

draft



**River Forest Public Library
Regular Board Meeting
January 16, 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. Lauterbach & Amen FY2022-23 audit presentation
5. 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
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
10. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. Project open issues – discussion
 - ii. Floor proposals - vote
11. Adjournment

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

Meeting Minutes: Regular Board Meeting: November 14th, 2023, 6pm - DRAFT

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

- Trustees Present: Deborah Hill, Cathy Ruggeri, Elan Long, Scott Delano, Jim Hopkinson, Kosha Baxi Carstens. Ann Berens arrived at 6:18pm
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: River Forest resident Brett Gentile.

Visitor Comments: Ms. Gentile thanked the Library for its work and for being an inclusive space for her son.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 17, 2023
- b. October 2023 Revenue and Expense Reports
- c. October 2023 Bill Payment List and Credit Card Charges
- d. October 31, 2023 Fund Balance Report and Capital Reserve Fund
- e. Policy updates: Patrons VI – Meeting Room; Patrons IX – Code of Conduct; Patrons X – Child Safety; Patrons XI – Public Comment and Recording of Meetings; Staff II – Employee Tiers and Benefits; Staff III – Leaves of Absence

A motion to approve items a-e was made by Trustee Hopkinson and seconded by Trustee Delano. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Trustees Hill, Long, Ruggeri, Delano, Hopkinson, Carstens

Patron Suggestions:

There were no suggestions to report.

Director's Report:

Director Compton presented metrics on how Hoopla is used by library patrons. Most patrons use 3 or fewer of their 12 monthly allowed downloads, but a few patrons do use all 12. Librarians regularly monitor Hoopla spending. If necessary, the Library has options for managing spending including lowering the number of downloads that a patron may check out each month, adding a monthly spending cap for the platform, and shifting budgeted funds from the audiobook on CD format to digital. There are no current plans to exercise any of these options. The Library's annual budget for e-content is \$78,335. As of October 31st, the Library has spent \$35,194.63, or 45% of the annual e-content budget.

President's Report:

President Ruggeri noted that there is no Regular Board Meeting for December. The next meeting will be January 16, 2024.

President Ruggeri reported that Mike Grant, the president of the River Forest Park District Board, contacted her regarding the pooling water outside of the air handler unit. President Ruggeri explained to Mr Grant that it was believed to be a temporary issue and assured him that the Library will monitor the rate of condensation during warmer months.

New Business

Committee Reports

Facilities Committee

- Vice-President Hill reported that the air handler was off during the last week of October when temperatures dropped. Construction Solutions of Illinois (CSIL) did not respond to calls from the Library, and the controls subcontractors were not scheduled to come out until November 3rd, so President Ruggeri and Vice-President Hill approved \$1,425 for three temporary heating units for a week.

Finance Committee

- President Ruggeri stated that auditors from Lauterbach & Amen (L&A) are working with the Library's accounting consultant to provide numbers on materials depreciation. The final audit will be available once that task is complete, and the Finance Committee will meet to review the revised draft. L&A will be at the January Board Meeting to discuss the audit. The due date to file the audit has been extended to January 31, 2024.
- One of the Library's CDARs in the amount of \$200,000 will mature at the end of November. The Finance Committee will discuss reinvesting the proceeds of the CDAR.

Policy Committee

- The Policy Committee met on November 6th and reviewed 7 policies, including some approved earlier in the meeting. The next committee meeting will be January 31st at 2pm.

RFPL Foundation Liaison

- The Foundation is about to send out its annual appeal letters. It recently received a large, unexpected gift from an anonymous donor which will be helpful in reaching its fundraising goal for the year.

Village of River Forest Collaboration Committee Liaison

- The Committee met the week of November 6th. The Park District held a public hearing on pickleball courts in Washington Park but has not yet made a final decision. Design work for Constitution Park is complete. The Village is contemplating closing Keystone Ave. near Keystone Park at certain times of the day

or making it one way to make it safer for children. The track and field project at the high school is almost done. It is part two of a five-part renovation.

Technical support budget- discussion

At the previous Board Meeting, Director Compton reported that the Library may have used all of its prepaid hours with Outsource Solutions Group (OSG). OSG has since confirmed that the Library has used all of its hours. Replacing the server took 22.5 more hours than expected due to issues coordinating with Today's Business Solutions. OSG also used 11.5 hours to keep the old server running in the meantime.

Director Compton outlined a few options to move forward with OSG:

- Option 1: purchase a block of 50 hours at \$8,250. Expect to carry over 15-30 hours into the next fiscal year.
- Option 2: purchase a block of 75 hours at \$11,625. Expect to carry over 40-55 hours into the next fiscal year.
- Option 3: purchase time as needed. Estimate 6.25 hours per month at \$1,156.25 (\$6,359.38).

Director Compton also received quotes from three other IT companies to see if OSG's costs were in line with what other companies are charging. Verity IT charges less during office hours and more during off-hours, but since the Library is open at night and on the weekends, the cost would likely be the same or higher than OSG. Its plan also does not include a dedicated account manager which is a benefit of the OSG service.

Another alternative is a monthly program offered by OSG. For \$2,808 a month, the Library would receive monitoring and patching, onsite and remote help for any individual ticket that is less than 7 hours and 59 minutes, no after-hours fees, and a dedicated account manager.

Trustees questioned how many projects go over 8 hours. Capital projects, which are budgeted separately, take longer, but regular tickets are completed in less than 8 hours. Discussion focused on optimal block size to purchase given cost and usage projections. The 50-hour block could be used up before May leaving a shortfall. Leftover time may be used when needed on regular service or a capital project. If possible, Trustees thought that buying 100 hours to get the lowest price was preferred if payment could be split into 2 installments. Trustees also asked whether the cost of unused hours could be applied to the more inclusive monthly plan if the Library opted for that plan in the future.

Director Compton will ask OSG to notify the Library in advance when hours start to run low rather than forcing purchases after the fact at the top rate. Trustees noted that the Library's IT systems have been more stable with higher availability since hiring OSG and that reliable technology is essential for a modern library. They also recommended that the additional hours that had been expended on the server project be charged to the Capital account rather than the Operating account.

Purchase of prepaid service hours from Outsource Solutions Group (\$8,250 or \$11,625) – vote

Trustee Carstens moved to approve buying 100 prepaid hours from OSG at the current rate, contingent on the cost being split into two payments. If payment cannot be split, purchase of 75 hours is approved. The motion was seconded by Trustee Delano.

Roll Call Vote:

Ayes- Hill, Hopkinson, Long, Ruggeri, Berens, Carstens, Delano

2023 Levy Resolution – vote

The Village of River Forest Finance Director recommended that the Library levy for a 5% increase over last year's levy amount. The levy resolution shows a higher levy amount over budget amount. The programming budget line is a little higher than the levy amount because it is partially grant funded, and the technology and consultant lines on the levy resolution are higher than the budgeted amounts.

Vice-President Hill moved to approve the levy resolution as presented. Trustee Hopkinson seconded the motion.

Roll Call Vote:

Ayes- Hopkinson, Long, Ruggeri, Berens, Carstens, Delano, Hill

Water heater replacement by Franzen Plumbing (\$2,448) or Reeg Plumbing (\$2,260) – vote

The pilot mechanism on the Library's water heater is broken. Franzen Plumbing recommended replacing the entire unit, as it is about 9 years old and out of warranty. Reeg Plumbing also recommended replacing the entire unit. Director Compton is waiting to receive additional information from Franzen about its proposal.

The Library has a good history with Franzen Plumbing, and Reeg Plumbing has a good reputation in the Village. The Board decided to approve a set amount of money for a new water heater to be installed by the company selected by Director Compton after she completes her review of the proposals.

Trustee Long moved to approve up to \$2,600 for a new water heater. Vice-President Hill seconded the motion.

Roll Call Vote:

Ayes- Long, Ruggeri, Berens, Carstens, Delano, Hill, Hopkinson

Old Business

Air handler relocation and mechanical room renovation

The outside controls subcontractor was unexpectedly on-site on November 1. He was able to restart the unit, but it was not properly controlled. The inside and outside controls subcontractors were onsite November 3rd and reported to the Director that they had completed the controls work. They determined that the unit had turned itself off earlier that week because a freeze sensor had been triggered, and they said that they had fixed the

issue. On November 13, Oak Brook Mechanical (OMS) was onsite for training on the new air handler unit. The trainer and OMS determined that the unit was off and that the sensor had been tripped again. The controls companies, engineers and manufacturer are emailing each other to resolve the issue. Testing and balancing will happen after the sensor issue is resolved. Library will now get alerts if the system shuts down.

S&D Prime Maintenance submitted a proposal to paint the floor in the new room for \$3,575. The Director has questions on the proposal that she is waiting for the architects to answer. Trustees agreed that, in the event the floor is ready to be painted before the January Board Meeting, President Ruggeri and Vice-President Hill can approve the proposal.

The Village approved raising the enclosure wall per Williams's field order, and that approval was communicated to the Park District. President Ruggeri informed Mike Grant, and Director Compton notified Park District Director Mike Sletten.

Contract amendment no. 2 between RFPL and Construction Solutions of IL – vote

The contract was initially amended to include the Park District in the insurance and indemnification provisions of the contract. Under this amendment, CSIL would give the Park District additional insurance and indemnification coverage.

Trustee Hopkinson moved to approve the amendment. Vice-President Hill seconded the motion. The motion passed on a voice vote. Trustee Berens noted that she abstained.

Adjournment

The meeting was adjourned at 7:26pm following a motion by Vice-President Hill, which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary

**River Forest Public Library
Special Board Meeting
MINUTES- draft
Wednesday, December 6th, 2023 – 1:30 PM**

Call to Order: At 1:31 pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Motion to approve Trustee Carstens to vote via phone by Trustee Berens, seconded by Vice-President Hill. The motion was approved by voice vote.

Visitors and Guests: None

New Business:

- a. Comcast internet and phone service 24-month contract renewal (\$873 monthly)- vote
 - a. The Board discussed the new Comcast contract, which includes a decrease in the number of phones. The one conference phone in the contract is mobile, so it can be brought into the new room if need be. The new contract includes faster internet speed and backup internet. Director Compton will inquire with Outsource Solutions Group (OSG) if the Library's equipment can handle faster internet speeds. President Ruggeri acknowledged the time that Director Compton took to get a proposal from OSG's sister company, Telco.

Motion to approve the renewal contract by Vice-President Hill, seconded by Trustee Berens.

Roll call vote:

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

Old Business

- a. Air handler relocation and mechanical room renovation project
 - a. S&D Prime Maintenance floor painting proposal (\$3,575) – vote

i. S&D confirmed the nooks would be painted and sent their liability insurance. The paint that they would use is recommended by Williams Architects.

ii. Trustee Hopkinson recommended a local company, Broadleaf Inc, that he's used in the past for epoxy flooring. Epoxy flooring is maintenance-free and easy to clean. Director Compton will reach out for a quote. Epoxy flooring could be a more permanent solution with area rugs, instead of carpeting. Vice-President Hill doesn't want to rush into a decision and would like more information to make the best decision. Epoxy would still be possible later if the floor is painted soon, but the paint would need to be stripped. If the Library decided to do epoxy now, carpeting would still be an option later if need be.

iii. A future Facilities Committee meeting may discuss epoxy color options, which could then be voted on at the January Board meeting.

Adjournment

The meeting was adjourned at 2:08 pm following a motion by Trustee Hill, seconded by Trustee Hopkinson.

Respectfully submitted,

Elan Long, Secretary



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: November-23

<u>Account:</u>	<u>November-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				58% as of 11/30/23
Property Taxes	\$ 286,114.15	\$ 310,314.04	\$ 1,495,000	20.76%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ -	\$ 22,057.61	\$ 20,000	110.29%
Lost Books Reimbursed	\$ 137.15	\$ 1,831.74	\$ 3,500	52.34%
Copy Machine Revenue	\$ 98.54	\$ 1,897.21	\$ 2,800	67.76%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 3,972.57	\$ 9,358.46	\$ 5,000	187.17%
Grants from RFPL Foundation	\$ -	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ -	\$ 10.40	\$ 300	3.47%
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	\$ -	\$ 177.67	\$ 1,000	17.77%
Total:	\$ 290,322.41	\$ 375,063.56	\$ 1,579,200	23.75%
Income:	\$ 290,322.41	\$ 375,063.56	\$ 1,579,200	23.75%
Expense:	\$ 106,447.08	\$ 747,739.35	\$ 1,579,200	47.35%

Prepared 1.4.24



River Forest Public Library

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

Expense Report: Nov-23

23-24

November-23 Fiscal YTD Actual % Budget Budget
 58% as of 11/30/23

Expenses

Personnel

Wages & Salaries	\$ 61,338.90	\$ 433,467.59	53.32%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,491.64	\$ 23,576.34	37.87%	\$ 62,250
IMRF	\$ 3,315.36	\$ 21,671.21	39.40%	\$ 55,000
Medicare/FICA	\$ 4,614.16	\$ 32,738.34	52.63%	\$ 62,200
Staff Recognition	\$ 44.00	\$ 1,038.89	31.97%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ 90.00	\$ 1,605.40	17.84%	\$ 9,000
Total Personnel	\$ 72,894.06	\$ 515,292.77	51.08%	\$ 1,008,700

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 2,187.00	33.65%	\$ 6,500
Advertising	\$ 5.15	\$ 1,017.76	27.14%	\$ 3,750
Total Printing and Advertising	\$ 5.15	\$ 3,204.76	31.27%	\$ 10,250

Programming

Children's Programs	\$ 252.31	\$ 7,555.43	50.37%	\$ 15,000
Teen Programs	\$ 157.67	\$ 4,172.55	52.16%	\$ 8,000
Adult Programs	\$ 2,309.57	\$ 8,078.80	76.94%	\$ 10,500
Special Programs	\$ 50.00	\$ 2,669.08	66.73%	\$ 4,000
Connections Programs	\$ 41.97	\$ 352.26	4.24%	\$ 8,300
Total Programs	\$ 2,811.52	\$ 22,828.12	49.84%	\$ 45,800
Total Advertising and Programs	\$ 2,816.67	\$ 26,032.88	46.45%	\$ 56,050

