



**River Forest Public Library  
Regular Board Meeting  
June 20, 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: 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
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. Closed session, pursuant to 5 ILCS 120/2 (c)(3): the selection of a person to fill a public office.
  - e. Appointment of Library Board Trustee to fill vacant position - vote
  - f. Oak Brook Mechanical proposal to replace the Library's air compressor - vote
9. Old Business
  - a. Director's Annual Goals - vote
  - b. Air handler relocation and mechanical room renovation
    - i. Boiler and air handler panel relocation – vote
    - ii. Change order to add duct liner - update
    - iii. Other duct and VAV work – vote
    - iv. Ceiling height options – discussion
    - v. Change order for base board enclosure and soffit(s) – 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: May 16<sup>th</sup>, 2023, Immediately following the 6:00 pm Annual Board Meeting - DRAFT**

**Call to Order:** At 6:36 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, Ann Berens, Elan Long, Scott Delano, and Jim Hopkinson.
- Also Present: Emily Compton (RFPL Director) and Shannon Gruber (RFPL Adult & Teen Services Manager)

**Visitors and Guests:** River Forest resident Carol Schweig and Trustee Emeritus Tom Smedinghoff.

Trustee Berens read the Library's vision and mission statements to begin the meeting.

### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: April 18, 2023
- b. Minutes of the Special Board Meeting: May 1, 2023
- c. April 2023 Revenue and Expense Reports
- d. April 2023 Bill Payment List and Credit Card Charges
- e. April 30, 2023 Balance Sheet and Capital Reserve Fund

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

Roll Call Vote

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

### **Patron Suggestions:**

Director Compton reported the following patron suggestions:

- A patron requested a sound bath program for kids; Director Compton passed the suggestion to the Children's Services Manager.
- A patron inquired about the Library hosting a book fair. Director Compton is looking into how the former Friends of the Library book fair was offered.
- A patron asked about how to find new downloadable audiobook titles.

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

Director Compton asked if there were any questions about her report as included in the Board Packet and clarified some details in her report. There was discussion of the building temperature in the absence of the HVAC system and the requirements of the Live and Learn grant award.

## **President's Report:**

President Ruggeri reported that there have been three applications for the 2-year Trustee appointment. Two Trustees will jointly interview the candidates and recommend a candidate to the Board at an Executive Session during the June meeting.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

Trustee Hill recommended that the Facilities Committee meet soon to discuss the ongoing air handler project and its progress.

#### **Finance Committee**

Trustee Ruggeri reported that the Finance Committee met on April 20<sup>th</sup> to discuss placing funds in CDs to take advantage of higher interest rates, and a Special Board Meeting was held on May 1, 2023 to approve CIBC Bank as an authorized financial institution for the Library. Director Compton expects the funds to be transferred into the CD's at CIBC this week.

#### **Policy Committee**

The Policy Committee will meet on July 27<sup>th</sup> to discuss volunteer policy and staff leaves of absence.

#### **RFPL Foundation Liaison**

- Trustee Hopkinson discussed the 10<sup>th</sup> Anniversary Rededication of the Anne T. Smedinghoff Memorial Garden scheduled for Saturday, June 3<sup>rd</sup>.
- Trustee Berens reminded everyone of the Foundation's sponsorship of the Summer Reading Kickoff event on Thursday, June 8<sup>th</sup> and requested participation from all who are available.

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

Trustee Berens reported that the Committee has not met recently, and no meeting is scheduled.

#### **Strategic Plan 2023-2025**

Director Compton presented the Strategic Plan and the action plan that the Management Team has been working on. Director Compton will be reporting on action items in her monthly Director's Report to the Board going forward. Trustee Hill moved to approve the Strategic Plan. Trustee Hopkinson seconded the motion which passed on a roll call vote.

#### **Roll Call Vote**

Ayes: Berens, Hill, Hopkinson, Delano, and Ruggeri.

Abstain: Long

### **Director's Annual Goals**

There was a brief discussion of Director Compton's proposed goals for the 2023-2024 year which are to be approved in June.

### **Approval of Closed Session Minutes from April 18, 2023 and Destruction of Audio Recordings of Closed Sessions**

Trustee Hill moved to approve and release the minutes from a Closed Session on April 18, 2023 and to authorize the destruction of Closed Session recordings from April 19, 2022 and April 18, 2023, 18 months after the date of recording. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

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

### **Purchase of Prepaid Service Hours and Proposal for Two Computer Replacements from Outsource Solutions Group ("OSG")**

Director Compton proposed purchasing 50 service hours from OSG for \$7,250 and the replacement of two computers for \$2,606.02. Discussion included the suggestion that Director Compton research alternate IT vendors in the next year or two to determine whether we can reduce costs with a different company.

Trustee Hill moved to approve the purchase of 50 service hours at a cost of \$7,250. Trustee Hopkinson seconded the motion which was approved on a roll call vote.

Roll Call Vote

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

Trustee Berens moved to approve the purchase of two replacement computers at a cost of \$2,606.02. Trustee Hill seconded the motion, and the motion was approved on a roll call vote.

Roll Call Vote

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

### **Old Business**

- a. Air handler relocation and mechanical room renovation
  - i. Landscape repair update
  - ii. Ceiling height update
  - iii. Relocation of chiller valves (\$8,680 change order) - vote
  - iv. Boiler and air handler panel relocation options (\$6,630 - \$8,060 change order) - vote

Director Compton reported on the landscape repair status.

Director Compton reported that Williams Architects worked with CSIL to develop new ceiling renderings to account for piping the architects missed in their original drawings. Director Compton shared these renderings, and the options were discussed.

The Board toured the construction site and raised concerns about the new ductwork installed that would interfere with the new ceiling renderings. The Board decided not to vote on change orders and to meet with Williams Architects about its concerns.

**Adjournment**

The meeting was adjourned at 8:17 pm following a motion by Trustee Ruggeri which was seconded by Trustee Hopkins. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary

**River Forest Public Library**  
**Special Board Meeting - DRAFT MINUTES**  
**Thursday, June 1st, 2023, at 6:00pm**

**Call to Order:** President Ruggeri called the meeting to order at 6:32pm.

**Present:** Trustees Cathy Ruggeri, Deborah Hill, Jim Hopkinson, Elan Long, Ann Berens, Scott Delano. Also present were Director Emily Compton and Operations Manager Shannon Duffy.

**Visitors:** Scott Morlock from Williams Architects attended part of the meeting via phone.

**New Business** - none

**Old Business**

- a. Air handler relocation and mechanical room renovation project
  - i. Proposals to relocate chiller valves
  - ii. Proposals to update and relocate boiler panel
  - iii. Change order to relocate pipes above air handler ductwork
  - iv. Ceiling renderings from Williams Architects
  - v. Recommended further action

The Board reviewed change order proposal no. 7 from Construction Solutions of Illinois (“CSIL”) with Mr. Morlock. The Board asked Mr. Morlock for clarification of several items, including the necessity of adding a duct liner. Mr. Morlock stated that, although the liner is not essential and was not provided for in the original drawings, it will help muffle sound coming from the ducts. IMEG added the liner in response to the Library’s concern about noise.

Trustee Delano discussed the revised bulkhead detail with Mr. Morlock, including the drywall around the pipes in the NW corner of the room and the one-soffit ceiling option in the change order. Williams needs to provide prices for all ceiling options, but the Board stressed that the ductwork needs to happen first. Mr. Morlock will check to see if the change order can be split up so the Board can first consider the items needed to get the air handler running while it waits for the cost and design information it needs to consider the ceiling options. Field Order #03 only provides for the one-soffit solution. The most expensive option will be the two-soffit ceiling.

Trustee Hill stated that the Board is unhappy with the length of time this project has been going on. She stressed to Mr. Morlock that Williams is the Library's voice in this project and asked that it make the Library's concerns clearly known to CSIL.

Mr. Morlock did not know what the work in the change order described as "Remove/Reinstall VAV and Diffuser branch duct" referred to. He will follow up with IMEG. He also will follow up on the timing of the installation of the corrected ductwork.

Mr. Morlock did not have an update on where CSIL is regarding the height adjustment of the outdoor enclosure wall.

The Board reminded Mr. Morlock that it has not yet received a change order for the boiler panel.

Mr. Morlock will try to get answers to the Board's questions by Monday, June 5th.

The call with Mr. Morlock ended with Director Compton asking for Williams to help prioritize those outstanding issues that will get the air handler system running as soon as possible.

The Board then discussed how to move forward with the project with the goal of getting the air handler operational as soon as possible. The pipes need to be moved before the correct ductwork can be installed so approving the cost for that work is a priority.

Trustee Long moved to approve \$13,207 for the pipe work contingent on Williams approving the change order and Williams confirming that all of the pipes that need to be raised will be covered in that cost. The motion was seconded by Trustee Hopkinson and passed on a roll call vote.

#### Roll Call Vote

Yes: Ruggeri, Hopkinson, Berens, Delano, Hill, Long.

The Board discussed the impact of the project delays on Library operations. Since the project is taking longer than anticipated to complete, the Library is currently without air conditioning resulting in uncomfortable temperatures on some days. The Board discussed authorizing Director Compton to obtain temporary cooling units for the building, particularly the east side of the second floor of the building.

Trustee Long moved to approve \$12,000 to provide temporary air conditioning until the air handler is operational. Trustee Hill seconded the motion which was approved on a roll call vote.

