



**River Forest Public Library
Regular Board Meeting
November 15, 2022
6:00 PM**

**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
 - a. Melaina Maraldi, Children's Services Manager – Summer Reading Program and RFPL Foundation Story Time Grant updates
 - b. Brian Wolowitz, Adult Programming Librarian – ILA Conference update
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: October 18, 2022
 - b. September 2022 Corrected Revenue and Expense Reports
 - c. September 30, 2022 Corrected Balance Sheet
 - d. October 2022 Revenue and Expense Reports
 - e. October 2022 Bill Payment List and Credit Card Charges
 - f. October 31, 2022 Balance Sheet
 - g. Policy updates: Staff VII – Grievance Resolution; Staff VIII – Employee Discipline
5. Old Business
 - a. Air handler relocation and mechanical room renovation
 - i. River Forest Park District Memorandum of Understanding – vote
 - ii. Rubino Engineering Inc. proposal for construction material testing (\$5,202) – vote
 - iii. Amendment to contract with Construction Solutions of Illinois, Inc. - discussion
6. Patron Suggestions
7. Director's Report
 - a. Serving Our Public 4.0 Chapter 13: Marketing, Promotion & Collaboration
8. President's Report
9. New Business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - Oak Brook Mechanical proposal for boiler safeguard and glycol (\$5,315) - vote
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
 - v. Village of River Forest Collaboration Committee Liaison
 - vi. 2022 Levy Resolution - vote
 - vii. Period products questions and answers – discussion
 - viii. Book challenge trends – discussion
10. Adjournment

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

Meeting Minutes: Regular Board Meeting: October 18th, 2022 - DRAFT

Call to Order: At 5:59pm, 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, Jim Hopkinson, Elan Long, Tom Smedinghoff, Karen Stierwalt
- Also Present: Emily Compton (RFPL, Director) was called in via phone and Shannon Duffy (RFPL, Operations Manager) attended in person

Visitors and Guests: Victoria Muraiti (RFPL, Materials Services Manager)

Guest Comments: Ms. Muraiti gave an overview of Library Signup Month. The Library hosted a raffle with prizes from local businesses. During the month, 41 new library cards were issued. She also presented on the Equity, Diversity, and Inclusivity (EDI) Committee's proposal to provide free menstrual products in all the Library's bathrooms.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: September 20th, 2022
- b. September 2022 Revenue and Expense Reports
- c. September 2022 Bill Payment List and Credit Card Charges
- d. September 30, 2022 Balance Sheet
- e. Policy updates: Staff XI- Infectious Materials

Trustee Berens moved to approve the consent agenda. Trustee Hopkinson seconded the motion.

Trustees and Director Compton discussed the on-going issue of the Library's high gas bills including: a) the proposed repair/replacement options from Oak Brook Mechanical (OMS) and Hartwig Mechanical; and b) the potential need to amend the budget later in the year to cover gas charges.

Trustees discussed the status of the September 2022 Revenue and Expense reports and the Balance Sheet that were not finalized. Trustee Berens withdrew her motion to approve the consent agenda and Trustees agreed.

Trustee Berens moved to remove items B and D from the consent agenda and to approve items A, C, and E. Trustee Hopkinson seconded the motion.

Roll Call Vote:

- Ayes: Hill, Berens, Long, Hopkinson, Ruggeri, Smedinghoff, Stierwalt.

Patron Suggestions:

Director Compton reported that there were no new suggestions last month.

Director's Report:

Director Compton reported on the following topics:

- The Strategic Planning Committee held in person and virtual focus group sessions and individual interviews with a combined total of 43 participants. A Learning Report is currently being prepared based on feedback from the focus groups, community survey, and community scan. The report will be distributed to the Board on Friday for review prior to the Board's strategic planning retreat on October 27.
- Trustees asked clarifying questions regarding the burglar alarm, credit card usage, donations to Sarah's Inn collected at the Library, and insurance payments.
- As part of required Trustee training, Director Compton presented Serving Our Public 4.0, chapter 11.

President's Report:

President Hill reported on the following topics:

- The Strategic Planning Committee Learning Report will be emailed to Trustees on Friday. All Trustees should read it before the Trustee Retreat next Thursday.
- Last week, President Hill and Director Compton met with contractors and representatives from Williams Architects about the air handler relocation and room renovation project. The project is scheduled to be completed by the end of May.

New Business

Committee Reports

Facilities Committee

- The Facilities Committee met on September 27th. The Committee discussed the boiler replacement. The next meeting date is not yet scheduled.

