



**River Forest Public Library
Regular Board Meeting
May 16, 2023
Immediately following the 6:00 PM Annual Meeting of the
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: 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
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. Strategic Plan 2023 – 2025 – vote
 - e. Director's Annual Goals
 - f. Approval of Closed Session Minutes from April 18, 2023 - vote
 - g. Resolution Authorizing the Destruction of Audio Recordings of Closed Sessions - vote
 - h. Purchase of Prepaid Service Hours from Outsource Solutions Group (OSG) (\$7,250) – vote
 - i. OSG Proposal for Two Replacement Computers (\$2,606.02) - vote
9. 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
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: April 18th, 2023, 6pm - DRAFT

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

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

To begin the meeting, Trustee Berens read the new mission statement from the Strategic Plan.

Visitors and Guests: Scott Delano, Trustee-elect; Rashida Daryko, River Forest resident; Betsy Kelly, River Forest Township Senior Services; Mike Grant, River Forest Park District liaison.

Guest Comment:

Ms. Kelly presented upcoming programs for seniors in River Forest, including those for Celebrating Seniors Week.

Ms. Duffy gave a report on the Operations Manager role at the Library. She outlined duties associated with her role in four areas: Building Management, Finances, Human Resources, and Administration. Trustees thanked her for her service to the Library.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: March 21, 2023
- b. March 2023 Revenue and Expense Reports
- c. March 2023 Bill Payment List and Credit Card Charges
- d. March 31, 2023 Balance Sheet and Capital Reserve Fund

Trustee Berens moved to approve the consent agenda; Trustee Ruggeri seconded the motion.

A few minor edits were made to the March 21st Regular Board Meeting Minutes. Trustees suggested rethinking how we report transfers in the expense report to more accurately reflect monthly expenses and reconsidering post-pandemic Zoom expenses. The consent agenda was approved with the edits to the minutes in a roll call vote.

Roll Call Vote:

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

Patron Suggestions:

Director Compton reported a patron requested stepstools for the second floor and the Library has purchased two.

Director's Report:

Director Compton reported on the following topics:

- Outsource Solutions Group (OSG) installed new server equipment. Some vendors, including PC Res, need to migrate over to the new server before OSG can remove the old server.
- While attending the Directors 2.0 conference, Director Compton attended seminars on a variety of topics including building professional relationships, EDI, and HR. She developed relationships with directors from nearby libraries by working in a group together.
- Axis Air installed 12 units to temporarily heat the building during the air handler relocation project. The total cost to rent the units for 4 weeks was \$10,850. The new air handler should be running in two weeks.
- The Action Plan for implementing the new Strategic Plan will be presented to the Board in the near future.

President's Report:

President Hill reported on the following topics:

- People can sign up to walk with staff in the Memorial Day parade.
- Signup for the Trustee LACONI banquet at the Nineteenth Century Club is in early May.
- The Live and Learn grant has a 24-month completion time so the new bathroom would need to be completed by then if the grant is awarded. An extension can be requested.

New Business

Committee Reports

Facilities Committee

The Facilities committee has not met since the last Board meeting.

Finance Committee

The Finance committee has not met since the last Board meeting and will meet on Thursday, April 20th.

Policy Committee

The Policy Committee has not met since the last Board meeting. It will meet on Thursday, April 20th to discuss oversight policy and new policy requirements.

RFPL Foundation Liaison

The Foundation Board of Directors met just prior to the Library Board meeting today.

Village of River Forest Collaboration Committee Liaison

The committee was supposed to meet in March but rescheduled.

Old Business

Strategic Plan

The Board will vote on the Strategic Plan at the May Regular board meeting.

Air Handler Relocation and Mechanical Room Renovation

Director Compton reported that Construction Solutions of Illinois (CSI) completed the demolition and plumbing. According to the schedule, the library should be able to take the plastic sheet down in the Children's Room, but Director Compton will ask if that is advisable considering drywall work is not complete.

After the air handler was delivered, the River Forest Park District asked for additional landscaping work to be completed. The library had \$15,000 budgeted for landscaping costs. CSI provided the library with a quote of \$24,362 for the remaining landscaping plus the additional work, which would have pushed the landscaping costs over budget by \$9,801. Director Compton asked the Park District for a quote from their contractors of choice. McAdams Landscaping quoted \$9,978.13 to complete the repairs. The Library asked CSI for a landscaping credit to allow acceptance of the McAdams proposal, and they agreed. After receiving credit from CSI, the Library will spend \$488.89 above the original \$15,000 landscaping budget.

The Board discussed the costs and logistics of watering. Director Compton will get clarification on the amount the library will be responsible for. Mike Grant, liaison from the Park District offered to assist.

Trustee Hopkinson moved to approve the McAdams proposal of \$9978.13. The motion was seconded by Trustee Berens and passed on a roll call vote.

Roll Call Vote:

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

Trustee Vacancy

The Board discussed the Trustee job description to be posted on the Library website. Anyone interested in filling the open seat for the remaining 2 years of the term is invited to respond within 30 days.

Closed Session

Trustee Long moved to go into Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library (ref 5 ILCS 120/2c(1)). The motion was seconded by Trustee Ruggeri and passed on a voice vote.

Return to Open Session

A motion to return to Open session was made at 7:47pm by Trustee Berens and seconded by Trustee Ruggeri. The motion passed on a roll call vote.

Roll Call Vote:

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

Trustee Hopkinson moved to set Director Compton's salary at \$103,000 effective May 1, 2023. The motion was seconded by Trustee Smedinghoff and passed on a roll call vote.

Roll Call Vote:

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

Adjournment

The meeting was adjourned at 7:49 pm following a motion by Trustee Smedinghoff which was seconded by Trustee Berens.

Respectfully submitted,
Elan Long, Secretary

Meeting Minutes: Special Board Meeting: May 1st, 2023, 9am - DRAFT

Call to Order: At 9:01am, Vice President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Visitors and Guests: None.

New Business

The Special Meeting was called by Trustees Ruggeri and Smedinghoff to discuss authorizing CIBC as an approved banking institution for investing Library funds as required by Library policy. Given uncertainty regarding delays in property tax payments, the Finance committee recommends investing in CDARS for the short term. Director Compton recommended CIBC because of its attractive interest rates for three- and six-month CDARS as well as ease of administration.

Trustee Smedinghoff moved to name CIBC as an institution authorized to provide financial services to the Library, Trustee Hopkinson seconded.

Trustees discussed potential penalties for early withdrawal of funds, the reputation of CIBC, and strategies for managing maturity periods of the investments. The consensus was that putting \$400,000 in a 3.25 month CDARS account and \$200,000 into a 6.5 month CDARS account would make sense until there is better information on property tax timing and longer term accounts can be considered.

Director Compton will notify Byline Bank that the CDARS account maturing there in August will not be rolled over into a new account.

The motion passed on a roll call vote.

Ayes: Berens, Hopkinson, Long, Ruggeri, Smedinghoff

Trustees discussed proactively authorizing multiple local and national financial institutions to provide financial services to the Library rather than approving one at a time.

Adjournment

The meeting was adjourned at 9:15am following a motion by Trustee Berens, which was seconded by Trustee Smedinghoff.