Other Support Services

ILL and RB Services	\$ -	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ 4,443.15	\$ 13,208.19	56.21%	\$ 23,500
Automation Administration	\$ -	\$ 13,292.81	29.87%	\$ 44,500
Consultant Fees/Legal Fees	\$ 473.00	\$ 1,127.50	20.50%	\$ 5,500
Postage & Delivery	\$ 19.99	\$ 1,224.93	54.44%	\$ 2,250
Audit	\$ -	\$ 6,100.00	55.45%	\$ 11,000
Payroll and Employment Services	\$ 428.03	\$ 3,335.28	55.59%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ 2,446.25	49.27%	\$ 4,965
Telephone/Internet	\$ 1,001.62	\$ 6,324.27	57.49%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 226.56	\$ 1,823.47	60.78%	\$ 3,000
Total Other Support Services	\$ 6,592.35	\$ 49,210.08	43.41%	\$ 113,365

Library Materials

Books	\$ 7,096.65	\$ 39,511.17	51.99%	\$ 76,000
Print Periodicals	\$ 29.99	\$ 5,166.56	86.11%	\$ 6,000

Automated Subscriptions (databases)	\$ 345.00	\$ 9,025.60	82.05%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 6,737.39	\$ 41,932.02	53.53%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 1,278.17	\$ 8,981.95	56.14%	\$ 16,000
Total Library Materials	\$ 15,487.20	\$ 104,617.30	55.85%	\$ 187,335

Library and Office Supplies	Office Supplies	\$ 307.55	\$ 1,546.45	36.39%	\$ 4,250
	Library Supplies	\$ 239.23	\$ 2,354.99	42.82%	\$ 5,500
	Copy And Printing Supplies	\$ 94.98	\$ 832.14	36.98%	\$ 2,250
	Misc Expenses	\$ 79.79	\$ 860.38	43.02%	\$ 2,000
	Total Office Supplies	\$ 721.55	\$ 5,593.96	39.96%	\$ 14,000
	Total Library Materials & Supplies	\$ 16,208.75	\$ 110,211.26	54.74%	\$ 201,335

Strategic Initiatives	Strategic Initiatives	\$ -	\$ -	0.00%	\$ 10,000
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Facility Supplies	Building Materials & Supplies	\$ 885.11	\$ 3,018.21	63.54%	\$ 4,750
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Facility Services	Insurance	\$ -	\$ -	0.00%	\$ 20,000
	Maintenance and Custodial Service	\$ 6,932.69	\$ 39,319.66	53.86%	\$ 73,000
	Water	\$ -	\$ 1,147.80	38.26%	\$ 3,000
	Natural Gas	\$ -	\$ 2,658.71	9.50%	\$ 28,000
	Copier Maintenance and Usage	\$ 117.45	\$ 595.38	23.82%	\$ 2,500
	Total Facility Services	\$ 7,050.14	\$ 43,721.55	34.56%	\$ 126,500

Equipment & Furniture	Equipment & Furniture	\$ -	\$ -	0.00%	\$ 5,000
	Technology Misc.	\$ -	\$ 252.60	7.22%	\$ 3,500
	Total Equipment & Furniture	\$ -	\$ 252.60	2.97%	\$ 8,500

Total Facilities Management	\$ 7,935.25	\$ 46,992.36	33.63%	\$ 139,750
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Total Operating Expenses	\$ 106,447.08	\$ 747,739.35	48.90%	\$ 1,529,200
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
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Total Expenses	\$ 106,447.08	\$ 747,739.35	47.35%	\$ 1,579,200
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Total Income	\$ 290,322.41	\$ 375,063.56	23.75%	\$ 1,579,200
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Prepared 1.4.24

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	11/09/2023	Bill Payment (Check)		-257.73
	11/05/2023	Bill	QUARTERLY CHARGES DECEMBER '23-FEBRUARY '24	257.73
AMAZON				
	11/03/2023	Bill Payment (Check)		-278.87
	10/27/2023	Bill	STORY STRETCHER CRAFTS	27.29
	10/27/2023	Bill	POP-IN PROJECTS MATERIALS	19.43
	10/21/2023	Bill	ELECTRICITY MONITOR FOR CHECKOUT	30.00
	11/26/2023	Bill	HALLOWEEN CANDY	22.95
	11/27/2023	Bill	SILICA FOR SAFE	5.89
	11/27/2023	Bill	ABSORBENT CLEAN UP (VOMIT)	29.98
	10/16/2023	Bill	CRAFTERNOON SUPPLIES	13.03
	10/16/2023	Bill	KIT MATERIALS	80.31
	10/19/2023	Bill	KIT MAGNATILES	49.99
	11/09/2023	Bill Payment (Check)		-238.04
	11/06/2023	Bill	DRY ERASE MARKERS	11.29
	11/05/2023	Bill	BOOKS	83.89
	11/05/2023	Bill	GUESSTIMATION JAR PRIZES	37.98
	11/02/2023	Bill	KEURIG WATER FILTER	8.89

11/01/2023	Bill	BLUEY PARTY FAVORS	95.99
11/21/2023	Bill Payment (Check)		-233.00
11/17/2023	Bill	VIDEO GAMES	79.97
11/15/2023	Bill	RUG SWEEPER	30.32
11/14/2023	Bill	WALL PROTECTOR (ADHESIVE FILM)	43.98
11/07/2023	Bill	TAPE	19.75
09/14/2023	Bill	REPLACEMENT X-BOX CASES	18.99
11/18/2023	Bill	FAX MACHINE TONER	39.99

**ANDERSON
ELEVATOR
COMPANY**

11/09/2023	Bill Payment (Check)		-211.00
11/01/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00

**AXIS PORTABLE
AIR**

11/21/2023	Bill Payment (Check)		-1,425.00
11/10/2023	Bill	CAPITAL EXPENSE** HEATERS (1 WEEK)	1,425.00

**BAKER &
TAYLOR L
3648782**

11/03/2023	Bill Payment (Check)		-4.60
10/18/2023	Bill	WINTER READING PRIZE	4.60

**BayScan
Technologies**

11/09/2023	Bill Payment (Check)		-186.00
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11/03/2023	Bill	THERMAL RECEIPT PAPER	186.00
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**BELFOR USA
GROUP, INC.**

11/03/2023	Bill Payment (Check)		-1,000.00
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10/09/2023	Bill	***CAPITAL EXPENSE*** DEDUCTIBLE /B. HALL DAMAGE	1,000.00
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Binder, John

11/09/2023	Bill Payment (Check)		-350.00
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11/06/2023	Bill	ORGANIZED CRIME IN CHICAGO'S NEAR WESTERN SUBURBS	350.00
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**BRIAN
WOLOWITZ**

11/09/2023	Bill Payment (Check)		-33.98
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11/06/2023	Bill	PANERA COFFEE MONDAY	33.98
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Children's Plus

11/03/2023	Bill Payment (Check)		-772.50
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10/20/2023	Bill	BOOKS	772.50
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11/09/2023	Bill Payment (Check)		-46.90
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11/02/2023	Bill	J NON-FICTION BOOKS	46.90
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**Cintas Fire
Protection**

11/09/2023	Bill Payment (Check)		-108.00
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11/01/2023	Bill	MONTHLY AED MAINTENANCE	108.00
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**CleanNet of
Illinois**

11/03/2023	Bill Payment (Check)		-1,398.23
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10/31/2023	Bill	MONTHLY CLEANING FEE	1,398.23
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Comcast

11/09/2023	Bill Payment (Check)		-325.81
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10/27/2023	Bill	NOVEMBER INTERNET BILL	325.81
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**COMCAST
BUSINESS
(VoiceEdge)**

11/21/2023	Bill Payment (Check)		-675.81
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11/21/2023	Bill	November 2023 Phone Bill	675.81
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**DAVIS TREE
CARE, INC**

11/09/2023	Bill Payment (Check)		-382.50
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11/08/2023	Bill	SEPTEMBER 2020 TREE PRUNING BALANCE	382.50
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**ELAN FINANCIAL
SERVICES**

11/03/2023	Bill Payment (Check)		-1,141.06
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10/25/2023	Bill	CREDIT CARD 9/15-10/12 2023	1,141.06
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**Heritage
Technology
Solutions**

11/09/2023	Bill Payment (Check)		-549.00
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08/07/2023	Bill	ANNUAL SECURITY CAMERA MAINTENANCE	549.00
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Hoopla

11/09/2023	Bill Payment (Check)		-2,380.88
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10/31/2023	Bill	OCTOBER HOOPLA DOWNLOADS	2,380.88
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**Hulen
Landscaping
Contractors**

11/03/2023	Bill Payment (Check)		-280.00
10/20/2023	Bill	OCTOBER GARDEN MAINTENANCE	280.00
11/21/2023	Bill Payment (Check)		-410.00
11/20/2023	Bill	MONTHLY MAINTENANCE & FALL CLEAN- UP	410.00

**Ingram Library
Services**

11/03/2023	Bill Payment (Check)		-2,374.42
10/13/2023	Bill	BOOK	9.91
10/13/2023	Bill	BOOK	6.91
10/13/2023	Bill	BOOKS	33.77
10/13/2023	Bill	BOOKS	12.02
10/13/2023	Bill	BOOK	34.62
10/13/2023	Bill	BOOKS	63.54
10/16/2023	Bill	BOOKS	30.01
10/16/2023	Bill	BOOKS	25.88
10/19/2023	Bill	BOOK	21.04
10/19/2023	Bill	BOOKS	48.23
10/19/2023	Bill	BOOKS	66.54
10/19/2023	Bill	BOOK	23.24
10/19/2023	Bill	BOOK	12.38
10/19/2023	Bill	BOOKS	135.76

10/19/2023	Bill	BOOK	18.57
10/19/2023	Bill	BOOKS	38.30
10/19/2023	Bill	BOOK	35.64
10/19/2023	Bill	BOOKS	54.66
10/19/2023	Bill	BOOKS	35.78
10/19/2023	Bill	BOOKS	35.12
10/24/2023	Bill	BOOK	23.01
10/24/2023	Bill	BOOK	12.94
10/24/2023	Bill	BOOK	10.68
10/24/2023	Bill	BOOKS	28.66
10/24/2023	Bill	BOOKS	54.67
10/24/2023	Bill	BOOKS	175.59
10/24/2023	Bill	BOOK	21.32
10/24/2023	Bill	BOOKS	32.84
10/24/2023	Bill	BOOKS	16.76
10/24/2023	Bill	BOOKS	39.52
10/25/2023	Bill	BOOK	21.60
10/25/2023	Bill	BOOKS	101.18
10/25/2023	Bill	BOOKS	102.52
10/25/2023	Bill	BOOKS	33.82
10/25/2023	Bill	BOOK	19.84
10/25/2023	Bill	BOOK	12.38

10/25/2023	Bill	BOOKS	34.94
10/25/2023	Bill	BOOK	21.32
10/25/2023	Bill	BOOK	16.14
10/25/2023	Bill	BOOK	18.18
10/25/2023	Bill	BOOK	12.38
10/25/2023	Bill	BOOKS	37.31
10/25/2023	Bill	BOOK	12.46
10/25/2023	Bill	BOOKS	25.88
10/27/2023	Bill	BOOK	21.03
10/27/2023	Bill	BOOK	11.81
10/27/2023	Bill	BOOK	15.18
10/27/2023	Bill	BOOK	18.03
10/27/2023	Bill	BOOK	12.46
10/27/2023	Bill	BOOKS	24.19
10/27/2023	Bill	BOOK	15.18
10/27/2023	Bill	BOOKS	108.21
10/27/2023	Bill	BOOK	21.92
10/27/2023	Bill	BOOKS	52.29
10/27/2023	Bill	BOOKS	43.84
10/27/2023	Bill	BOOK	21.32
10/27/2023	Bill	BOOK	19.18
10/27/2023	Bill	BOOK	10.26

10/30/2023	Bill	BOOK	17.71
10/30/2023	Bill	BOOKS	300.34
10/30/2023	Bill	BOOK	10.49
10/30/2023	Bill	BOOK	23.12
11/09/2023	Bill Payment (Check)		-2,052.10
10/04/2023	Bill	BOOK	9.16
10/13/2023	Vendor Credit	NON RETURN CREDIT FROM #62973867	-72.01
10/19/2023	Bill	BOOKS	135.76
10/18/2023	Vendor Credit	NON RETURN CREDIT FROM #67652166	-13.01
10/31/2023	Bill	BOOK	23.29
10/31/2023	Bill	BOOK	20.29
10/31/2023	Bill	BOOK	20.29
11/01/2023	Bill	BOOK	16.16
11/01/2023	Bill	BOOKS	36.00
11/01/2023	Bill	BOOKS	107.40
11/01/2023	Bill	BOOKS	66.47
11/01/2023	Bill	BOOK	15.94
11/01/2023	Bill	BOOKS	103.74
11/01/2023	Bill	BOOKS	31.55
11/01/2023	Bill	BOOK	6.31
11/01/2023	Bill	BOOK	16.91
11/01/2023	Bill	BOOKS	89.04

11/01/2023	Bill	BOOKS	140.09
11/01/2023	Bill	BOOK	11.95
11/01/2023	Bill	BOOK	16.48
11/01/2023	Bill	BOOKS	31.74
11/03/2023	Bill	BOOKS	29.87
11/03/2023	Bill	BOOKS	19.71
11/03/2023	Bill	BOOKS	105.41
11/06/2023	Bill	BOOKS	51.22
11/06/2023	Bill	BOOK	17.46
11/06/2023	Bill	BOOKS	159.43
11/06/2023	Bill	BOOKS	83.89
11/06/2023	Bill	BOOKS	44.17
11/06/2023	Bill	BOOK	20.98
11/06/2023	Bill	BOOK	8.38
11/06/2023	Bill	BOOK	14.81
11/06/2023	Bill	BOOKS	38.82
11/06/2023	Bill	BOOKS	60.88
11/07/2023	Bill	BOOK	15.94
11/07/2023	Bill	BOOKS	22.41
11/07/2023	Bill	BOOKS	25.89
11/07/2023	Bill	BOOKS	22.52
11/07/2023	Bill	BOOK	20.47

