over expenditures from prior fiscal year	\$ 170,080	
	Total Revenues	\$ 270,080	\$ 210,000
Expenses			
	Technology	\$ 19,000	\$ 48,000
	HVAC	\$ 17,500	\$ 200,000
	Roof	\$ -	\$ 60,000
	Exterior	\$ -	\$ 3,500
	Contingency	\$ 15,000	\$ 15,000
	<i>Renovation Project</i>		
	Air handler Equipment and Installation	\$ 270,000	
	Concrete Pad and Masonry Enclosure	\$ 50,000	
	Infrastructure Work	\$ 52,000	
	Interior Mechanical Room Renovation	\$ 40,000	\$ 225,000
	Air Handler and Room Renovation Combined Expenses	\$ 110,000	
	Construction Administration Fees	\$ 2,000	\$ 25,000
	Total Capital Expenses	\$ 575,500	\$ 576,500

I. Collection Management

A. Introduction

RFPL uses its Collection Management Policy to develop, manage, and maintain a collection of materials to support RFPL's service goals as identified in the current strategic plan. The RFPL collection is a core library service that reflects patron wants, needs, and aspirations for inspiration, education and entertainment. It is the intention that RFPL collections reflect the diverse needs and interests of the River Forest community.

Responsibility for this policy rests with the Board. In compliance with the Illinois Library System Act ("ILSA")(75 ILCS 10), as amended by the Right to Read Act (P.A. 103-0100), the Board endorses and adopts the American Library Association's ("ALA") Library Bill of Rights which "indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval" (75 ILCS 10/3(E), quoting ALA Bill of Rights (See Appendix)). The ILSA protects the freedom of libraries "to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials." (75 ILCS 10/1). The Board also endorses and adopts the ALA's Freedom to Read and Freedom to View Statements (See Appendix). The Board delegates responsibility for implementing this policy and managing RFPL's collection to the Director and staff.

B. Criteria for Selection

1. Materials will be selected with an emphasis on:

- Community demand
- Relevance to the strategic plan

Additional factors for consideration include:

- Input gathered from critical reviews and standard selection sources
- Currency of the material
- Authority of the author or publisher
- Shelf space
- Price
- Physical features and format
- Availability of the same or similar material at neighboring libraries or through interlibrary loan.

2. An effort will be made to include materials representing multiple viewpoints on a topic. No material will be excluded based on the race, nationality, gender identity, religion, sexual orientation, or political or social views of the author.

3. Materials will not be excluded from the collection solely because the frankness of presentation may be objectionable to some or because the materials may not be suitable for all patrons. RFPL will not label items with content warnings but may label items to note collection and location. RFPL places no age restrictions on patron usage or borrowing. The responsibility for monitoring materials used by a minor rests with their parent or guardian.

4. Due to the quickly changing nature of technology, RFPL will focus on purchasing current formats of materials, with consideration for emerging formats. Collections of materials in outdated formats will not be actively developed and may be removed.

5. Due to budget and space constraints, RFPL cannot purchase all materials available or requested. RFPL participates in interlibrary loans in an effort to obtain materials for River Forest patrons that are not held within RFPL's collection.

C. Retention of Library Materials

A current, attractive, and useful collection is maintained through the continual selection, replacement, and removal of materials. Materials in the collection are assessed on an ongoing basis. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, disuse, obsolete format, or lack of interest.

Materials removed from the collection may be donated to local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

D. Donations of Materials

Donations of books and other materials may be accepted by RFPL as long as these items are given unconditionally and become the property of RFPL.

Donations of cash for Memorial/Honor books or other materials are accepted. Specific subject areas or titles may be suggested by donors. However, the final decision on specific materials acquired will reside with RFPL staff. Memorial/Honor materials will not necessarily be retained in perpetuity and will be subject to the same retention criteria as the general collection.

RFPL reserves the right to refuse to include a donated item in the collection and to donate or dispose of the item as RFPL management sees fit.