Roll Call Vote

Yes: Delano, Hill, Hopkinson Ruggeri, Long

No: Berens

**Adjournment:** The meeting adjourned at 7:22pm following a motion by Trustee Long, seconded by Trustee Berens.

Respectfully submitted,  
Elan Long, Secretary



**River Forest Public Library  
Special Board Meeting - DRAFT MINUTES  
Thursday, June 8th, 2023, at 11:00 AM**

**Call to Order:** President Ruggeri called the meeting to order at 11:05 AM.

**Present:** Trustees Cathy Ruggeri, Deborah Hill, Jim Hopkinson, Elan Long, Ann Berens, Scott Delano. Also present was Operations Manager Shannon Duffy. Director Emily Compton was absent.

**Visitors:** none

**New Business:** none

**Old Business**

- a. Air handler relocation and mechanical room renovation
  - i. Change order to relocate chiller valves and to relocate pipes above air handler ductwork (costs to be determined) - vote

President Ruggeri provided the Board with the following recap of the project status. At the June 1<sup>st</sup> Special Board meeting, the Board conditionally approved a portion of the change order in the amount of \$13,207 to move four pipes and two valves in the room to get the air handler running. Since that meeting, Williams Architects (“Williams”) has approved that portion of the change order in the amount of \$13,207 and confirmed that it includes moving the four pipes and two valves and that no additional pipes need to be moved to achieve an 8’ ceiling on the west side of the room and a 9’ ceiling on the east side. As of Monday, June 5, Construction Solutions of Illinois (“CSIL”) believes it will take 3-4 weeks to get the air handler running. As of this meeting, the incorrectly installed ductwork is still in the room.

- ii. Written determination for approval of change order that exceeds \$10,000 – vote

Trustee Hill moved that the Board make a determination that the part of the change order issued by CSIL to raise the height of four pipes and two chiller valves at a cost of \$13,207 is in the best interest of the Owner (the River Forest Public Library Board of Trustees) and is authorized by law. Trustee Hopkinson seconded the motion which passed on a roll call vote.

**Roll Call Vote**

Yes- Berens, Hill, Hopkinson, Ruggeri, Delano, Long

- iii. Name Library Director as duly authorized designee of the Board to provide written determination for certain change orders - vote

Trustee Hill moved that the Board exercise its authority to name a duly authorized designee of the Board to provide written determinations required under its contract with CSIL for change orders that increase or decrease the cost of the contract by a total of \$10,000 or more. The designee who will make such a determination shall be the two Trustees who have approved an emergency expenditure requested by the Director under the authority granted to the Director by the Board at its January 17, 2023 regular meeting. Trustee Hopkinson seconded the motion which passed on a roll call vote.

#### Roll Call Vote

Yes- Delano, Ruggeri, Hopkinson, Hill, Berens, Long

- iv. Change order to update and relocate boiler panel (cost to be determined) - vote

The Board discussed conditionally approving a set amount of money to upgrade the boiler panel and move it to the boiler room. This work needs to be done before the air handler can be operational.

Trustee Hill moved to approve spending up to \$9,500 to upgrade and move the boiler panel, conditioned on Williams approving the change order. The motion was seconded by Trustee Long and approved on a roll call vote.

#### Roll Call Vote

Yes- Hopkinson, Hill, Berens, Long, Delano, Ruggeri

- v. Change order to add duct liner and other duct and VAV work (cost to be determined) – vote

Trustee Hill moved to approve adding duct liner to the ductwork in order to minimize by a discernible amount sound from the air handler in the new community room at a cost not to exceed \$4,200, contingent on the duct liner not materially changing the dimensions of the room. The motion was seconded by Trustee Hopkinson.

The Board discussed how much sound dampening would make the liner worth the cost. Trustee Delano stated that 45 decibels is considered average noise in a relatively quiet room and that speech adds about 20 decibels. If the liner reduces sound by 10 decibels, there would be a noticeable difference.

Trustee Delano questioned how the duct liner will affect the size of the ducts. President Ruggeri will contact Scott Morlock at Williams to find out from its engineering firm, IMEG, the rough order of magnitude by which the liner would reduce the decibel level and the liner's effect on the size of the duct and, consequently, on the room dimensions. President Ruggeri will also ask Scott Morlock how adding a liner will affect the timing of the ductwork fabrication process. The Board also discussed finding out the decibel level of the specific AHU that was installed.

The motion passed on a roll call vote.

#### Roll Call Vote

Yes- Ruggeri, Delano, Long, Berens, Hill, Hopkinson

Williams has advised the Board that it is not approving that portion of the change order for other duct and VAV work based on the information provided by the contractor thus far, but it is possible that the contractor or subcontractor may provide additional information to Williams in the future that justifies including this work in a change order

- vi. Change order for base board enclosure and soffit (cost to be determined) – vote

Williams asked CSIL to remove the drywall work from the change order in the interest of focusing on the work required to get the air handler running as soon as possible. The Board is still waiting to receive a cost estimate for the two-soffit option for the ceiling. President Ruggeri will ask Scott Morlock the cost impact of an 8' ceiling across the entire room.

**Adjournment:** The meeting adjourned at 11:51 AM following a motion by Trustee Berens, seconded by Trustee Long.

Respectfully submitted,  
Elan Long, Secretary



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

<u>Account:</u>	<u>May-23</u>	<u>YTD</u>	<u>2023-2024</u>	<u>% of Budget</u>
				8% as of 5/31/23
Property Taxes	\$ -	\$ -	\$ 1,495,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 8,300	0.00%
Replacement Taxes	\$ -	\$ -	\$ 20,000	0.00%
Lost Books Reimbursed	\$ 259.00	\$ 259.00	\$ 3,500	7.40%
Copy Machine Revenue	\$ 130.86	\$ 130.86	\$ 2,800	4.67%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 660.34	\$ 660.34	\$ 5,000	13.21%
Grants from RFPL Foundation	\$ -	\$ -	\$ 20,000	0.00%
Gifts - other	\$ 5.35	\$ 5.35	\$ 300	1.78%
IL Per Capita Grant	\$ -	\$ -	\$ 17,300	0.00%
Grants, other	\$ -	\$ -	\$ 1,500	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ 3.80	\$ 3.80	\$ 1,000	0.38%
<b>Total:</b>	<b>\$ 1,059.35</b>	<b>\$ 1,059.35</b>	<b>\$ 1,579,200</b>	<b>0.07%</b>
<b>Income:</b>	<b>\$ 1,059.35</b>	<b>\$ 1,059.35</b>	<b>\$ 1,579,200</b>	<b>0.07%</b>
<b>Expense:</b>	<b>\$ 108,887.52</b>	<b>\$ 108,887.52</b>	<b>\$ 1,507,000</b>	<b>7.23%</b>

Prepared 6.13.23



River Forest Public Library

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

Expenses

Personnel

	May-23	Fiscal YTD	Actual % Budget 8% as of 5/31/23	23-24 Budget
Wages & Salaries	\$ 59,044.69	\$ 59,044.69	7.26%	\$ 813,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 3,203.40	5.15%	\$ 62,250
IMRF	\$ 3,383.84	\$ 3,383.84	6.15%	\$ 55,000
Medicare/FICA	\$ 4,413.76	\$ 4,413.76	7.10%	\$ 62,200
Staff Recognition	\$ 201.63	\$ 201.63	6.20%	\$ 3,250
Membership Dues	\$ 1,195.00	\$ 1,195.00	29.88%	\$ 4,000
Staff Training and Development	\$ 1,370.40	\$ 1,370.40	15.23%	\$ 9,000
<b>Total Personnel</b>	<b>\$ 72,812.72</b>	<b>\$ 72,812.72</b>	<b>7.22%</b>	<b>\$ 1,008,700</b>

Support Services

Printing and Advertising

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

Programming

Children's Programs	\$ 652.22	\$ 652.22	4.35%	\$ 15,000
Teen Programs	\$ 749.23	\$ 749.23	9.37%	\$ 8,000
Adult Programs	\$ 1,183.64	\$ 1,183.64	11.27%	\$ 10,500
Special Programs	\$ 2,210.75	\$ 2,210.75	55.27%	\$ 4,000
Connections Programs	\$ 67.62	\$ 67.62	0.81%	\$ 8,300
<b>Total Programs</b>	<b>\$ 4,863.46</b>	<b>\$ 4,863.46</b>	<b>10.62%</b>	<b>\$ 45,800</b>
<b>Total Advertising and Programs</b>	<b>\$ 5,061.06</b>	<b>\$ 5,061.06</b>	<b>9.03%</b>	<b>\$ 56,050</b>

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 750
Technical Support (IT)	\$ 7,250.00	\$ 7,250.00	30.85%	\$ 23,500
Automation Administration	\$ 370.99	\$ 370.99	0.83%	\$ 44,500
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 5,500
Postage & Delivery	\$ 17.99	\$ 17.99	0.80%	\$ 2,250
Audit	\$ -	\$ -	0.00%	\$ 11,000
Payroll and Employment Services	\$ 428.52	\$ 428.52	7.14%	\$ 6,000
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 4,965
Telephone/Internet	\$ 344.41	\$ 344.41	3.13%	\$ 11,000
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 216.10	7.20%	\$ 3,000
<b>Total Other Support Services</b>	<b>\$ 8,628.01</b>	<b>\$ 8,628.01</b>	<b>7.61%</b>	<b>\$ 113,365</b>