11/07/2023	Bill	BOOKS	262.72
11/07/2023	Bill	BOOK	15.31
11/07/2023	Bill	BOOK	18.60
11/07/2023	Bill	BOOKS	52.97
11/07/2023	Bill	BOOKS	36.62
11/07/2023	Bill	BOOK	14.41
11/07/2023	Bill	BOOK	18.60
11/07/2023	Bill	BOOK	18.59
11/07/2023	Bill	BOOK	21.42
11/07/2023	Bill	BOOK	17.05
11/21/2023	Bill Payment (Check)		-1,766.84
11/13/2023	Bill	BOOKS	25.88
11/13/2023	Bill	BOOKS	50.65
11/13/2023	Bill	BOOKS	41.04
11/13/2023	Bill	BOOK	18.60
11/13/2023	Bill	BOOKS	64.18
11/13/2023	Bill	BOOK	18.60
11/13/2023	Bill	BOOKS	16.82
11/14/2023	Bill	BOOK	21.57
11/14/2023	Bill	BOOKS	86.24
11/14/2023	Bill	BOOK	17.89
11/14/2023	Bill	BOOK	23.12

11/14/2023	Bill	BOOKS	39.74
11/14/2023	Bill	BOOKS	341.30
11/15/2023	Bill	BOOKS	51.50
11/15/2023	Bill	BOOK	17.12
11/15/2023	Bill	BOOKS	92.93
11/15/2023	Bill	BOOK	15.71
11/15/2023	Bill	BOOK	17.47
11/15/2023	Bill	BOOK	21.32
11/15/2023	Bill	BOOKS	127.45
11/15/2023	Bill	BOOK	17.84
11/15/2023	Bill	BOOK	13.65
11/15/2023	Bill	BOOK	11.12
11/17/2023	Bill	BOOKS	35.10
11/17/2023	Bill	BOOKS	201.51
11/17/2023	Bill	BOOK	7.29
11/17/2023	Bill	BOOKS	34.36
11/17/2023	Bill	BOOK	16.12
11/09/2023	Bill	BOOKS DAMAGED BOOK (PAGES OUT OF SEQUENCE)	118.55
11/14/2023	Vendor Credit	INVOICE #62977343	-19.73
11/14/2023	Vendor Credit	DAMAGED BOOK (SPINE ADHESIVE INADEQUATE) INVOICE # 62945651	-18.60
11/09/2023	Bill	BOOKS	96.70
11/09/2023	Bill	BOOKS	70.12

11/09/2023	Bill	BOOK	16.94
11/13/2023	Bill	BOOKS	56.74

Kanopy

11/09/2023	Bill Payment (Check)		-205.20
10/31/2023	Bill	OCTOBER KANOPY CHECKOUTS	205.20

KARINA GUICO

11/21/2023	Bill Payment (Check)		-350.00
11/14/2023	Bill	CRAFT INSTRUCTOR FEE (DECEMBER 14)	350.00

**KLEIN, THORPE
& JENKINS, LTD**

11/03/2023	Bill Payment (Check)		-107.50
10/11/2023	Bill	SEPTMEBER LEGAL SERVICE	107.50
11/21/2023	Bill Payment (Check)		-365.50
11/08/2023	Bill	OCTOBER LEGAL SERVICES	365.50

**Konica Minolta
Business
Solutions**

11/09/2023	Bill Payment (Check)		-10.46
11/01/2023	Bill	COPY MAINTENANCE NOVEMBER 2023	10.46
11/21/2023	Bill Payment (Check)		-117.45
11/10/2023	Bill	OCTOBER COPY USAGE	117.45

**Konica Minolta
Premier Finance**

11/03/2023	Bill Payment (Check)		-216.10
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10/24/2023	Bill	COPIER LEASE	216.10
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Leslie Goddard

11/03/2023	Bill Payment (Check)		-400.00
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10/19/2023	Bill	QUEEN ELIZABETH PORTRAYAL SPEAKER FEE	400.00
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MIDWEST TAPE

11/03/2023	Bill Payment (Check)		-668.79
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10/19/2023	Bill	BLU-RAY	38.37
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10/19/2023	Bill	AUDIOBOOK CDS	179.92
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10/26/2023	Bill	AUDIOBOOK CD	39.98
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10/26/2023	Bill	BLU-RAY	34.18
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10/26/2023	Bill	BLU-RAY	34.98
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10/19/2023	Bill	DVD	31.23
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10/26/2023	Bill	DVDS	45.86
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10/26/2023	Bill	AUDIOBOOK CDS	113.94
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10/26/2023	Bill	DVDS	101.47
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10/19/2023	Bill	DVDS	48.86
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11/21/2023	Bill Payment (Check)		-399.41
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11/09/2023	Bill	AUDIOBOOK CD	62.98
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11/09/2023	Bill	AUDIOBOOK CD	37.98
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11/09/2023	Bill	DVDS	112.77
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11/01/2023	Bill	DVDS	76.29
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11/01/2023	Bill	BLU-RAY	33.43
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11/01/2023	Bill	AUDIOBOOK CD	37.98
11/09/2023	Bill	AUDIOBOOK CD	37.98

Nub Games, Inc.

11/09/2023	Bill Payment (Check)		-345.00
11/01/2023	Bill	1 YR. LIBRARYH3lp SUBSCRIPTION	345.00

**Oak Brook
Mechanical
Services, Inc.**

11/21/2023	Bill Payment (Check)		-1,850.00
11/17/2023	Bill	HVAC SERVICE (3X ANNUAL)	1,850.00

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

11/09/2023	Bill Payment (Check)		-3,505.95
09/29/2023	Bill	SEPTEMBER TECH SUPPORT/NO PREPAIDS	1,625.00
08/31/2023	Bill	AUGUST TECH SUPPORT/NO PREPAIDS	617.50
10/17/2023	Bill	SEPTEMBER MONTHLY TECH SUPPORT	1,263.45
11/21/2023	Bill Payment (Check)		-1,263.45
11/15/2023	Bill	OCTOBER MONTHLY TECH SUPPORT	1,263.45

OverDrive

11/03/2023	Bill Payment (Check)		-2,027.34
10/31/2023	Bill	2 AUDIOBOOKS	129.98
10/24/2023	Bill	EBOOKS/AUDIOBOOKS	540.93
10/17/2023	Bill	2 EBOOKS/1 AUDIOBOOKS	164.99

10/21/2023	Bill	15 EBOOKS/10 AUDIOBOOKS	1,191.44
11/09/2023	Bill Payment (Check)		-1,427.47
11/07/2023	Bill	10 EBOOKS/9 AUDIOBOOKS	1,004.47
11/07/2023	Bill	5 EBOOKS/3 AUDIOBOOKS	423.00
11/21/2023	Bill Payment (Check)		-696.50
09/28/2023	Bill	3 EBOOKS/7 AUDIOBOOKS	557.23
11/14/2023	Bill	3 EBOOKS	139.27

RAILS

11/03/2023	Bill Payment (Check)		-685.00
10/20/2023	Bill	ILLINOIS LIBRARY PRESENTS	685.00

Rhonda Fentry

11/09/2023	Bill Payment (Check)		-50.00
11/07/2023	Bill	GENTLE YOGA 11/7/23	50.00
11/21/2023	Bill Payment (Check)		-50.00
11/14/2023	Bill	YOGA INSTRUCTOR FEE (DECEMBER 9)	50.00

RIVER FOREST PARK DISTRICT

11/03/2023	Bill Payment (Check)		-1,750.00
10/12/2023	Bill	**CAPITAL/TREE REPLACEMENT	1,750.00

S&D PRIME MAINTENANCE, INC

11/09/2023	Bill Payment (Check)		-809.75
10/31/2023	Bill	OCTOBER MONTHLY MAINTENANCE	809.75

11/21/2023	Bill Payment (Check)		-632.50
11/21/2023	Bill	Deposit for wall repair work	632.50

Shannon Gruber

11/03/2023	Bill Payment (Check)		-44.00
10/20/2023	Bill	COOKIE DECORATING SUPPLIES	44.00

Staples

11/21/2023	Bill Payment (Check)		-807.82
10/25/2023	Bill	PAPER MISC. CLEANING SUPPLIES (SOAP, TISSUES, TOILET PAPER ETC.) MISC. OFFICE SUPPLIES (ZIPLOC BAGS, TYLENOL, TAPE, POST ITS ETC.)	807.82

Steve Darnall

11/21/2023	Bill Payment (Check)		-250.00
11/14/2023	Bill	PRESENTER FEE (DECEMBER 10 - HOLIDAY TRADITIONS FROM RADIO'S GOLDEN AGE)	250.00

**VILLAGE OF
RIVER FOREST**

11/03/2023	Bill Payment (Check)		-4,314.33
11/02/2023	Bill	Health Insurance October 2023	4,314.33

Wednesday, Jan 03, 2024 10:07:11 AM GMT-8

Byline Credit Card November 2023 Ending Balance: \$778.90

Date	Payee	Memo	Charge	Payment	Type	Account
11/28/2023	ARRT	MEMBER PLANET/ADULT READING ROUND TABLE	90.00		Expense	Personnel:Staff Training and Development
11/27/2023	META	FACEBOOK AD	5.15		Expense	Marketing:Advertisement
11/27/2023	AMAZON	BLIND DATE WITH BOOK WRAPPING PAPER	19.58		Expense	Teen Expenses:Programs- Teen Building
11/25/2023	PHS LOCKSMITHS	12 COPIES OF INTERIOR/EXTER IOR KEY	345.00		Expense	Expenses:Maintenance - Supply
11/23/2023	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage
11/21/2023	ELAN FINANCIAL SERVICES	Credit card statement: 10/14/23-11/14/23		1,425.84	Bill	2000 Accounts Payable
11/20/2023	AMAZON	CUPS FOR TASTERS/ BLOCKS FOR MINI ART	27.97		Expense	Teen Expenses:Programs- Teen Special
11/20/2023	AMAZON	BEADS FOR MAKERS SODA FOR FAMILY TRIVIA	41.97		Expense	Programs:Connections Programs
11/20/2023	Jewel Foods	PROGRAM	8.22		Expense	Teen Expenses:Programs- Teen
11/18/2023	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	29.99		Expense	Adult Expenses:Periodicals - Adult
11/17/2023	Armand's	PIZZA FOR FAMILY TRIVIA/ ADULT AND TEEN SPLIT	79.05		Expense	
11/17/2023	Target	FOOD & DRINK FOR BLUEY PROGRAM	44.00		Expense	Children's Expenses:Programs - Children's
11/16/2023	MICHAELS	TAKE & MAKE CANDY CANES SNACKS FOR FILM LOVER	62.37		Expense	Teen Expenses:Programs- Teen
11/16/2023	Jewel Foods	FRIDAYS	5.61		Expense	Adult Expenses:Programs - Adult

11/10/2023	Jewel Foods	FRIDAY NIGHT GAME PROGRAM SNACKS	5.11	Expense	Adult Expenses:Programs - Adult
11/06/2023	RIVER FOREST PARK DISTRICT	VILLAGE TREE TRIMMING SPACE GREAT	50.00	Expense	Special Programs
11/06/2023	Foreign Policy Association	DECISIONS MATERIALS	90.35	Expense	Adult Expenses:Programs - Adult
11/06/2023	Target	POSTER BOARD	9.99	Expense	Children's Expenses:Programs - Children's

River Forest Public Library

Fund Balances

As of November 30th, 2023

Prepared 1.5.24

11/30/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

	<u>Interest Rate</u>	
ICS Operations	0.50%	455,816.72
Byline Operations	0.40%	50,014.58
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL Checking/Savings

505,871.30

Maturity Date

Long-Term CDARS Reserves

Interest Rate

5/30/2024	OP CD 6 MONTHS	4.25%	50,000.00
5/30/2024	OP CD 6 MONTHS	4.25%	50,000.00
7/25/2024	OP CD 5 YEAR	1.90%	67,078.60
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

TOTAL CDARS Reserves

339,671.07

TOTAL OPERATIONS FUND

845,542.37

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	627,061.45
Byline Capital	0.40%	6,413.24

TOTAL CAPITAL FUND

633,474.69

TOTAL OPERATIONS/CAPITAL FUNDS

1,479,017.06



River Forest Public Library -Capital Reserve Fund

Nov-23

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	627,061.45 *
Byline Capital Checking	\$	<u>6,413.24</u>
Total Capital Reserve Fund	\$	633,474.69

Expenses

Belfor USA Group Inc	\$	1,000.00
River Forest Park District-replacement trees related to air handler project	\$	1,750.00

Transfers

To Operating- OSG hours	\$	3,588.75
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Income

Interest	11/30/2023	\$	261.40
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Prepared: 1.4.24

*Includes \$50,000 Live and Learn Grant



River Forest Public Library
Fiscal Year: May 1, 2023-April 30, 2024
Revenue Report: December-23

<u>Account:</u>	<u>December-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				67% as of 12/31/2023
Property Taxes	\$ 438,304.79	\$ 748,618.83	\$ 1,495,000	50.07%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ 6,006.71	\$ 28,064.32	\$ 20,000	140.32%
Lost Books Reimbursed	\$ 316.31	\$ 2,148.05	\$ 3,500	61.37%
Copy Machine Revenue	\$ 415.34	\$ 2,312.55	\$ 2,800	82.59%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 388.34	\$ 9,746.80	\$ 5,000	194.94%
Grants from RFPL Foundation	\$ -	\$ 7,540.00	\$ 20,000	37.70%
Gifts - other	\$ 0.75	\$ 11.15	\$ 300	3.72%
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	\$ 23.00	\$ 200.67	\$ 1,000	20.07%
Total:	\$ 445,455.24	\$ 820,518.80	\$ 1,579,200	51.96%
Income:	\$ 445,455.24	\$ 820,518.80	\$ 1,579,200	51.96%
Expense:	\$ 119,132.25	\$ 866,871.60	\$ 1,579,200	54.89%