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

E. Reconsideration of Materials Policy

RFPL management is available to discuss a patron's concerns about any Library material. If a patron's concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of such materials if the patron is a River Forest resident and holds a valid RFPL card.

The Board has adopted the following procedures for the formal reconsideration of materials:

1. The material in question will remain in the collection and available to patrons during the reconsideration process.
2. Staff will provide the patron with the Request for Reconsideration of Library Resources (“Request”) form along with a copy of RFPL’s Collection Management Policy and the ALA’s Library Bill of Rights.
3. When the Request form is completely filled out and returned to RFPL, the appropriate Manager, in consultation with the Director, will review the completed Request and the material at issue and determine whether reconsideration of the material is appropriate.
4. The Manager will respond in writing to the patron with the decision of the Manager and Director. The letter will include a statement inviting the patron to RFPL to discuss their decision with the Manager and Director.
5. After meeting with the Manager and Director, a patron desiring further action can make a request in writing for a hearing before the Board, which has final authority.
6. In considering any request for reconsideration, Library staff, the Director, and the Board will apply the criteria for selection and retention of materials contained in RFPL’s Collection Management Policy, which also incorporates the criteria in the ALA’s Library Bill of Rights.
7. RFPL’s decision on any request for reconsideration of material will remain in effect for three years from the date final action is taken on the request.

Updated January 2024

I. Collection Management

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RFPL uses its Collection Management Policy to develop, manage, and maintain a collection of materials to support RFPL's service goals as identified in the current strategic plan. The RFPL collection is a core library service that reflects patron wants, needs, and aspirations for inspiration, education and entertainment. It is the intention that RFPL collections reflect the diverse needs and interests of the River Forest community.

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Materials removed from the collection may be donated to local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

D. Donations of Materials

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

E. Reconsideration of Materials Policy

~~In the event a patron questions the appropriateness of any materials,~~ RFPL management is available to discuss a patron's concerns about any Library material, and to identify alternate materials. If a patron's concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of such materials if the patron is a River Forest resident and holds a valid RFPL card.

The Board has adopted the following procedures for the formal reconsideration of materials:

1. The material in question will remain in the collection and available to patrons during the reconsideration process.
2. Staff will provide the patron with the Request for Reconsideration of Library Resources (“Request”) form along with a copy of RFPL’s Collection Management Policy and the ALA’s Library Bill of Rights.
3. When the Request form is completely filled out and returned to RFPL, the appropriate Manager, in consultation with the Director, will review the completed Request and the material at issue and determine whether reconsideration of the material is appropriate.
4. The Manager will respond in writing to the patron with the decision of the Manager and Director. The letter will include a statement inviting the patron to RFPL to discuss their decision matter with the Manager and Director.
5. After ~~a~~ meeting with the Manager and Director, a patron desiring further action can make a request in writing for a hearing before the Board, which has final authority.
6. In considering any request for reconsideration, Library staff, the Director, and the Board will apply the criteria for selection and retention of materials contained in RFPL’s Collection Management Policy, which also incorporates the criteria in the ALA’s Library Bill of Rights.
7. RFPL’s decision on any request for reconsideration of ~~specific~~ material will remain in effect for three years from the date final action is taken on the request.

Updated January 2024

XIV. Middle School and Teen Volunteer Program

RFPL welcomes middle school and teen volunteers to help fulfill the Library's strategic goals and mission. The volunteer program strengthens the Library's connection to the community and offers our young patrons a way to contribute their time to fulfill personal or academic goals, gain new experiences, and learn more about the Library.

Volunteers enhance the Library's services and will not be used to replace the work done by paid Library staff. The Library will make every effort to have volunteers work on tasks that reflect their skills and interests while meeting the Library's needs.