**Library Materials**

Books	\$	4,047.89	\$	4,047.89	5.33%	\$	76,000
Print Periodicals	\$	3,196.83	\$	3,196.83	53.28%	\$	6,000
Automated Subscriptions (databases)	\$	-	\$	-	0.00%	\$	11,000
Online E-Content - ebooks/magazines/movies/music	\$	6,723.31	\$	6,723.31	8.58%	\$	78,335
Audio Visual (DVDs, CDs, etc.)	\$	1,306.88	\$	1,306.88	8.17%	\$	16,000
<b>Total Library Materials</b>	<b>\$</b>	<b>15,274.91</b>	<b>\$</b>	<b>15,274.91</b>	<b>8.15%</b>	<b>\$</b>	<b>187,335</b>

**Library and Office Supplies**

Office Supplies	\$	77.12	\$	77.12	1.81%	\$	4,250
Library Supplies	\$	420.20	\$	420.20	7.64%	\$	5,500
Copy And Printing Supplies	\$	-	\$	-	0.00%	\$	2,250
Misc Expenses	\$	79.62	\$	79.62	3.98%	\$	2,000
<b>Total Office Supplies</b>	<b>\$</b>	<b>576.94</b>	<b>\$</b>	<b>576.94</b>	<b>4.12%</b>	<b>\$</b>	<b>14,000</b>
<b>Total Library Materials &amp; Supplies</b>	<b>\$</b>	<b>15,851.85</b>	<b>\$</b>	<b>15,851.85</b>	<b>7.87%</b>	<b>\$</b>	<b>201,335</b>

**Strategic Initiatives**

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

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>	<b>\$</b>	<b>4,750</b>
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**Facility Services**

Insurance	\$	-	\$	-	0.00%	\$	20,000
Maintenance and Custodial Service	\$	5,940.84	\$	5,940.84	8.14%	\$	73,000
Water	\$	-	\$	-	0.00%	\$	3,000
Natural Gas	\$	429.38	\$	429.38	1.53%	\$	28,000
Copier Maintenance and Usage	\$	114.67	\$	114.67	4.59%	\$	2,500
<b>Total Facility Services</b>	<b>\$</b>	<b>6,484.89</b>	<b>\$</b>	<b>6,484.89</b>	<b>5.13%</b>	<b>\$</b>	<b>126,500</b>

**Equipment & Furniture**

Equipment & Furniture	\$	-	\$	-	0.00%	\$	5,000
Technology Misc.	\$	48.99	\$	48.99	1.40%	\$	3,500
<b>Total Equipment &amp; Furniture</b>	<b>\$</b>	<b>48.99</b>	<b>\$</b>	<b>48.99</b>	<b>0.58%</b>	<b>\$</b>	<b>8,500</b>

<b>Total Facilities Management</b>	<b>\$</b>	<b>6,533.88</b>	<b>\$</b>	<b>6,533.88</b>	<b>4.68%</b>	<b>\$</b>	<b>139,750</b>
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<b>Total Operating Expenses</b>	<b>\$</b>	<b>108,887.52</b>	<b>\$</b>	<b>108,887.52</b>	<b>7.12%</b>	<b>\$</b>	<b>1,529,200</b>
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Capital Improvement Reserve Fund	\$	-	\$	-	0.00%	\$	50,000
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<b>Total Expenses</b>	<b>\$</b>	<b>108,887.52</b>	<b>\$</b>	<b>108,887.52</b>	<b>6.90%</b>	<b>\$</b>	<b>1,579,200</b>
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<b>Total Income</b>	<b>\$</b>	<b>1,059.35</b>	<b>\$</b>	<b>1,059.35</b>	<b>0.07%</b>	<b>\$</b>	<b>1,579,200</b>
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Prepared 6.13.23

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

	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Alarm Detection Services</b>				
	05/10/2023	Bill Payment (Check)		-246.63
	05/09/2023	Bill	JUN-AUG '23 FIRE ALARM SERVICE	246.63
<b>AMAZON</b>				
	05/10/2023	Bill Payment (Check)		-863.11
	04/27/2023	Bill	PAINT RESTOCK/ GUESSTIMATION SUPPLIES	170.51
	05/08/2023	Bill	GUESSTIMATION JAR PRIZES SUPPLIES FOR SUGAR SCRUB& TIE	48.91
	04/27/2023	Bill	DYE PROGRAMS	101.03
	04/27/2023	Bill	ESCAPE ROOM SUPPLIES	23.49
	04/28/2023	Bill	LAMINATOR AND POUCHES	129.66
	04/29/2023	Bill	PAINT & BRUSHES RESTOCK	297.91
	05/05/2023	Bill	BINGO SUPPLIES	8.99
	05/07/2023	Bill	"STAFF ONLY" SIGN	14.99
	05/07/2023	Bill	MS MAKERS SUPPLIES	67.62
	05/24/2023	Bill Payment (Check)		-985.18
	05/23/2023	Bill	FAMILY FUN BAG, BAGS	26.99
	05/21/2023	Bill	BOOKS FOR KIT BAGS	168.64
	05/21/2023	Bill	KIT BAG PROPS	91.70
	05/18/2023	Bill	CHECKERS SET	11.34
	05/18/2023	Bill	NEW FIRE TV STICK FOR LOBBY MONITOR	48.99
	05/17/2023	Bill	CRAFT SUPPLIES	5.98
	05/13/2023	Bill	KIT BAG MATERIALS	19.98
	05/12/2023	Bill	PEDESTAL FANS FOR LIBRARY	79.98
	05/12/2023	Bill	PEDESTAL FANS FOR 2ND FLOOR	79.98
	05/11/2023	Bill	BOOKS FOR KITS	136.15
	05/10/2023	Bill	KIT BAG SUPPLIES/SWITCH GAME	202.72
	05/09/2023	Bill	PROGRAM SUPPLIES	11.98
	05/23/2023	Bill	STANCHION FOR SRP PARTY	100.75

**ANDERSON  
ELEVATOR  
COMPANY**

	Bill Payment		
05/10/2023	(Check)		-211.00
05/01/2023	Bill	MAY ELEVATOR MAINTENANCE	211.00

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

	Bill Payment		
05/10/2023	(Check)		-65.69
05/03/2023	Bill	SRP BOOKS	46.54
05/02/2023	Bill	SRP BOOKS	9.57
05/02/2023	Bill	SRP BOOK	9.58
	Bill Payment		
05/24/2023	(Check)		-20.60
05/08/2023	Bill	BOOK	15.82
05/18/2023	Bill	SRP BOOK	4.78

**Cintas Fire  
Protection**

	Bill Payment		
05/24/2023	(Check)		-108.00
05/19/2023	Bill	AED MONTHLY SERVICE	108.00

**CleanNet of Illinois**

	Bill Payment		
05/10/2023	(Check)		-1,398.23
05/01/2023	Bill	MONTHLY CLEANING SERVICE	1,398.23

**Comcast**

	Bill Payment		
05/10/2023	(Check)		-344.41
05/02/2023	Bill	MAY INTERNET BILL	344.41

**Diversity Training  
Consulting**

	Bill Payment		
05/10/2023	(Check)		-600.00
05/10/2023	Bill	In-service speaker remaining balance	600.00

**ELAN FINANCIAL  
SERVICES**



	05/24/2023	Bill Payment (Check)		-3,186.64
	05/24/2023	Bill	CREDIT CARD 4/14-5/12	3,186.64

**GOOD EARTH  
GREENHOUSE**

	05/10/2023	Bill Payment (Check)		-295.00
	04/30/2023	Bill	SPRING PLANTERS	295.00

**Hoopla**

	05/10/2023	Bill Payment (Check)		-2,205.34
	04/30/2023	Bill	APRIL HOOPLA DOWNLOADS	2,205.34

**HR Source**

	05/10/2023	Bill Payment (Check)		-1,195.00
	05/03/2023	Bill	HR SOURCE ANNUAL MEMBERSHIP DUES	1,195.00

**Ingram Library  
Services**

	05/10/2023	Bill Payment (Check)		-521.29
	05/01/2023	Bill	BOOK	18.91
	04/30/2023	Vendor Credit	MANUAL CREDIT INVOICE FOR ASSORTED MISCELLANEOUS CREDITS 11/21- 3/23	-236.85
	05/01/2023	Bill	BOOK	10.68
	05/01/2023	Bill	BOOK	15.69
	05/01/2023	Bill	BOOK	6.91
	05/01/2023	Bill	BOOK	10.18
	05/01/2023	Bill	BOOK	9.93
	05/02/2023	Bill	BOOK	39.09
	05/02/2023	Bill	BOOKS	44.62
	05/02/2023	Bill	BOOKS	31.41
	05/02/2023	Bill	BOOK	17.14
	05/02/2023	Bill	BOOK	11.48
	05/02/2023	Bill	BOOKS	37.44
	05/02/2023	Bill	BOOK	25.53
	05/02/2023	Bill	BOOK	7.18
	05/04/2023	Bill	BOOKS	32.82
	05/04/2023	Bill	BOOKS	207.79

