



**River Forest Public Library  
Regular Board Meeting  
July 18, 2023  
6:00 PM  
River Forest Public Library**

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

**Agenda**

1. Call to Order
2. Roll Call
3. Visitors and Guests
4. Consent Agenda
  - a. Minutes of the Regular Board Meeting: June 20, 2023
  - b. May 2023 Balance Sheet (corrected) and Capital Reserve Fund
  - c. June 2023 Revenue and Expense Reports
  - d. June 2023 Bill Payment List and Credit Card Charges
  - e. June 30, 2023 Balance Sheet and Capital Reserve Fund
  - f. Policy update: Oversight I – Board Responsibilities
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New Business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
    - ii. Finance Committee
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Holiday closure dates 2024 – discussion
  - e. Approval of closed session minutes from June 20, 2023 - vote
9. Old Business
  - a. Oak Brook Mechanical proposal to replace the Library's air compressor - update
  - b. Air handler relocation and mechanical room renovation
    - i. Project open issues - discussion
    - ii. Room lighting options - vote
    - iii. Ceiling height options – vote
10. Adjournment

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

## **Meeting Minutes: Regular Board Meeting: June 20th, 2023, 6pm - DRAFT**

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

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

**Visitors and Guests:** none

President Ruggeri started the meeting by reading the Library's Vision and Mission statements.

### **Consent Agenda:**

- a) Minutes of the Regular Board Meeting: May 16, 2023
- b) Minutes of the Special Board Meeting: June 1, 2023
- c) Minutes of the Special Board Meeting: June 8, 2023
- d) May 2023 Revenue and Expense Reports
- e) May 2023 Bill Payment List and Credit Card Charges
- f) May 31, 2023 Balance Sheet and Capital Reserve Fund

Trustees removed item f) from Consent Agenda consideration due to errors. Trustee Berens moved to approve the consent agenda items a - e; Trustee Delano seconded the motion. Minor corrections to items a) and b) were noted. The motion passed on a roll call vote.

Roll Call Vote:

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

### **Patron Suggestions:**

Director Compton reported that a patron praised Teen Librarian Anne Kowalski for helping them with an iPhone issue.

### **Director's Report:**

Director Compton reported that the Illinois Secretary of State's new budget will give all libraries in Illinois free access to a selection of online resources but the office has not yet released which resources will be available.

Director Compton noted one correction to her Director's Report: last fiscal year's highest circulating collection was J Fiction rather than Picture books. Picture books were the second highest circulating collection.

### **President's Report:**

President Ruggeri reported the following:

- The Smedinghoff Garden rededication was on June 3<sup>rd</sup>. She thanked Trustees Jim Hopkinson, Elan Long, Ann Berens, Deborah Hill, and Foundation Coordinator Sally Gregory for their participation.
- The Summer Reading Program Kickoff on June 8<sup>th</sup> was a success. Trustee Ann Berens was thanked for organizing the Foundation's participation in the event. The logistical changes made by the staff helped to minimize lines.
- The Juneteenth flag raising on June 12<sup>th</sup> brought together community members and public officials. Trustee Deborah Hill was thanked for speaking at the event.
- The Board was thanked for attending multiple special meetings in the past month.

## **New Business:**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee met and information about its meeting will be noted in the Air Handler Relocation Project section of these minutes.

#### **Finance Committee**

President Ruggeri stated that the Finance Committee has not met since the last Board meeting. The next meeting will consider the upcoming audit.

#### **Policy Committee**

The Policy Committee will meet July 27<sup>th</sup> to discuss a Volunteer policy and the Staff Leaves of Absence policy.

### **RFPL Foundation Liaison**

- The Garden Rededication was a meaningful event attended by 83 people and was considered a big success.
- The Foundation had a strong presence at the Summer Reading Kickoff party, providing water, candy and bookmarks. Twenty-four people signed up for Foundation communications.
- Sally Gregory developed a new on-line form so people can sign up with the Foundation at events using a phone or tablet. This improvement eliminates handwriting problems and integrates directly into the Foundation's database.

### **Village of River Forest Collaboration Committee Liaison**

Trustee Berens reported that the Committee may meet over the summer and that all current members are interested in continuing on the Committee.

### **Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office**

At 6:15pm Trustee Berens made a motion to move into closed session which was seconded by Trustee Delano and approved on a voice vote.

The meeting was opened again at 6:35pm.

### **Appointment of Library Trustee to fill vacant position- vote**

Trustee Long moved to appoint Kosha Baxi Carstens to the office of Library Trustee for a term through April of 2025 and until their successor has been elected and duly qualified. The motion was seconded by Trustee Berens and was passed on a roll call vote.

Roll Call Vote:

Ayes- Berens, Long, Ruggeri, Delano, Hill

### **Oak Brook Mechanical proposal to replace the Library's air compressor- vote**

During a recent visit, Oak Brook Mechanical (OMS) found that two pumps in the Library's air compressor need to be replaced. OMS thinks that the new compressor pumps will extend the life of the compressor which was replaced in 2020.

A motion to approve an amount not to exceed \$7,500 to replace the air compressor pumps was made by Trustee Delano, seconded by President Ruggeri. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Long, Ruggeri, Delano, Hill

### **Old Business:**

#### **Director's Annual Goals- vote**

Trustee Berens moved to approve Director Compton's annual goals; the motion was seconded by President Ruggeri. There was a brief discussion and one minor change to the goals before the motion was passed on a voice vote.

#### **Air handler relocation and mechanical room renovation**

President Ruggeri provided updates from the recent construction meeting with Williams Architects. Williams clarified how much sound dampening will come from the duct liner as well as the ceiling height that can be achieved in the room.

There were no updates on the brick wall surrounding the air handler unit. As of this meeting, Construction Solutions of Illinois (CSIL) has not proposed a solution to raise the height of the wall.

The Board left the meeting room to view the progress in the mechanical room. Issues noted included condensation from a sweating pipe dripping onto the floor, ceiling height across the room, and closet door size and placement.

Upon returning to the meeting room Director Compton agreed to ask Williams to provide a sketch of the configuration of the closet and door. Based on William's previous renderings, it appears that there is a conflict between the closet door and the pipes nearby.

#### **Boiler and air handler panel relocation- vote**

President Ruggeri provided an update on relocating the control panels. The Board voted to give conditional approval to the installation of the boiler and air handler control panels in the boiler room at its June 8, 2023 Special Board Meeting. CSIL has not yet provided a change order to Williams for this work. President Ruggeri also

noted that CSIL speculated that the air handler could be functional prior to the installation of a control panel by installing a temporary on/off switch.

**Change order to add duct liner- update**

President Ruggeri explained that CSIL had been instructed to proceed with the duct liner at the last construction meeting because the conditions set by the Board for its approval of this expense had been satisfied.

**Other duct and VAV work- vote**

Williams has not approved this portion of the change order and is waiting for further information from CSIL, therefore, the Board did not vote on the duct and VAV work.

**Ceiling height options- discussion**

The Board discussed the following ceiling options:

- a) 8-foot ceiling height across the entire room would be the least expensive option but would result in a lower ceiling overall.
- b) 8-foot ceiling on the west side with one soffit would create a 9-foot ceiling across the rest of the room to the east, but this option may create some design challenges.
- c) 8-foot ceiling on each side of the room using two soffits would create a 9-foot ceiling section in the middle of the room and would be the most expensive option.

Trustee Berens delivered a presentation on design options for the ceiling space using images from other public libraries.

The Board discussed potentially approving the one-soffit option contingent on reaching an agreement with Williams about lighting.

**Change order for baseboard enclosure and soffit(s)- vote**

Trustee Delano moved to approve \$2,500 for drywall work to enclose vertical pipes in the northwest corner of the room and one-soffit ceiling option contingent on reaching an agreement with Williams on lighting. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

Ayes: Ruggeri, Delano, Hill, Long

Abstain: Berens

**Adjournment:**

The meeting was adjourned at 8:33 pm following a motion by Trustee Berens which was seconded by Trustee Delano. All approved and the meeting was adjourned.