Respectfully submitted,

Elan Long, Secretary



River Forest Public Library

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

Expense Report: Apr-23

April-23 Fiscal YTD Actual % Budget 22-23 Budget
100% as of 4/30/23

Expenses
Personnel

Wages & Salaries	\$ 62,685.72	\$ 693,374.01	91.23%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,203.40	\$ 34,114.40	56.86%	\$ 60,000
IMRF	\$ 3,129.45	\$ 44,019.52	75.90%	\$ 58,000
Medicare/FICA	\$ 4,839.39	\$ 52,165.60	89.63%	\$ 58,200
Staff Recognition	\$ 601.20	\$ 2,712.07	90.40%	\$ 3,000
Membership Dues	\$ 275.00	\$ 2,350.00	58.75%	\$ 4,000
Staff Training and Development	\$ 750.00	\$ 5,448.57	60.54%	\$ 9,000
Total Personnel	\$ 75,484.16	\$ 834,184.17	87.61%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ 2,187.00	\$ 6,501.00	118.20%	\$ 5,500
Advertising	\$ 15.00	\$ 2,920.96	83.46%	\$ 3,500
Total Printing and Advertising	\$ 2,202.00	\$ 9,421.96	104.69%	\$ 9,000

Programming

Children's Programs	\$ 2,652.89	\$ 13,032.09	100.25%	\$ 13,000
Teen Programs	\$ 1,588.64	\$ 5,682.25	75.76%	\$ 7,500
Adult Programs	\$ 1,092.40	\$ 8,472.50	84.73%	\$ 10,000
Special Programs	\$ 245.00	\$ 2,725.40	90.85%	\$ 3,000
Connections Programs	\$ -	\$ 2,868.89	30.20%	\$ 9,500
Total Programs	\$ 5,578.93	\$ 32,781.13	76.24%	\$ 43,000
Total Advertising and Programs	\$ 7,780.93	\$ 42,203.09	81.16%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 524.82	104.96%	\$ 500
Technical Support (IT)	\$ 1,152.22	\$ 18,493.25	84.06%	\$ 22,000
Automation Administration	\$ 7,338.91	\$ 37,282.03	90.93%	\$ 41,000
Consultant Fees/Legal Fees	\$ 364.50	\$ 15,952.30	132.94%	\$ 12,000
Postage & Delivery	\$ 667.99	\$ 1,974.68	56.42%	\$ 3,500
Audit	\$ -	\$ 9,725.00	97.25%	\$ 10,000
Payroll and Employment Services	\$ 497.92	\$ 5,970.12	142.15%	\$ 4,200
Youth Interventionist Contract	\$ 1,205.00	\$ 4,762.50	99.22%	\$ 4,800
Telephone/Internet	\$ 1,657.60	\$ 11,804.13	94.43%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ 80.00	8.89%	\$ 900
Copy Machine Lease	\$ 226.56	\$ 2,465.83	82.19%	\$ 3,000
Total Other Support Services	\$ 13,110.70	\$ 109,034.66	95.31%	\$ 114,400

Library Materials

Books	\$ 10,502.36	\$ 71,834.02	98.40%	\$ 73,000
Print Periodicals	\$ 154.97	\$ 6,797.95	113.30%	\$ 6,000
Automated Subscriptions (databases)	\$ 1,250.00	\$ 9,196.00	93.84%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 6,570.18	\$ 74,291.99	99.06%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,698.18	\$ 15,585.40	86.59%	\$ 18,000
Total Library Materials	\$ 20,175.69	\$ 177,705.36	97.75%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 149.77	\$ 3,479.40	86.99%	\$ 4,000
Library Supplies	\$ 602.91	\$ 4,026.36	73.21%	\$ 5,500
Copy And Printing Supplies	\$ 317.94	\$ 1,789.47	89.47%	\$ 2,000
Misc Expenses	\$ 81.61	\$ 1,104.51	44.18%	\$ 2,500
Total Office Supplies	\$ 1,152.23	\$ 10,399.74	74.28%	\$ 14,000
Total Library Materials & Supplies	\$ 21,327.92	\$ 188,105.10	96.07%	\$ 195,800

Strategic Initiatives

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

Building Materials & Supplies	\$ 472.67	\$ 4,313.55	95.86%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ 16,291.69	85.75%	\$ 19,000
Maintenance and Custodial Service	\$ 3,962.24	\$ 59,149.54	84.50%	\$ 70,000
Water	\$ 362.92	\$ 2,911.46	145.57%	\$ 2,000
Natural Gas	\$ 2,263.56	\$ 22,650.08	80.89%	\$ 28,000
Copier Maintenance and Usage	\$ 109.94	\$ 1,582.83	60.88%	\$ 2,600
Total Facility Services	\$ 6,698.66	\$ 102,585.60	84.36%	\$ 121,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 1,953.98	27.91%	\$ 7,000
Technology Misc.	\$ 72.81	\$ 1,747.46	38.83%	\$ 4,500
Total Equipment & Furniture	\$ 72.81	\$ 3,701.44	32.19%	\$ 11,500

Total Facilities Management	\$ 7,244.14	\$ 110,600.59	80.38%	\$ 137,600
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Total Operating Expenses	\$ 124,947.85	\$ 1,287,194.84	88.04%	\$ 1,462,000
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Capital Improvement Reserve Fund	\$ -	\$ 45,000.00	100.00%	\$ 45,000
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Total Expenses	\$ 124,947.85	\$ 1,332,194.84	88.40%	\$ 1,507,000
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Total Income	\$ 385,268.01	\$ 1,508,337.35	100.09%	\$ 1,507,000
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Prepared 5.8.23

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	04/20/2023	Bill Payment (Check)		-340.00
	04/05/2023	Bill	TROUBLE VISIT/ALARM	340.00
AMAZON				
	04/04/2023	Bill Payment (Check)		-1,558.24
	03/22/2023	Bill	GUESSTIMATION JAR PRIZE	39.99
	03/23/2023	Bill	MS MAKERS SUPPLIES	54.87
	03/28/2023	Bill	K-cup storage	18.42
	03/31/2023	Bill	Story garden signs	128.85
	04/02/2023	Bill	Summer reading program and play area	464.22
	04/03/2023	Bill	Crafternoon supplies	52.96
	04/03/2023	Bill	Summer program supplies	104.87
	04/03/2023	Bill	Summer program supplies	249.55
	04/03/2023	Bill	Guesstimation jar supplies	13.99
	04/03/2023	Bill	Middle school makers supplies	8.99
	04/03/2023	Bill	Summer reading prizes	222.87
	04/03/2023	Bill	Guesstimation jar prizes	18.99
	04/03/2023	Bill	Guesstimation jar	28.36
	04/03/2023	Bill	Middle school makers supplies	11.77

04/03/2023	Bill	Middle school makers supplies	11.99
04/04/2023	Bill	Middle school makers supplies	10.66
04/04/2023	Bill	Toner for printer	116.89
04/20/2023	Bill Payment (Check)		-1,465.10
04/17/2023	Bill	GUESSTIMATION JAR PRIZES	13.99
04/16/2023	Bill	STORYTIME MATERIALS	24.29
04/16/2023	Bill	GUESSTIMATION JAR PRIZES	38.06
04/15/2023	Bill	SRP	253.23
04/15/2023	Bill	STORY STRETCHERS & FAMILY FUN BAG SUPPLIES	116.37
04/15/2023	Bill	PLAY AREA TOYS	133.48
04/13/2023	Bill	PROGRAM SUPPLIES	13.99
04/11/2023	Bill	STORY STRETCHERS CRAFT SUPPLIES	22.98
04/09/2023	Bill	COMICS CLUB SUPPLIES	254.46
04/06/2023	Bill	MESSY MONDAY SUPPLIES	103.90
04/05/2023	Bill	TEEN SUMMER READING SUPPLIES	89.24
04/05/2023	Bill	CRAFT SUPPLIES FOR PROGRAMS	269.27
04/05/2023	Bill	FLASHLIGHTS	29.90
03/21/2023	Bill	CAPITAL EXPENSE* SPACE HEATERS RETURN HEATER INVOICE#1JNX-434V-	266.91
03/28/2023	Vendor Credit	9DQY RETURN HEATER INVOICE#1JNX-434V-	-54.99
03/28/2023	Vendor Credit	9DQY RETURN HEATER INVOICE#1JNX-434V-	-54.99
03/28/2023	Vendor Credit	9DQY RETURN HEATER INVOICE#1JNX-434V-	-54.99
04/30/2023	Bill Payment (Check)		-282.46

04/17/2023	Bill	SRP PRIZES	89.54
		ORDER # 1JNX-434V-9DQY SPACE	
04/21/2023	Vendor Credit	HEATER REFUND	-101.94
04/15/2023	Bill	PAPERCUTTER FOR CRAFTS	29.99
04/26/2023	Bill	SRP FINISHING PRIZE	86.82
04/25/2023	Bill	BINGO SUPPLIES	28.68
04/25/2023	Bill	STEM CLUB SUPPLIES	34.02
04/22/2023	Bill	GUESSTIMATION JAR	22.29
04/21/2023	Bill	PICTURE BOOKS	20.25
04/21/2023	Bill	CHARGERS/HEADPHONES	72.81