05/04/2023	Bill	BOOK	18.04
05/09/2023	Bill	BOOKS	47.85
05/09/2023	Bill	BOOK	6.31
05/09/2023	Bill	BOOKS	46.99
05/09/2023	Bill	BOOK	12.19
05/01/2023	Bill	BOOKS	99.96
	Bill Payment		
05/24/2023	(Check)		-3,814.19
03/23/2023	Bill	ANNUAL IPAGE REVIEWS CHARGE	350.00
05/09/2023	Bill	BOOKS	34.05
05/09/2023	Bill	BOOK	15.94
05/09/2023	Bill	BOOKS	75.81
05/09/2023	Bill	BOOKS	88.28
05/09/2023	Bill	BOOKS	494.38
05/09/2023	Bill	BOOKS	119.56
05/09/2023	Bill	BOOK	7.78
05/09/2023	Bill	BOOKS	186.11
05/09/2023	Bill	BOOKS	320.99
05/10/2023	Bill	BOOKS	28.25
05/10/2023	Bill	BOOKS	486.30
05/11/2023	Bill	BOOKS	261.98
05/11/2023	Bill	BOOK	16.88
05/11/2023	Bill	BOOKS	147.07
05/11/2023	Bill	BOOKS	15.04
05/11/2023	Bill	BOOKS	37.19
05/11/2023	Bill	BOOK	16.91
05/11/2023	Bill	BOOK	18.01
05/15/2023	Bill	BOOK	55.71
05/15/2023	Bill	BOOKS	86.58
05/15/2023	Bill	BOOK	15.91
05/15/2023	Bill	BOOK	20.15
05/15/2023	Bill	BOOK	33.80
05/15/2023	Bill	BOOKS	28.76
		BOOKS FOR SUMMER READING	
05/15/2023	Bill	PROGRAM/WHEN FRANNY STANDS UP	258.20
05/15/2023	Bill	BOOK	11.95
05/15/2023	Bill	BOOK	8.96
05/16/2023	Bill	BOOK	21.60
05/16/2023	Bill	BOOK	12.46
05/16/2023	Bill	BOOKS	38.79
05/16/2023	Bill	BOOK	18.60
05/16/2023	Bill	BOOKS	32.18
05/16/2023	Bill	BOOK	8.71

05/17/2023	Bill	BOOKS	33.96
05/17/2023	Bill	BOOKS	140.27
05/17/2023	Bill	BOOK	18.04
05/17/2023	Bill	BOOK	12.91
05/17/2023	Bill	BOOK	16.31
05/17/2023	Bill	BOOK	8.71
05/22/2023	Bill	BOOKS	41.51
05/22/2023	Bill	BOOKS	69.95
05/22/2023	Bill	BOOK	12.46
05/22/2023	Bill	BOOKS	87.18

### Kanopy

	Bill Payment		
05/10/2023	(Check)		-171.95
04/30/2023	Bill	APRIL KANOPY DOWNLOADS	171.95

### KLEIN, THORPE & JENKINS, LTD

	Bill Payment		
05/10/2023	(Check)		-64.50
04/30/2023	Bill	MARCH LEGAL SERVICES	64.50

### Konica Minolta Business Solutions

	Bill Payment		
05/10/2023	(Check)		-114.67
05/07/2023	Bill	MAY COPY MACHINE MAINTENANCE	10.46
4/30/2023	Bill	APRIL COPY MACHINE USAGE	104.21

### Konica Minolta Premier Finance

	Bill Payment		
05/10/2023	(Check)		-216.10
05/02/2023	Bill	COPIER LEASE	216.10

### MIDWEST TAPE

	Bill Payment		
05/10/2023	(Check)		-588.92
05/04/2023	Bill	DVD	9.43
05/04/2023	Bill	DVDS	115.45
05/04/2023	Bill	DVDS	61.66
04/26/2023	Bill	DVDS	82.12
04/26/2023	Bill	AUDIOBOOK CD	42.98
04/26/2023	Bill	DVDS	24.86

04/26/2023	Bill	DVDS	98.47
04/26/2023	Bill	AUDIOBOOK CDS	85.96
05/03/2023	Bill	PLAYAWAY	67.99
	Bill Payment		
05/24/2023	(Check)		-403.56
05/17/2023	Bill	DVDS	163.08
05/17/2023	Bill	AUDIOBOOK CD	42.98
05/11/2023	Bill	DVD	25.18
05/11/2023	Bill	DVDS	30.11
05/11/2023	Bill	AUDIOBOOK CD	42.98
05/17/2023	Bill	BLU-RAYS	99.23

### MobileBeacon

	Bill Payment		
05/24/2023	(Check)		-840.00
		1-YR. SERVICE RENEWAL FOR 7	
05/18/2023	Bill	HOTSPOTS	840.00

### Mortenson Roofing Co., Inc.

	Bill Payment		
05/24/2023	(Check)		-782.00
05/10/2023	Bill	ROOF REPAIR	782.00

### NICOR GAS

	Bill Payment		
05/24/2023	(Check)		-429.38
05/24/2023	Bill	GAS BILL	429.38

### Nikki Rung

	Bill Payment		
05/10/2023	(Check)		-525.00
		MAY 18 CHILDREN'S PROGRAM/SING	
05/09/2023	Bill	AND SOAR WITH NANNY NIKKI	525.00

### Oak Brook Mechanical Services, Inc.

	Bill Payment		
05/10/2023	(Check)		-1,474.64
04/30/2023	Bill	Boiler room pipe repair	1,474.64
	Bill Payment		
05/24/2023	(Check)		-3,324.64

04/30/2023	Bill	REPAIR CORRODED PIPE AND LEAK REPAIR IN DRAIN LINE	1,474.64
05/19/2023	Bill	ROUTINE MAINTENANCE VISIT/HVAC	1,850.00

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

05/24/2023	Bill Payment (Check)		-715.17
04/30/2023	Bill	**CAPITAL MICROSOFT SERVER CLIENT	715.17
05/24/2023	Bill Payment (Check)		-7,250.00
05/22/2023	Bill	50 PREPAID SERVICE HOURS	7,250.00

**OverDrive**

05/10/2023	Bill Payment (Check)		-1,064.83
04/27/2023	Bill	8 EBOOKS/7 AUDIOBOOKS 6 EBOOKS	686.77
05/02/2023	Bill	1 AUDIOBOOK	267.52
05/01/2023	Bill	2 EBOOKS	110.54
05/24/2023	Bill Payment (Check)		-2,277.33
05/19/2023	Bill	19 EBOOKS/7 AUDIOBOOKS	965.84
05/19/2023	Bill	18 EBOOKS	340.44
05/16/2023	Bill	3 EBOOKS/1 AUDIOBOOK	133.29
05/09/2023	Bill	6 EBOOKS/6 AUDIOBOOKS	430.52
05/09/2023	Bill	1 EBOOK/1 AUDIOBOOK	75.00
05/19/2023	Bill	2 EBOOKS/6 AUDIOBOOKS	332.24

**PeopleFacts**

05/10/2023	Bill Payment (Check)		-124.55
04/30/2023	Bill	BACKGROUND CHECKS	124.55

**PROFESSIONAL  
IMAGE**

05/10/2023	Bill Payment (Check)		-13.45
04/30/2023	Bill	NAME TAG	13.45

**Rhonda Fentry**

05/10/2023	Bill Payment (Check)		-75.00
05/08/2023	Bill	MAY 6TH '23 MEDITATION SOUNDBATH PROGRAM FEE	75.00

**Rivistas**

05/10/2023	Bill Payment (Check)		-3,501.39
05/10/2023	Bill	Periodicals renewal	3,501.39

**RUBINO  
ENGINEERING INC.**

05/10/2023	Bill Payment (Check)		-961.00
04/30/2023	Bill	**CAPITAL EXPENSE INTERIOR CONCRETE TESTING	961.00

**S&D PRIME  
MAINTENANCE, INC**

05/10/2023	Bill Payment (Check)		-1,833.09
02/02/2023	Bill	FEBRUARY MAINTENANCE	740.00
04/27/2023	Bill	APRIL MAINTENANCE	1,093.09

**SCOTT INGERSON**

05/24/2023	Bill Payment (Check)		-650.00
05/24/2023	Bill	SRP PARTY/ BUBBLE SHOW AND FACEPAINTING	650.00

**SHANNON DUFFY**

05/10/2023	Bill Payment (Check)		-24.74
05/05/2023	Bill	INSERVICE COFFEE	24.74

**Staples**

05/10/2023	Bill Payment (Check)		-569.92
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		ASSTD. PAPER ITEMS (TOILET PAPER, PAPER TOWELS)	
		ASSTD. OFFICE SUPPLIES (BATTERIES, PAPER CLIPS, MAILER ENVELOPE,PENS)	
04/30/2023	Bill		569.92

**Terry Sullivan**

	Bill Payment		
05/10/2023	(Check)		-500.00
05/01/2023	Bill	TERRY SULLIVAN PROGRAM	500.00

**VILLAGE OF RIVER  
FOREST**

	Bill Payment		
05/10/2023	(Check)		-4,244.57
4/30/2023	Bill	April 2023 Health Insurance	4,244.57

**William Hazelgrove**

	Bill Payment		
05/10/2023	(Check)		-300.00
05/08/2023	Bill	AL CAPONE AND THE 1933 WORLDS FAIR PROGRAM (MAY 21, 2023)	300.00