Respectfully submitted,

Elan Long, Secretary

# River Forest Public Library Balance Sheet

As of May 31st, 2023  
Prepared 6.10.23

## ASSETS

		<b>5/31/2023</b>
<b>Current Assets</b>		
<b>CHECKING/SAVINGS - OPERATIONS ACCOUNT</b>		
	<b>Operations Current</b>	<b>Interest Rate</b>
	ICS Operations	0.07% 371,922.72
	Byline Operations	0.40% 29,546.98
	CIBC Operations	0.00% 600,000.00
	Petty Cash	40.00
	<b>TOTAL Operations Current</b>	<b>1,001,509.70</b>
<b>Maturity Date</b>	<b>Long-Term CDARS Reserves</b>	<b>Interest Rate</b>
8/10/2023	OP CD 5 YEAR	2.75% 68,455.77
7/25/2024	OP CD 5 YEAR	1.90% 66,442.65
	<b>TOTAL CDARS Reserves</b>	<b>134,898.42</b>
	<b>TOTAL OPERATIONS ACCOUNT</b>	<b>1,136,408.12</b>
<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>		
		<b>Interest Rate</b>
	ICS Capital	0.08% 516,097.86
	Byline Capital	0.40% 91,365.28
	<b>TOTAL CAPITAL ACCOUNT</b>	<b>607,463.14</b>
	<b>TOTAL CURRENT CHECKING/SAVINGS</b>	<b>1,743,871.26</b>
	Property Tax Receivable	680,197.51
	Prepaid Assets	20,501.90
	<b>TOTAL CURRENT ASSETS</b>	<b>2,444,570.67</b>
	<b>TOTAL ASSETS</b>	<b>2,444,570.67</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
	<b>Accounts Payable</b>	0.00
	<b>Credit Cards</b>	4,851.88
	<b>Total Credit Cards</b>	<b>4,851.88</b>
	<b>Accrued Salaries</b>	42,512.72
	<b>Total Current Liabilities</b>	<b>47,364.60</b>
	<b>Long-Term Liability</b>	
	Deferred Revenue	670,450.32
	<b>Total Liabilities</b>	<b>717,814.92</b>
<b>Equity</b>		
	Fund Balance Capital	186,853.08
	Fund Balance Library	1,467,153.83
	Retained Earnings	189,393.97
	Net Income	-116,645.13
	<b>Total Equity</b>	<b>1,726,755.75</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,444,570.67</b>



**River Forest Public Library -Capital Reserve Fund**

**May-23**

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

**Capital Reserve Account Balances**

ICS Capital Reserve	\$	606,097.86
Byline Capital Checking	\$	<u>3,103.03</u>
<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>609,200.89</b>

**Expenses**

Rubino Engineering	5/17/2023	\$	961.00
Outsource Solutions Group	5/31/2023	\$	715.17

**Income**

Interest	5/31/2023	\$	258.93
----------	-----------	----	--------

Prepared: 6.10.23







River Forest Public Library

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

Expense Report: Jun-23

June-23	Fiscal YTD	Actual % Budget	23-24 Budget
		17% as of 6/30/23	

Expenses  
Personnel

Wages & Salaries	\$ 67,478.59	\$ 126,523.28	15.56%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 6,406.80	10.29%	\$ 62,250
IMRF	\$ 3,122.81	\$ 6,506.65	11.83%	\$ 55,000
Medicare/FICA	\$ 5,091.15	\$ 9,504.91	15.28%	\$ 62,200
Staff Recognition	\$ -	\$ 201.63	6.20%	\$ 3,250
Membership Dues	\$ -	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ -	\$ 1,370.40	15.23%	\$ 9,000
<b>Total Personnel</b>	<b>\$ 78,895.95</b>	<b>\$ 151,708.67</b>	<b>15.04%</b>	<b>\$ 1,008,700</b>

Support Services

Printing and Advertising

Newsletter	\$ -	\$ -	0.00%	\$ 6,500
Advertising	\$ -	\$ 197.60	5.27%	\$ 3,750
<b>Total Printing and Advertising</b>	<b>\$ -</b>	<b>\$ 197.60</b>	<b>1.93%</b>	<b>\$ 10,250</b>

Programming

Children's Programs	\$ 832.96	\$ 1,485.18	9.90%	\$ 15,000
Teen Programs	\$ 529.46	\$ 1,278.69	15.98%	\$ 8,000
Adult Programs	\$ 929.21	\$ 2,112.85	20.12%	\$ 10,500
Special Programs	\$ 1,679.35	\$ 2,594.10	64.85%	\$ 4,000
Connections Programs	\$ -	\$ 67.62	0.81%	\$ 8,300
<b>Total Programs</b>	<b>\$ 3,970.98</b>	<b>\$ 7,538.44</b>	<b>16.46%</b>	<b>\$ 45,800</b>
<b>Total Advertising and Programs</b>	<b>\$ 3,970.98</b>	<b>\$ 7,736.04</b>	<b>13.80%</b>	<b>\$ 56,050</b>

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 750
Technical Support (IT)	\$ 2,446.26	\$ 9,696.26	41.26%	\$ 23,500
Automation Administration	\$ 1,450.85	\$ 1,821.84	4.09%	\$ 44,500
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 5,500
Postage & Delivery	\$ 17.99	\$ 35.98	1.60%	\$ 2,250
Audit	\$ -	\$ -	0.00%	\$ 11,000
Payroll and Employment Services	\$ 431.26	\$ 859.78	14.33%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,965
Telephone/Internet	\$ 656.90	\$ 1,001.31	9.10%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 432.20	14.41%	\$ 3,000
<b>Total Other Support Services</b>	<b>\$ 5,219.36</b>	<b>\$ 13,847.37</b>	<b>12.21%</b>	<b>\$ 113,365</b>

**Library Materials**

Books	\$ 5,829.02	\$ 9,876.91	13.00%	\$ 76,000
Print Periodicals	\$ 918.19	\$ 4,115.02	68.58%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ -	0.00%	\$ 11,000
Online E-Content - ebooks/magazines/movies/music	\$ 4,691.89	\$ 11,415.20	14.57%	\$ 78,335
Audio Visual (DVDs, CDs, etc.)	\$ 988.51	\$ 2,295.39	14.35%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 12,427.61</b>	<b>\$ 27,702.52</b>	<b>14.79%</b>	<b>\$ 187,335</b>

**Library and Office Supplies**

Office Supplies	\$ 220.26	\$ 297.38	7.00%	\$ 4,250
Library Supplies	\$ -	\$ 420.00	7.64%	\$ 5,500
Copy And Printing Supplies	\$ 339.34	\$ 339.34	15.08%	\$ 2,250
Misc Expenses	\$ 109.51	\$ 189.13	9.46%	\$ 2,000
<b>Total Office Supplies</b>	<b>\$ 669.11</b>	<b>\$ 1,245.85</b>	<b>8.90%</b>	<b>\$ 14,000</b>
<b>Total Library Materials &amp; Supplies</b>	<b>\$ 13,096.72</b>	<b>\$ 28,948.37</b>	<b>14.38%</b>	<b>\$ 201,335</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 10,000</b>
------------------------------	-------------	-------------	--------------	------------------

**Facility Supplies**

<b>Building Materials &amp; Supplies</b>	<b>\$ 459.26</b>	<b>\$ 459.26</b>	<b>9.67%</b>	<b>\$ 4,750</b>
--	------------------	------------------	--------------	-----------------

**Facility Services**

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 5,556.64	\$ 11,497.48	15.75%	\$ 73,000
Water	\$ 386.70	\$ 386.70	12.89%	\$ 3,000
Natural Gas	\$ -	\$ 429.38	1.53%	\$ 28,000
Copier Maintenance and Usage	\$ 123.77	\$ 238.44	9.54%	\$ 2,500
<b>Total Facility Services</b>	<b>\$ 6,067.11</b>	<b>\$ 12,552.00</b>	<b>9.92%</b>	<b>\$ 126,500</b>

**Equipment & Furniture**

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 5,000
Technology Misc.	\$ 160.66	\$ 209.65	5.99%	\$ 3,500
<b>Total Equipment &amp; Furniture</b>	<b>\$ 160.66</b>	<b>\$ 209.65</b>	<b>2.47%</b>	<b>\$ 8,500</b>

<b>Total Facilities Management</b>	<b>\$ 6,687.03</b>	<b>\$ 13,220.91</b>	<b>9.46%</b>	<b>\$ 139,750</b>
------------------------------------	--------------------	---------------------	--------------	-------------------

<b>Total Operating Expenses</b>	<b>\$ 107,870.04</b>	<b>\$ 215,461.36</b>	<b>14.09%</b>	<b>\$ 1,529,200</b>
---------------------------------	----------------------	----------------------	---------------	---------------------

Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 50,000
----------------------------------	------	------	-------	-----------

<b>Total Expenses</b>	<b>\$ 107,870.04</b>	<b>\$ 215,461.36</b>	<b>13.64%</b>	<b>\$ 1,579,200</b>
-----------------------	----------------------	----------------------	---------------	---------------------

<b>Total Income</b>	<b>\$ 67,430.23</b>	<b>\$ 68,489.58</b>	<b>4.34%</b>	<b>\$ 1,579,200</b>
---------------------	---------------------	---------------------	--------------	---------------------