Written permission from a parent or guardian is required for volunteers who are minors. A volunteer must be at least 10 years old and a River Forest resident. Volunteers are required to follow Library policies and procedures. An individual can be released from the volunteer program at any time at the discretion of the appropriate Manager and/or Director.

Adopted January 2024



River Forest Public Library
 735 Lathrop
 River Forest, IL 60305
 708-366-5205
 www.riverforestlibrary.org

Middle School / Teen Volunteer Application

Name: _____ Date: _____

Street Address: _____
 (River Forest residents only)

Home Phone/Cell Phone: _____

Email: _____ Birthday: ____ - ____ - ____

Please circle the top three volunteer activities that appeal to you. We will do our best to assign you tasks that you are interested in:

- | | | |
|---|---|------------------------------|
| Help with reading program:
signups/giving out prizes | Assist with Children's or
Middle School programs | Craft prep for programs/kits |
| Light cleaning | Shelf-reading (making sure
materials are in order) | Assist staff with projects |

What days and times are you available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

Why do you want to volunteer at the Library?

Have you ever done volunteer work before? YES/NO

If YES, where did you volunteer and what were your duties?

Do you have any conditions we need to be aware of in case of an emergency?

Please list two emergency contacts (at least one of whom is a parent or guardian):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____



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 735 Lathrop
 River Forest, IL 60305
 708-366-5205
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Volunteer Release and Waiver Agreement

I certify that the statements made in the volunteer application are true and correct.

I understand that misrepresentation of any information may result in termination of my volunteer involvement.

I understand that I will not be paid for my services as a volunteer and expect no compensation or benefits.

I give my consent to the River Forest Public Library (“RFPL”) to use interviews, photographs, or video of myself (and/or my child or ward) for promotional and educational purposes in the media, in any RFPL publication, and on RFPL’s website.

As a volunteer, parent, or legal guardian of a volunteer, I hereby assume any and all risk involved as a volunteer of the RFPL. I agree to release, indemnify, hold harmless, defend, and covenant not to sue the RFPL and its trustees, officers, directors, agents, employees, and volunteers (“RFPL parties”) from any and all claims or liability arising out of or in any way connected with or associated with my participation in providing volunteer services. I waive my right to sue RFPL and RFPL parties for such claims or liability on behalf of myself and my child or ward.

An application from a minor will be accepted only with a parent’s signature. A volunteer must be at least 10 years old.

I understand that I can be released from the volunteer program at any time, for any reason, at the discretion of the RFPL.

If I become a volunteer, I agree to:

- Comply with the policies and procedures of the RFPL.
- Perform my volunteer duties to the best of my ability and act as a member of the team.

Signature of Volunteer:

Date:

Signature of Parent/Guardian
 (if applicant is a minor):

Date:

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 15, 2024

RE: OSG proposals

There are two proposals in your packet from Outsource Solutions Group. The first is to replace the Library's two ethernet switches, which are aged and went out of warranty last year. The switches cost \$3,298.62 and OSG estimates 4 hours for installation. The second is to replace two staff laptops. Both are 6-years old, out of warranty, and have some issues with speed and functionality. The laptops cost \$4,837.51 and OSG estimates 8 hours for installation.

Both proposals are for replacements that were budgeted for in this fiscal year's Capital - Technology line. We can use hours from our current block of time at \$145 per hour (\$1,740 for hours 12 hours). The total cost would be \$9,876.13. We have spent \$5,718 so far in Capital – Technology, so this would bring us up to \$15,594.13. Our budget is \$19,000 for the year.