Saturday, Jun 10, 2023 08:20:48 AM GMT-7

**Byline Credit Card May 2023**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
05/31/2023	META	FACEBOOK ADVERTISING	14.00		Expense	Marketing:Advertisement
		**CAPITAL CATALOG				
05/31/2023	DELL TECHNOLOGIES	COMPUTER AND LAPTOP	2,455.50		Expense	Capital Expense:Capital Technology
05/31/2023	The Brown Cow	ICE CREAM/SRP KICK OFF PARTY 1 DAY	1,296.00		Expense	Special Programs
05/30/2023	ALA Store	REGISTRATION FOR ALA .ORG WEBSITE DOMAIN	265.00		Expense	Personnel:Staff Training and Development Support
05/30/2023	Go Daddy.com	RENEWAL/ 1 YEAR	20.99		Expense	Services:Automation - Administration (SWAN, website, etc)
05/30/2023	Jewel Foods	SNACKS FOR CRAFT & SNACK	107.84		Expense	Teen Expenses:Programs- Teen
05/24/2023	ELAN FINANCIAL SERVICES	CREDIT CARD 4/14-5/12		3,186.64	Bill	2000 Accounts Payable
05/24/2023	Ferrara Pan	CANDY FOR MEMORIAL DAY PARADE	164.00		Expense	Special Programs
05/23/2023	Stamps.com	MONTHLY STAMPS.COM FEE	17.99		Expense	Support Services:Postage
05/23/2023	PIONEER PRESS	6 MONTH SUBSCRIPTION/F OREST LEAVES WEBINAR/BOOK	50.75		Expense	Adult Expenses:Periodicals - Adult
05/22/2023	LibraryWorks	BANS AND CENSORSHIP	49.00		Expense	Personnel:Staff Training and Development Adult
05/18/2023	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	29.99		Expense	Expenses:Periodicals - Adult
05/18/2023	River Forest Chocolates	GIFT BASKET MAY ANNUAL MEETING	93.50		Expense	Personnel:Staff Recognition (InService)
05/12/2023		FILM LOVER FRIDAY PROGRAM TREATS	11.13		Expense	Adult Expenses:Programs - Adult



05/12/2023	MICHAELS	FRAME FOR TRUSTEE RESOLUTION SNACKS FOR ADULT	10.99	Expense	Library and Office Expenses:Library Supplies
05/12/2023	Jewel Foods	PROGRAMS	30.32	Expense	Adult Expenses:Programs - Adult
05/11/2023	ScreenCloud	ANNUAL SCREEN CLOUD SUBSCRIPTIONS	183.60	Expense	Marketing:Advertisement
05/11/2023	ALA Store	TRAUMA INFORMED LIBRARY SERVICES WEBINAR	71.10	Expense	Personnel:Staff Training and Development Library and Office Expenses:Library Supplies
05/11/2023	Shelfwiz	SHELF TALKERS FOR DISPLAYS KINDLE TITLES FOR CIRCULATING KINDLES	91.15	Expense	Library and Office Expenses:Library Supplies
05/09/2023	AMAZON	FOOD FOR INSERVICE	163.86	Expense	Online e-Content Personnel:Staff Recognition (InService)
05/08/2023	Jewel Foods		83.39	Expense	

# River Forest Public Library

## Balance Sheet

As of May 31st, 2023

Prepared 6.10.23

### ASSETS

		<u>5/31/2023</u>
<b>Current Assets</b>		
<b>CHECKING/SAVINGS - OPERATIONS ACCOUNT</b>		
<b>Operations Current</b>		<b><u>Interest Rate</u></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
TOTAL Operations Current		1,001,509.70
<b>Maturity Date Long-Term CDARS Reserves</b>		
		<b><u>Interest Rate</u></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
TOTAL CDARS Reserves		134,898.42
<b>TOTAL OPERATIONS ACCOUNT</b>		<b>1,136,408.12</b>
<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>		
		<b><u>Interest Rate</u></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>
TOTAL CURRENT CHECKING/SAVINGS		<b>1,743,871.26</b>
Property Tax Receivable		680,197.51
Prepaid Assets		20,501.90
TOTAL CURRENT ASSETS		<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>		
Accounts Payable		0.00
Credit Cards		6,147.88
Total Credit Cards		<b>6,147.88</b>
Accrued Salaries		42,512.72
Total Current Liabilities		<b>48,660.60</b>
<b>Long-Term Liability</b>		
Deferred Revenue		670,450.32
Total Liabilities		<b>719,110.92</b>
<b>Equity</b>		
Fund Balance Capital		186,853.08
Fund Balance Library		1,467,153.83
Retained Earnings		0.00
Net Income		-117,941.13
Total Equity		<b>1,536,065.78</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>2,255,176.70</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
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Prepared: 6.10.23

May marked the first month of the new fiscal year and of the first year of the new strategic plan. I've played with the format of the Director's Report to highlight work done toward the new strategic directions along with regular updates.

## Strategic Directions

The goal to update physical spaces has been top of mind with renovation underway. We also focused on training, outreach, one of our virtual spaces, and events this May –



### Community

Goal: Deepen community relationships by providing exceptional customer service.

- 84% of staff attended training on providing exceptional customer service in difficult scenarios.
- Victoria Muraiti, Materials Services Manager, and Anne Kowalski, Middle School & Teen Librarian, attended ALA's Trauma-Informed Library Service webinar.
- Brian Wolowitz, ATS Librarian, attended *Reframing the Conversation about Growing Older*, presented by Trish D'Antonio of the Gerontological Society of America.

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

- Children's staff visited Lincoln and Willard schools for book talks, and several Lincoln classes took field trips to the Library to learn about Summer Reading.
- Maywood Fine Arts was featured on the Local Spotlight display.
- The Library joined the OPRF Chamber of Commerce, which offers opportunities for networking, marketing, and continuing ed.
- 30 wonderful staff, trustees, and friends represented the Library in the Memorial Day Parade.



### Spaces

Goal: Expand opportunities for engagement through virtual spaces

S'more, the Children's Services mascot, is helping the Library gain followers as he tags along on staff trips around the world. Kids love following S'more's adventures through our Instagram stories, where they have seen him in Boston, Paris, Rome, and even at a Taylor Swift concert in Nashville!





### *Events, Services & Collections*

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

- Children's launched the spring season with an outdoor performance of Grammy nominated musician, Nanny Nikki. 117 attendees had a great time dancing, singing, and listening to stories!
- The second week of May was Celebrating Seniors Week and ATS kicked things off with their first Live Music in the Library concert, featuring the Terry Sullivan Trio. 40 patrons attended.
- Brian hosted a bingo night and we've had requests to make it a regular program.
- History program, *Al Capone and the 1933 World's Fair*, had 30 attendees and lots of positive feedback.
- Anne wrapped up the after-school Middle School Makers series with a make your own sugar scrub program with 19 happy teens.

### **Staff updates**

- Angela Caringella was hired as a new ATS Associate. She has a background in recreation management and will start her MLIS this fall.
- José Cruz, Children's Librarian, is pursuing his teacher's certification and will begin student teaching full-time this June, when he will transition to a part-time Children's Associate role. We are grateful José will continue on with us while following his dream of becoming a teacher.
- Debbie Larsen, Children's Associate, has accepted the full-time Children's Librarian position and will transition to her new role in July. Debbie has her MLIS and a wealth of experience in Children's Services, including at Riverside and Palos Heights libraries. Debbie has been with RFPL for just under one year, and we are thrilled she can join us full-time.

### **Facility updates**

- Good Earth Greenhouse installed spring planters in time for several large events in the garden.
- Oak Brook Mechanical was in for the first of three regular HVAC maintenance visits of the year.

### **Financial highlights**

- Staff Training and Development reflects expenses from our May in-service day. We have 3 in-service days per fiscal year.
- Program expenses reflect Summer Reading Program purchases, including for the kickoff out of Special Programs.
- Technical Support reflects the purchase of 50 prepaid service hours for the year.
- The balance sheet reflects \$600,000 in a new CIBC checking account. The funds were transferred to two CDARS accounts on June 1<sup>st</sup> and will be reflected on the June balance sheet.

### **Committee updates**

The Facilities Committee met on May 18 and June 1.

## Key Performance Indicators

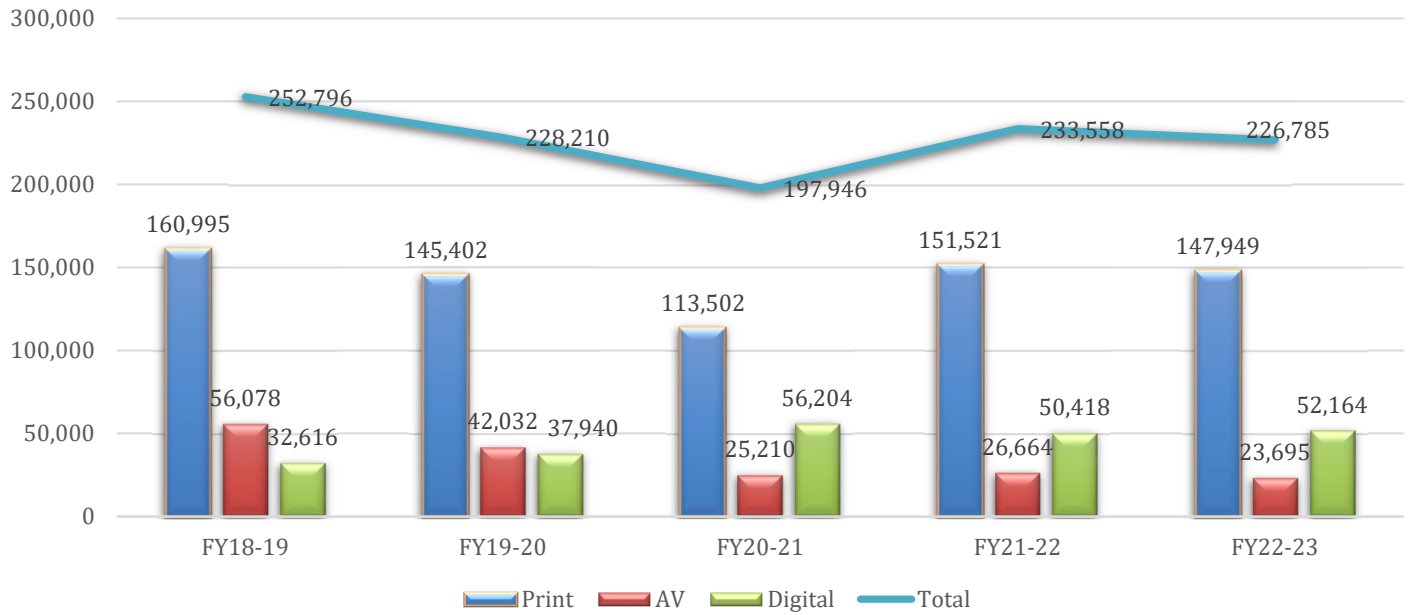
Category	March 2023	April 2023	May 2023
Physical item circulation - initial checkouts	14,373	12,635	11,891
Digital item circulation	4,797	4,278	4,423
<b>Total Circulation</b>	<b>19,170</b>	<b>16,913</b>	<b>16,314</b>
Programs for Adults	16 programs 262 attendees	17 programs 186 attendees	15 programs 172 attendees
Programs Middle School aged children	10 programs 143 attendees	8 programs 130 attendees	10 programs 131 attendees
Programs for Children	24 programs 1056 attendees	26 programs 955 attendees	22 programs 745 attendees
Children's Play Area Visits	1386	864	845
New cardholders added	38	30	26
Total cardholders	8,096	8,096	8,135
Website sessions	6,727	7,103	6,493
Patron visits	9,330	6,971	6,411
Instagram Followers	1,349	1,358	1,375
Facebook Followers	1,330	1,334	1,339