Finance Committee

- The Finance Committee met on September 22nd to discuss the draft audit, which is still in a preliminary stage. The Auditors are waiting for pension information from the Village. An extension has been filed for the annual audit, so it is now due December 31, 2022
- Property tax bills have not yet been issued. The Assessor indicates that tax bills may be issued prior to yearend. There was additional discussion of the timing of tax revenue and whether the Library's reserves would be adequate to manage through the delays.

Policy Committee

- The next Policy Committee Meeting is scheduled for January 9th.

RFPL Foundation Liaison

- The Foundation supported the Library at Hoot 'n' Howl by staffing the Information Table and added 24 names to the Foundation's email list.
- The Foundation is currently working on its annual appeal.
- The next regular Foundation meeting will be held on October 25th.

Village of River Forest Collaboration Committee Liaison

- The Collaboration committee met on September 21st at which the Park District presented the Keystone improvement project.
- The committee will meet again in November.

Approval of the 2023 Calendar of Meetings

Trustees approved the 2023 Calendar of Meetings on a voice vote.

\$100,000 Bequest in Capital Fund- Vote

The Library has received a \$100,000 gift in recognition of the donor's sister's love of the Library. The Board expressed appreciation for the bequest and considered options for accepting the gift. Trustee Long moved to accept the gift for deposit into the Library's capital account, Trustee Stierwalt seconded the motion.

Roll call vote

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

Old Business

Air Handler Relocation and Mechanical Room Renovation- Update

Construction will begin with placing fences on the lawn near the soccer field and removing one tree. The Library will reimburse the River Forest Park District for replacement trees that will be planted throughout the Village.

Adjournment

The meeting was adjourned at 6:56pm following a motion by Trustee Berens, seconded by Trustee Hopkinson.

Respectfully submitted,

Elan Long, Secretary



River Forest Public Library
 Fiscal Year: May 1, 2022-April 30, 2023
 Revenue Report: September-22

<u>Account:</u>	<u>September-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				41.66% as of 9/30/22
Property Taxes	\$ -	\$ 2,894.51	\$ 1,415,000	0.20%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ 823.76	\$ 10,845.23	\$ 9,000	120.50%
Lost Books Reimbursed	\$ 200.23	\$ 1,694.69	\$ 3,500	48.42%
Copy Machine Revenue	\$ 932.95	\$ 1,298.58	\$ 3,000	43.29%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 553.66	\$ 2,581.20	\$ 4,800	53.78%
Grants from RFPL Foundation	\$ 3,500.00	\$ 8,850.00	\$ 20,000	44.25%
Gifts - other	\$ 1.00	\$ 172.13	\$ 500	34.43%
IL Per Capita Grant	\$ 17,304.68	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ 4,468.05	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ 65.87	\$ 80.17	\$ 1,200	6.68%
Total:	\$ 27,850.20	\$ 50,904.24	\$ 1,489,000	3.42%
Income:	\$ 27,850.20	\$ 50,904.24	\$ 1,489,000	3.42%
Expense:	\$ 95,146.58	\$ 508,784.80	\$ 1,489,000	34.17%

Prepared 11.9.22



River Forest Public Library

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

Expense Report: Sep-22

September-22 Fiscal YTD Actual % Budget 22-23 Budget
 41.66% as of 9/30/22

Expenses
Personnel

Wages & Salaries	\$ 55,857.51	\$ 277,158.00	36.47%	\$ 760,000
Medical Health Insurance Coverage	\$ -	\$ 9,533.20	15.89%	\$ 60,000
IMRF	\$ 3,233.97	\$ 18,014.06	31.06%	\$ 58,000
Medicare/FICA	\$ 4,284.28	\$ 20,933.03	35.97%	\$ 58,200
Staff Recognition	\$ 59.61	\$ 569.59	18.99%	\$ 3,000
Membership Dues	\$ -	\$ 1,285.00	32.13%	\$ 4,000
Staff Training and Development	\$ 450.00	\$ 2,430.63	27.01%	\$ 9,000
Total Personnel	\$ 63,885.37	\$ 329,923.51	34.65%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ 2,157.00	\$ 4,093.00	74.42%	\$ 5,500
Advertising	\$ 153.25	\$ 1,224.26	34.98%	\$ 3,500
Total Printing and Advertising	\$ 2,310.25	\$ 5,317.26	59.08%	\$ 9,000