Prepared 7.13.23

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

Date	Transaction Type	Memo/Description	Amount
<b>A &amp; J Sewer Service</b>			
06/19/2023	Bill Payment (Check)		-459.00
04/11/2023	Bill	PUMP LIFT STATION MAINTENANCE	459.00
<b>AMAZON</b>			
06/13/2023	Bill Payment (Check)		-615.34
06/04/2023	Bill	CRAFT SUPPLIES	4.41
06/04/2023	Bill	TAKE & MAKE CRAFTS	39.50
06/04/2023	Bill	CRAFT SUPPLIES	25.47
06/05/2023	Bill	2 TRASH CANS FOR 2ND FLOOR LABELS FOR CHILDREN'S ROOM	19.98
06/06/2023	Bill	AISLE BOOKS	11.99
06/06/2023	Bill	CHARGER FOR PORTABLE DVD PLAYER	11.63
06/06/2023	Bill	TAKE & MAKE SUPPLIES	11.99
06/06/2023	Bill	CRAFT SUPPLIES	5.93
06/08/2023	Bill	TAKE & MAKE CRAFT SUPPLIES	37.65
06/09/2023	Bill	COMMUNITY ART PROJECT SUPPLIES	137.28
06/10/2023	Bill	BASKET FOR SUMMER READING PRIZES	18.89
11/18/2022	Bill	GUESSTIMATION JAR PRIZE	33.96
03/03/2023	Bill	POP-IN PROJECT ITEMS	19.18
03/07/2023	Bill	CLEANING VINEGAR	3.17

03/16/2023	Bill	CHILDREN'S ROOM LABELS	21.60
05/25/2023	Bill	CRAFT SUPPLIES	79.01
05/25/2023	Bill	WATERCOOLER FOR SRP KICKOFF PARTY	74.35
05/29/2023	Bill	SUMMER READING PRIZE	26.97
05/30/2023	Bill	TAKE & MAKE SUPPLIES	25.49
05/31/2023	Bill	BANK BAG	6.89
06/27/2023	Bill Payment (Check)		-453.37
06/22/2023	Bill	TONER FOR PRINTERS	233.78
06/22/2023	Bill	CRAFT MATERIALS	26.99
06/20/2023	Bill	KAZOOS	27.98
06/17/2023	Bill	CRAFT SUPPLIES	25.99
06/17/2023	Bill	PAPER CUTTER BLADES	12.22
06/16/2023	Bill	TEEN SUMMER READING PRIZES	67.57
06/16/2023	Bill	PUZZLES FOR TEEN PROGRAMS	20.99
06/16/2023	Bill	FABRIC FOR TAKE & MAKES	12.98
06/15/2023	Bill	FAMILY FUN BAG SUPPLIES	24.87

**ANDERSON  
ELEVATOR  
COMPANY**

06/13/2023	Bill Payment (Check)		-211.00
06/01/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00

**ANNE KOWALSKI**

06/27/2023	Bill Payment (Check)		-23.48
------------	-------------------------	--	--------

06/19/2023	Bill	PVC PIPE AND WASHERS FOR TEEN TEAM TRIALS (6/20)	23.48
------------	------	---	-------

**BAKER & TAYLOR  
C0260133**

06/13/2023	Bill Payment (Check)		-51.42
------------	-------------------------	--	--------

06/07/2023	Bill	BOOKS	51.42
------------	------	-------	-------

**BAKER & TAYLOR  
L442365\*\***

06/27/2023	Bill Payment (Check)		-6.91
------------	-------------------------	--	-------

06/16/2023	Bill	SRP/BOOK	6.91
------------	------	----------	------

**BayScan  
Technologies**

06/13/2023	Bill Payment (Check)		-275.08
------------	-------------------------	--	---------

05/31/2023	Bill	THERMAL RECEIPT PAPER	275.08
------------	------	-----------------------	--------

**BRUCE ALLARDICE**

06/02/2023	Bill Payment (Check)		-20.00
------------	-------------------------	--	--------

05/30/2023	Bill	GAS MONEY FOR PRESENTER/ IN LIEU OF FEE	20.00
------------	------	--	-------

**CHICAGO SUN  
TIMES**

06/13/2023	Bill Payment (Check)		-613.20
------------	-------------------------	--	---------

06/06/2023	Bill	1 YR SUN TIMES SUBSCRIPTION	613.20
------------	------	-----------------------------	--------

**Chris Fascione**

06/13/2023	Bill Payment (Check)		-400.00
------------	-------------------------	--	---------

06/13/2023	Bill	SRP PERFORMANCE	400.00
------------	------	-----------------	--------

**CleanNet of Illinois**

06/13/2023	Bill Payment (Check)		-1,398.23
06/01/2023	Bill	MONTHLY CLEANING FEE	1,398.23

**Comcast**

06/13/2023	Bill Payment (Check)		-323.76
05/27/2023	Bill	JUNE INTERNET BILL	323.76

**COMCAST BUSINESS  
(VoiceEdge)**

06/19/2023	Bill Payment (Check)		-656.90
06/01/2023	Bill	JUNE PHONE BILL	656.90

**DEMCO, INC.**

06/27/2023	Bill Payment (Check)		-253.68
06/14/2023	Bill	TECH SERVICES SUPPLIES	161.40
06/22/2023	Bill	TECH SERVICES MATERIALS	92.28

**ELAN FINANCIAL  
SERVICES**

06/27/2023	Bill Payment (Check)		-5,135.08
06/13/2023	Bill	5/13-6/13 2023 CREIT CARD BILL	5,135.08

**FSS TECHNOLOGIES,  
LLC**

06/27/2023	Bill Payment (Check)		-114.00
06/15/2023	Bill	QUARTERLY ALARM SERVICE/JULY- SEPT	114.00

**GOOD EARTH  
GREENHOUSE**

06/13/2023	Bill Payment (Check)		-295.00
05/30/2023	Bill	SUMMER PLANTERS	295.00

**Hoopla**

06/13/2023	Bill Payment (Check)		-2,486.49
06/06/2023	Bill	MAY HOOPLA DOWNLOADS	2,486.49

**Hulen Landscaping  
Contractors**

06/13/2023	Bill Payment (Check)		-150.00
05/31/2023	Bill	OUTDOOR BEDWORK AND SHRUB MAINTENANCE	150.00

**Ingram Library  
Services**

06/13/2023	Bill Payment (Check)		-4,478.21
05/25/2023	Bill	BOOKS	36.61
05/25/2023	Bill	BOOKS	54.11
05/25/2023	Bill	BOOKS	76.00
05/25/2023	Bill	BOOKS	52.97
05/25/2023	Bill	BOOK	21.14
05/25/2023	Bill	BOOK	19.73
05/25/2023	Bill	BOOKS	65.19
05/25/2023	Bill	BOOKS	32.95
05/25/2023	Bill	BOOK	16.19
05/25/2023	Bill	BOOKS	23.62
05/25/2023	Bill	BOOKS	83.32

05/25/2023	Bill	BOOK	12.94
05/25/2023	Bill	BOOKS	50.77
05/25/2023	Bill	BOOKS	28.78
05/25/2023	Bill	BOOKS	54.05
05/25/2023	Bill	BOOKS	73.22
05/25/2023	Bill	BOOK	12.92
05/25/2023	Bill	BOOK	18.03
05/25/2023	Bill	BOOKS	33.90
05/25/2023	Bill	BOOK	23.12
05/31/2023	Bill	BOOKS	233.14
05/31/2023	Bill	BOOKS	36.64
05/31/2023	Bill	BOOKS	98.72
05/31/2023	Bill	BOOK	18.85
05/31/2023	Bill	BOOK	16.48
06/02/2023	Bill	BOOK	21.04
06/02/2023	Bill	BOOK	19.73
06/02/2023	Bill	BOOKS	118.76
06/02/2023	Bill	BOOK	18.60
06/02/2023	Bill	BOOK	14.64
06/02/2023	Bill	BOOKS	35.51
06/02/2023	Bill	BOOKS	37.17
06/02/2023	Bill	BOOKS	31.16



06/06/2023	Bill	BOOKS	56.50
06/06/2023	Bill	BOOK	18.03
06/06/2023	Bill	BOOK	16.51
06/06/2023	Bill	BOOKS	49.61
06/06/2023	Bill	BOOKS	35.50
06/06/2023	Bill	BOOKS	68.25
06/06/2023	Bill	BOOK	8.11
06/07/2023	Bill	BOOKS	77.01
06/07/2023	Bill	BOOKS	45.56
06/07/2023	Bill	BOOK	15.94
06/07/2023	Bill	BOOKS	37.86
06/07/2023	Bill	BOOK	16.52
06/07/2023	Bill	BOOK	16.49
06/07/2023	Bill	BOOKS	95.92
06/07/2023	Bill	BOOKS	80.35
06/09/2023	Bill	BOOK	14.09
06/09/2023	Bill	BOOK	15.94
06/09/2023	Bill	BOOK	74.82
06/09/2023	Bill	BOOK	13.52
06/09/2023	Bill	BOOKS	90.73
06/09/2023	Bill	BOOK	19.73
06/09/2023	Bill	BOOK	17.61