## Fiscal Year-End Statistics

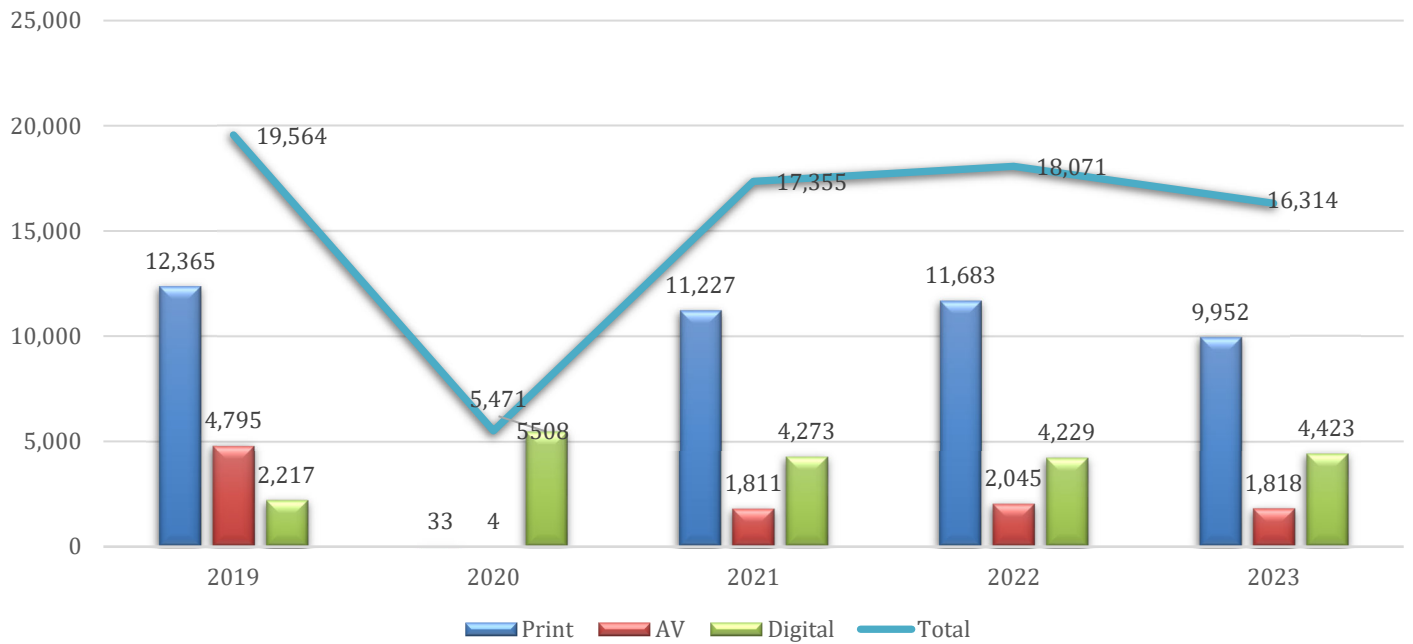
Below are charts comparing collection usage and program attendance over five years. We have seen recovery in print checkouts since the pandemic, though construction caused a dip in children's circulation. Picture books, the highest circulating collection, saw an 18% drop in circulation this spring compared to spring of 2022. The dip continued in May, as you can see in the comparison of May checkouts over 5 years. There were also slight decreases in Middle School Fiction, Lucky Day, and Periodicals checkouts, all categorized as Print. AV checkouts have not recovered since the pandemic, which is not surprising considering the slow death of disc formats, and digital checkouts have remained at a higher level than pre-pandemic years.

Program attendance continues to recover, and we have seen a significant increase in passive program numbers since the monthly guesstimation jars were rolled out this year. Patron visits totaled 84,692, up 9.4% from FY21-22. Children's Services tracked play area usage throughout the year, seeing 5,300 uses. ATS began tracking students in the middle school/teen space this past February and counted 2,039 students in the space through the end of the fiscal year.

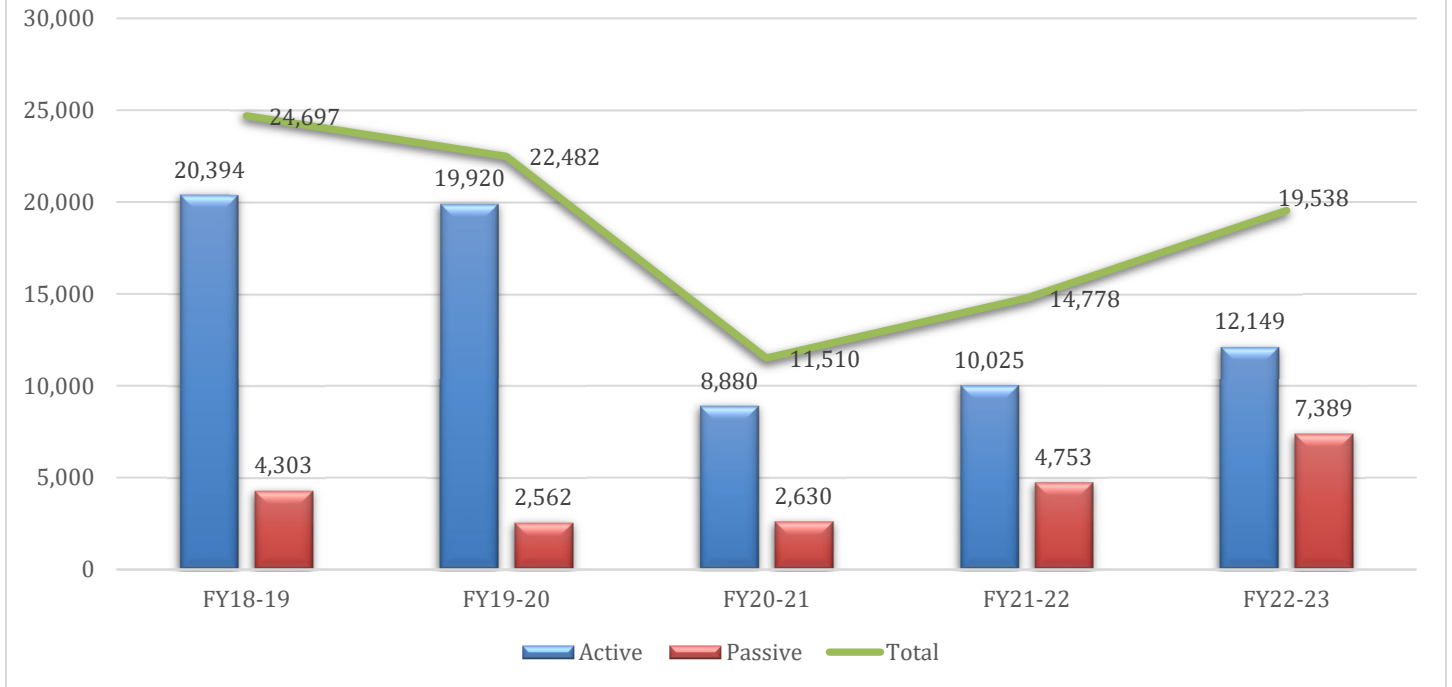
## Checkout Totals - Past 5 Fiscal Years



## Checkouts in May - Past 5 Years



## Program Attendance - Past 5 Fiscal Years



Respectfully submitted,  
Emily Compton  
June 16, 2023



**River Forest Public Library  
Facilities Committee Meeting - DRAFT  
MINUTES  
Thursday, May 18th, 2023, 9:00am**

**Call to Order:** The meeting began at 9:00 am.

**Present:** Committee members Deborah Hill, Cathy Ruggeri, and Scott Delano. Also present were Director Emily Compton and Trustee Jim Hopkinson.

**Visitors:** Representatives from Williams Architects (WA): Andy Dogan, Scott Morlock, and Natalie Clemens. Representative from IMEG: Jeff Oke. Representative from Construction Solutions of Illinois (CSIL): Ron Marlowe.