Programming

Children's Programs	\$ 13.99	\$ 5,655.80	43.51%	\$ 13,000
Teen Programs	\$ 180.33	\$ 2,236.44	29.82%	\$ 7,500
Adult Programs	\$ 448.04	\$ 2,451.75	24.52%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 642.36	\$ 12,211.55	28.40%	\$ 43,000
Total Advertising and Programs	\$ 2,952.61	\$ 17,528.81	33.71%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ 213.84	42.77%	\$ 500
Technical Support (IT)	\$ 1,703.82	\$ 11,259.55	51.18%	\$ 22,000
Automation Administration	\$ 2,246.38	\$ 9,592.24	23.40%	\$ 41,000
Consultant Fees/Legal Fees	\$ 408.50	\$ 4,556.00	37.97%	\$ 12,000
Postage & Delivery	\$ 922.99	\$ 998.75	28.54%	\$ 3,500
Audit	\$ 5,900.00	\$ 5,900.00	59.00%	\$ 10,000
Payroll and Employment Services	\$ 454.58	\$ 2,492.31	59.34%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 1,147.50	23.91%	\$ 4,800
Telephone/Internet	\$ 121.01	\$ 3,937.89	31.50%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ -	\$ 864.40	28.81%	\$ 3,000
Total Other Support Services	\$ 11,757.28	\$ 40,962.48	35.81%	\$ 114,400

Library Materials

Books	\$ 6,315.07	\$ 27,721.71	37.97%	\$ 73,000
Print Periodicals	\$ 182.82	\$ 5,123.38	85.39%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 8,397.72	85.69%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 4,454.18	\$ 27,497.16	36.66%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 560.80	\$ 5,616.08	31.20%	\$ 18,000
Total Library Materials	\$ 11,512.87	\$ 74,356.05	40.90%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 179.32	\$ 1,724.15	43.10%	\$ 4,000
Library Supplies	\$ 868.90	\$ 2,126.66	38.67%	\$ 5,500
Copy And Printing Supplies	\$ (3.01)	\$ 640.69	32.03%	\$ 2,000
Misc Expenses	\$ 39.00	\$ 272.94	10.92%	\$ 2,500
Total Office Supplies	\$ 1,084.21	\$ 4,764.44	34.03%	\$ 14,000
Total Library Materials & Supplies	\$ 12,597.08	\$ 79,120.49	40.41%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ 170.40	\$ 1,494.61	14.95%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 264.08	\$ 1,432.20	31.83%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 1,506.90	\$ 25,657.41	36.65%	\$ 70,000
Water	\$ -	\$ 1,221.98	61.10%	\$ 2,000
Natural Gas	\$ 1,848.04	\$ 10,088.06	112.09%	\$ 9,000
Copier Maintenance and Usage	\$ 136.99	\$ 784.14	30.16%	\$ 2,600
Total Facility Services	\$ 3,491.93	\$ 37,751.59	36.44%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 187.93	2.68%	\$ 7,000
Technology Misc.	\$ 27.83	\$ 386.18	8.58%	\$ 4,500
Total Equipment & Furniture	\$ 27.83	\$ 574.11	4.99%	\$ 11,500

Total Facilities Management	\$ 3,783.84	\$ 39,757.90	33.24%	\$ 119,600
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Total Operating Expenses	\$ 95,146.58	\$ 508,787.80	35.23%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 95,146.58	\$ 508,787.80	34.17%	\$ 1,489,000
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Total Income	\$ 27,850.20	\$ 50,904.24	3.42%	\$ 1,489,000
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Prepared 11.9.22

River Forest Public Library

Balance Sheet

As of September 30th, 2022

Prepared 11.09.22

ASSETS

				<u>9/30/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		640,163.62
Byline Operations	805669201	0.40%		38,360.24
Petty Cash				40.00
TOTAL Operations Current				678,563.86
Maturity Date	Long-Term CDARS Reserves		Interest Rate	
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,213.92
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,607.51
TOTAL CDARS Reserves				132,821.43
TOTAL OPERATIONS ACCOUNT				811,385.29
CHECKING/SAVINGS - CAPITAL ACCO		Interest Rate		
ICS Capital	805669202	0.08%		264,077.53
Byline Capital	805669202	0.40%		89,983.49
TOTAL CAPITAL ACCOUNT				354,061.02
TOTAL CURRENT CHECKING/SAVINGS				<u>1,165,446.31</u>
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				<u>1,866,145.72</u>
TOTAL ASSETS				<u>1,866,145.72</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				1,429.90
Total Credit Cards				<u>1,429.90</u>
Accrued Salaries				42,512.72
Total Current Liabilities				<u>43,942.62</u>
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				714,392.94
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-502,254.13
Total Equity				<u>1,151,752.78</u>
TOTAL LIABILITIES & EQUITY				<u><u>1,866,145.72</u></u>