Prepared 1.9.24



River Forest Public Library

Fiscal Year: May 1, 2023 - April 30, 2024
Expense Report: Dec-23

	December-23	Fiscal YTD	Actual % Budget 67% as of 12/31/23	23-24 Budget
Expenses				
Personnel				
Wages & Salaries	\$ 66,987.62	\$ 500,455.21	61.56%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,531.69	\$ 27,108.03	43.55%	\$ 62,250
IMRF	\$ 3,303.00	\$ 24,974.21	45.41%	\$ 55,000
Medicare/FICA	\$ 5,065.85	\$ 37,804.19	60.78%	\$ 62,200
Staff Recognition	\$ -	\$ 1,038.89	31.97%	\$ 3,250
Membership Dues	\$ 603.75	\$ 1,798.75	44.97%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,605.40	17.84%	\$ 9,000
Total Personnel	\$ 79,491.91	\$ 594,784.68	58.97%	\$ 1,008,700
Support Services				
Printing and Advertising				
Newsletter	\$ -	\$ 2,187.00	33.65%	\$ 6,500
Advertising	\$ 796.00	\$ 1,813.76	48.37%	\$ 3,750
Total Printing and Advertising	\$ 796.00	\$ 4,000.76	39.03%	\$ 10,250
Programming				
Children's Programs	\$ 160.58	\$ 7,716.01	51.44%	\$ 15,000
Teen Programs	\$ 388.24	\$ 4,560.79	57.01%	\$ 8,000
Adult Programs	\$ 964.04	\$ 9,042.84	86.12%	\$ 10,500
Special Programs	\$ 262.53	\$ 2,931.61	73.29%	\$ 4,000
Connections Programs	\$ 221.09	\$ 573.35	6.91%	\$ 8,300
Total Programs	\$ 1,996.48	\$ 24,824.60	54.20%	\$ 45,800
Total Advertising and Programs	\$ 2,792.48	\$ 28,825.36	51.43%	\$ 56,050
Other Support Services				
ILL and RB Services	\$ -	\$ 327.38	43.65%	\$ 750
Technical Support (IT)	\$ 8,558.41	\$ 21,766.60	92.62%	\$ 23,500
Automation Administration	\$ 720.70	\$ 14,013.51	31.49%	\$ 44,500
Consultant Fees/Legal Fees	\$ 18.75	\$ 1,146.25	20.84%	\$ 5,500
Postage & Delivery	\$ 1,329.99	\$ 2,554.92	113.55%	\$ 2,250
Audit	\$ 1,825.00	\$ 7,925.00	72.05%	\$ 11,000
Payroll and Employment Services	\$ 428.03	\$ 3,763.31	62.72%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ 2,446.25	49.27%	\$ 4,965
Telephone/Internet	\$ 1,001.62	\$ 7,325.89	66.60%	\$ 11,000
Trustee Training and Memberships	\$ 150.00	\$ 150.00	16.67%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 2,039.57	67.99%	\$ 3,000
Total Other Support Services	\$ 14,248.60	\$ 63,458.68	55.98%	\$ 113,365

Library Materials

Books	\$	4,004.64	\$	43,515.81	57.26%	\$	76,000
Print Periodicals	\$	389.48	\$	5,556.04	92.60%	\$	6,000
Automated Subscriptions (databases)	\$	-	\$	9,025.60	82.05%	\$	11,000
Online E-Content - ebooks/magazines/movies/music	\$	6,610.47	\$	48,542.49	61.97%	\$	78,335
Audio Visual (DVDs, CDs, etc.)	\$	852.28	\$	9,834.23	61.46%	\$	16,000
Total Library Materials	\$	11,856.87	\$	116,474.17	62.17%	\$	187,335

Library and Office Supplies

Office Supplies	\$	272.89	\$	1,819.34	42.81%	\$	4,250
Library Supplies	\$	65.99	\$	2,420.98	44.02%	\$	5,500
Copy And Printing Supplies	\$	367.27	\$	1,199.41	53.31%	\$	2,250
Misc Expenses	\$	145.62	\$	1,006.00	50.30%	\$	2,000
Total Office Supplies	\$	851.77	\$	6,445.73	46.04%	\$	14,000
Total Library Materials & Supplies	\$	12,708.64	\$	122,919.90	61.05%	\$	201,335

Strategic Initiatives

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

Building Materials & Supplies	\$	664.33	\$	3,682.54	77.53%	\$	4,750
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Facility Services

Insurance	\$	722.00	\$	722.00	3.61%	\$	20,000
Maintenance and Custodial Service	\$	6,066.37	\$	45,386.03	62.17%	\$	73,000
Water	\$	399.00	\$	1,546.80	51.56%	\$	3,000
Natural Gas	\$	1,588.02	\$	4,246.73	15.17%	\$	28,000
Copier Maintenance and Usage	\$	125.16	\$	720.54	28.82%	\$	2,500
Total Facility Services	\$	8,900.55	\$	52,622.10	41.60%	\$	126,500

Equipment & Furniture

Equipment & Furniture	\$	-	\$	-	0.00%	\$	5,000
Technology Misc.	\$	325.74	\$	578.34	16.52%	\$	3,500
Total Equipment & Furniture	\$	325.74	\$	578.34	6.80%	\$	8,500

Total Facilities Management	\$	9,890.62	\$	56,882.98	40.70%	\$	139,750
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Total Operating Expenses	\$	119,132.25	\$	866,871.60	56.69%	\$	1,529,200
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Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	50,000
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Total Expenses	\$	119,132.25	\$	866,871.60	54.89%	\$	1,579,200
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Total Income	\$	445,455.24	\$	820,518.80	51.96%	\$	1,579,200
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Prepared 1.9.24

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

Date	Transaction Type	Memo/Description	Amount
ALLMERICA FINANCIAL BENEFIT INSURANCE CO.			
12/11/2023	Bill Payment (Check)		-722.00
11/29/2023	Bill	GOVERNMENT CRIME POLICY INSTALLMENT	722.00
AMAZON			
12/11/2023	Bill Payment (Check)		-959.90
12/04/2023	Bill	CRAFT SUPPLIES FOR MAKERS	19.79
12/05/2023	Bill	NOON YEARS EVE SUPPLIES	85.45
12/07/2023	Bill	TONER	122.00
09/29/2023	Bill	BALLOT BOXES	17.99
11/14/2023	Bill	PONY BEADS	9.89
11/21/2023	Bill	CHILDRENS ROOM WINDOW DISPLAY	58.86
11/22/2023	Bill	MAKERS CRAFT SUPPLIES	50.21
11/22/2023	Bill	TONER	122.00
11/26/2023	Bill	DISPLAY/CHRISTMAS MATERIALS	22.55
11/27/2023	Bill	KINDLES FOR CHECKOUT (TECH)	325.74
11/29/2023	Bill	SEASONAL DISPLAY DECOR	44.98
11/30/2023	Bill	PROGRAM SUPPLIES	29.14
11/30/2023	Bill	BOOKS	17.96
12/02/2023	Bill	WINTER READING PRIZE	15.99
12/02/2023	Bill	BOOKS	17.35
12/21/2023	Bill Payment (Check)		-487.40
12/21/2023	Bill	Hooks	11.99
12/21/2023	Bill	Guesstimation jar materials	35.24
12/21/2023	Bill	Prizes for winter reading	59.10
12/21/2023	Bill	Guesstimation jars	17.99

12/18/2023	Bill	Guesstimation jar prizes	19.84
12/18/2023	Bill	Magnatiles for teen area	141.41
12/18/2023	Bill	Book	14.99
12/13/2023	Bill	STICKERS FOR CRAFT	16.15
12/12/2023	Bill	CRAFT SUPPLIES	35.13
12/11/2023	Bill	MS MAKERS SUPPLIES	121.95
12/11/2023	Bill	HOT COCOA FOR PROGRAM	36.75
12/12/2023	Vendor Credit	MISC. CREDIT FOR CRAFT ITEMS	-23.14

**AMERICAN LIBRARY
ASSOCIATION**

12/11/2023	Bill Payment (Check)		-435.00
11/22/2023	Bill	RFPL ALA AND PLA MEMBERSHIPS	435.00

**ANDERSON ELEVATOR
COMPANY**

12/11/2023	Bill Payment (Check)		-211.00
12/01/2023	Bill	DECEMBER ELEVATOR MAINTENANCE	211.00

Cintas Fire Protection

12/11/2023	Bill Payment (Check)		-108.00
12/01/2023	Bill	AED SUBSCRIPTION	108.00

CleanNet of Illinois

12/11/2023	Bill Payment (Check)		-3,298.23
12/08/2023	Bill	DEEP CLEANING AND CARPET CLEANING	1,900.00
12/01/2023	Bill	MONTHLY CLEANING FEE	1,398.23

Comcast

12/11/2023	Bill Payment (Check)		-325.81
11/27/2023	Bill	DECEMBER INTERNET BILL	325.81

**COMCAST BUSINESS
(VoiceEdge)**

12/21/2023	Bill Payment (Check)		-675.81
12/20/2023	Bill	December '23 phone bill	675.81

ELAN FINANCIAL SERVICES

12/12/2023	Bill Payment (Check)		-1,425.84
11/21/2023	Bill	Credit card statement: 10/14/23-11/14/23	1,425.84
12/21/2023	Bill Payment (Check)		-1,663.25
12/20/2023	Bill	11-15-23 to 12-13-23 statement	1,663.25

FSS TECHNOLOGIES, LLC

12/21/2023	Bill Payment (Check)		-114.00
12/18/2023	Bill	Jan - Mar alarm service	114.00

**GOOD EARTH
GREENHOUSE**

12/11/2023	Bill Payment (Check)		-295.00
11/21/2023	Bill	WINTER PLANTERS	295.00

Hoopla

12/11/2023	Bill Payment (Check)		-2,430.96
11/30/2023	Bill	NOVEMBER HOOPLA CHECKOUTS	2,430.96

HOY LANDSCAPING

12/11/2023	Bill Payment (Check)		-35.00
12/01/2023	Bill	ICE MELT APPLICATION SERVICES	35.00

Ingram Library Services

12/11/2023	Bill Payment (Check)		-4,059.13
12/06/2023	Bill	BOOKS	27.52

12/06/2023	Bill	BOOKS	18.16
12/07/2023	Bill	BOOK	21.60
12/07/2023	Bill	BOOKS	59.19
12/07/2023	Bill	BOOK	6.73
12/07/2023	Bill	BOOK	10.12
12/07/2023	Bill	BOOK	12.91
12/07/2023	Bill	BOOKS	33.39
12/07/2023	Bill	BOOK	15.71
12/07/2023	Bill	BOOK	9.86
11/21/2023	Bill	BOOKS	89.06
11/21/2023	Bill	BOOK	16.91
11/21/2023	Bill	BOOKS	116.48
11/21/2023	Bill	BOOKS	45.86
11/21/2023	Bill	BOOKS	50.14
11/21/2023	Bill	BOOKS	36.63
11/21/2023	Bill	BOOKS	54.66
11/21/2023	Bill	BOOKS	225.47
11/21/2023	Bill	BOOKS	20.12
11/21/2023	Bill	BOOK	21.32
11/21/2023	Bill	BOOKS	66.60
11/21/2023	Bill	BOOKS	52.03
11/21/2023	Bill	BOOK	12.29
11/21/2023	Bill	BOOKS	28.31
11/21/2023	Bill	BOOK	14.11
11/21/2023	Bill	BOOKS	28.90
11/21/2023	Bill	BOOKS	54.41
11/26/2023	Bill	BOOK	15.95
11/26/2023	Bill	BOOK	35.65
11/26/2023	Bill	BOOKS	42.85
11/26/2023	Bill	BOOK	13.52
11/26/2023	Bill	BOOKS	18.20
11/26/2023	Bill	BOOK	17.05
11/26/2023	Bill	BOOK	35.47
11/26/2023	Bill	BOOKS	58.59
11/26/2023	Bill	BOOK	17.05
11/26/2023	Bill	BOOK	11.71
11/26/2023	Bill	BOOKS	17.42
11/27/2023	Bill	BOOKS	157.01
11/27/2023	Bill	BOOKS	131.23
11/27/2023	Bill	BOOKS	104.79
11/27/2023	Bill	BOOK	18.60
11/27/2023	Bill	BOOK	16.48
11/28/2023	Bill	BOOK	21.60
11/28/2023	Bill	BOOKS	13.82

11/28/2023	Bill	BOOKS	331.36
11/28/2023	Bill	BOOKS	32.97
11/29/2023	Bill	BOOKS	52.09
11/29/2023	Bill	BOOKS	158.25
11/29/2023	Bill	BOOKS	54.39
11/29/2023	Bill	BOOKS	61.15
11/29/2023	Bill	BOOKS	231.71
12/03/2023	Bill	BOOK	16.11
12/03/2023	Bill	BOOKS	38.83
12/03/2023	Bill	BOOK	11.81
12/04/2023	Bill	BOOK	22.73
12/04/2023	Bill	BOOKS	60.01
12/04/2023	Bill	BOOKS	79.49
12/04/2023	Bill	BOOKS	15.02
12/04/2023	Bill	BOOK	7.27
12/04/2023	Bill	BOOKS	20.22
12/04/2023	Bill	BOOKS	31.01
12/04/2023	Bill	BOOKS	72.70
12/04/2023	Bill	BOOK	18.03
12/04/2023	Bill	BOOKS	46.24
12/04/2023	Bill	BOOKS	49.35
12/05/2023	Bill	BOOK	21.60
12/05/2023	Bill	BOOK	6.91
12/05/2023	Bill	BOOK	11.81
12/05/2023	Bill	BOOKS	43.29
12/05/2023	Bill	BOOKS	134.24
12/05/2023	Bill	BOOK	10.82
12/05/2023	Bill	BOOK	8.71
12/05/2023	Bill	BOOK	12.89
12/05/2023	Bill	BOOKS	31.84
12/05/2023	Bill	BOOKS	16.76
12/06/2023	Bill	BOOKS	43.70
12/06/2023	Bill	BOOKS	33.96
12/06/2023	Bill	BOOKS	26.44
12/06/2023	Bill	BOOKS	10.58
12/07/2023	Bill	BOOK	20.39
12/07/2023	Bill	BOOK	14.43
12/07/2023	Bill	BOOK	10.49
12/08/2023	Bill	BOOK	14.25
12/08/2023	Bill	BOOKS	223.01
12/08/2023	Bill	BOOKS	56.79