**New Business**

**Old Business**

A. Air handler relocation and mechanical room renovation

The committee discussed recently installed ductwork that would interfere with the use of the room. Committee members and the representatives from WA, IMEG, and CSIL continued the discussion in the mechanical room.

Mr. Dogan said that the configuration of the ductwork as installed was not what the architectural team was expecting. The ductwork was to enter the room as tight as possible along the wall and ceiling to maximize ceiling height.

Director Compton asked if the return vent would have similar ductwork connected to it that would run across the room. Mr. Oke responded that the return vent does not require additional ductwork and that the return vent screen would be above the ceiling tiles.

The chase for the ductwork along the north wall would be 2' 7" deep. Mr. Dogan indicated that the ceiling tile and lighting would lower the ceiling height by approximately 3". Mr. Oke said that the ductwork should enter the room through the existing opening lower than the location of the ductwork CSIL had installed; this would allow room for two 90-degree elbows. Mr. Oke thought the best solution to maximize ceiling height would be to relocate 4 pipes that are currently on the north side of the room.

Representatives from WA agreed that the piping above the installed ductwork must be relocated to allow for a 90-degree turn of the ductwork into the ceiling.

Relocating these pipes would gain 8-12 inches of ceiling height. Trustee Hopkinson asked if a 90-degree turn would affect the efficiency of the air handler; Mr. Oke said it would not and that the elbows would also help to quiet the noise from the AHU. There was discussion about whether a change order would be required to move those pipes. WA will investigate with CSIL. Trustee Delano asked if the ceiling would be 8 feet after moving the pipes. Mr. Dogan said yes, more or less.

The vent pipe for the new bathroom needs to be moved to the south side of the room to maximize ceiling height; there will be no charge for moving the vent pipe.

Ms. Clemens asked if the ductwork could be flattened to allow for a higher ceiling. Mr. Oke said he would investigate this option, but he didn't believe it would work because the width of the ductwork would have to be increased.

The Committee and visitors returned to the Barbara Hall Meeting Room to continue the discussion.

Trustee Delano asked if the boiler panel was visible when the architects prepared their drawings. Mr. Oke said they didn't know the panel was for the boiler; it is unusual for a boiler panel not to be in the same room as the boiler. They believed that all of the panels in the air handler room were related to the air handler. Mr. Dogan said the panel was shown to be removed.

Trustee Ruggeri asked if the 4 pipes above the ductwork in question were part of the original design as they were always visible. Mr. Oke and Mr. Morlock said those pipes had not been considered during the original design process, but IMEG sent a design to CSIL last week showing relocation of these pipes.

Trustee Delano commented that while it was not obvious that one of the panels in the room was for the boiler, the visible elements of the ceiling shouldn't have been missed in the planning. Mr. Dogan responded that had these elements been included in the original bid documents, the bid price would have been higher.

Trustee Hill asked what the next steps and deliverables are.

Trustee Delano asked how the issue of the brick enclosure being shorter than the air handler is being addressed. Mr. Dogan confirmed that CSIL will raise the wall

at no cost to the Library and that Pete Schimpa from CSIL is looking at this issue now with his masonry contractor.

Mr. Oke said he would need to discuss the ductwork with the mechanical engineering team to complete the plan for a double elbow in the design. Moving the 4 pipes may result in a change order. Engineers will look into whether the pipes need to be moved and whether flattening the ductwork is an option. Mr. Oke said he would get the design side out today. Mr. Marlowe will get pricing and a time frame for the work once he gets the information from the engineers.

Trustee Hill stressed that the priority is getting the AHU running. Trustee Hill asked for change order options including flattening the ductwork as Ms. Clemens had suggested. Mr. Oke said they will run those calculations to see if the fan can handle shrinking the ductwork.

Trustee Ruggeri asked what the time frame would be to complete the work. Mr. Oke said the mechanical engineers would meet that day. Trustee Hill asked if we could expect the plan to fix the ductwork by next week. Mr. Marlowe said he would need change order approvals before developing a timeline. Trustee Delano stressed that Director Compton requires a timeline, including a time frame for the ceiling options, to continue to operate the Library building and suggested working a timeline in with the change order.

Trustee Hill asked if there would be a cost for the new ductwork. Mr. Marlowe said there would be no cost to the Library.

Trustee Hill asked if hooking up the air handler would have to wait until after the wall is raised. Mr. Marlowe said it did not.

The Committee and visitors discussed whether the air handler could be turned on now with the existing ductwork and concluded that running the unit now is not feasible because the exterior ductwork is not hooked up.

Trustee Ruggeri asked if any change needed to be made in the design due to the removal of a unit heater in the Children's Manager's office. Mr. Dogan and Mr. Oke said the space will have sufficient heat without replacing the unit heater.

The visitors left and the Committee discussed the need for a special Board meeting to approve pending and new change orders related to the project.

**Next Meeting: TBD**

**Adjournment:** The meeting adjourned at 10:15 am

**River Forest Public Library  
Facilities Committee Meeting - DRAFT  
MINUTES  
Thursday, June 1st, 2023, 5:00pm**

**Call to Order:** Trustee Hill called the meeting to order at 5:00pm.

**Present:** Committee members Deborah Hill, Cathy Ruggeri, Elan Long, and Ann Berens. Also present were Director Emily Compton, Operations Manager Shannon Duffy, and Trustee Hopkinson. Committee member Delano joined the meeting late.

**New Business**

**Old Business**

- A. Air handler relocation and mechanical room renovation
  - i. Proposals to relocate chiller valves
  - ii. Proposals to update and relocate boiler panel
  - iii. Change order to relocate pipes above air handler ductwork
  - iv. Ceiling renderings from Williams Architects
  - v. Recommended further action

Director Compton presented change orders for three (3) proposals: 1) relocate chiller valves and pipes; 2) install new duct liner and remove/reinstall VAV and diffuser branch duct; and 3) drywall around pipes to remain in room and install drywall soffit in ceiling. The committee discussed effect of proposed work on height of ceiling and at whose cost work should be undertaken. Prior to the meeting, Director Compton had requested proposals for some of the work from Oak Brook Mechanical, who advised that their quotes would not be lower and that they would not be available to complete the work in the near future. The Committee discussed: 1) the order in which the work will need to take place in order to get the air handler operational; 2) the length of time the Library has not had HVAC services (over nine weeks); and 3) the substantial completion date for the project set forth in the Construction Solutions of Illinois contract.

The Committee discussed whether the plastic sheeting in the Children's Room can be temporarily taken down, since drywall work will not be happening for a while.

Director Compton will look into how much additional money has been spent on this project. The Library currently has \$5,300 left of the \$15,000 contingency amount in the contract.

Trustee Delano arrived and provided some insight on the proposals and questions to ask Williams Architects.

**Next Meeting: TBD**

**Adjournment:** The meeting adjourned at 6:32pm following a motion by Trustee Berens, seconded by Trustee Ruggeri.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: June 16, 2023

RE: Air Compressor Replacement

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We noticed a leak under the Library's air compressor the week of June 12<sup>th</sup>, and Oak Brook Mechanical (OMS) came out to inspect it on Thursday. OMS said it needs to be replaced and estimated a new air compressor to cost \$3500. According to our Capital Projects documentation, the thermostats are air operated, and the air compressor controls the pressure of the air moving to the VAV boxes to either heat or cool sections of the building. The air compressor is functional, but, according to our OMS tech, if it breaks the system will not be able to pull chilled air into the building until it is replaced.

Because this is a replacement of an entire piece of equipment, it is a capital purchase. OMS was not able to finish the proposal in time for the board packet. I am asking for approval to purchase a new air compressor with a spending limit of up to \$6,000.

## Annual Goals for Fiscal Year 2023-24

Emily Compton

Effectively manage Library operations to assure continued access to valuable programming, collections, and services. Strategies this year include,

1. Focusing on data-informed decision making.
  - a. Working with the management team, evaluate statistics the Library gathers and reports, with an effort to be in line with IPLAR and the Library's strategic plan.
  - b. Updating the Director's Report to be in line with strategic directions.
  - c. Meeting on a quarterly basis with management team to assess statistics to help guide strategic planning.
2. Fostering an environment that allows Library staff to provide excellent service to the community. This includes regular check-ins with management team and facilitating access to staff development opportunities. There is a particular interest in EDI and sustainability training among staff this year.
3. Raising awareness of the Library through community outreach by attending local events and meetings, and partnering with outside organizations for more robust programs and services.

### Financial Goals

1. Work with the Finance Committee on a strategy to replenish capital reserve funding. The strategy could include additional transfers (outside of the annual budgeted and excess revenues over expenditures transfers) to the capital fund from the operating fund, fundraising with the help of the RFPL Foundation, researching grant opportunities, and use of the Library's maturing CDARS accounts.
2. Continue progress in implementing recommendations from Lauterbach & Amen
  - a. Creating a capital spending versus operating spending policy
  - b. Creating an inventory of capital assets
3. Continue work to remain compliant with state requirements and to be competitive in the library market regarding staff wages and salaries by,
  - a. Budgeting for the final minimum wage ladder increase in FY24-25, and related compression rate increases.
  - b. Reevaluating the Library's pay grades and scale with the release of new HR Source studies on library salaries and pay projections.
  - c. Budgeting to allow for paid time off for all employees in accordance with the IL Paid Leave for All Workers Act.