**ANDERSON
ELEVATOR
COMPANY**

	Bill Payment		
04/20/2023	(Check)		-211.00
04/01/2023	Bill	MONTHLY ELEVATOR MAINTENANCE	211.00
	Bill Payment		
04/30/2023	(Check)		-805.00
04/21/2023	Bill	ANNUAL ELEVATOR TESTING	805.00

ANNE KOWALSKI

	Bill Payment		
04/04/2023	(Check)		-37.76
03/24/2023	Bill	CRAFT MATERIALS	37.76

**AXIS PORTABLE
AIR**

	Bill Payment		
04/20/2023	(Check)		-10,855.00
03/27/2023	Bill	CAPITAL EXPENSE** SUPPLEMENTAL HEAT/COOLING	10,855.00

**BAKER & TAYLOR
L442365****

	Bill Payment		
04/20/2023	(Check)		-1,083.53
03/31/2023	Bill	SRP BOOKS	808.65
04/10/2023	Bill	SUMMER READING PRIZE BOOK	4.78
04/11/2023	Bill	SRP BOOKS	14.33
03/31/2023	Bill	SRP BOOKS	160.62
03/31/2023	Bill	SRP BOOKS	88.24
04/10/2023	Bill	SUMMER READING PRIZE BOOK	6.91
	Bill Payment		
04/30/2023	(Check)		-46.77
04/21/2023	Bill	SRP	20.74
04/21/2023	Bill	MS SRP BOOKS	15.41
04/21/2023	Bill	SRP	10.62

BRIAN WOLOWITZ

	Bill Payment		
04/06/2023	(Check)		-9.61
04/06/2023	Bill	Snacks for Film Lovers Friday	9.61

**Cardmember
Service**

	Bill Payment		
04/30/2023	(Check)		-1,710.49
04/15/2023	Bill	STATEMENT 3/15/23-4/13/23	1,710.49

Comcast

	Bill Payment		
04/04/2023	(Check)		-323.88
03/29/2023	Bill	April internet bill	323.88

**COMCAST
BUSINESS
(VoiceEdge)**

04/20/2023	Bill Payment (Check)		-1,333.72
04/01/2023	Bill	APRIL 2023 PHONE BILL	1,333.72

DEMCO, INC.

04/20/2023	Bill Payment (Check)		-180.69
04/11/2023	Bill	ATS STOOLS	180.69
04/30/2023	Bill Payment (Check)		-108.49
04/17/2023	Bill	TECH SERVICES SUPPLIES	108.49

**Diversity Training
Consulting**

04/20/2023	Bill Payment (Check)		-600.00
04/05/2023	Bill	50% DEPOSIT SPEAKER FEE/5-5-23 IN-SERVICE	600.00

EZMail Services

04/30/2023	Bill Payment (Check)		-700.00
04/25/2023	Bill	BOOKPLATE MAILING AND POSTAGE	700.00

Francisca Arnold

04/20/2023	Bill Payment (Check)		-47.38
04/06/2023	Bill	FAREWELL CELEBRATION	47.38

Hoopla

04/04/2023	Bill Payment (Check)		-2,333.03
04/03/2023	Bill	March hoopla checkouts	2,333.03

**Hulen Landscaping
Contractors**

04/30/2023	Bill Payment (Check)		-1,645.00
04/26/2023	Bill	MONTHLY MAINTENANCE AND SPRING CLEANUP/MULCHING	1,645.00

ILA

04/04/2023	Bill Payment (Check)		-150.00
03/25/2023	Bill	DIRECTORS UNIVERSITY	150.00

**Ingram Library
Services**

04/04/2023	Bill Payment (Check)		-363.45
03/22/2023	Bill	BOOK	12.92
03/22/2023	Bill	BOOK	18.73
03/22/2023	Bill	BOOKS	164.58
03/22/2023	Bill	BOOKS	25.22
03/22/2023	Bill	BOOK	30.07
03/23/2023	Bill	BOOKS	36.78
03/23/2023	Bill	BOOK	13.11
03/23/2023	Bill	BOOK	18.03
03/22/2023	Bill	BOOK	23.12
03/22/2023	Bill	BOOK	20.89
04/20/2023	Bill Payment (Check)		-7,547.58
03/24/2023	Bill	BOOKS	54.76
03/24/2023	Bill	BOOKS	25.88

03/27/2023	Bill	BOOKS	191.88
03/27/2023	Bill	BOOKS	61.90
03/27/2023	Bill	BOOKS	60.91
03/27/2023	Bill	BOOK	29.36
03/27/2023	Bill	BOOK	10.49
03/28/2023	Bill	BOOK	17.64
03/28/2023	Bill	BOOK	10.51
03/28/2023	Bill	BOOKS	25.32
03/28/2023	Bill	BOOK	21.03
03/28/2023	Bill	BOOKS	91.86
03/28/2023	Bill	BOOKS	160.67
03/28/2023	Bill	BOOK	17.28
03/28/2023	Bill	BOOK	7.78
03/29/2023	Bill	BOOK	15.38
03/29/2023	Bill	BOOKS	24.19
03/29/2023	Bill	BOOKS	81.11
03/29/2023	Bill	BOOKS	204.02
03/29/2023	Bill	BOOKS	87.34
03/29/2023	Bill	BOOK	13.52
03/29/2023	Bill	BOOKS	81.10
03/29/2023	Bill	BOOKS	56.25
03/29/2023	Bill	BOOK	16.91

03/29/2023	Bill	BOOK	17.47
03/29/2023	Bill	BOOK	22.79
03/29/2023	Bill	BOOK	11.48
03/29/2023	Bill	BOOK	31.16
03/29/2023	Bill	BOOKS	15.56
03/30/2023	Bill	BOOK	19.91
03/30/2023	Bill	BOOK	16.34
03/30/2023	Bill	BOOK	18.59
04/01/2023	Bill	BOOKS	37.90
04/03/2023	Bill	BOOKS	39.58
04/03/2023	Bill	BOOKS	33.60
04/03/2023	Bill	BOOKS	58.06
04/03/2023	Bill	BOOK	18.24
04/03/2023	Bill	BOOKS	19.83
04/03/2023	Bill	BOOKS	27.19
04/03/2023	Bill	BOOKS	37.13
04/03/2023	Bill	BOOKS	41.98
04/03/2023	Bill	BOOKS	95.71
04/03/2023	Bill	BOOKS	33.48
04/03/2023	Bill	BOOKS	201.40
04/03/2023	Bill	BOOK	15.46
04/04/2023	Bill	BOOKS	24.19

04/04/2023	Bill	BOOK	12.38
04/04/2023	Bill	BOOK	21.60
04/04/2023	Bill	BOOKS	68.17
04/04/2023	Bill	BOOKS	52.99
04/04/2023	Bill	BOOK	18.60
04/04/2023	Bill	BOOK	20.12
04/04/2023	Bill	BOOK	20.72
04/04/2023	Bill	BOOK	10.68
04/04/2023	Bill	BOOKS	717.96
04/05/2023	Bill	BOOKS	307.89
04/06/2023	Bill	BOOKS	74.01
04/06/2023	Bill	BOOKS	417.21
04/06/2023	Bill	BOOK	16.14
04/06/2023	Bill	BOOK	16.14
04/06/2023	Bill	BOOK	20.89
04/06/2023	Bill	BOOKS	59.05
04/06/2023	Bill	BOOKS	628.06
04/06/2023	Bill	BOOKS	78.41
04/06/2023	Bill	BOOKS	54.67
04/11/2023	Bill	BOOK	21.60
04/11/2023	Bill	BOOK	11.25
04/11/2023	Bill	BOOK	11.62

04/11/2023	Bill	BOOKS	40.00
04/11/2023	Bill	BOOKS	27.06
04/11/2023	Bill	BOOKS	33.42
04/11/2023	Bill	BOOK	17.28
04/11/2023	Bill	BOOK	7.78
04/11/2023	Bill	BOOKS	405.88
04/11/2023	Bill	BOOKS	153.30
04/11/2023	Bill	BOOKS	33.42
04/12/2023	Bill	BOOKS	145.01
04/12/2023	Bill	BOOK	18.94
04/12/2023	Bill	BOOKS	25.32
04/12/2023	Bill	BOOKS	54.11
04/12/2023	Bill	BOOK	20.72
04/12/2023	Bill	BOOKS	71.81
04/13/2023	Bill	BOOKS	262.25
04/13/2023	Bill	BOOK	11.48
04/13/2023	Bill	BOOKS	51.41
04/13/2023	Bill	BOOK	17.14
04/13/2023	Bill	BOOKS	67.31
04/13/2023	Bill	BOOKS	22.53
04/13/2023	Bill	BOOK	18.89
04/13/2023	Bill	BOOKS	114.11