12/11/2023	Bill Payment (Check)		-261.90
11/30/2023	Bill	NOVEMBER KANOPY CHECKOUTS	261.90

**Konica Minolta Business
Solutions**

12/21/2023	Bill Payment (Check)		-125.16
12/11/2023	Bill	NOVEMBER COPY USAGE DECEMBER COPIER	114.70
12/11/2023	Bill	MAINTENANCE	10.46

**Konica Minolta Premier
Finance**

12/11/2023	Bill Payment (Check)		-216.10
12/04/2023	Bill	COPIER LEASE PAYMENT	216.10

LACONI

12/11/2023	Bill Payment (Check)		-150.00
12/04/2023	Bill	ANNUAL LACONI MEMBERSHIP	150.00

Leslie Goddard

12/21/2023	Bill Payment (Check)		-400.00
12/14/2023	Bill	PRESENTER FEE FOR 1/21/24 PROGRAM	400.00

Libraries First

12/21/2023	Bill Payment (Check)		-195.00
12/11/2023	Bill	MUSEUM PASS SUBSCRIPTION	195.00

Library Journal

12/11/2023	Bill Payment (Check)		-157.99
12/06/2023	Bill	1 YR DIGITAL SUBSCRIPTION	157.99

MIDWEST TAPE

	Bill Payment		
12/11/2023	(Check)		-852.28
11/17/2023	Bill	AUDIOBOOK	47.98
11/17/2023	Bill	DVD	24.48
11/17/2023	Bill	DVD	31.23
11/17/2023	Bill	BLU-RAY/ DVD	76.04
11/17/2023	Bill	DVD	19.18
11/27/2023	Bill	DVDS	48.96
11/27/2023	Bill	DVDS	80.09
12/01/2023	Bill	DVDS	88.34
12/01/2023	Bill	AUDIOBOOK CD	35.98
12/08/2023	Bill	DVD	119.95
12/08/2023	Bill	BLU-RAY & DVD	28.62
12/08/2023	Bill	BLU-RAY & DVD	72.55
12/08/2023	Bill	AUDIOBOOK CD	47.98
12/08/2023	Bill	BLU-RAY & DVD	34.62
12/08/2023	Bill	DVDS	54.86
11/17/2023	Bill	BLU-RAY	41.42

NICOR GAS

	Bill Payment		
12/11/2023	(Check)		-169.79
11/21/2023	Bill	GAS BILL 10/18 - 11/14/23	169.79
	Bill Payment		
12/21/2023	(Check)		-1,418.23
12/20/2023	Bill	Gas bill: 11-15-23 to 12-15-23	1,418.23

Oak Park - River Forest Chamber of Commerce

	Bill Payment		
12/21/2023	(Check)		-168.75
12/18/2023	Bill	Chamber renewal 2024	168.75

OUTSOURCE SOLUTIONS GROUP, INC.

	Bill Payment		
12/11/2023	(Check)		-7,250.00
11/22/2023	Bill	50 PREPAID HOURS	7,250.00
	Bill Payment		
12/21/2023	(Check)		-2,029.11
12/21/2023	Bill	Fortinet renewal	720.70

	12/20/2023	Bill	November monthly tech support	1,308.41
OverDrive				
	12/11/2023	Bill Payment (Check)		-2,876.59
	12/07/2023	Bill	ADULT OVERDRIVE 1 EBOOK, 3 AUDIOBOOKS	257.49
	12/07/2023	Bill	TEEN OVERDRIVE 6 EBOOKS, 7 AUDIOBOOKS ADULT OVERDRIVE 13 EBOOKS/10	621.87
	11/29/2023	Bill	AUDIOBOOKS	1,116.29
	11/20/2023	Bill	1 EBOOK	75.00
	11/28/2023	Bill	J & ADULT OVERDRIVE/ 2 EBOOKS, 1 AUDIOBOOK	78.49
	12/04/2023	Bill	12 EBOOKS	306.75
	12/07/2023	Bill	ADULT OVERDRIVE 6 EBOOKS, 2 AUDIOBOOKS	299.74
	12/07/2023	Bill	CHILDRENS OVERDRIVE 3 EBOOKS, 1 AUDIOBOOK	120.96
	12/21/2023	Bill Payment (Check)		-1,041.02
	12/19/2023	Bill	13 ebooks, 9 audiobooks	1,041.02
Rhonda Fentry				
	12/21/2023	Bill Payment (Check)		-50.00
	12/14/2023	Bill	CHAIR YOGA 1/13/24	50.00
S&D PRIME MAINTENANCE,INC				
	12/11/2023	Bill Payment (Check)		-1,954.14
	11/30/2023	Bill	NOVEMBER MONTHLY MAINTENANCE	980.14
	11/29/2023	Bill	ANNUAL GUTTER CLEANING	974.00
Smithereen Pest Management				

	12/11/2023	Bill Payment (Check)		-51.00
	12/01/2023	Bill	PEST CONTROL	51.00

Staples

	12/11/2023	Bill Payment (Check)		-1,126.48
	11/25/2023	Bill	ICE SALT, MISC. JANITORIAL PAPER SUPPLIES MISC. OFFICE SUPPLIES COPY PAPER COMPOSTABLE CUPS FOR PROGRAMS	1,126.48

Susan Maddox

	12/21/2023	Bill Payment (Check)		-350.00
	12/18/2023	Bill	Cooking instructor fee	350.00

U.S. Postal Service

	12/06/2023	Bill Payment (Check)		-1,000.00
	12/06/2023	Bill	Permit replenish for Bookplate	1,000.00

VILLAGE OF RIVER FOREST

	12/11/2023	Bill Payment (Check)		-399.00
	12/01/2023	Bill	WATER BILL: SEPTEMBER- OCTOBER 2023	399.00
	12/21/2023	Bill Payment (Check)		-4,314.33
	12/20/2023	Bill	November Health Insurance	4,314.33

**Zabinski Consulting
Services, Inc.**

	12/11/2023	Bill Payment (Check)		-1,843.75
	11/27/2023	Bill	ASSISTANCE WITH BALANCE SHEET	18.75
	11/27/2023	Bill	AUDIT PREP	1,825.00

Monday, Jan 08, 2024 01:59:04 PM GMT-8

Byline Credit Card December 2023
Ending Balance: \$49.98

Date	Payee	Memo	Charge	Payment	Type	Account
		MONTHLY STAMPS.COM				
12/23/2023	Stamps.com	FEE	19.99		Expense	Support Services:Postage
	ELAN					
12/20/2023	FINANCIAL SERVICES WALL STREET JOURNAL	11-15-23 to 12-13-23 statement		1,663.25	Bill	2000 Accounts Payable Adult
12/18/2023	LIBRARY	WSJ MONTHLY CHARGE	29.99		Expense	Expenses:Periodicals - Adult
	Totally	BRANDED TOTE BAGS				
12/12/2023	Promotional		796.00		Expense	Marketing:Advertisement
		COOKIES/GAME PROGRAM				
12/12/2023	Jewel Foods		6.12		Expense	Adult Expenses:Programs - Adult
		WINTER READING PRIZES				
12/11/2023	SHEIN		38.16		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		1.68		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		4.48		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		1.86		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		2.34		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		2.31		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		2.09		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		10.67		Expense	Teen Expenses:Programs-Teen
		WINTER READING PRIZES				
12/11/2023	SHEIN		3.85		Expense	Teen Expenses:Programs-Teen

12/11/2023	SHEIN	WINTER READING PRIZES	4.07	Expense	Teen Expenses:Programs- Teen
12/11/2023	PIONEER PRESS	FOREST LEAVES 6 MONTH SUBSCRIPTION	32.50	Expense	Adult Expenses:Periodicals - Adult
12/11/2023	CRAIN'S CHICAGO BUSINESS	CRAINS CHICAGO BUSINESS 1 YEAR SUBSCRIPTION	169.00	Expense	Adult Expenses:Periodicals - Adult
12/11/2023	USPS	ANNUAL FEE FOR USPS PERMIT	310.00	Expense	Support Services:Postage
12/04/2023	Jewel Foods	GIFT CARD.JAR PRIZE GUESSTIMATION	50.00	Expense	
12/04/2023	Jewel Foods	JAR- MARSHMALLOW S	5.50	Expense	Adult Expenses:Programs - Adult
12/04/2023	Target	BROCCOLI FOR PAINTING CRAFT	6.38	Expense	Children's Expenses:Programs - Children's
12/01/2023	PANERA BREAD	COFFEE MONDAY	34.71	Expense	Adult Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of December 31, 2023

Prepared 1.9.24

12/31/2023

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

	<u>Interest Rate</u>	
ICS Operations	0.50%	561,624.62
Byline Operations	0.40%	48,228.38
CIBC Operations	0.00%	15.00
Petty Cash		40.00

TOTAL Checking/Savings 609,908.00

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
7/25/2024	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

TOTAL CDARS Reserves 559,779.40

TOTAL OPERATIONS FUND

1,169,687.40

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	627,327.74
Byline Capital	0.40%	4,990.21

TOTAL CAPITAL FUND

632,317.95

TOTAL OPERATIONS/CAPITAL FUNDS

1,802,005.35



River Forest Public Library -Capital Reserve Fund

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

Dec-23

Capital Reserve Account Balances

ICS Capital Reserve	\$	627,327.74 *
Byline Capital Checking	\$	<u>4,990.21</u>
Total Capital Reserve Fund	\$	632,317.95

Expenses

Axis Portable Air	\$	1,425.00
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Transfers

Income

Interest	12/31/2023	\$	268.26
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Prepared: 1.9.24

*Includes \$50,000 Live and Learn Grant

X. Workplace Harassment

RFPL strives to maintain a workplace free from harassment and discrimination and to promote an environment in which all employees and elected officials are treated with dignity, respect, and courtesy. It is a violation of RFPL policy for any employee or elected official to harass or discriminate against another individual in the workplace for any reason, including, but not limited to, an actual or perceived characteristic protected by law, such as: race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, gender identity, military status, marital status, order of protection status, or any other protected category as defined by applicable law. RFPL strives to prevent harassment of its employees by anyone, including any manager, co-worker, vendor, client, contractor, patron, or any other visitor to RFPL. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge where applicable. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of workplace harassment.

A. Definition of Sexual Harassment

“Sexual harassment” in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, as defined above, may include but is not limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual’s clothing or body;
- Displaying sexually explicit objects, photographs or drawings;
- Unwelcome touching, such as patting, pinching, or intentional brushing against another’s body; or
- Suggesting or demanding sexual involvement of another employee regardless of whether such suggestion or demand is accompanied by implicit or explicit

threats concerning one's employment status or similar personal concerns.

B. Definition of Other Harassment

Other harassment is defined as inappropriate conduct in the workplace based upon an actual or perceived characteristic protected by law, including, but not limited to: race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, gender identity, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

C. Reporting of Harassment

Any employee who believes that they are being subjected to harassment ("Complainant") is urged to report such conduct to the Director in accordance with the Workplace Harassment Reporting Procedure.

If an investigation results in a finding that a Complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the Complainant will be subject to appropriate discipline, including the possibility of discharge.

Complaints by an elected official against another elected official shall be submitted to the Board President and the Director. If the Board President is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official and the Director. The Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

D. Library Employee/Patron Relationship

RFPL affirms its commitment to providing an environment for all patrons free of harassment. RFPL views any harassment of patrons by RFPL employees as an abuse of authority, and such harassment will not be tolerated.

Any patron who suspects that they have been subjected to harassment should report the incident to the Director as soon as possible. Any employee who witnesses or has knowledge of harassment by another RFPL employee against a patron shall immediately report it to the employee's Manager or to the Director.

E. Annual Training

RFPL will provide annual workplace harassment training for all employees in accordance with Illinois law. Evidence of annual completion of the required

training shall be submitted to and maintained by the Operations Manager.

Updated November 2023

X. Workplace Harassment

RFPL strives to maintain a workplace free from harassment and discrimination and to promote an environment in which all employees and elected officials are treated with dignity, respect, and courtesy. It ~~will be~~ is a violation of RFPL policy for any employee or elected official to harass or discriminate against another individual in the workplace for any reason, including, but not limited to, an actual or perceived characteristic protected by law, such as: race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, gender identity, military status, marital status, order of protection status, or any other protected category as defined by applicable law. RFPL strives to prevent harassment of its employees by anyone, including any manager, co-worker, vendor, client, contractor, patron, or any other visitor to RFPL. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge where applicable. It is also unlawful, and against RFPL policy, to retaliate against a person who has lodged a complaint of workplace harassment.

A. Definition of Sexual Harassment

“Sexual harassment” in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term ~~of~~ or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, as defined above, may include but is not limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual's clothing or body;
- Displaying sexually explicit objects, photographs or drawings;
- Unwelcome touching, such as patting, pinching, or intentional brushing against another's body; or
- Suggesting or demanding sexual involvement of another employee regardless of whether such suggestion or demand is accompanied by implicit or explicit

threats concerning one's employment status or similar personal concerns.