06/12/2023	Bill	BOOKS	50.25
06/12/2023	Bill	BOOK	15.71
06/12/2023	Bill	BOOK	12.38
06/12/2023	Bill	BOOKS	125.97
06/12/2023	Bill	BOOK	21.01
06/12/2023	Bill	BOOK	18.60
06/12/2023	Bill	BOOK	19.73
06/12/2023	Bill	BOOKS	550.12
06/12/2023	Bill	BOOKS	91.44
06/12/2023	Bill	BOOK	17.28
06/12/2023	Bill	BOOKS	20.39
06/12/2023	Bill	BOOKS	59.19
05/22/2023	Bill	BOOKS	90.92
05/22/2023	Bill	BOOK	19.73
05/22/2023	Bill	BOOKS	27.55
05/22/2023	Bill	BOOKS	92.59
05/22/2023	Bill	BOOK	13.51
05/22/2023	Bill	BOOK	11.71
05/22/2023	Bill	BOOKS	16.22
05/23/2023	Bill	BOOK	24.43
05/23/2023	Bill	BOOKS	198.91
05/23/2023	Bill	BOOKS	71.01

05/23/2023	Bill	BOOK	12.92
05/23/2023	Bill	BOOKS	40.09
05/23/2023	Bill	BOOKS	51.56
05/23/2023	Bill	BOOKS	68.76
05/23/2023	Bill	BOOKS	29.97
05/25/2023	Bill	BOOK	21.59
05/25/2023	Bill	BOOKS	310.07
06/27/2023	Bill Payment (Check)		-1,334.90
06/15/2023	Bill	BOOKS	57.10
06/05/2023	Vendor Credit #62932490	DAMAGED BOOK RECEIVED INVOICE	-24.25
06/15/2023	Bill	BOOKS	80.04
06/15/2023	Bill	BOOK	11.81
06/15/2023	Bill	BOOKS	52.41
06/15/2023	Bill	BOOKS	100.81
06/15/2023	Bill	BOOKS	89.17
06/15/2023	Bill	BOOKS	68.68
06/15/2023	Bill	BOOK	6.91
06/15/2023	Bill	BOOK	13.52
06/15/2023	Bill	BOOK	15.71
06/15/2023	Bill	BOOK	11.39
06/15/2023	Bill	BOOK	20.72
06/15/2023	Bill	BOOK	11.38

06/15/2023	Bill	BOOK	15.59
06/21/2023	Bill	BOOK	17.71
06/21/2023	Bill	BOOKS	232.20
06/21/2023	Bill	BOOK	17.11
06/21/2023	Bill	BOOK	11.81
06/21/2023	Bill	BOOKS	162.88
06/21/2023	Bill	BOOK	20.72
06/21/2023	Bill	BOOK	23.12
06/21/2023	Bill	BOOKS	64.87
06/21/2023	Bill	BOOKS	32.40
06/21/2023	Bill	BOOK	8.38
06/21/2023	Bill	BOOKS	64.78
06/21/2023	Bill	BOOK	14.39
06/21/2023	Bill	BOOKS	25.52
06/21/2023	Bill	BOOKS	121.62
		DAMAGED BOOK CREDIT INVOICE	
06/08/2023	Vendor Credit #67601954		-13.60

**Kanopy**

06/13/2023	Bill Payment (Check)		-179.55
05/31/2023	Bill	MAY KANOPY DOWNLOADS	179.55

**Konica Minolta  
Business Solutions**

06/13/2023	Bill Payment (Check)		-123.77
06/01/2023	Bill	MAY COPY USAGE	113.31

06/01/2023	Bill	JUNE COPY MAINTENANCE	10.46
------------	------	-----------------------	-------

**Konica Minolta  
Premier Finance**

06/13/2023	Bill Payment (Check)		-216.10
------------	-------------------------	--	---------

05/30/2023	Bill	COPIER LEASE	216.10
------------	------	--------------	--------

**LUCY ROSE TILL-  
CAMPBELL**

06/27/2023	Bill Payment (Check)		-204.76
------------	-------------------------	--	---------

06/11/2023	Bill	COMMUNITY ART PROGRAM SUPPLIES	204.76
------------	------	-----------------------------------	--------

**MIDWEST TAPE**

06/13/2023	Bill Payment (Check)		-782.53
------------	-------------------------	--	---------

06/08/2023	Bill	BLU-RAY AND DVD	38.37
------------	------	-----------------	-------

06/01/2023	Bill	DVDS	97.82
------------	------	------	-------

06/08/2023	Bill	BLU-RAY	38.37
------------	------	---------	-------

06/08/2023	Bill	DVD	30.43
------------	------	-----	-------

05/25/2023	Bill	AUDIOBOOK CDS	184.92
------------	------	---------------	--------

05/25/2023	Bill	DVDS	226.62
------------	------	------	--------

05/25/2023	Bill	BLU-RAYS	64.61
------------	------	----------	-------

06/01/2023	Bill	AUDIOBOOK CDS	85.96
------------	------	---------------	-------

06/01/2023	Bill	DVD	15.43
------------	------	-----	-------

06/27/2023	Bill Payment (Check)		-205.98
------------	-------------------------	--	---------

06/15/2023	Bill	DVDS	53.36
------------	------	------	-------

06/15/2023	Bill	BLU-RAY	34.98
------------	------	---------	-------

06/15/2023	Bill	AUDIOBOOK CDS	90.96
06/21/2023	Bill	DVD	26.68

**Oak Brook  
Mechanical Services,  
Inc.**

06/27/2023	Bill Payment (Check)		-1,978.43
06/22/2023	Bill	REPLACE FLOW SWITCH ON CHILLER	1,130.09
06/22/2023	Bill	AIR COMPRESSOR INSPECTION HVAC VISIT 2/6/23	472.98
04/30/2023	Bill	375.36 ( \$1474.64 CREDIT REFLECTED/PAID TWICE)	375.36

**OUTSOURCE  
SOLUTIONS GROUP,  
INC.**

06/13/2023	Bill Payment (Check)		-1,472.86
04/30/2023	Bill	MICRO LICENSE, SERVER BACKUP, STORAGE	313.19
05/24/2023	Bill	TECH SUPPORT MAY	1,159.67
06/27/2023	Bill Payment (Check)		-2,424.25
06/15/2023	Bill	MONTHLY IT SUPPORT (JUNE) WIRELESS ACCESS RENEWAL	1,586.59
06/15/2023	Bill	(MERAKEI)	837.66

**OverDrive**

06/13/2023	Bill Payment (Check)		-1,369.87
06/06/2023	Bill	4 EBOOKS 2 AUDIOBOOKS	252.10
06/05/2023	Bill	1 EBOOK (CONTENT CREDIT ALSO APPLIED)	10.57
05/23/2023	Bill	3 EBOOKS	147.50

06/06/2023	Bill	16 EBOOKS 9 AUDIOBOOKS	959.70
06/27/2023	Bill Payment (Check)		-655.98
04/30/2023	Bill	2 EBOOKS	75.98
06/13/2023	Bill	6 EBOOKS/4 AUDIOBOOKS	580.00

**PROFESSIONAL  
IMAGE**

06/27/2023	Bill Payment (Check)		-13.45
06/21/2023	Bill	NAME TAG	13.45

**REBECCA HALL**

06/13/2023	Bill Payment (Check)		-400.00
06/07/2023	Bill	FEE FOR LIVE BAND PERFORMANCE 6/17/23	400.00

**Rhonda Fentry**

06/02/2023	Bill Payment (Check)		-50.00
05/31/2023	Bill	YOGA INSTRUCTOR FEE	50.00

**S&D PRIME  
MAINTENANCE,INC**

06/13/2023	Bill Payment (Check)		-899.98
05/26/2023	Bill	MONTHLY MAINTENANCE	899.98

**School of Rock**

06/13/2023	Bill Payment (Check)		-400.00
06/13/2023	Bill	BAND PERFORMANCE FOR SR KICK- OFF PARTY	400.00

**SCOTT INGERSON**

06/08/2023	Bill Payment (Check)		-75.00
------------	-------------------------	--	--------