04/13/2023	Bill	BOOK	13.32
04/13/2023	Bill	BOOK	33.47
04/14/2023	Bill	BOOK	16.48
04/14/2023	Bill	BOOKS	505.38
04/14/2023	Bill	BOOK	23.12
04/14/2023	Bill	BOOKS	162.91
04/14/2023	Bill	BOOKS	20.80
04/14/2023	Bill	BOOK	6.58
04/14/2023	Bill	BOOKS	106.07
03/24/2023	Bill	BOOK	16.51
03/24/2023	Bill	BOOK	18.04
03/24/2023	Bill	BOOKS	109.69
03/24/2023	Bill	BOOKS	23.96
03/24/2023	Bill	BOOK	7.78
04/30/2023	Bill Payment (Check)		-1,976.19
04/19/2023	Bill	BOOK	12.91
04/19/2023	Bill	BOOKS	36.78
04/20/2023	Bill	BOOK	17.39
04/20/2023	Bill	BOOKS	48.43
04/20/2023	Bill	BOOKS	19.67
04/20/2023	Bill	BOOKS	124.42
04/20/2023	Bill	BOOK	9.36

04/20/2023	Bill	BOOKS	32.29
04/20/2023	Bill	BOOKS	24.54
04/21/2023	Bill	BOOKS	214.43
04/21/2023	Bill	BOOK	18.60
04/21/2023	Bill	BOOK	17.89
04/21/2023	Bill	BOOK	12.38
04/21/2023	Bill	BOOK	23.12
04/21/2023	Bill	BOOK	8.11
04/21/2023	Bill	BOOKS	506.43
04/24/2023	Bill	BOOK	21.03
04/24/2023	Bill	BOOK	16.91
04/24/2023	Bill	BOOKS	89.04
04/24/2023	Bill	BOOK	13.16
04/24/2023	Bill	BOOKS	57.68
04/24/2023	Bill	BOOKS	36.13
04/24/2023	Bill	BOOKS	130.16
04/24/2023	Bill	BOOK	17.28
04/24/2023	Bill	BOOK	8.80
04/26/2023	Bill	BOOK	15.38
04/26/2023	Bill	BOOKS	29.14
04/26/2023	Bill	BOOKS	402.35
04/19/2023	Bill	BOOK	12.38

Kanopy

04/04/2023	Bill Payment (Check)		-323.95
04/03/2023	Bill	March kanopy downloads	323.95

**KLEIN, THORPE &
JENKINS, LTD**

04/04/2023	Bill Payment (Check)		-64.50
04/03/2023	Bill	February legal service	64.50

**Konica Minolta
Business Solutions**

04/20/2023	Bill Payment (Check)		-120.40
04/01/2023	Bill	COPY MACHINE USAGE	109.94
04/02/2023	Bill	COPY MACHINE MAINTENANCE	10.46

**Konica Minolta
Premier Finance**

04/04/2023	Bill Payment (Check)		-216.10
03/29/2023	Bill	Copier lease	216.10

LibrariesFirst

04/04/2023	Bill Payment (Check)		-195.00
04/04/2023	Bill	Museum pass subscription	195.00

Library Market

04/20/2023	Bill Payment (Check)		-1,250.00
03/30/2023	Bill	LIBRARY CALENDAR SUBSCRIPTION	1,250.00

**Mid-America
Graphics**

04/30/2023	Bill Payment (Check)		-2,087.00
04/24/2023	Bill	BOOKPLATE PRINTING	2,087.00

MIDWEST TAPE

04/04/2023	Bill Payment (Check)		-190.45
03/22/2023	Bill	AUDIOBOOK CDS	133.94
03/22/2023	Bill	DVDS	56.51
04/20/2023	Bill Payment (Check)		-511.31
04/12/2023	Bill	DVD	26.68
04/12/2023	Bill	AUDIOBOOK CD	42.98
04/12/2023	Bill	BLU-RAY AND DVD	38.37
04/12/2023	Bill	DVD	26.68
04/12/2023	Bill	BLU-RAY/DVD	34.62
04/12/2023	Bill	DVDS	57.91
04/12/2023	Bill	BLU-RAYS AND DVDS	103.42
04/05/2023	Bill	DVD	19.18
03/28/2023	Bill	DVDS	111.27
03/28/2023	Bill	BLU-RAY/DVDS	73.74
03/28/2023	Vendor Credit	UNAPPLIED CREDIT MEMO #18489	-23.54
04/30/2023	Bill Payment (Check)		-553.42
04/19/2023	Bill	AUDIOBOOK CDS	85.96
04/19/2023	Bill	DVDS	250.18
04/19/2023	Bill	DVD	26.68

04/19/2023	Bill	AUDIOBOOK CDS	128.94
04/19/2023	Bill	BLU-RAYS	61.66

NICOR GAS

04/04/2023	Bill Payment (Check)		-1,540.63
03/25/2023	Bill	GAS BILL 2/16-3/19/23	1,540.63
04/30/2023	Bill Payment (Check)		-722.93
04/25/2023	Bill	MONTHLY GAS BILL 3/2 - 4/19	722.93

**OAK PARK
TOWNSHIP YOUTH
SERVICES**

04/20/2023	Bill Payment (Check)		-1,205.00
04/14/2023	Bill	YOUTH ENGAGEMENT PROGRAM Q3 : JAN-MAR 2023	1,205.00

**OLLIS BOOK
CORPORATION**

04/30/2023	Bill Payment (Check)		-595.52
04/20/2023	Bill	BOOKS	595.52

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

04/04/2023	Bill Payment (Check)		-18,039.18
03/22/2023	Bill	CAPITAL EXPENSE* PREPAID HOURS/SERVER INSTALLATION	7,250.00
04/04/2023	Bill	Server hardware	10,789.18
04/20/2023	Bill Payment (Check)		-126.92
04/10/2023	Bill	WEBSITE SSL CERT RENEWAL 2 YRS.	126.92

04/30/2023	Bill Payment (Check)		-4,385.59
04/24/2023	Bill	CAPITAL** WARRANTIES FOR UPS, NAS AND SERVER	4,385.59
04/30/2023	Bill Payment (Check)		-1,825.42
04/18/2023	Bill	MONTHLY SUPPORT AND SENTINELONE MICROSOFT 365 ANNUAL FEE	1,825.42

OverDrive

04/04/2023	Bill Payment (Check)		-258.23
04/03/2023	Bill	2 ebooks	62.49
04/03/2023	Bill	2 ebooks, 1 audiobook	134.99
03/23/2023	Bill	1 EBOOK/1 AUDIOBOOK	60.75
04/20/2023	Bill Payment (Check)		-1,294.42
04/12/2023	Bill	2 EBOOKS	95.53
04/06/2023	Bill	14 EBOOKS/9 AUDIOBOOKS	1,069.62
04/05/2023	Bill	6 EBOOKS/7 AUDIOBOOKS ANNUAL CONTENT CREDIT	511.93
04/12/2023	Vendor Credit	PURCHASE	-653.04
04/04/2023	Bill	5 EBOOKS/ 2 AUDIOBOOKS	270.38
04/30/2023	Bill Payment (Check)		-2,294.55
04/13/2023	Bill	75 EBOOKS/18 AUDIOBOOKS	1,806.93
04/18/2023	Bill	4 EBOOKS/2 AUDIOBOOKS	250.12
04/26/2023	Bill	3 EBOOKS/1 AUDIOBOOK	237.50

PROFESSIONAL IMAGE

04/30/2023	Bill Payment (Check)		-21.95
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04/24/2023	Bill	NAME TAGS	21.95
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Rhonda Fentry

04/04/2023	Bill Payment (Check)		-50.00
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04/03/2023	Bill	Yoga instructor fee	50.00
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**RIVER FOREST
PARK DISTRICT**

04/30/2023	Bill Payment (Check)		-50.00
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04/15/2023	Bill	MEMORIAL DAY PARADE ENTRY FEE	50.00
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**S&D PRIME
MAINTENANCE,
INC**