B. Definition of Other Harassment

Other harassment is defined as inappropriate conduct in the workplace, based upon, ~~for any reason, including, but not limited to,~~ an actual or perceived characteristic protected by law, ~~including, but not limited to~~ such as: race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, ancestry, sexual orientation, gender identity, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

C. Reporting of Harassment

Any employee who believes that ~~he or she is~~ they are being subjected to harassment ("Complainant") is urged to report such conduct to the Director in accordance with the Workplace Harassment Reporting Procedure.

If an investigation results in a finding that a Complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the Complainant will be subject to appropriate discipline, including the possibility of discharge.

Complaints by an elected official against another elected official shall be submitted to the Board President and the Director. If the Board President is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official and the Director. The Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

D. Library Employee/Patron Relationship

RFPL affirms its commitment to providing an environment for all patrons free of harassment. RFPL views any harassment of patrons by RFPL employees as an abuse of authority, and ~~therefore~~ such harassment will not be tolerated.

Any patron who suspects that ~~she or he has~~ they have been subjected to ~~encountered~~ harassment should report the incident to the Director as soon as possible. Any employee who witnesses or has knowledge of harassment by another RFPL employee against a patron shall immediately report it to the employee's ~~M~~anager or to the Director.

E. Annual Training

RFPL will provide annual workplace harassment training for all employees in accordance with Illinois law. Evidence of annual completion of the required

training shall be submitted to and maintained by the Operations Manager.

Updated November 2023

Strategic Directions



Community

Goal: Change outdated perceptions of the Library by effectively telling our story:

Staff led blog posts in November and December included [A Librarian's Lazy Sunday](#) by Victoria Muraiti, Materials Services Manager, and [My Cookbook Journey](#) by Ariel Schick, ATS Librarian.

The Winter Edition of the Bookplate hit homes during the last week of December. The cover featured a photo of the community mural, statistics highlighting our impact in 2023, and patron quotes.

“It's part of my life—meaning I would find it hard to live without.”

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

The Library partnered with **Sarah's Inn** for their annual toy drive this December. We were a toy dropoff location and patrons donated 125 items! We dropped the gifts off at Sarah's Inn and they were much appreciated.

The Library once again sponsored a tree for the **RF Park District** holiday tree trimming. We asked patrons to decorate ornaments for the tree and made book cover ornaments representing staff member's favorite titles from 2023.

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

Anne Kowalski, Middle School & Teen Librarian, hosted a **Donuts & Discussion** program with teens after school to discuss the Library. 21 students attended and they had some great ideas about programs and services they'd like to see at the Library. Some of the ideas were to add Magnatiles to the Teen Space (which Anne has since done), add more computers, and offer a short film contest for teens.



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

The new air handler was tested/balanced and is working wonderfully. Contractor's continued work on final punch list items to complete phase one of the renovation project.



Spaces

Fran Arnold, Marketing & PR Specialist, is researching companies that can build a new website for the Library. Fran attended several demos from prospective companies and is compiling information to share with Library staff and trustees.

Goal: Be a place where community members can gather in small and large groups.

The **Local Spotlight** featured a student and teacher ceramics show in November. An opening reception was held on November 8 and had 25 attendees. December and January will feature our winter photo contest entries. The contest is open to community members and staff and voting will take place at the end of January.



Events, Services & Collections



Goal: Support the freedom to read and explore.

Children's introduced our first **American Girls Dolls** for check out one year ago in November. The collection has grown from 4 to 11 dolls. Within this first year, our dolls have circulated a total of 137 times. We have a few more in the wings, waiting for their debut in early 2024!

Goal: Incorporate and celebrate diversity.

During the holiday season, Brian Wolowitz, ATS Librarian, and Victoria Muraiti created a book display in the lobby that was both festive and inclusive. In addition to the books that featured winter holidays, we displayed a menorah for Hanukkah, a kinara for Kwanzaa, and Christmas tree of withdrawn books wrapped in green paper, created by Victoria and Debbie Larsen, Children's Librarian.

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

Children's Services

Children's hosted a **Saturday Morning Bluey Party** to celebrate cartoon character Bluey. This event featured Bluey themed crafts, snacks, music, and activities. We saw an incredible turnout of 137

patrons. Based on this program’s popularity, we are planning to host another Bluey program in the summer with a Bluey character in attendance!

Family movie days at the library have continued to be successful for Children’s. We strategically host these family movies when school is either closed or has early dismissal. Our December showing of Ice Age saw 40 participants. Families enjoy having something to do with their kids on days off or half days, so we will continue this program throughout the year.

Adult & Teen Services

Leslie Goddard, one of our favorite presenters, visited the Library in November as **Queen Elizabeth** circa 1992 and delighted a crowd of over 50 patrons with a private audience with Her Majesty.

This November ATS hosted historian John Binder, who presented ***Gangster History of Oak Park & River Forest*** and we had 70 attendees from all over the area. He discussed the gangsters that had homes here and their connection to organized crime.

This December ATS hosted **New York Times-bestselling author and Oak Park native Abraham Josephine Riesman** to discuss her two books - *Ringmaster: Vince McMahon and the Unmaking of America* and *True Believer: The Rise and Fall of Stan Lee*. ATS Librarian Brian Wolowitz not only led the discussion with Riesman, but was able to schedule the event because he and Riesman have been friends since high school! It was a fun event and exciting to have a bestselling local author at our Library.

Goal: Support a culture of wellness and continuous improvement.



Staff

This November, the Board of Trustees approved changes to the Employee Tiers and Benefits and Leaves of Absence policies to benefit RFPL staff. In addition to updating policy to be in compliance with the Paid Leave for All Workers Act, the board voted to expand compassionate leave to all staff, to add pregnancy loss as a category covered under compassionate leave, and to add vision insurance coverage for eligible employees.

Key Performance Indicators

Category	October 2023	November 2023	December 2023
Physical item circulation - initial checkouts	13,105	13,120	12,621
Digital item circulation	4,682	4,639	4,976
Total Circulation	17,787	17,759	17,597
Programs for Adults	14 programs 162 attendees	12 programs 235 attendees	12 programs 155 attendees
Programs Middle School aged children	14 programs 162 attendees	9 programs 180 attendees	7 programs 117 attendees
Programs for Children	24 programs 1,942 attendees	16 programs 972 attendees	19 programs 1044 attendees
Library-Wide Programs	1 program 121 attendees		

Children's Play Area Visits	1636	1204	1001
New cardholders added	34	26	26
Total cardholders	8,273	8,258	8,254
Website sessions	6,667	6,349	8,266
Patron visits	11,380	5,690	7,511
Instagram Followers	1,409	1,410	1,415
Facebook Followers	1,368	1,368	1,368

Financial highlights

- The Library received \$724,418.94 in property taxes November through December.
- One of the Library's CDARS matured in November, significantly raising the Library's expected interest income.
- The Library renewed its postal permit, and we are over budget in the Postage & Delivery line of \$2,250.

Facility updates

- Good Earth Greenhouse installed winter planters.
- The Library paid a deposit to S&D Prime Maintenance to patch and repaint the stairway wall, and that work will be scheduled in early 2024.

Committee updates

Finance Committee met on December 6, 2023

Respectfully submitted,

Emily Compton
January 10, 2024

**River Forest Public Library
Finance Committee Meeting
MINUTES- draft**

Wednesday, December 6th, 2023, immediately following the Special Board Meeting

Present: Committee members Cathy Ruggeri, Deborah Hill, Jim Hopkinson. Scott Delano 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 2:11pm.

Minutes: The August 29th, 2023 draft Minutes were approved.

New Business

Property tax analysis

Director Compton prepared a tax analysis to explain the fluctuations in property tax. The Library received more tax money in 22-23 because of the Cook County tax bill delays.

Old Business

CDARS planning

A \$150,000 CDARS account matured and was split into three new accounts: two \$50,000 6-month accounts and one \$50,000 12-month account. To further take advantage of the current high interest rates, the Library invested \$220,000 into a three-month CDARS account. Depending on property taxes, the Library may decide to open more CDARS accounts in March.

FY 22-23 audit draft discussion

The Committee discussed the newest draft of the 22-23 audit, which increased the Library's expenses and reduced the Library's material amount. This may be due to Lauterback & Amen (L&A) accounting for materials that the Library has removed, although it's unclear why this wasn't accounted for in previous years. The newest draft has construction reduced by \$47,000, but it's unclear why. Director Compton will ask for clarification.

There are inconsistencies in how transfers are recorded. There are also discrepancies in certain numbers adding up. The excess revenue amount is no longer \$170,000. Director Compton will set up a meeting with Monica from L&A to discuss the discrepancies before the Board meeting in January.

Next Meeting: TBD

Adjournment

Trustee Ruggeri moved to adjourn the meeting at 2:38pm, seconded by Trustee Hopkinson.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: January 10, 2024

RE: Floor Proposals

Option 1 – Paint (S&D Prime Maintenance): \$3,575

Option 2 – Epoxy (Broadleaf):

- Solid color: \$3,610
- Full flake: \$4,000
- Mini flake: \$4,390
- Metallic: \$5,170

Option 3 – Oscoda interlocking tiles: \$3,300 (informal quote)



PRIME MAINTENANCE, INC.

SDPrimeMtce.Com 1759 W. Armitage Court, Addison, IL 60101 Ph: 800-660-6028 Fax: 630-268-2578

PROPOSAL PREPARED FOR:
Shannon Duffy – Operations Manager
Shannon.duffy@riverforestlibrary.org
P: 708-366-5205 x319

PROJECT:
Concrete Floor Painting

ESTIMATOR:
Tim Brooks
Estimator/Supervisor

PROPERTY:
River Forest Library
735 Lathrop Avenue
River Forest, IL 60305

DATE:
11/08/2023
REVISED:
11/18/2023

Our Mission Statement

To thrive as a company based on a solid foundation of knowledgeable staff, qualified technicians, and satisfied customers. We are dedicated to maintaining a quality of work that keeps us working for you for many years to come.

With one call, S&D Prime Maintenance, Inc. will provide quality, multi-faceted service to match any and every project, big or small.

S&D Prime Maintenance, Inc. is a family owned and operated business that employs highly trained field technicians to handle projects of all sizes and who treat S&D as their own company.

After 42 years in business, we strive to be the leader in our industry by providing our personalized devotion to your carpet, maintenance, and janitorial needs. We are constantly looking for ways to better serve our customers and welcome your comments, questions, and concerns to ensure 100% satisfaction.

We want to make sure your project moves smoothly from conception to completion and believe in doing it right the first time. It's that simple.

S&D cares enough about its customers and employees to be a fully insured company carrying commercial and liability insurance as well as workers' compensation for our employees.

A certificate of insurance is available upon request.

11/08/2023 – Revision 11/18/2023

S&D Prime Maintenance, Inc. and its **Projects** Division are pleased to submit this proposal for **Concrete Floor Painting at River Forest Library**. Below is a breakdown of all necessary procedures and materials to ensure a quality job and a satisfied customer.



PRELIM REPORT:

- **Per Management**, please provide a proposal for painting of the concrete floor with Manufacturer recommended concrete non-slip floor paint. Per Shannon, painting is a temporary solution during renovation phases, and the room will eventually be carpeted.
- **Per Management, paint specified is Sherwin-Williams (Link Gray SW62000) non-slip floor additive to be mixed in as recommended by Manufacturer.**
 - Floor paint color to be chosen/specified by Management prior to project start date.
 - The concrete floor is in the “Children’s Section” of library and must be a non-slip application for safety reasons.
 - The concrete floor area is approx. 26’3”x 14’9” with a small 3’x4’ closet.
 - The concrete floor has been sealed (Per Management) and will require acid etching to remove sealer and enhance adhesion capability.

Continue....

- S&D not responsible for or liable in the event any child/adult slips and/or falls on newly painted/epoxied concrete flooring w/ manufacturer recommended non-slip products/floor applications, located inside Mechanical Room of River Forest Library.
 - Liability falls solely on the Manufacturer in the event of accidental fall.
- S&D is not responsible for chipped, peeling, scraps, and damage to final coat of painting/epoxy because of extensive wear or heavy, large equipment is added in room. If additional touch-ups or repairs were required after the final finish, additional cost would apply.
- Additional quotes can be addressed and provided for luxury vinyl flooring and or carpet/carpet squares if requested.

PROJECT: Concrete Floor Wash/Clean & Painting Only
(Sherwin-Williams (Link Gray SW62000))

- Schedule with Management prior to project start date.
- Set out cones to block off work areas for safety.
- Scrap and clean, vacuum the entire concrete floor to remove all access debris and dirty.
- Hand scrub or clean with portable machine and acid rinse (acid etch) to remove all oils and chemicals that would prohibit proper adhesion from paint or epoxy being applied.
 - The concrete must dry for approx. 2 days before applying paint/epoxy application.
- Minor concrete patching to be done to fill in any small, minor holes, to a smooth surface.
- Procure and apply 1 coat concrete bonder primer/sealer and let dry/cure properly.
- Procure and apply 2 coats of Low Sheen Interior/Exterior Non -Slip Concrete Floor Paint, color specified by Management.
 - Colors are limited by vendor and can be supplied once acceptance is received.
- Clean up work areas and haul away debris for proper disposal offsite.

Total labor & materials: \$ 3,575.00 / 2 Coats

(Sherwin-Williams (Link Gray SW62000))

PROJECT NOTES

- Costs/fees for permits/bonds/drawings are not included – extra, if required.
- Project Options are only valid if completed concurrently with base bid – subject to review if completed separately.
- This proposal is based on commodity products quoted to us as of the date of this proposal. Due to the rapidly rising commodity material prices, this proposal is subject to increase if any of these products increase prior to execution of a written agreement by the number of increase(s) quoted by our intended suppliers and/or subcontractors.
- This quote is valid for 30 days only.
- S&D not responsible for or liable in the event any child/adult slips and/or falls on newly painted/epoxied concrete flooring w/ manufacturer recommended non-slip products/floor applications, located inside Mechanical Room of River Forest Library. Liability falls solely on the Manufacturer in the event of accidental fall.
- S&D is not responsible for chipped, peeling, scraps, and damage to final coat of painting/epoxy because of extensive wear or heavy, large equipment is added in room. If additional touch-ups or repairs were required after the final finish, additional cost would apply.