06/08/2023	Bill	Extra bubbles	75.00
------------	------	---------------	-------

**Smithereen Pest Management**

06/13/2023	Bill Payment (Check)		-51.00
------------	----------------------	--	--------

06/01/2023	Bill	PEST MANAGEMENT FEE	51.00
------------	------	---------------------	-------

**SOAPY ROADS OF LOMBARD**

06/13/2023	Bill Payment (Check)		-325.00
------------	----------------------	--	---------

06/05/2023	Bill	FEE FOR SOAPMAKING CLASS	325.00
------------	------	--------------------------	--------

**Staples**

06/13/2023	Bill Payment (Check)		-828.50
------------	----------------------	--	---------

05/25/2023	Bill		828.50
------------	------	--	--------

**VILLAGE OF RIVER FOREST**

06/13/2023	Bill Payment (Check)		-386.70
------------	----------------------	--	---------

04/30/2023	Bill	WATER BILL MARCH -APRIL 2023	386.70
------------	------	------------------------------	--------

06/13/2023	Bill Payment (Check)		-4,244.57
------------	----------------------	--	-----------

06/06/2023	Bill	Health Insurance May 2023	4,244.57
------------	------	---------------------------	----------

Wednesday, Jul 12, 2023 12:00:46 PM GMT-7



**Byline Credit Card June 2023**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
06/23/2023	Stamps.com	MONTHLY STAMPS.COM FEE	17.99		Expense	Support Services:Postage Adult
06/18/2023	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	29.99		Expense	Expenses:Periodicals - Adult
06/15/2023	ALA Store	CHICAGO BOOKS & JOURNALS/HOW TO READ MANGA POSTER	28.33		Expense	Teen Expenses:Programs- Teen Adult
06/15/2023	Jewel Foods ELAN	SNACKS/BW 5/13-6/13 2023	6.08		Expense	Expenses:Programs - Adult
06/13/2023	FINANCIAL SERVICES	CREDIT CARD BILL 1 YR SUBSCRIPTION		5,135.08	Bill	2000 Accounts Payable
06/12/2023	FINANCIAL TIMES	FINANCIAL TIMES	275.00		Expense	Adult Expenses:Periodicals - Adult
06/12/2023	Hobby Lobby	TEEN PROGRAMS CRAFT SUPPLIES	30.46		Expense	Teen Expenses:Programs- Teen
06/08/2023	The Brown Cow	ICE CREAM/SRP KICK OFF PARTY	1,130.00		Expense	Special Programs Equipment & Furniture:Technology
06/03/2023	BITLY EUROPE	GENERATOR PRO PLAN	160.66		Expense	(misc.) Adult
06/02/2023	PANERA BREAD	COFFEE & SCONES	31.69		Expense	Expenses:Programs - Adult Teen
06/02/2023	Five Below	BINGO PRIZES	44.09		Expense	Expenses:Programs- Teen

# River Forest Public Library

## Balance Sheet

As of June 30th, 2023

Prepared 7.14.23

### ASSETS

		<b>6/30/2023</b>
<b>Current Assets</b>		
<b>CHECKING/SAVINGS - OPERATIONS ACCOUNT</b>		
<b>Operations Current</b>		<b><u>Interest Rate</u></b>
ICS Operations	0.07%	327,063.52
Byline Operations	0.40%	34,315.02
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL Operations Current		361,418.54
<b><u>Maturity Date</u></b>	<b>Long-Term CDARS Reserves</b>	<b><u>Interest Rate</u></b>
8/10/2023	OP CD 5 YEAR	2.75%
7/25/2024	OP CD 5 YEAR	1.90%
8/31/2023	OP CD 3 MONTHS	3.25%
11/30/2023	OP CD 6 MONTHS	3.75%
	TOTAL CDARS Reserves	735,157.16
<b>TOTAL OPERATIONS ACCOUNT</b>		<b>1,096,575.70</b>
<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>		<b><u>Interest Rate</u></b>
ICS Capital	0.08%	516,346.98
Byline Capital	0.40%	88,910.50
<b>TOTAL CAPITAL ACCOUNT</b>		<b>605,257.48</b>
<b>TOTAL CURRENT CHECKING/SAVINGS</b>		<b><u>1,701,833.18</u></b>
Property Tax Receivable		758,248.58
Prepaid Assets		21,126.36
Accounts Receivable		(2,501.50)
TOTAL CURRENT ASSETS		<b><u>2,478,706.62</u></b>
<b>TOTAL ASSETS</b>		<b><u>2,478,706.62</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		0.00
Credit Cards		(1,723.27)
Total Credit Cards		<b><u>(1,723.27)</u></b>
Accrued Salaries		43,284.04
Total Current Liabilities		<b><u>41,560.77</u></b>
<b>Long-Term Liability</b>		
Deferred Revenue		758,248.58
<b>Total Liabilities</b>		<b>799,809.35</b>
<b>Equity</b>		
Fund Balance Capital		401,873.08
Fund Balance Library		1,245,028.03
Retained Earnings		187,298.58
Net Income		-155,302.42
<b>Total Equity</b>		<b><u>1,678,897.27</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b><u>2,478,706.62</u></b>



**River Forest Public Library -Capital Reserve Fund**

**Jun-23**

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

**Capital Reserve Account Balances**

ICS Capital Reserve	\$	606,346.98
Byline Capital Checking	\$	<u>648.25</u>
<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>606,995.23</b>

**Expenses**

**Transfers**

To Operating- laptop and computer purchase 6/20/2023 \$ 2,455.50

**Income**

Interest 6/30/2023 \$ 249.84

Prepared: 6.10.23

## I. Board Responsibilities

The River Forest Public Library (“RFPL”) is governed by a Board created and maintained in compliance with the Illinois Local Library Act (75 ILCS 5/4-7).

Additionally, the Board maintains the following oversight practices. The Board:

- Has written bylaws, reviewed bi-annually, that outline its purpose and operational procedures, and address conflict-of-interest issues;
- Adheres to the United for Libraries Public Library Trustee Ethics Statement (See Appendix);
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act (5 ILCS 120);
- Keeps written or recorded minutes of each meeting, makes approved minutes available for public inspection, and retains minutes in compliance with the State Records Act (5 ILCS 160);
- Has authority to establish an annual operating budget and a capital improvements budget according to state law;
- Maintains adequate insurance coverage for RFPL, including property/casualty, general liability, cyber liability, government crime, and workers' compensation policies;
- Monitors the revenue collection, expenditures, investments and fund balances to meet short-term and long-term financial needs of RFPL;
- Approves the mission statement and strategic plan;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address these deficiencies;
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Adopts policies that are consistent with the Code of Ethics of the American Library Association (See Appendix);
- Conducts an annual review of the Director.

The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.

## I. Board Responsibilities

The River Forest Public Library (“RFPL”) is governed by a Board created and maintained in compliance with [the Illinois Local Library Act Chapter \(75 ILCS 5/4-7\)](#).

Additionally, the Board maintains the following oversight practices. The Board:

- Has written bylaws, reviewed bi-annually, that outline its purpose and operational procedures, and address conflict-of-interest issues;
- Adheres to the United for Libraries Public Library Trustee Ethics Statement (See Appendix);
- Meets on a regular monthly schedule and in compliance with the Open Meetings Act ([5 ILCS 120](#));
- Keeps written or recorded minutes of each meeting, makes approved minutes available for public inspection, and retains minutes in compliance with the State Records Act ([5 ILCS 160](#));
- Has authority to establish an annual operating budget and a capital improvements budget according to state law;
- Maintains adequate insurance coverage for RFPL, including property/casualty, general liability, cyber liability, government crime, and ~~workmen's~~workers' compensation policies;
- Monitors the revenue collection, expenditures, investments and fund balances to meet short-term and long-term financial needs of RFPL;
- ~~Has a Board a~~Approves ~~the~~ mission statement and strategic plan;
- Determines, at least every 5 years, if the physical facility is adequate to meet the needs of the community, and conducts a review to determine if RFPL is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board will take steps to address [these deficiencies](#);
- Adopts policies to govern RFPL operations and reviews policies at intervals not greater than 3 years;
- Adopts policies that are consistent with the Code of Ethics of the American Library Association (See Appendix);
- Conducts an annual review of the Director.

~~RFPL is a member of an Illinois multi-type library system and participates in resource sharing through inter-library loan and reciprocal borrowing.~~ The Board participates in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Trustees are encouraged to participate in at least one continuing education activity every year.

# American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries,

communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

## Strategic Directions

Summertime is our busiest season, and we wove goals from our strategic directions into many events and programs this month, including an exciting new partnership with the Brookfield Zoo.