04/04/2023	Bill Payment (Check)		-860.24
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03/28/2023	Bill	Monthly maintenance service	860.24
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Shannon Gruber

04/30/2023	Bill Payment (Check)		-64.55
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04/27/2023	Bill	SUNDAE BAR INGREDIENTS	64.55
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**Smithereen Pest
Management**

04/04/2023	Bill Payment (Check)		-51.00
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04/04/2023	Bill	Monthly pest prevention	51.00
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Staples

04/20/2023	Bill Payment (Check)		-775.17
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		PAPER MISC. MAINTENANCE SUPPLIES (TOWELS, SOAP, GLOVES, TRASH LINERS ETC) MISC. OFFICE SUPPLIES (ADVIL, SHARPIES, COFFEE CREAMER)	775.17
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SWAN

04/20/2023	Bill Payment (Check)		-6,341.75
04/01/2023	Bill	4TH QUARTER ILS FEES	6,341.75
04/30/2023	Bill Payment (Check)		-197.04
04/21/2023	Bill	4TH QUARTER RECIPROCAL BORROWING FEES	197.04

**SYSTEM WEB
SOLUTIONS, LLC**

04/30/2023	Bill Payment (Check)		-300.00
04/18/2023	Bill	WEBSITE MAINTENANCE, REPAIR OF SITE ISSUES, SET UP OF NEW GOOGLE ANALYTICS	300.00

**VILLAGE OF RIVER
FOREST**

04/04/2023	Bill Payment (Check)		-50.00
03/25/2023	Bill	Elevator inspection	50.00
04/20/2023	Bill Payment (Check)		-362.92
04/05/2023	Bill	JAN-FEB23 WATER BILL	362.92
04/20/2023	Bill Payment (Check)		-4,244.57
04/05/2023	Bill	March 2023 Health Insurance	4,244.57

Williams Architects

04/20/2023	Bill Payment (Check)		-840.00
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04/15/2023	Bill	CAPITAL EXPENSE*	
		CONSTRUCTION ADMINISTRATION	840.00

Friday, May 05, 2023 12:48:05 PM GMT-7

Byline Credit Card April 2023

Date	Payee	Memo	Charge	Payment	Type	Account
04/27/2023	OPRF CHAMBER OF COMMERCE	OPRF CHAMBER OF COMMERCE MEMBERSHIP	275.00		Expense	Personnel:Membership Dues (ALA, ILA)
04/27/2023	Jewel Foods	DRINKS FOR PAINT 'N' SIP	13.57		Expense	Adult Expenses:Programs - Adult
04/26/2023		STAFF RECOGNITION GIFT CARDS	120.00		Expense	Personnel:Staff Recognition (InService)
04/26/2023	Lou Malnati's Pizza	LOU MALNATI'S GIFT CERTIFICATES	120.00		Expense	Personnel:Staff Recognition (InService)
04/26/2023	Jewel Foods	PANCAKE SUPPLIES	52.16		Expense	Teen Expenses:Programs- Teen
04/26/2023	Target	NATIONAL LIBRARY WEEK/CANDY	11.64		Expense	Personnel:Staff Recognition (InService)
04/26/2023	LEA FRENCH STREET FOOD	LEA CAFE GIFT CARDS	120.00		Expense	Personnel:Staff Recognition (InService)
04/24/2023	PANERA BREAD	BREAKFAST/NATIO NAL LIBRARY WEEK	36.01		Expense	Personnel:Staff Recognition (InService)
04/24/2023	American Girl	AMERICAN GIRL DOLLS AND ACCESSORIES	443.00		Expense	Children's Expenses:Non- Print Children's
04/24/2023	MobileBeacon	REPLACEMENT HOTSPOT	66.00		Expense	Online e-Content:Other Online eContent
04/24/2023	PAINT THE TOWN	PAINT AND SIP	386.25		Expense	Adult Expenses:Programs - Adult

04/24/2023	Target	NATIONAL LIBRARY WEEK BREAKFAST/DECORATIONS	81.62	Expense	Personnel:Staff Recognition (InService)
04/24/2023	Jewel Foods	SNACKS/FILM LOVERS FRIDAYS	11.13	Expense	Adult Expenses:Programs - Adult
04/24/2023	Stamps.com	STAMP.COM FUNDS REPLENISHMENT	50.00	Expense	Support Services:Postage
04/19/2023	Stamps.com	MONTHLY STAMPS.COM FEE	17.99	Expense	Support Services:Postage Adult
04/19/2023	WALL STREET JOURNAL	WSJ APRIL MONTHLY CHARGE	29.99	Expense	Expenses:Periodicals - Adult
04/15/2023	Cardmember Service	STATEMENT 3/15/23-4/13/23	1,710.49	Bill	2000 Accounts Payable Children's
04/15/2023	Target	CRAFTERNOON SUPPLIES & SRP SNACKS AND FOOD PRIZE FOR TRIVIA	29.56	Expense	Expenses:Programs - Children's
04/15/2023	Jewel Foods	FEE FOR TRIVIA HOSTS	33.33	Expense	Adult Expenses:Programs - Adult
04/15/2023	Chicago Trivia Guys	FAMILY FUN BAG SUPPLIES	200.00	Expense	Adult Expenses:Programs - Children's
04/12/2023	Oriental Trading	LOBBY MONITOR SUBSCRIPTION	83.95	Expense	Expenses:Programs - Children's
04/07/2023	ScreenCloud	BINS FOR CRAFT CLOSET REORGANIZATION	15.00	Expense	Marketing:Advertisement
04/06/2023	ULINE	1 YR SUBSCRIPTION TO THE ATLANTIC	393.72	Expense	Library and Office Expenses:Library Supplies
04/06/2023	The Atlantic		84.99	Expense	Adult Expenses:Periodicals - Adult

04/06/2023	PLAY IT AGAIN SPORTS	GUESSTIMATION JAR PRIZE (GIFT CARD)	25.00	Expense	Adult Expenses:Programs - Adult
04/06/2023	GOOD EARTH GREENHOUSE	GUESSTIMATION JAR PRIZE (GIFT CARD)	25.00	Expense	Adult Expenses:Programs - Adult Children's Expenses:Programs -
04/06/2023	Target	SRP PRIZES	48.93	Expense	Children's
04/06/2023	PANERA BREAD	COFFEE/COFFEE MONDAY	31.69	Expense	Adult Expenses:Programs - Adult
04/06/2023	MAYO CLINIC PRESS	1 YR SUBSCRIPTION MAYO CLINIC HEALTH LETTER	39.99	Expense	Adult Expenses:Periodicals - Adult
04/04/2023	S & S Worldwide	MAKERS SUPPLIES	118.16	Expense	Teen Expenses:Programs-Teen

River Forest Public Library

Balance Sheet

As of April 30, 2023

Prepared 5.8.23

ASSETS

4/30/2023

Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%	1,085,166.72	
Byline Operations	805669201	0.40%	30,592.48	
Petty Cash			40.00	
TOTAL Operations Current			1,115,799.20	
<u>Maturity Date</u>	Long-Term CDARS Reserves		Interest Rate	
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	68,296.08
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	66,335.52
TOTAL CDARS Reserves			134,631.60	
TOTAL OPERATIONS ACCOUNT			1,250,430.80	
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%	515,840.56	
Byline Capital	805669202	0.40%	93,517.57	
TOTAL CAPITAL ACCOUNT			609,358.13	
TOTAL CURRENT CHECKING/SAVINGS			<u>1,859,788.93</u>	
Property Tax Receivable			680,197.51	
Prepaid Assets			20,501.90	
TOTAL CURRENT ASSETS			<u>2,560,488.34</u>	
TOTAL ASSETS			<u>2,560,488.34</u>	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable			0.00	
Credit Cards				
Byline Credit Card			3,883.41	
Total Credit Cards			<u>3,883.41</u>	
Accrued Salaries			42,512.72	
Total Current Liabilities			<u>46,396.13</u>	
Long-Term Liability				
Deferred Revenue			670,450.32	
Total Liabilities			716,846.45	
Equity				
Fund Balance Capital			186,853.08	
Fund Balance Library			1,467,153.83	
Retained Earnings			0.00	
Net Income			189,634.98	
Total Equity			<u>1,843,641.89</u>	
TOTAL LIABILITIES & EQUITY			<u>2,560,488.34</u>	



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

Capital Reserve Account Balances

ICS Capital Reserve	\$	605,840.56
Byline Capital Checking	\$	<u>10,003.16</u>
Total Capital Reserve Fund	\$	615,843.72

Expenses

Outsource Solutions Group	<u>4/10/2023</u>	\$	18,039.18
Williams Architects	<u>4/20/2023</u>	\$	840.00
Axis Portable Air	<u>4/26/2023</u>	\$	10,855.00
Outsource Solutions Group	<u>4/30/2023</u>	\$	4,385.59

Income

Interest	<u>4/30/2023</u>	\$	258.49
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Prepared: 5.8.23

Administration

April is always a busy month, as we deliver staff performance evaluations, process the last of the fiscal year's deliveries, and begin work on year-end financials. This April the staff strategic planning team also wrapped up meetings and developed an internal activity plan based on the 2023-2025 Strategic Plan directions. Construction was delayed as we discussed several issues with our architects and contractors, though work to install new ductwork for the air handler has begun. Trustee Ruggeri continues to be a tremendous help through the construction project.