S&D PRIME MAINTENANCE, INC. - TERMS OF CONTRACT

Should you decide to contract S&D Prime Maintenance, Inc., we have enclosed an "Acceptance" document that is to be signed and returned to our office along with a signed copy of these "Terms of Contract" which state the customer's understanding and acceptance of the attached prices, specifications, and conditions as detailed in this proposal.

Work performed is a "snapshot in time". At the time of completion all items are as described in the proposal. We are not responsible for the existing, current, or future maintenance of your mechanicals or facades – only visual inspecting and advising.

This agreement may not be waived, altered, or modified except by written agreement of all parties. No agent, employee or representative of S&D Prime Maintenance, Inc. has any authority to bind S&D Prime Maintenance, Inc. to any affirmation, representation, or warranty. Unless such is specifically included within this written agreement, it shall not be enforced. Customer's remedies to this agreement are exclusive to this agreement.

This agreement contains the entire understanding of both parties and supersedes all oral or written communications, agreements or understandings between the parties concerning the subject matter hereof.

Deposit: A 50% deposit is required. No work will be scheduled until the deposit & signed documents are received and processed.

Balance Due: The balance is due upon completion of all proposed and additional work performed. Any past due invoices will incur a 2% finance charge on all balances exceeding 30 days. Finance charges will continue to accrue monthly until payment is made in full. Customer will pay all usual and customary charges associated with attorney and/or court fees associated with the collection of outstanding invoices.

Proposal Expiration: This proposal is subject to review after 30 days of its written date, as well as at the time of acceptance to verify the scope of work is the same as at the time of proposal. Only items mentioned in the "SCOPE OF WORK" will be covered.

Hours of work/operation: All work shall be performed during weekday business hours between 8:00 A.M. – 4:00 P.M., Monday through Friday; otherwise, "Premium Time" Rates will apply.

Additional Services: In the event Contractor is required to perform any additional services not expressly set forth herein, Association shall pay Contractor the sum of \$70.00 per man-hour. Additional services shall include, but are not limited to court appearances, re-construction of financial records and additional computer services. The contractor shall separately invoice the Association for any of the aforementioned.

Extras & Unforeseen Conditions: We always try to be thorough in our proposals. However, it is impossible to foresee what is behind, hidden, or unknown. Therefore, any unforeseen items are considered an "Extra" and billed on a time and material basis at **\$85.00** on a per man-hour, plus the cost of related materials. Billable time includes extra travel, materials procurement, extra coordination, and actual work.

Liability: S&D Prime Maintenance will be held harmless and without liability for any damage to our client's property which results INDIRECTLY from the work performed by S&D Prime Maintenance under this agreement. The Customer is responsible for moving wall treatments, personal affects, knick-knacks, or items inside of buffets so our technicians can begin work as soon as they arrive. S&D will, however, move large items of furniture except for delicate china cabinets and entertainment units. S&D will not be responsible for any damaged or broken items incurred prior to our arrival on the property. Furthermore, S&D Prime Maintenance, Inc. is not Engineers or certified in repairing, "spec-ing" or suggesting in any construction projects we are working on or consulting on. We ALWAYS recommend certified Engineers be called in for liability issues. SDPM will not be liable for any repairs approved Engineer consulted by any Association, Property Manager or Homeowner. SDPM will be held harmless as we are directed by the Property Managers, Homeowners and Associations.

Insurance and Indemnity: Owner and Contractor shall each maintain general liability and errors and omissions insurance covering their participation in this Agreement. Neither party shall modify or terminate said coverage without providing the other party with at least 30 days' prior written notice of such modification or termination. To the fullest extent permitted by law, Owner and Contractor shall save, indemnify, and hold each other harmless from all claims or losses of any kind to real or tangible personal property and/or bodily injury to persons (excluding consequential, incidental, special, and punitive damages) to the extent that such claims or losses arise out of (a) a Party's gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a Party of any of its representations, warranties, covenants or agreements under this Agreement.

Guarantees & Warranties: There are no warranties expressed or implied, including any warranty or merchantability or fitness, for an intended purpose beyond those stated therein. Water leaks can be difficult to trace, if not apparent, due to the nature of evasive water situations, therefore, we cannot guarantee success, but will always try our best to locate the problem. There are no guarantees or warranties on any re-used or customer-supplied materials.

Please sign below to verify your complete understanding of these Terms and Conditions, and to authorize work.

Authorized Signature

Date

Thank you again for the opportunity to submit this proposal. Should you have any questions regarding the above quotation, or require clarification, please feel free to contact us at 800-660-6028.

ACCEPTANCE OF CONTRACT

PROPOSAL PREPARED FOR:
Shannon Duffy – Operations Manager
Shannon.duffy@riverforestlibrary.org
P: 708-366-5205 x319

PROJECT:
Concrete Floor Painting

ESTIMATOR:
Tim Brooks
Estimator/Supervisor

PROPERTY:
River Forest Library
735 Lathrop Avenue
River Forest, IL 60305

DATE:
11/08/2023
REVISION:
11/18/2023

PLEASE CHECK APPROPRIATE BOXES

COST OF PROJECT: Wash/Clean & Painting Only \$ 3,575.00

Please see our website for additional services – www.sdprimemtc.com

The attached prices, specifications and conditions from your Maintenance Division are satisfactory and are hereby accepted. S&D Prime Maintenance, Inc. is authorized to do the work as specified.

I understand that there is a required 50% deposit. Furthermore, the “Acceptance” and “Terms of Contract” must be signed, and no work will be scheduled until the deposit & signed documents are received and processed by S&D Prime Maintenance, Inc.

Proposal is subject for review after 30 days. Our payment terms are Net 10. Any past due invoices will incur a 2% finance charge on all balances exceeding 30 days. Finance charges will continue to accrue monthly until payment is made in full. Customer will pay all usual and customary charges associated with attorney and/or court fees associated with the collection of outstanding invoices.

All payments made with a credit or debit card are subject to a “Convenience Fee” in the amount of 2.5% of the total invoice.

Authorized Signature

Date

Tim Brooks
Estimator & Supervisor
S&D Prime Maintenance, Inc.

Date



BROADLEAF^{INC}

1220 Bristol Ave
Westchester, IL 60154

Estimate

Date	Estimate #
12/14/2023	25007

Name / Address
River Forest Public Library Emily Compton 735 Lathrop Ave River Forest IL 60305

We are pleased to submit the following bid for the Flooring System listed below.	Sales Rep	Project
	JC	

Item	Description	Qty	U/M	Total
	Community Room: Solid Color Quote			
Solid Color Floorin...	Installation of 2-Coats Solid Color Epoxy Flooring with Slip Resistance (Approx 20-30 mils thick) - Color Choice TBD	390	sq/ft	3,120.00
Pigmented Semi-Gl...	Wearcoat - Pigmented Semi-Gloss Urethane - Note: Application of Urethane will have a strong odor that dissipates in 24-48 hours	390	sq/ft	390.00
Pits & Divots	Pits & Divots Repair Note: To fill joint near doorway exit	25	sq/ft	100.00
	SUBTOTAL			3,610.00
Standard Note	Notes: Estimate based on: - 1 mobilization (Broadleaf to have full access to room for 2-3 days) - Standard work hours Monday through Friday, 8am to 5pm - Prevailing Wages			0.00
Total				\$3,610.00

We propose to furnish material and labor - complete in accordance with the above specifications for the Total sum listed. Installation will vary depending on concrete condition, with a cure time of 24 to 48 hrs.

TERMS: 50% down upon acceptance – Balance due upon completion.

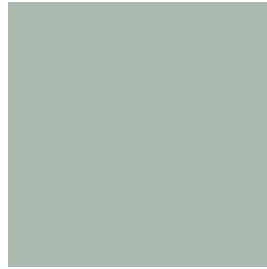
The Total Price, Specifications, and attached Terms and Conditions herein are satisfactory and hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above, and any changes involving extra costs will become an extra charge over and above the estimates. Proposal expires 30 days after date submitted.

Signature _____

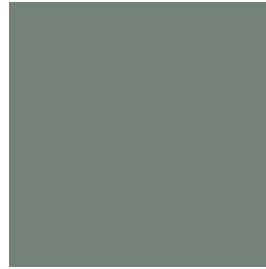
Date of Acceptance _____



SABER GRAY



PEWTER GRAY



STEEL GRAY



CHARCOAL GRAY



C-GRAY



SAND BEIGE



SANDALWOOD



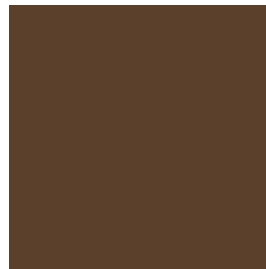
EMERALD GREEN



WEDGEWOOD



REGATTA BLUE



BROWN



ESPRESSO



TILE RED



BRIGHT RED



SAFETY YELLOW

All colors available in Gloss, Semi-Gloss or Matte finish.

All colors are a close representation of the finished product and may vary slightly due to actual product conditions, finish texture and facility lighting. Final color selections and approvals should be made from actual contractor product samples.



BROADLEAF^{INC}

1220 Bristol Ave
Westchester, IL 60154

Estimate

Date	Estimate #
12/14/2023	25006

Name / Address
River Forest Public Library Emily Compton 735 Lathrop Ave River Forest IL 60305

We are pleased to submit the following bid for the Flooring System listed below.	Sales Rep	Project
	JC	

Item	Description	Qty	U/M	Total
	Community Room: Full Flake Quote			
1/4" Flake Flooring	1/4" Flake Floor Installation - COLOR CHOICE TBD	390	sq/ft	3,510.00
Clear Semi-Gloss U...	Installation of Clear Semi-Gloss Finish Urethane Wearcoat - Note: Application of Urethane will have a strong odor that dissipates in 24-48 hours	390	sq/ft	390.00
Pits & Divots	Pits & Divots Repair Note: To fill joint near doorway exit	25	sq/ft	100.00
	SUBTOTAL			4,000.00
Standard Note	Notes: Estimate based on: - 1 mobilization (Broadleaf to have full access to room for 2-3 days) - Standard work hours Monday through Friday, 8am to 5pm - Prevailing Wages			0.00
Total				\$4,000.00

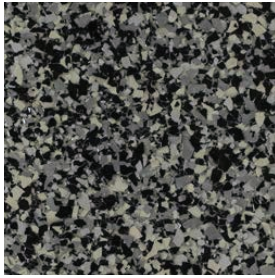
We propose to furnish material and labor - complete in accordance with the above specifications for the Total sum listed. Installation will vary depending on concrete condition, with a cure time of 24 to 48 hrs.

TERMS: 50% down upon acceptance – Balance due upon completion.

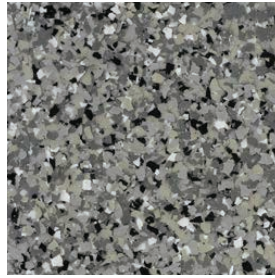
The Total Price, Specifications, and attached Terms and Conditions herein are satisfactory and hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above, and any changes involving extra costs will become an extra charge over and above the estimates. Proposal expires 30 days after date submitted.

Signature _____

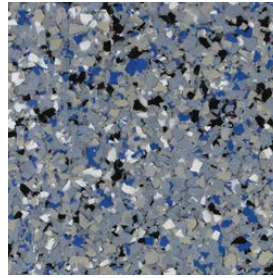
Date of Acceptance _____



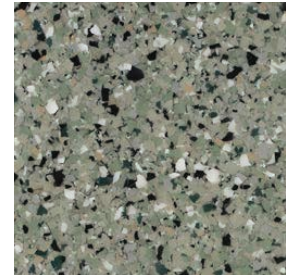
**FF-01
SMOKE**



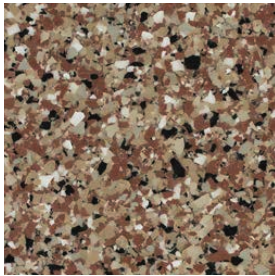
**FF-03
GREY BLEND**



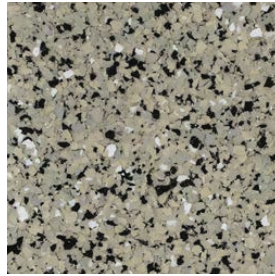
**FF-04
BLUE BLEND**



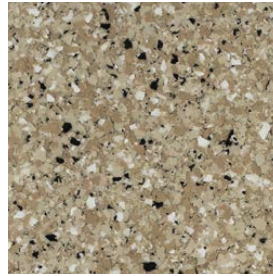
**FF-06
GREEN BLEND**



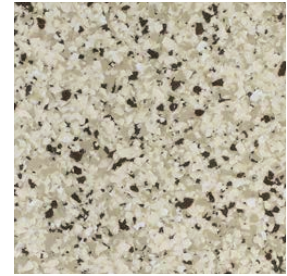
**FF-07
BURNT RED**



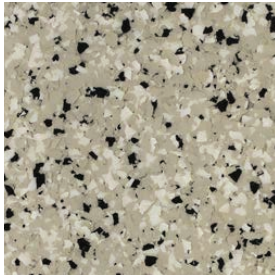
**FF-08
TAUPE**



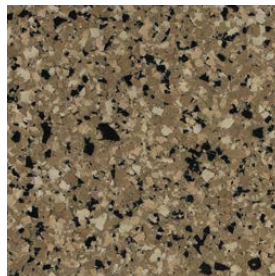
**FF-09
TOFFEE**



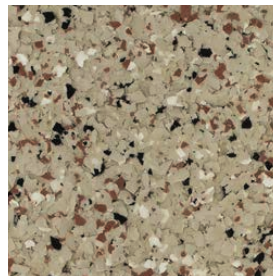
**FF-10
HAZELNUT**



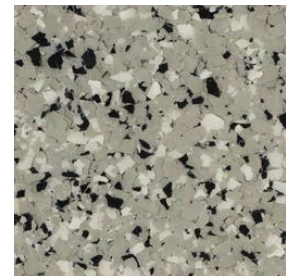
**FF-11
PUTTY**



**FF-12
MOCHA**



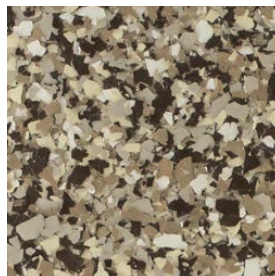
**FF-13
SEDONA**



**FF-14
SALT/PEPPER**



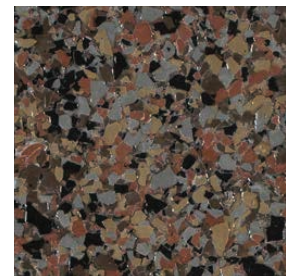
**FF-33
CREEK BED**



**FF-40
BROWN BLEND**



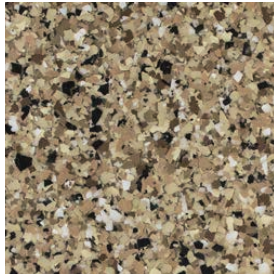
**FF-41
BEIGE BLEND**



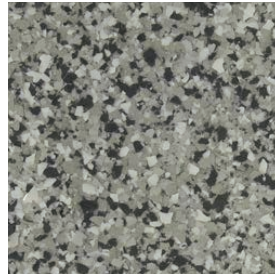
**FF-42
TERRAZZO**

All colors available in Gloss, Semi-Gloss or Matte finish.