### Community

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

- Fran Arnold, PR & Marketing Specialist, is coordinating staff articles for the website and has developed a schedule of posts through 2023. The goal is for staff to write from a more personal perspective and tie in Library resources to increase community connection. The first article was by Shannon Gruber, ATS manager, titled [\*Not Your Average Beach Reads\*](#).

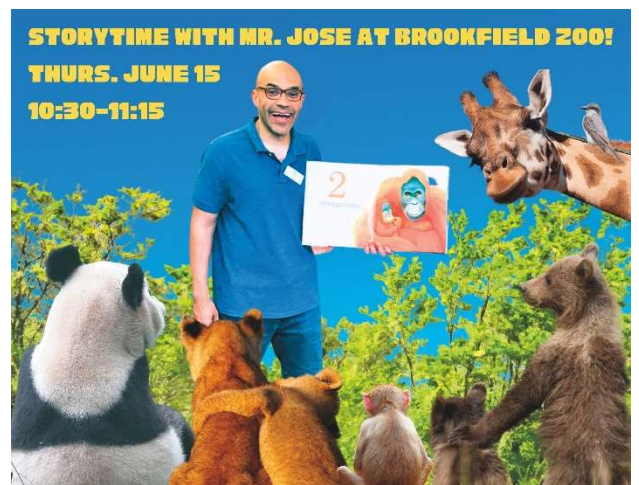


Goal: Adapt to shifting and evolving community needs and demographics.

- A form has been set up and shared with staff to track patron feedback, both positive and challenging. Management team will review and evaluate feedback on a quarterly basis.

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

- Children's paired with Brookfield Zoo for a special story time at the zoo! Mr. Jose's focused on animal movement, complete with an animal yoga activity. Zoo staff said Jose's story time was so amazing they will borrow some of his songs and dance moves for their own story times! The zoo gave the library 250 zoo admission passes, some of which were given to patrons in advance to attend the event; the rest will be summer reading prizes. We had 72 attendees at the event and have been asked back this coming winter and next summer.
- Children's resumed their popular Stories in the Forest series for a second year. This special story time is a collaboration with the Forest Preserve of Cook County at the Trailside Museum. Staff at Trailside present animal activities coordinated with our story time theme. This popular event has an average of 40 attendees per week.



### Spaces

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



The local spotlight display continues to attract new artists. In May, we had our first artist reception when Nancy Fong displayed her exhibit, *Figures and Food*, and 25 people attended. Additional artist receptions are planned for July, September and November.





### *Events, Services & Collections*

Goal: Incorporate and celebrate diversity / Support the Freedom to Read and Explore

- 115 people attended our second Juneteenth Flag Raising, in partnership with the Village. This year we hosted a Library table with book display, joining tables with representatives from local black-owned businesses including Wittle Pies, AfriWare Books, and Kribi Coffee. The Village coordinated

the inclusion of a Juneteenth Traveling Museum this year. Attendees enjoyed this celebratory and educational event.

- A patron stopped by the front desk to thank us for having an LGBTQIA+ display for Pride Month because there are so many book bans attempts in the U.S.

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

- Our annual Summer Reading Kickoff Party was a huge success! We welcomed back Oak Park School of Rock and Brown Cow Ice Cream. This year patrons also enjoyed a bubble show and face painting by TwistCity. There were 832 attendees: 410 children 4<sup>th</sup> grade and under, 247 middle school/teens, and 175 adults. 416 people registered for the summer reading program in advance.



- Children's is experimenting with a Community Art Project, and people are enthusiastically joining in! Staff and patrons have enjoyed creating art for our community mural which will be hung in the lobby upon completion. The program will run through August.
- ATS continued their Summer Concert Series with a performance by Hungrytown, a folk music duo. They played to a crowd of about 20 people upstairs and were particularly happy with the acoustics!
- Adult Craft & Chat featured Soapy Roads of Lombard, a natural soap shop who taught a group of 15 adults how to make their own natural soaps. They all learned about the process and left with their own bar of soap.
- New weekly Take & Make craft bags for teens have been

claimed within days. We often have teens coming in on Fridays looking for the new craft.



### *Staff*

Goal: Support a culture of wellness and continuous improvement

The American Library Association Annual Conference was held in Chicago this year, and several staff members were able to attend valuable sessions on everything from the future of digital collections to making libraries more welcoming to autistic patrons.

## Key Performance Indicators

Category	April 2023	May 2023	June 2023
Physical item circulation - initial checkouts	12,635	11,891	14,363
Digital item circulation	4,278	4,423	4,064
<b>Total Circulation</b>	<b>16,913</b>	<b>16,314</b>	<b>18,427</b>
Programs for Adults	17 programs 186 attendees	15 programs 172 attendees	14 programs 450 attendees
Programs Middle School aged children	8 programs 130 attendees	10 programs 131 attendees	16 programs 595 attendees
Programs for Children	26 programs 955 attendees	22 programs 745 attendees	35 programs 2366 attendees
Children's Play Area Visits	864	845	1312
New cardholders added	30	26	48
Total cardholders	8,096	8,135	8,187
Website sessions	7,103	6,493	7,214
Patron visits	6,971	6,411	9,986
Instagram Followers	1,358	1,375	1,375
Facebook Followers	1,334	1,339	1,346

### Staff updates

- Brian Wolowitz, ATS Librarian, was featured in the Wednesday Journal, where he answered questions about his role at RFPL, what he finds most surprising, and his favorite aspects of his job.
- Koko Stubitsch was hired as an ATS Associate. She has two years of experience in the role at North Riverside Public Library and is fluent in ASL, so we are excited to have her join us.

### Financial highlights

- Zabinski Consulting worked this June to help prepare for audit season. Lauterbach & Amen was onsite for audit fieldwork the week of July 5.
- \$600,000 was transferred to two CDARS through CIBC. Both are reflected on the balance sheet.
- We received the \$50,000 Live & Learn Construction Grant. The money will be transferred to the Capital Reserve Fund.

### Committee updates

The Facilities Committee met on July 13.

Respectfully submitted,

Emily Compton  
July 14, 2023

## ANSWER BOOK

# River Forest Public Library Adult & Teen Services Librarian Brian Wolowitz Q&A



by Lacey Sikora

July 6, 2023

---



**Q:** How long have you been the Adult and Teen Services Librarian at the River Forest Public Library?

**A:** I have been an Adult & Teen Services Librarian at the River Forest Public Library since January 2022.

**Q: Tell me about your role at the library.**

A: There are three main pillars to my role. First, I plan and oversee all the adult programs and events for the library. This includes history lectures, concerts, yoga classes, film screenings, trivia competitions, crafting workshops, theatrical performances, and a variety of other programming aimed at adults and seniors. Second, I manage the adult fiction collection and a few other collections. And third, I provide direct service to patrons at the Adult & Teen Services Desk on the second floor of the library.

**Q: Have there been any surprises that you can share from your time in this role?**

A: I have sometimes been surprised by which programs are the most popular with patrons. We had a huge turnout for a talk by an attorney about wills and estate planning, and I had no idea so many people would show up. It can also be surprising which books are in high demand. Often these books are popularized on TikTok or other social media, and those of us who don't use TikTok sometimes haven't even heard of these books until patrons start requesting them.

**Q: What have been some of your favorite aspects of the job and why?**

A: My favorite thing about the job is knowing that I am doing my part to help keep the wonderful institution of public libraries alive. Libraries are more valuable now than ever, so I can really feel proud of the work we do here. I also enjoy working with a great group of colleagues who foster a very positive and supportive work environment.

**Q: Can you share something you love about working in the River Forest/Oak Park area?**

A: I grew up in Oak Park and my parents are still there, so it's been fun to return to my old stomping grounds and be able to easily see family. The area has changed a lot since I grew up and there is so much new stuff around, so it's cool to try out some of these new establishments that have sprung up in my absence.

**Closure Dates for Holidays  
2024**

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

Sunday, March 31  
(Easter)

Sunday and Monday, May 26-27  
(Memorial Day)

Thursday, July 4  
(Independence Day)

Monday, September 2  
(Labor Day)

Early closure (5pm) Wednesday, November 27  
Thursday, November 28  
(Thanksgiving)

Tuesday and Wednesday, December 24 - 25  
(Christmas)

(2025)

Early closure (5pm) Tuesday, December 31  
Wednesday, January 1  
(New Year's Day)

\*Closure dates are presented annually at the July regular board meeting.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: July 14, 2023

RE: Air Handler Relocation and Mechanical Room Renovation

---

The Facilities Committee met on July 13 with Scott Morlock of Williams Architects (WA) and Ron Marlowe of Construction Solutions of Illinois (CSIL). We discussed open issues, lighting and ceiling options.