Facility updates:

- A&J Sewer performed pump lift cleaning.
- Good Earth Greenhouse installed spring planters in front of the library.
- Hulen Landscaping was on-site for the spring garden cleanup and to mulch the garden.
- Outsource Solutions Group installed the replacement server.

Financial highlights:

- Connections financials were processed, and expenditures were well under the budgeted grant. Our Teen Librarian was new this year, inheriting the program less than a year ago. Now past the transition phase, we plan to increase Connections spending in FY23-24.
- This is Shannon Duffy's first fiscal year end with the Library, so we met in April to run reports and look for errors in Quickbooks. We made corrections which are reflected in this month's financials, most notably:
 - The Spring 2022 Bookplate charge was moved back to FY21-22 because it was mailed in April of 2022
 - Connections related charges were moved from Teen Programming to Connections Programs
 - Digital New York Times expenditure was moved from Automated Subscriptions (Databases) to Online E-Content (ebooks/magazines/movies/music).
- We are still receiving invoices that will be reflected in FY22-23 (an Oak Brook Mechanical invoice for work completed in February just came in this May, for example) and we have not yet run all payroll through April 2023. Kelly Zabinski of Zabinski Consulting will tie out our year end expenditures in Quickbooks before Lauterbach & Amen begin audit fieldwork this July.

Key Performance Indicators Update

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

- Program statistics include both active and passive programs for all ages.
- The total cardholders number fluctuates as SWAN regularly purges expired cardholders and some cardholders move and switch libraries.

Category	February 2023	March 2023	April 2023
Physical item circulation - initial checkouts	13,279	14,373	12,635
Digital item circulation	4,316	4,797	4,278
Total Circulation	17,595	19,170	16,913

Programs for Adults	15 programs 296 attendees	16 programs 262 attendees	17 programs 186 attendees
Programs Middle School aged children	11 programs 182 attendees	10 programs 143 attendees	8 programs 130 attendees
Programs for Children	32 programs 1183 attendees	24 programs 1056 attendees	26 programs 955 attendees
Children's Play Area Visits	951	1386	864
New cardholders added	32	38	30
Total cardholders	8,624	8,096	8,096
Website sessions	6,794	6,727	7,103
Patron visits	8,151	9,330	6,971
Instagram Followers	1,336	1,349	1,358
Facebook Followers	1,326	1,330	1,334

Collection Updates & Notable Programs

April was packed with programs, some new and some annual favorites. Chicago Trivia Guys hosted our first Adult Trivia Night and we had 19 participants. Barbara Henry, a poet who has lived in River Forest for over 30 years, returned to the Library after a 3-year hiatus to do an interactive poetry program. She read some of her poems and invited attendees to read their own work or favorite poems. RFPL's own Jose Cruz even read one of his! It was a wonderful event and she received rave reviews.

Children's and ATS teamed up to host a Family Escape Room event. The sessions were fully booked with full waitlists. We received very positive feedback, and patrons asked if we would do more escape rooms in the future.

Staff Training and Updates

Fran Arnold attended a webinar about website accessibility issues. She also attended the Sarah's Inn *Together We Inspire* breakfast, a community event organized by Sarah's Inn. It was a good opportunity to support one of our community partners and connect with representatives from other organizations. Fran also watched Anythink Libraries' webinar, *Finding Joy: the Library as Space for Playful Learning and Creativity*, which focused on a hospitality model for staff customer service training.

I attended the Illinois State Library Director's University 2.0 in Springfield in April. In addition to growing my network of fellow library directors, I gained valuable insight on topics such as

- improving interview and hiring practices,
- legislation in process, including the Illinois Library System Act, which requires public libraries to prohibit banning books,
- how to incorporate inclusivity and equity into action plans and strategic goals,
- developing and updating capital plans, and
- improving succession plans.

I look forward to incorporating what I've learned this coming year.

Ariel Schick was promoted to Adult & Teen Services Librarian. Ariel has been an Adult & Teen Services Associate since July, 2022 and earned her MLIS last year, so we are so happy she can continue to grow in her career here at the Library.

Public Relations and Outreach

Local spotlight: Maywood Fine Arts is on display through the end of May. Local artist, Nancy Fong, will display her oil paintings in June. Ms. Fong also teaches art to older adults at Dole Center/Park District of Oak Park and will be doing a display of her students' work in July.

The Spring/Summer bookplate was delivered and is also available in the Library.

Committee Updates

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

The Finance Committee met on April 20

The Policy Committee met on April 20

Respectfully submitted,

Emily Compton

May 12, 2023

**River Forest Public Library – DRAFT
Finance Committee Meeting
MINUTES
Thursday, April 20th, 2023, at 2:00 PM**

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

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

Minutes: The February 28th, 2023 minutes were approved with one minor edit.

New Business

- A. Transfer of some operating funds to CDs- discussion
 - a. Trustee Ruggeri outlined a proposal to transfer \$600,00 of operating funds into two CDs while CD interest rates are going up. The library would transfer \$300,000 into a 3-month CD and \$300,00 into a 6-month CD. This would leave four months of expenses liquid. The library would be able to close the CDs early with a penalty if need be. Director Compton will research interest rates at different banks. President Hill suggested doing \$250,000 at two different outside banks.

Trustee Smedinghoff moved to approve the transfer of funds to CDs, President Hill seconded.

Old Business

The library is \$10,000 over for property taxes for the year.

Next Meeting: TBD

Adjournment

President Hill moved to adjourn the meeting at 2:25 pm, seconded by Trustee Ruggeri.

River Forest Public Library
Policy Committee Meeting - DRAFT

MINUTES

Thursday, April 20th at 2:30 pm

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

Call to Order: President Hill called the meeting to order at 2:30 pm.

Minutes: February 9th, 2023 meeting minutes were approved unanimously.

1. Oversight I. Board Responsibilities
 - a. The Committee made minor changes for clarity. The Committee discussed including statute numbers in parentheses wherever an IL act is referenced.
 2. Oversight II. Fiscal Accountability
 - a. Addition of a new bullet for Capital Expenditures and Operating Expenditures.
 3. Oversight III. Investment of Public Funds
 - a. Minor adjustments for clarity. Eliminated point on Collateralization and Safekeeping.
 4. Patrons XIV. Volunteers
 - a. The Committee had questions about the Library's liability in the event a volunteer damages property or injures someone. Director Compton will follow up with the insurance company and will revisit in July.
 5. Loss Leave
 - a. The new IL policy only applies to employers with 50 or more employees because it falls under FMLA. It is not mandated that we offer this benefit. The Committee discussed possibly adding the pregnancy/adoption loss reasons to existing Compassionate Leave policy.
 6. Paid Leave
 - a. Employee tiers and benefits will be updated and reviewed at July meeting. The Committee discussed extending Compassionate Leave to all employees so non-exempt part-time employees under 25 hours are eligible for paid days off.
- Next Meeting: Thursday, July 27th at 2:30pm to discuss Patrons VI. Meeting Room, Patrons X. Child Safety, Patrons XIV. Volunteers, and Staff III. Leaves of Absence (Compassionate Leave).