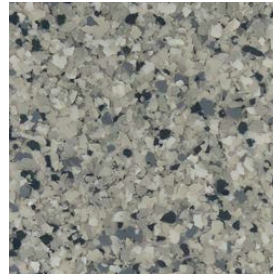
All colors are a close representation of the finished product and may vary slightly due to actual product conditions, finish texture and facility lighting. Final color selections and approvals should be made from actual contractor product samples.



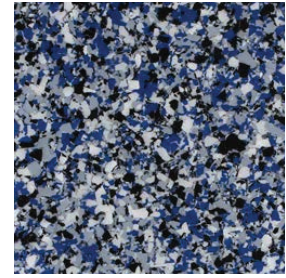
**FF-43
SADDLE TAN/OUTBACK**



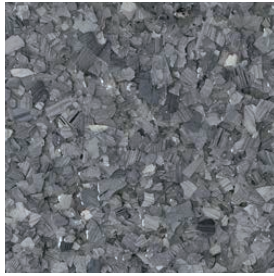
**FF-44
GRAVEL**



**FF-45
TIDAL WAVE**



**FF-46
ORBIT**



**FF-50
BASALT**



**FF-51
GARNET**

All colors available in Gloss, Semi-Gloss or Matte finish.

All colors are a close representation of the finished product and may vary slightly due to actual product conditions, finish texture and facility lighting. Final color selections and approvals should be made from actual contractor product samples.



BROADLEAF^{INC}

1220 Bristol Ave
Westchester, IL 60154

Estimate

Date	Estimate #
12/14/2023	25005

Name / Address
River Forest Public Library Emily Compton 735 Lathrop Ave River Forest IL 60305

We are pleased to submit the following bid for the Flooring System listed below.	Sales Rep	Project
	JC	

Item	Description	Qty	U/M	Total
	Community Room: Mini Flake Quote			
Mini Flake Flooring	Mini Flake Floor Installation - COLOR CHOICE TBD	390	sq/ft	3,900.00
Clear Semi-Gloss U...	Installation of Clear Semi-Gloss Finish Urethane Wearcoat - Note: Application of Urethane will have a strong odor that dissipates in 24-48 hours	390	sq/ft	390.00
Pits & Divots	Pits & Divots Repair Note: To fill joint near doorway exit	25	sq/ft	100.00
	SUBTOTAL			4,390.00
Standard Note	Notes: Estimate based on: - 1 mobilization (Broadleaf to have full access to room for 2-3 days) - Standard work hours Monday through Friday, 8am to 5pm - Prevailing Wages			0.00
Total				\$4,390.00

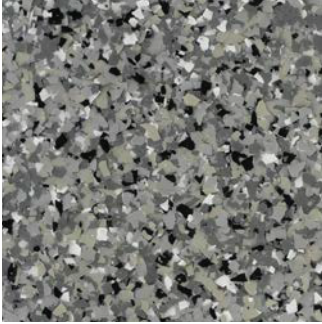
We propose to furnish material and labor - complete in accordance with the above specifications for the Total sum listed. Installation will vary depending on concrete condition, with a cure time of 24 to 48 hrs.

TERMS: 50% down upon acceptance – Balance due upon completion.

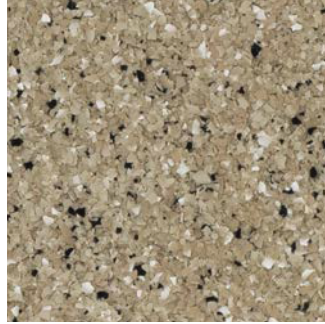
The Total Price, Specifications, and attached Terms and Conditions herein are satisfactory and hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above, and any changes involving extra costs will become an extra charge over and above the estimates. Proposal expires 30 days after date submitted.

Signature _____

Date of Acceptance _____



MF-03
GRAY BLEND



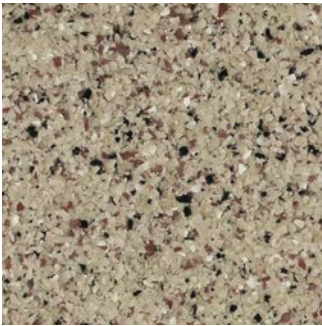
MF-09
TOFFEE



MF-10
HAZELNUT



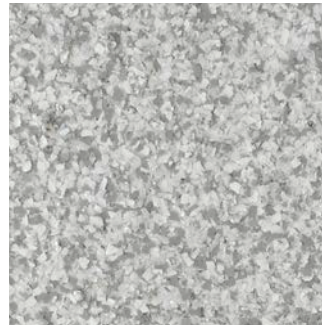
MF-12
MOCHA



MF-13
SEDONA



MF-31



MF-32



MF-33
CREEK BED

All colors available in Gloss, Semi-Gloss or Matte finish.

All colors are a close representation of the finished product and may vary slightly due to actual product conditions, finish texture and facility lighting. Final color selections and approvals should be made from actual contractor product samples.



BROADLEAF^{INC}

1220 Bristol Ave
Westchester, IL 60154

Estimate

Date	Estimate #
12/21/2023	25033

Name / Address
River Forest Public Library Emily Compton 735 Lathrop Ave River Forest IL 60305

We are pleased to submit the following bid for the Flooring System listed below.	Sales Rep	Project
	JC	

Item	Description	Qty	U/M	Total
	Community Room: Metallic Quote			
DecoEssence Floori...	DecoEssence Metallic Floor Installation - COLOR TBD	390	sq/ft	4,680.00
Clear Semi-Gloss U...	Installation of Clear Semi-Gloss Finish Urethane Wearcoat - Note: Application of Urethane will have a strong odor that dissipates in 24-48 hours	390	sq/ft	390.00
Pits & Divots	Pits & Divots Repair Note: To fill joint near doorway exit	25	sq/ft	100.00
	SUBTOTAL			5,170.00
Standard Note	Notes: Estimate based on: - 1 mobilization (Broadleaf to have full access to room for 2-3 days) - Standard work hours Monday through Friday, 8am to 5pm - Prevailing Wages			0.00
Total				\$5,170.00

We propose to furnish material and labor - complete in accordance with the above specifications for the Total sum listed. Installation will vary depending on concrete condition, with a cure time of 24 to 48 hrs.

TERMS: 50% down upon acceptance – Balance due upon completion.

The Total Price, Specifications, and attached Terms and Conditions herein are satisfactory and hereby accepted. You are hereby authorized to do the work as specified. Payment will be made as outlined above, and any changes involving extra costs will become an extra charge over and above the estimates. Proposal expires 30 days after date submitted.

Signature _____

Date of Acceptance _____



BROADLEAF_{INC.}

We at Broadleaf, Inc. with that our service to you be the best it can possibly be, so we have put together a quick list of things that need to be addressed. Should you have any questions about the process after acceptance of the proposal given to you, please do not hesitate to ask. Please sign and date the page at the bottom, and again, we truly appreciate your business!

Payment:

- Broadleaf, Inc. will furnish all materials and labor – complete in accordance with the quoted product specifications for the agreed price indicated.
- A fifty percent (50%) deposit is required prior to installation beginning with balance due upon completion. The balance due will be charged to the credit card given when the installation is complete.
- In the event that customer fails to provide access to the work site on a scheduled work day, customer agrees to pay an additional charge of \$500.00 or time and materials, whichever is greater, for each additional trip required by a Broadleaf crew to the work site. Customer further agrees to pay any additional costs incurred by Broadleaf due to customer's failure to comply with the requirements of Customer Responsibilities.

Customer Responsibilities:

- All areas where work is to be performed must be swept clean, cleared of all water and oil and cleared of all personal items prior to installers' arrival. You must cover and otherwise protect all other surfaces that cannot be removed from the work area i.e. cabinets, baseboards/trim, workbenches, and drain lids/covers, machinery, electronics etc. unless otherwise stated in the proposal.
- Provide lighting of at least 20-30 ft candles
- Provide ambient temperature of at least 65 degrees
- Provide access to and suitable equipment and materials storage space.
- Provide approximately 10 cubic yards of dumpster space at the work site for the proper disposal of all debris generated during preparation and installation.
- Provide continuous flow of fresh air into the work site and to warn its employees, agents and invitees to stay at a safe distance to limit any possibility of eye, nose or throat irritation from work site material odors and fumes.
- If applicable – Provide 3 phase electric service of 60 amps and 240 volts as required. Broadleaf will provide pigtail to the work site and customer shall arrange for its connection and detachment by a licensed electrician. If the specified power is not available, customer must contact Broadleaf at least 1 week before the start date so generator arrangements can be made.
- Customer is responsible to keep the floor "untouched" throughout the preparation, application, and curing time period. Damage to the floor at any point will be responsibility of the customer. If the floor system is damaged additional repair charges will be added to correct such damage.
- The floor system typically cures in 48 hours at an air temperature of 70 degrees or above. Additional cure time is required at lower temperatures. Allow at least thirty (30) full days from the date of installation before you clean the floor for the first time.

Appearance:

- The floor system is manufactured on site and application conditions vary. Minor imperfections may occur in the overall floor appearance due to variances in the concrete. Flooring samples show approximate color & texture, and are not exact representations of how your finished Flooring System will look.
- Flooring System color may change slightly with age. Existing pits, cracks, waves and other concrete flaws may affect the overall appearance of the floor, but visual inconsistencies will not affect the performance and quality of the Flooring System.

Appearance cont.:

- Broadleaf, Inc. cannot guarantee against cracks reappearing, discoloring in the repaired area or raising. All concrete may crack as a result of movement or settling and the floor system does not prevent or inhibit such cracking.

Warranty:

- Upon full payment within the terms specified on the Estimate, Broadleaf warrants its floor system against delamination due to improper surface preparation and installation for 1 year. This warranty excludes exterior surfaces and any delamination due to improper substrate construction, high humidity, roof and sprinkler leaks, chemical solvent and concentrated acid spills, undetectable moisture from within, under or adjacent to the concrete surface, failure of the customer to protect the floor while curing, inadequate or incorrect information provided by the customer, insufficient maintenance, heavy impact, expansion and contraction of the concrete or acts of God.

Indemnification/Limitations of Liability

- Broadleaf Indemnifies customer, its directors, officers, employees and agents from and against all claims, demands, losses and injuries during the performance of this agreement to the extent that such claims, demands, losses and injuries arise from negligent conduct or omissions by Broadleaf employees. Customer indemnifies Broadleaf, its directors, officers, employees and agents from and against all claims, demands, losses and injuries arising from: (a) odors and fumes emanating from materials used by Broadleaf, (b) any slip and fall injury on the finished floor, (c) negligent conduct and omissions by customer's employees and agents, and (d) delamination due to conditions or occurrences excluded from the warranty. Broadleaf shall not be liable for any special or consequential damages, including lost profits or down time, even if Broadleaf has been advised of the possibility of such damages.

Governing Law/Venue

- This agreement is governed by the laws of the state of Illinois, excluding conflict of laws provisions. In the event of a dispute arising from or related to this agreement, the parties agree to make a good faith effort to resolve the dispute within 3 business days of receiving written notice of such dispute before taking any legal action. Any action brought regarding this agreement shall be in the state circuit court located in Cook County, Illinois and the parties consent and submit themselves to the jurisdiction of that court. Customer shall reimburse Broadleaf upon demand for all costs of collection, including investigation, reasonable attorneys' fees and court costs.

Miscellaneous

- This agreement supersedes all prior negotiations, representations or understanding between the parties relating to the work described and is binding upon the parties and their respective successors, assigns and legal representatives. Any modification to this agreement must be made in writing and signed by Customer and Broadleaf office management. Broadleaf is not liable for any delay or failure to perform caused by conditions or factors beyond Broadleaf's control, including acts of God, civil disturbances, strikes, labor disputes and lawful government actions. Failure of Broadleaf to require Customer's performance of any term or condition shall not be construed as a continuing waiver of such term or condition or of any other or as a modification of the provision itself. Broadleaf is fully insured in accordance with state and federal laws and regulations and will provide certificates of general liability, workers compensation and vehicle insurance upon request.

I HAVE READ AND UDERSTAND FULLY THE TERMS AND CONDITIONS OF THIS CONTRACT:

NAME _____ **DATE** _____