### *Existing Open Issues*

1. Requested an updated project timeline from CSIL.

Update -

Interior ductwork and piping is complete. Next steps are electrical work, framing, and plumbing. The framing work is dependent on the ceiling configuration we choose. Ron estimated 2-3 more weeks until the air handler can be turned on.

Ron noted that the material chosen to seal the exterior ductwork area is no longer available, which may cause further delay. Ron said CSIL requested an alternate material list from WA, and Scott Morlock confirmed that WA has already supplied that list to CSIL. We asked that they choose an alternate material that is readily available and won't cause further delay.

2. Requested a proposal from CSIL to raise the enclosure walls above the height of the air handler.
3. Requested a change order from CSIL for a replacement boiler panel to be installed in the boiler room on the south side of the Children's Room.

Update -

Ron provided an updated change order (**attached, CO No. 8**), with two Request for Information (RFI) sheets included. WA is reviewing the RFI's, but we have given approval to replace and relocate the boiler panel and to install the new ahu panel in the boiler room.

4. Requested confirmation that CSIL paid the \$1,452 invoice to Service Management, Inc for repairs to the RF Park District irrigation system.
5. Requested a \$405.50 credit from CSIL for work done by Alarm Detection Services and paid for by the Library to update the fire alarm panel.

Update -

Ron said Pete Schipma of CSIL approved this. We requested the paperwork.

6. Requested that CSIL move plastic sheeting back to open more space in the Children's Room once ductwork is complete.

Update -

Ron confirmed that the plastic sheeting cannot be moved until closer to the end of the project. The contractors need to bring large pieces of piping and material through that could be a hazard for patrons.

*New Issues from Oak Brook Mechanical (OMS) Visit, July 10*

1. OMS had to open a valve that had been closed by CSIL that was preventing the chiller from working. Invoice to be forwarded to CSIL.
2. OMS noted that vertical piping on the west wall of the mechanical room has been damaged and is leaking.  
Update –  
Ron will bring in his plumbing subcontractor to confirm whether it is damaged or leaking from condensation. If the pipes are damaged, CSIL will repair.
3. OMS noted a 2-way valve where a 3-way valve should be for the new ahv system to work. Williams Architects' engineers confirmed and recommended CSIL submit an RFI to fix.

Update -

Scott M. acknowledged that this was an error of their engineers and confirmed that the valve will be replaced at no cost to the Library. We asked that WA's engineers review all of the ductwork and piping before the ceiling is installed, to confirm that no further mistakes were made, and Scott M. said he would coordinate that.

*Room Lighting and Ceiling Height Options*

We discussed two ceiling height options (1-soffit vs. 2-soffit) and lighting options presented by WA.

Attached –

- Rendering of 1-soffit ceiling (8' for portion of room and 9' for remainder of room)
- Rendering of 2-soffit ceiling (8' on either end of room and 9' cove in middle of room)
- Updated Change Order No. 7, with pricing for one-soffit and 2-soffit ceiling options.
- Flat panel lights in current plan for phase one (as per Andy Dogan of WA, these fixtures generally cost \$150 per plus installation and wiring/switching)
- Rendering of linear pendant lighting
- Rendering of surface mounted round fixtures

The committee discussed the advantages of each ceiling configuration, and recommends a 1-soffit ceiling. While a 2-soffit ceiling may be a more balanced look, a 1-soffit ceiling would increase the volume of the room, and the 8' section of the room could be a natural space to place presenters during programs. With proper lighting, the ceiling could look intentional.

We then considered two lighting options presented by Williams, linear pendant lighting and surface mounted round fixtures. The committee recommends the linear pendant lighting because it is in keeping with the linear lighting in the Children's Room and would allow us to make use of four flat panel lights that were already purchased as part of our contract with CSIL.

We have requested a cost estimate and lead time information for the linear pendant lights from WA.

CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.

5920 LYNWOOD DRIVE

OAK LAWN, IL 60453

708-239-0001

708-239-0006 FAX

PROJECT:

AHU Relocation & Remodeling  
River Forest Public Library  
735 Lathrop Ave.  
River Forest, IL 60305

OWNER:

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

ARCHITECT:

Williams & Associates  
500 Park Blvd, Suite 800  
Itasca, IL 60143

Change Order Proposal No. 08

Date: July 11, 2023

<p>Description of Changes are as follows:</p> <p>Provide additional temperature control work in response to RFI #08 (see attached)</p> <p style="text-align: right;">TOTAL : \$7,800.00</p> <p>*****If the amounts listed above are not taken from project allowances, OH&amp;P charges will apply*****</p> <p>Note: -----          -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included          - Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.          -Proposal valid for 7 days; - All quotations are lump sum proposals only</p>
--



Construction Solutions of Illinois, Inc.

Total time adjustment: n/a

Accepted by: \_\_\_\_\_



## CHANGE ORDER

CO Number: 1 R2	CO Date: 2023-06-06
-----------------	---------------------

Customer	Project:
Jeremy Smith Project Manager Cryer & Olsen Mechanical	River Forest Public Library AHU Renovation 735 Lathrop Ave. River Forest, IL 60305

Description
Per Email from Zakary Bondy dated 2023-05-05 <ul style="list-style-type: none"> <li>• Replace existing Plant DX-9100 controller with new JCI F4 Controller</li> <li>• Locate Plant and AHU Control Panels in Mechanical Room.</li> <li>• Add 1: Pull wiring through the Reading Room after regular work hours.</li> </ul>
Details on Page 2

Change Order Amount: \$7,800.00 Add 1: \$260.00
--

We hereby agree to the above as an additional/reduced project cost(s) to be added/deleted to the original scope of work:

Customer:	Date:
Contractor: <b>Building Automation Solutions</b>	Date: 2023-06-06

Response:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Representative: _____ Date: _____

## DETAILS:

### Scope of Work:

#### Management / Engineering

- Determine Control Sequence of Operation of Existing Plant System
- Engineer new Plant Control System based on Existing Conditions

#### Installation

- Remove Existing Control Panel with controller.
- Remove Existing Conduit and Wiring
- Install New Control Panel with Controllers
- Install New Conduit and Wiring (if required)
- Terminate wiring on the new Controller Terminals

#### Programming

- Generate new Programming for the Plant System
- P2P Test after Installation
- Functional Test the System

#### Add 1: Work in Reading Room After Hours

- Pull wiring through Reading Room after hours

## REQUEST FOR INFORMATION

RFI Number: 05	RFI Date: 2023-04-21
----------------	----------------------

Customer	Project:
Jeremy Smith Project Manager Cryer & Olsen Mechanical	River Forest Public Library AHU Renovation 735 Lathrop Ave. River Forest, IL 60305

To:	From:
Jeremy Smith Project Manager / Estimator Cryer & Olsen Mechanical 1734 E. Cass Street Joliet, IL 60432	Eric Baczkowski Project Manager Building Automation Solutions 22349 Commerce Pkwy Frankfort, IL 60423

Reference Documents
n/a

- Cost Impact
- Schedule Impact

Issue:
<p>After we performed disconnect and make safe on the pneumatic controls in the Existing Control Panel for the AHU, we have determined the following:</p> <ul style="list-style-type: none"> <li>• In the Existing AHU Control Panel there is DX-9100 Controller that controls Boiler and Chiller for the whole building.</li> <li>• Removal of the panel would eliminate controls for the building plant.</li> <li>• Moving this controller, which could be about 20 years old, could cause unexpected issues with the controller. The controller is not easily serviceable.</li> </ul> <p>BAS proposes two solutions that will keep the boiler and chiller operational.</p> <ol style="list-style-type: none"> <li>1. Leave the control panel as is with the DX-9100 controller undisturbed.</li> <li>2. Remove the existing DX-9100 controller and control panel and provide, install and program new controller in the Boiler Room that will take over the controls of the boiler and chiller. The new Plant controller would be integrated with the new AHU controls.</li> </ol> <p>Please provide directions which one of these solutions should be implemented. If new controller is to be provided, BAS will send Proposal for this additional work.</p> <p>Note: BAS cannot relocate the existing controller to avoid responsibility for controller damage.</p>

## REQUEST FOR INFORMATION

<b>RFI Number: 06</b>	<b>RFI Date: 2023-04-21</b>
-----------------------	-----------------------------

Customer	Project:
Jeremy Smith Project Manager Cryer & Olsen Mechanical	River Forest Public Library AHU Renovation 735 Lathrop Ave. River Forest, IL 60305

To:	From:
Jeremy Smith Project Manager / Estimator Cryer & Olsen Mechanical 1734 E. Cass Street Joliet, IL 60432	Eric Baczkowski Project Manager Building Automation Solutions 22349 Commerce Pkwy Frankfort, IL 60423

Reference Documents
n/a

- Cost Impact
- Schedule Impact

Issue:
<p>Construction Drawings show removal of Existing AHU Control Panel, but there is no indication of the location for the New AHU Control Panel.</p> <p>Originally BAS planned for reuse of the Existing AHU Control Panel location for the new Panel. That option does not seem feasible since all panels in the Mechanical Room 119 are to be removed.</p> <ol style="list-style-type: none"> <li>Can the New AHU Control Panel be mounted in the new Storage 118 on East Wall? If not, can the new Panel location be provided.</li> </ol>





CONSTRUCTION SOLUTIONS OF ILLINOIS, INC.