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 5:11 pm. Trustee Long seconded.



RIVER FOREST PUBLIC
YOUR JOURNEY STARTS HERE
LIBRARY

Strategic Plan 2023 - 2025

VISION: Your place for learning, connection, and inspiration.

MISSION: We bring the community, information, and ideas together to enrich lives by connecting people with high-quality resources, learning opportunities for all ages, exceptional events, and knowledgeable staff in a welcoming atmosphere.

STRATEGIC DIRECTIONS



COMMUNITY

We will ...

- Change outdated perceptions of the library by effectively telling our story,
- Reach new audiences by working with community partners and stakeholders,
- Deepen community relationships by providing exceptional customer service,
- Adapt to shifting and evolving community needs and demographics,
- Strive to make the library the heart of the community,

So that all community members value and feel connected to the library.



SPACES

We will ...

- Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming,
- Be a place where community members can gather in small and large groups,
- Expand opportunities for engagement through virtual spaces,

So the library is positioned as the community hub for connection and inspiration.



EVENTS, SERVICES, AND COLLECTIONS

We will ...

- Support the freedom to read and explore,
- Incorporate and celebrate diversity,
- Learn, respond, and adapt to emerging needs in our community,
- Make it easy to use the library by reducing barriers to access,
- Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events,
- Connect people to resources to thrive in a digital world,

So that community members feel supported as learners and the library strengthens the community.



STAFF

We will ...

- Foster an inclusive, safe space for staff members to learn and contribute,
- Support a culture of wellness and continuous improvement,
- Provide the tools and structures staff members need to find their work meaningful,

So that staff members thrive in a supportive team environment.



RESOURCES

We will ...

- Ensure stable funding,
- Expand ways community members and partners can give back to the library,
- Make data-informed decisions to achieve strategic plan goals,

So that we can continue to build and maintain the vitality of the library for future generations.

River Forest Public Library Strategic Plan

2023-2025



RIVER FOREST PUBLIC
YOUR JOURNEY STARTS HERE
LIBRARY



WHY

River Forest Public Library is a lifelong resource for its community. The library's committed staff, engaged patrons, and essential services create a welcoming and supportive community space. To align its resources with the emerging priorities of the community, the library has undergone a comprehensive strategic planning process with feedback from the community and stakeholders. By implementing a new strategic plan, River Forest Public Library will be able to focus efforts on deepening community engagement and connection; updating library spaces; adapting and providing events, services, and collections; supporting staff; and equipping the library with stable funding and data-driven decision-making.

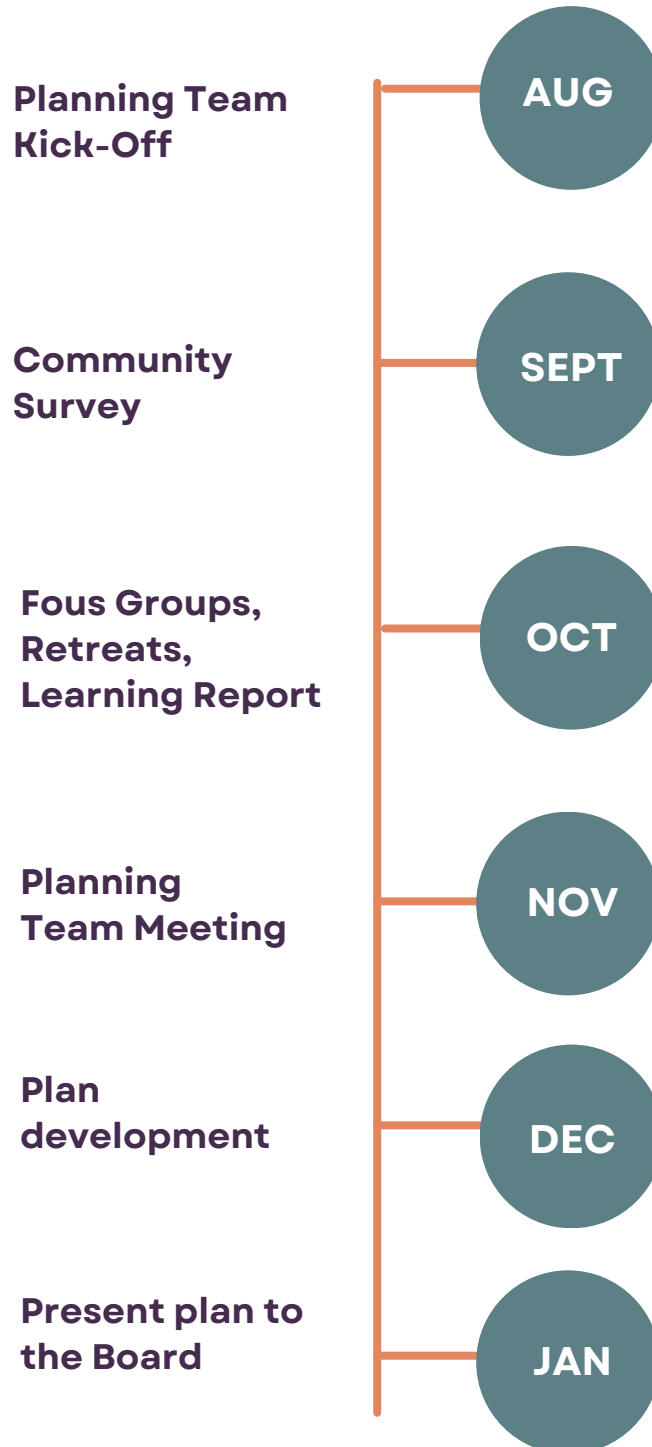
HOW

River Forest Public Library initiated a strategic planning process starting in the Spring of 2022. Amanda E. Standerfer from Fast Forward Libraries LLC was engaged in July 2022 to facilitate the planning process in three phases: Learn, Dream, Do. The Learn phase entailed forming a Planning Team to guide the process, holding staff and Board feedback sessions, conducting a community survey, and leading focus groups. In the Dream phase, the Planning Team discussed possible future pathways for the library. This strategic plan will guide River Forest Public Library through the Do phase, as the library executes its vision for the future.

PROCESS TIMELINE

August 2022 - January 2023

The Planning Team spent months learning about community needs and developing strategies to advance the library's mission over the next three years.



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NEXT STEPS

Implementation and Evaluation

Now that this plan has been adopted by the River Forest Public Library Board of Trustees, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once the plan implementation is underway. The status of the plan and its implementation will be reported regularly to Trustees and stakeholders.

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.

**2023 RESOLUTION OF THE BOARD OF TRUSTEES OF
THE RIVER FOREST PUBLIC LIBRARY
AUTHORIZING THE DESTRUCTION OF AUDIO
RECORDINGS OF CLOSED MEETINGS**

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 et seq. requires public bodies to audio or video record their closed meetings; and

WHEREAS, the Board of Trustees of the River Forest Public Library (the “Board”) has complied with that requirement for the closed meetings set forth in Section 2 of this Resolution; and

WHEREAS, the Open Meetings Act permits public bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist no less than eighteen (18) months after the completion of the closed meeting recorded, but only after such body:

1. approves the destruction of a particular recording; and
2. approves written minutes of the closed meeting that meet the requirements of 5 ILCS 120/2.06(a); and

WHEREAS, for the verbatim record of the closed meetings set forth in Section 2 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and the Board has approved written minutes for each of those meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the River Forest Public Library, Cook County, Illinois, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: That the audio taped verbatim records of the closed meetings held on the following dates are hereby approved for destruction upon reaching a date 18 months passed the completion of those meetings: June 15, 2021; April 19, 2022, and April 18, 2023.

SECTION 3: That the Board President is authorized and directed to sign and the Board Secretary is authorized and directed to attest to this Resolution.

SECTION 4: This Resolution shall be in full force and effect immediately upon its adoption.

Resolution 05.16.2023 Destruction of Audio Recordings of Closed Sessions

ADOPTED by the Board of Trustees of the River Forest Public Library, this ____ day of _____, 2023.