### Facility Goals

1. Continue management of the room renovation project by,
  - a. Completing management of phase one, continuing to keep the appropriate community, staff, and trustees informed of issues and progress and coordinating details with architects and contractors. Meet with representatives from Williams Architects after project completion to discuss how the project was managed.
  - b. Engage with an architectural firm and develop a timeline for completion of phase two.



- c. If phase two begins during this fiscal year, work with Library staff to minimize interruption of service and keep the community informed about the project.
  - d. Keep open lines of communication with the Village, Board, staff, and stakeholders.
- 2. Complete plan for HVAC repairs by engaging with a mechanical engineering firm to prepare a bid package for necessary repairs. If the Library receives an acceptable bid, set a budget and timeline for the repairs. Work to minimize disruption of Library service and keep stakeholders informed throughout the project.

## MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: June 16, 2023

RE: Air Handler Relocation and Mechanical Room Renovation

---

To aid discussion, included in your packet are:

- Subcontractor estimates for boiler panel relocation
- Change Order No. 7: duct liner, other duct and VAV work, 1-soffit ceiling option, and base board enclosure
- Phase one bid pricing and up-to-date outside-of-bid expenditures breakdown
- FY22-23 Capital Fund Budget, which includes phase one budget items.

If Williams or CSIL supply further documentation, I will bring copies to the regular board meeting.

### *Landscape Repair*

McAdam Landscaping is scheduled to repair Centennial Park on June 29-30, then will manage watering until the grass is established.

### *Boiler and Air Handler Panels*

The Library has requested a change order for a replacement boiler panel to be installed in the boiler room on the south side of the Children's Room. We have also asked that the new air handler panel be installed in the boiler room. CSIL has not yet sent the change order. The subcontractor's estimate for the work was \$7,800, and that does not include overhead and profit cost. (subcontractor estimate attached)

### *Duct Liner Change Order*

The Board had approved the duct liner contingent on the fact that the reduction in decibel level would be significant and that the duct liner would not affect the size of the room. IMEG provided information about decibel reduction based on the frequency of sound. Thank you to Trustee Delano for reviewing IMEG's information and supplying the following:

Supply duct will have about 83 decibels in sound reading without duct liner.

-Low frequency sounds of 125 hz will be reduced by about 8% or a 6.64 dB reduction (barely noticeable)

-250 hz sounds reduced by 31% or a 25.73 dB reduction (noticeable)

-500 hz sounds reduced by 64% or a 53.14 dB reduction (very noticeable)

-1000 hz sounds reduced by 84% or a 69.72 dB reduction (virtually cancels sounds at this frequency)

Scott Morlock of Williams confirmed during the June 15 construction meeting that the change order provides for duct liner in both the supply and return ductwork, that the liner would not impact the 9' ceiling on the east side of the room nor would it impact the 8' ceiling on the west side of the room, and that it would not cause the chase for the ductwork to extend further into the room.

The Library approved the duct liner change order. (Change Order Proposal No. 07 attached, pg. 3)

### *Other Duct and VAV Work*

CSIL's Change Order No. 7 included a \$1,190 charge to "Remove/Reinstall VAV and Diffuser branch duct." Williams has asked for more information about why that is an additional charge, as they didn't believe the Library should be charged for that work. CSIL has not responded to this request. (Change Order Proposal No. 07 attached, pg. 3)

### *Ceiling Height Options*

During the June 15 construction meeting, Williams and CSIL confirmed that the ceiling can be 8' on the west side (measurement was 8' 4.5", so 8' accounting for lighting and ceiling tiles) and 9' on the east side. Our ceiling options are:

1. An 8' ceiling across the entire room. Ron Marlowe of CSIL said this option should not require a change order nor additional cost for the Library.
2. A 1-soffit option with an 8' ceiling across on the west side of the room and a 9' ceiling on the east side of the room, at an additional cost of \$898. (Change Order Proposal No. 07 attached, pg. 4)
3. A 2-soffit option with a 9' ceiling section in the middle of the room. Ron estimated a \$1,250 charge for the second soffit on top of the \$898 for the first soffit). CSIL has not yet provided a change order for the 2-soffit option.

If the Board opts for 2 or 3, a pipe will need to be raised a few inches in the 9' section of the ceiling. Ron said he can raise that pipe, and Scott M. said he did not believe there should be an extra charge to move the pipe.

### *Change Order for the Base Board Enclosure and soffit(s)*

CSIL has not yet provided change orders for the different ceiling configurations. Based on estimates above, the trustees can vote on a ceiling option, which will affect the baseboard enclosure as well.

## CHANGE ORDER

CO Number: 1 R1	CO Date: 2023-05-11
-----------------	---------------------

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>• Add 1: Locate Control Panel in Mechanical Room.</li> <li>• Add 2: Pull wiring through Reading Room after regular work hours.</li> <li>• Deduct 1: Use existing Panel for Plant Control.</li> </ul> Details on Page 2

Change Order Amount: \$7,800.00 Add 1: \$0.00 Add 2: \$260.00 Deduct 1: \$1,170.00
---------------------------------------------------------------------------------------------

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: 2023-05-08

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

## DETAILS:

### Scope of Work:

#### Management / Engineering

- Determine Control Sequence of Operation of Existing System
- Engineer new 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: Locate Control Panel in Mechanical Room

- (Add) Pull Wiring for the AHU to the Mechanical Room
- (Deduct) Pull Wiring for the Plant to the Closet

#### Add 2: Work in Reading Room After Hours

- Pull wiring through Reading Room after hours

#### Deduct 1: Panel for Plant, Panel for AHU

- Install AHU panel in neighboring closet (base bid)
- Reuse existing Panel in Mech Room for new Plant Controllers

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-REVISED

Date: June 1, 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>\$1,681.00</u>

TOTAL : \$20,377.00

\*\*\*\*\*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

  
Construction Solutions of Illinois, Inc.

Total time adjustment: n/a

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

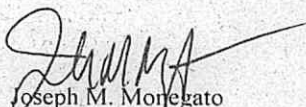
Total \$783.00

## 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

AHU Relocation & Mechanical Room Renovation  
River Forest Public Library

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

**Phase One – Bid Pricing and Outside of Bid Expenditures**

<i>Air handler equipment and installation: \$244,375</i>	
Bid package: HVAC	\$243,000
Bid package: Contingency	\$1,375 (insulation change order)
<i>Concrete pad and masonry enclosure: \$137,421.69</i>	
Bid package: Concrete	\$42,325
Bid package: Masonry	\$32,500
Bid package: Aluminum gate materials	\$11,361
Bid package: Aluminum gate installation	\$3,439
Bid package: Excavation	\$17,135
Bid package: Landscape repair	\$5,510.76 (lowered from \$15,000)
Bid package: Contingency	\$7,759 (orange fence, additional excavation work)
Landscaping: McAdam Landscaping	\$10,702.93 (\$9,978.13 repair, est. \$724.80 for watering)
Fence Repair: RF Park District	\$195
Soil and Materials Testing: Rubino	\$6,494
<i>Infrastructure Work: \$51,125</i>	
Bid package: Fire protection	\$4,625
Bid package: Plumbing	\$15,500
Bid package: Electric	\$31,000
<i>Interior Mechanical Room Renovation: \$35,359</i>	
Bid package: Demolition – Architectural	\$9,050
Bid package: Metal stud & drywall	\$14,754
Bid package: Acoustical ceiling tile	\$4,946
Bid package: Resilient flooring	\$1,655
Bid package: Painting	\$3,450
Bid package: Contingency	\$543 (demolish baseboard heater)
Concrete Testing: Rubino	\$961
<i>Air handler and room renovation combined expenses: \$152,916</i>	
Bid package: Performance & payment bond	\$9,236
Bid package: General conditions	\$44,300
Bid package: Overhead & profit	\$56,377
Bid package: Remaining Contingency	\$5,323
Expended FY22-23	\$22,995 (village fees, legal, bid package engineering, insurance)
Supplemental Heating/Cooling: Axis Air	\$14,685
<i>Construction Administration</i>	
Williams Architects	\$8,400
<b>Total</b>	<b>\$629,596.69</b>

<b>River Forest Public Library Budget 2023-24</b>				
<b>Capital Improvement Fund</b>		<b>Amended Budget</b>	<b>Budget 2023-24</b>	
		<b>2022-23</b>		
Revenues and Transfers				
	Grants	\$	71,499	
	Budgeted Capital Transfer	\$	45,000	\$ 50,000
	Additional Transfers from Operating	\$	100,000	
	Excess of revenues over expenditures from prior fiscal year	\$	196,085	
	<b>Total Revenues</b>	<b>\$</b>	<b>412,584</b>	<b>\$ 50,000</b>
Expenses				
	Technology	\$	49,000	\$ 19,000
	HVAC (not related to air handler project)	\$	20,000	\$ 150,000
	Contingency	\$	15,000	\$ 15,000
	Furniture/Equipment	\$	15,000	\$ -
	<i>Air Handler Project</i>			
	Air handler Equipment and Installation	\$	244,375	\$ -
	Concrete Pad and Masonry Enclosure	\$	137,248	\$ -
	Infrastructure Work	\$	51,125	\$ -
	Interior Mechanical Room Renovation	\$	43,000	\$ 250,000
	Supplemental Heating	\$	14,000	
	Air Handler and Room Renovation Combined Expenses	\$	135,000	\$ -
	Construction Administration Fees	\$	8,400	
	<b>Total Capital Expenses</b>	<b>\$</b>	<b>732,148</b>	<b>\$ 434,000</b>
	Approved March 21, 2023			