5920 LYNWOOD DRIVE

OAK LAWN, IL 60453

708-239-0001

708-239-0006 FAX

PROJECT:

AHU Relocation & Remodeling  
River Forest Public Library  
735 Lathrop Ave.  
River Forest, IL 60305

OWNER:

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

ARCHITECT:

Williams & Associates  
500 Park Blvd, Suite 800  
Itasca, IL 60143

Change Order Proposal No. 07-REV (2)

Date: July 12, 2023

Description of Changes are as follows:

Provide additional plumbing, HVAC, & M.S. & Drywall (See Attached)

Cryer & Olsen:	\$13,207.00
Climate Tech:	\$5,489.00
KDM:	<u>\$2,579.00</u>
TOTAL :	\$21,275.00

\*\*\*\*\*If the amounts listed above are not taken from project allowances, OH&P charges will apply\*\*\*\*\*

Note: -The above proposals do not include any work not itemized above and attached herein; - No premium time labor is included  
 - Any Proposed work is void if circumstances have changes that affect pricing when approval has been provided.  
 -Proposal valid for 7 days; - All quotations are lump sum proposals only

Total time adjustment: n/a



Construction Solutions of Illinois, Inc.

Accepted by: \_\_\_\_\_

1734 E. Cass Street  
Joliet, Illinois 60432-2766

# CRYER & OLSEN MECHANICAL, INC.

PROCESS PIPING - PLUMBING - HEATING  
INDUSTRIAL - COMMERCIAL - RESIDENTIAL  
24-HOUR EMERGENCY SERVICE

Phone: (815) 723-1332  
Fax: (815) 723-1639

## COR # 3 REVISED

June 1, 2023

Attn: CSI  
Project: River Forest Library  
Re: HVAC Revisions per FO2+3

We propose to supply labor, material to make revisions to the chilled water system. Per the RFI about ceiling elevations and pipe routing.

Approximate man hours breakdown is 8 HR for additional draining, 8HR for filling and venting and 48 HR for piping revisions.

• Material	\$ 2,810.00	
• JC Insulation Subcontractor – Piping work only	\$ 1,400.00	
• Climate tech – Sheet Metal Subcontractor	\$ TBD	→ See Attached
Subtotal:	\$ 4,210.00	
10% OHIP:	\$ 421.00	
Total:	\$ 4,631.00	
Labor 64HR @ 134.00 =	\$ 8,576.00	
Total:	\$ 13,207.00	

**TOTAL REQUESTED FOR COR: \$ 13,207.00**

*Augustine J. Cryer*

\_\_\_\_\_  
Signed

6-1-2023

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Owners Representative - Accepted

\_\_\_\_\_  
Dated





**ClimateTech**  
HEATING & COOLING

105 S Water St  
Wilmington, IL 60481  
(815) 926-2048  
climatetech@comcast.net

CO- 002

WORK INCLUDES FO #02 & #03

TO:	PROJECT:
C&O	River forest Public Library

QTY	TAG	DESCRIPTION	LABOR	UNIT/PRICE/PC.	TOTAL
		Duct liner added to S/A & R/A duct			\$ 3,800.00
		Remove/Reinstall VAV and Diffuser branch duct		<u>10hrs@119/hr</u>	\$ 1,190.00
			<u>10% OH&amp;P</u>		\$ 499.00

Total \$ 5,489.00

*Derek Feil*

Climate Tech Heating & Cooling, Inc.

# KDM Construction, Inc.

Specializing in Commercial Interior Build Outs

Construction Solutions  
Ref: River Forest Library  
Field Order 003

May 27, 2023

## Base Board Heater Enclosure

Furnish material and labor to enclose base board heater as per plan with metal stud framing and drywall.

Labor 3hrs @ \$140	\$420.00
Taping 2hrs @ \$110	\$220.00
Material	<u>\$143.00</u>
	\$783.00

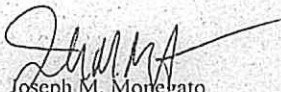
Total \$783.00

## Drywall Soffit Detail 13/A2.1

Furnish material and labor to install drywall soffit as per detail 13/A2.1.

Labor 4hrs @ \$140	\$560.00
Taping 2hrs @ \$110	\$220.00
Material	<u>\$118.00</u>
	\$898.00

Total \$898.00

  
Joseph M. Moregato  
President

Total: \$ 1,681

# KDM Construction, Inc.

Specializing in Commercial Interior Build Outs

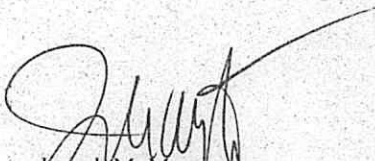
Construction Solutions  
Ref: River Forest Library  
Additional Drywall Soffit

June 5, 2023

Furnish and install additional drywall soffit detail 13/A2.1 from Field Order 003.

Labor 4hrs @ \$140	\$560.00
Taping 2hrs @ \$110	\$220.00
Material	<u>\$118.00</u>
	\$898.00

Total \$898.00



Joseph M. Mondgato  
President

COMPARE

# EPANL Flat Panel

Highly Configurable LED Flat Panel

By [Lithonia Lighting](#)



OVERVIEW

SPECIFICATIONS



The EPANL is a highly configurable LED flat panel boasting over 690,000 possible configurations available with North American production for shorter lead times. All EPANL configurations offer PMMA acrylic light guide plates and long-life LEDs. Embedding nLight networked lighting controls or SensorSwitch JOT single room controls broadens your EPANL options and makes it easy to customize your lighting for the space or task at hand. There are even tunable white configurations available! EPANL is the perfect choice for schools, offices, healthcare facilities and

[Read More](#) ▼



[View Product Availability](#)



## PRODUCT INFORMATION

Feedback

<b>Spec Sheets</b>	<a href="#">+</a>
<b>Photometry &amp; Revit (BIM)</b>	<a href="#">+</a>
<b>Technical Documents</b> (e.g. Instruction Sheets, MSDS, CAD)	<a href="#">+</a>
<b>Utility Rebate Search</b>	<a href="#">+</a>
<b>Replacement Parts</b>	<a href="#">+</a>
<b>Marketing Material</b> (e.g. Brochures, Sell Sheets, FAQs, )	<a href="#">+</a>
<b>Need Product Assistance?</b> (e.g. How to Buy, Technical Support, Warranty)	<a href="#">+</a>

**ST** [VIEW STOCKED PRODUCTS](#) ⓘ

[View Price & Availability](#)

Is this information helpful? [👍](#) [👎](#)

[See More Solutions for School Applications](#)

[DISCOVER NOW](#)



Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V

**EPANL 2X2 4000LM 80CRI 35K MIN10 ZT MVOLT**

LED flat panel, 2FT x 2FT, Nominal 4000 LM, 80+ CRI, 3500K, Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V

ST

**EPANL 2X2 4000LM 80CRI 40K MIN10 ZT MVOLT**

LED flat panel, 2FT x 2FT, Nominal 4000 LM, 80+ CRI, 4000K, Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V

ST

**EPANL 2X2 4000LMHE 80CRI 35K MIN10 ZT MVOLT**

LED flat panel, 2FT x 2FT, Nominal 4000 LM high efficiency, 80+ CRI, 3500K, Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V

ST

**EPANL 2X4 4000LM 80CRI 40K MIN10 ZT MVOLT U**

LED flat panel, 2FT x 4FT, Nominal 4000 LM, 80+ CRI, 4000K, Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V, Unit packaging indicator

ST

**EPANL 2X4 4800LMHE 80CRI 40K MIN10 ZT MVOLT NACV**

LED flat panel, 2FT x 4FT, Nominal 4800 LM high efficiency, 80+ CRI, 4000K, Constant current, dimming to 10%, 0-10V, MVOLT, 120V-277V, CVS

LTD

**EPANL 14 40L 50K**

LED flat panel, Nominal 4000 LM, 5000K

CLR

< 1 >

Feedback



BUILD CAT. # / SUBMITTAL SPEC SHEET

Start Configuring a Product



GALLERY



See More Solutions for School Applications

DISCOVER NOW