Vote:

AYES:

NAYS:

ABSENT:

Cathy Ruggeri
President, Library Board of Trustees

Dated: _____, 2023

ATTESTED:

Eleanor Long
Secretary, Library Board of Trustees

Dated: _____ . 2023

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: May 12, 2023

RE: OSG Proposals for Prepaid Hours and Two Computer Replacements

There are two proposals in your packet from our IT vendor, Outsource Solutions Group (OSG). The first is for the purchase of 50 service hours for \$7,250. OSG offered the Library the 100-hour block rate for two separate 50-hour blocks of time at the time of our emergency server replacement. The first 50 hours was used to install the new server and was paid for out of FY2022-23 capital fund. This 50-hour block would be paid for out of the FY2023-24 operating fund and will replenish the Library's IT service hours for the year. We accounted for this expenditure in the Technical Support line in this year's operating budget.

The second proposal is for one desktop and one laptop computer, both of which would replace broken machines. The laptop was budgeted for replacement this fiscal year, and the catalog station was not. We had budgeted for 4 computer replacements this year, including the laptop, though OSG has advised that the 3 remaining machines can be replaced in 2023 or 2024. We have some flexibility if we need to postpone replacing the 3 remaining machines until next fiscal year.



PRE-PAID TIME STATEMENT OF WORK

This is a "Statement of Work" or "SOW" under the Professional Services Agreement dated 8/25/2021 between Outsource Solutions Group, a Illinois corporation whose address for notices is 1730 Park Street Suite 225 Naperville IL 60563 ("Vendor") and River Forest Public Library whose address for notices is 735 Lathrop Ave., River Forest, IL 60305 ("Customer") (each of Vendor and Customer, a "Party"; together, the "Parties")."

DESCRIPTION OF SERVICES:

Scope of Services.

OSG agrees to provide, upon Customers' request, skilled and/or certified professional services and resources, including materials if requested, for the purpose of servicing and maintaining Customers' computer networks, related business applications, or other services. OSG will make a good faith effort to satisfy Customers' regular and emergency needs in a timely manner. There will be a one-hour minimum billed for each on-site visit and phone support is billed in 1/4hr increments. Blocks of time are designed for your utmost convenience by providing various on-demand IT services. Rate per hour remains the same for after hours (outside normal support hours 6:30am – 10pm), holidays, and weekends. There is no charge for travel time. **There are no restrictions with the use of prepaid time. However, the hours will expire after 2 years from the time of purchase if unused. Prepaid time is non-refundable. You can simply use the hours when necessary and carry unused hours over from year 1 to year 2.**

Payment: All service requests performed prior to receiving payment for your block of hours will be invoiced at \$185/hour and will not be deducted from your prepaid time balance.

RATES:	Please initial desired selection
_____	\$4,375 for a 25-hour prepaid block of time (\$175/HR)
_____	\$8,250 for a 50-hour prepaid block of time (\$165/HR)
_____	\$11,625 for a 75-hour prepaid block of time (\$155/HR)
_____	\$14,500 for a 100-hour prepaid block of time (\$145/HR)
<input checked="" type="checkbox"/> _____	\$ 7,250 for 50 hour prepaid block of time (\$ 145 /HR)

AGREED:

River Forest Public Library	Outsource Solutions Group, Inc.
Signature	Signature
Name	Name
Title	Title
Date	Date

BSG

Bryan Jones has shared some Dell products with you!

Dell Shopping List <noreply@dell.com>

Tue 5/9/2023 11:34 AM

To: Emily Compton-Dzak <emily.compton@riverforestlibrary.org>

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



Bryan Jones thought you'd like to check out these items from Dell.

Here's the list that Bryan Jones put together for you. Use the links below to find details about all these items on Dell.com.

Bryan Jones's comments:

Item		Quantity	Price
Vostro Small Form Factor	Vostro Small Form Factor	1	\$729.03

View these items on dell.com to see any discounts.

Bundle: XPS 15 Laptop

XPS 15 Laptop	XPS 15 Laptop	1	\$1,607.00
Dell Thunderbolt Dock - WD22TB4	Dell Thunderbolt Dock - WD22TB4	1	\$269.99

Bundle Total: \$1,876.99

Subtotal (3 items)	\$2,606.02
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[Buy on Dell.com](#)

Your Quote Id : 1030959762622

Offers subject to change, not combinable with all other offers. Taxes, shipping, and other fees apply. Free shipping offer valid only in Continental (except Alaska) U.S. Offer not valid for Resellers. Dell reserves the right to cancel orders arising from pricing or other errors. **Payment solutions provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") for qualified customers. Offers may not be available or may vary in certain countries. Where available offers may be changed without notice and are subject to product availability, applicable law, credit approval, documentation provided by and acceptable to DFS and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell EMC and the Dell EMC logo are trademarks of Dell Inc. Restrictions and additional requirements may apply to transactions with governmental or public entities. PCaaS Fair Market Value ("FMV") Lease: At the end of the initial FMV Lease term, lessee may 1) purchase the equipment for the then FMV, 2) renew the lease or 3) return the equipment to DFS.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: May 12, 2023

RE: Air Handler Relocation and Mechanical Room Renovation

Landscape Repair

The Library approved McAdam Landscaping's proposal for landscape repair that was discussed at the April regular board meeting. McAdam will begin repairs in June, and the RF Park District is aware. McAdam also provided a proposal for watering to establish the new grass. They estimate needing 8 visits at \$90.60 per visit, for a total of \$724.80. If they do not need the full 8 visits, the Library will not be charged the full \$724.80. The Library accepted the watering proposal from McAdam.

Ceiling Height

Williams Architects (WA) informed the Library this April that the new room's ceiling height would need to be lowered from 9'5" to 8' due to piping their architects and engineers didn't account for when preparing bid drawings. WA then worked with Construction Solutions of Illinois (CSIL) to prepare alternate ceiling configurations to try to raise part of the room to 9 feet. WA will provide drawings to discuss in time for the regular board meeting on Tuesday.

Relocation of Chiller Valves

Included in your packet is a change order proposal of \$8,680 to cap off and raise two chiller valves located in the ceiling near the south wall of the mechanical room. Relocation of the valves was not included in the bid package by WA, and the valves need to be moved to install the new ceiling. The Library has \$5,323 left in contingency. The cost of the change order minus remaining contingency is \$3,357.

Boiler and Air Handler Panels

Included in your packet is a change order proposal with options to relocate the Library's boiler and air handler panels, both of which are located on the south wall of the mechanical room. The panels can be relocated within the new room's closet or in the boiler room off of the south side of the Children's Room. CSIL was concerned about moving the boiler panel because of its age and recommends replacing it. Both Oak Brook Mechanical (OMS) and Hartwig Mechanical recommended upgrading our control panels when we had our systems evaluated last year. OMS confirmed that the boiler panel can be upgraded without making further changes to the boiler system at this time. The change order options are:

- Relocate existing boiler panel in boiler room and install ahu panel in closet: \$6,630.
- Relocate existing boiler and install ahu in boiler room: \$7,150.
- Install new boiler panel (JCI F4) and ahu panel in boiler room: \$7,800

There is a charge of \$260 to pull wires after regular work hours, so the highest cost would be \$8,060 to install a new boiler panel and ahu in the boiler room with wires pulled after hours. This proposal is from CSIL's subcontractor. After we choose an option, the final change order will come from CSIL, and additional overhead and profit cost may be added.

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

Date: May 1, 2023

Description of Changes are as follows:

Provide additional plumbing work in response to RFI #08 (see attached

TOTAL : \$8,680.00

*****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: _____

COR # 3

May 1, 2023

Attn: CSI
Project: River Forest Library
Re: CH water revisions

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, 8 HR for additional filling / venting and 32 HR for piping revisions.

• Material	\$ 1,000.00
• Subs	\$ 800.00
Subtotal:	\$ 1,800.00
10% oh&p:	\$ 180.00
Total:	\$ 1,980.00
Labor 50 hrs @ 134.00 per hr.:	\$ 6,700.00
Total:	\$ 8,680.00

TOTAL REQUESTED FOR COR: \$ 8,680.00

Augustine J. Cryer

Signed

5-1-2023

Dated

Owners Representative - Accepted

Dated

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"> • Replace existing Plant DX-9100 controller with new JCI F4 Controller • Add 1: Locate Control Panel in Mechanical Room. • Add 2: Pull wiring through Reading Room after regular work hours. • Deduct 1: Use existing Panel for Plant Control.
Details on Page 2

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

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: Building Automation Solutions	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