We have prepared a quote for you

REPLACEMENT SWITCHES


Quote # 002600
Version 1

Prepared for:

River Forest Public Library

Emily Compton
emily.compton@riverforestlibrary.org

Hardware

Description	Price	Qty	Ext. Price
REPLACEMENT SWITCHES			
EST LEAD TIME 1 WEEK			
Cisco 350 CBS350-48P-4G Ethernet Switch - 52 Ports - Manageable - Gigabit Ethernet - 1000Base-T, 1000Base-X - 2 Layer Supported - Modular - 4 SFP Slots - 59.73 W Power Consumption - 370 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports 	\$1,425.49	2	\$2,850.98
Cisco Smart Net Total Care - Extended Service - Service - 8 x 5 x Next Business Day - Exchange - Parts - 1 Year	\$179.21	2	\$358.42
Shipping and Handling	\$89.22	1	\$89.22
ESTIMATED INSTALLATION SERVICES OF 4 HOURS. ACTUAL INSTALLATION TIME WILL BE DEDUCTED FROM PREPAID TIME.			

Subtotal: **\$3,298.62**

REPLACEMENT SWITCHES

Prepared by:

Outsource Solutions Group, Inc.

Bryan Jones
630-236-6625 Ext 230
bjones@osgusa.com

Prepared for:

River Forest Public Library

735 Lathrop Avenue
River Forest, IL 60305
Emily Compton
(708) 366-5205
emily.compton@riverforestlibrary.org

Quote Information:

Quote #: 002600

Version: 1
Delivery Date: 01/09/2024
Expiration Date: 02/05/2024

Quote Summary

Description	Amount
Hardware	\$3,298.62
Total: \$3,298.62	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.



We have prepared a quote for you

REPLACEMENT LAPTOPS





Quote # 002599
Version 1

Prepared for:

River Forest Public Library

Emily Compton
emily.compton@riverforestlibrary.org

Hardware

Description	Price	Qty	Ext. Price
REPLACEMENT LAPTOPS FOR VMURAITI AND CHILDREN'S DEPARTMENT			
IN STOCK			
Lenovo ThinkPad T16 Gen 2 16" Touchscreen Notebook - WUXGA - 1920 x 1200 - Intel Core i7 13th Gen i7-1355U Deca-core (10 Core) 1.70 GHz - 16 GB Total RAM - 16 GB On-board Memory - 512 GB SSD - Storm Gray - Intel Chip - Windows 11 Pro 	\$1,986.45	2	\$3,972.90
Lenovo ThinkPad Universal USB-C Dock - for Notebook - 90 W - USB Type C - 3 Displays Supported - 3840 x 2160 - 6 x USB Ports - 2 x USB 2.0 - USB Type-C - 1 x RJ-45 Ports - Network (RJ-45) - 1 x HDMI Ports - HDMI - 2 x DisplayPorts - DisplayPort 	\$261.28	2	\$522.56
Lenovo Onsite Support (Add-On) - 3 Year - Warranty - On-site - Maintenance - Parts & Labor 	\$82.43	2	\$164.86
Kingston 16GB DDR5 SDRAM Memory Module - For PC/Server, Notebook, Desktop PC, Workstation - 16 GB (1 x 16GB) - DDR5-4800/PC5-38400 DDR5 SDRAM - 4800 MHz Single-rank Memory - CL40 - 1.10 V - Retail - Non-ECC - Unbuffered, Unregistered - 262-pin - SoDIMM 	\$68.71	2	\$137.42
Shipping and Handling	\$39.77	1	\$39.77
ESTIMATED INSTALLATION SERVICES OF 8 HOURS. ACTUAL INSTALLATION TIME WILL BE DEDUCTED FROM PREPAID TIME.			

Subtotal: **\$4,837.51**

REPLACEMENT LAPTOPS

Prepared by:

Outsource Solutions Group, Inc.

Bryan Jones
630-236-6625 Ext 230
bjones@osgusa.com

Prepared for:

River Forest Public Library

735 Lathrop Avenue
River Forest, IL 60305
Emily Compton
(708) 366-5205
emily.compton@riverforestlibrary.org

Quote Information:

Quote #: 002599

Version: 1
Delivery Date: 01/08/2024
Expiration Date: 02/05/2024

Quote Summary

Description	Amount
Hardware	\$4,837.51
Total: \$4,837.51	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

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