River Forest Public Library
 Fiscal Year: May 1, 2022-April 30, 2023
 Revenue Report: October-22

<u>Account:</u>	<u>October-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				50% as of 10/31/22
Property Taxes	\$ -	\$ 2,894.51	\$ 1,415,000	0.20%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 10,845.23	\$ 9,000	120.50%
Lost Books Reimbursed	\$ 119.99	\$ 1,814.68	\$ 3,500	51.85%
Copy Machine Revenue	\$ 52.60	\$ 1,351.18	\$ 3,000	45.04%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 530.51	\$ 3,111.71	\$ 4,800	64.83%
Grants from RFPL Foundation	\$ -	\$ 8,850.00	\$ 20,000	44.25%
Gifts - other	\$ -	\$ 172.13	\$ 500	34.43%
IL Per Capita Grant	\$ -	\$ 17,304.68	\$ 17,000	101.79%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ 4,468.05	\$ 4,000	111.70%
Misc Income	\$ -	\$ 80.17	\$ 1,200	6.68%
Total:	\$ 703.10	\$ 51,607.34	\$ 1,489,000	3.47%
Income:	\$ 703.10	\$ 51,607.34	\$ 1,489,000	3.47%
Expense:	\$ 125,516.46	\$ 634,304.26	\$ 1,489,000	42.60%

Prepared 11.8.22



River Forest Public Library

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

Expense Report: Oct-22

October-22 Fiscal YTD Actual % Budget 22-23
 50% as of 10/31/22 Budget

Expenses
Personnel

Wages & Salaries	\$ 63,830.02	\$ 340,988.02	44.87%	\$ 760,000
Medical Health Insurance Coverage	\$ 7,485.50	\$ 17,018.70	28.36%	\$ 60,000
IMRF	\$ 3,654.35	\$ 21,668.41	37.36%	\$ 58,000
Medicare/FICA	\$ 4,699.29	\$ 25,632.32	44.04%	\$ 58,200
Staff Recognition	\$ 486.40	\$ 1,055.99	35.20%	\$ 3,000
Membership Dues	\$ -	\$ 1,285.00	32.13%	\$ 4,000
Staff Training and Development	\$ 200.00	\$ 2,630.63	29.23%	\$ 9,000
Total Personnel	\$ 80,355.56	\$ 410,279.07	43.09%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 4,093.00	74.42%	\$ 5,500
Advertising	\$ 216.47	\$ 1,440.73	41.16%	\$ 3,500
Total Printing and Advertising	\$ 216.47	\$ 5,533.73	61.49%	\$ 9,000

Programming

Children's Programs	\$ 925.70	\$ 6,581.50	50.63%	\$ 13,000
Teen Programs	\$ 212.40	\$ 2,448.84	32.65%	\$ 7,500
Adult Programs	\$ 958.87	\$ 3,410.62	34.11%	\$ 10,000
Special Programs	\$ -	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 2,096.97	\$ 14,308.52	33.28%	\$ 43,000
Total Advertising and Programs	\$ 2,313.44	\$ 19,842.25	38.16%	\$ 52,000

Other Support Services

ILL and RB Services	\$ 5.46	\$ 219.30	43.86%	\$ 500
Technical Support (IT)	\$ -	\$ 11,259.55	51.18%	\$ 22,000
Automation Administration	\$ 6,341.75	\$ 15,933.99	38.86%	\$ 41,000
Consultant Fees/Legal Fees	\$ 107.50	\$ 4,663.50	38.86%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 1,016.74	29.05%	\$ 3,500
Audit	\$ -	\$ 5,900.00	59.00%	\$ 10,000
Payroll and Employment Services	\$ 394.87	\$ 2,887.18	68.74%	\$ 4,200
Youth Interventionist Contract	\$ 1,205.00	\$ 2,352.50	49.01%	\$ 4,800
Telephone/Internet	\$ 2,277.56	\$ 6,215.45	49.72%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 432.20	\$ 1,296.60	43.22%	\$ 3,000
Total Other Support Services	\$ 10,782.33	\$ 51,744.81	45.23%	\$ 114,400

Library Materials

Books	\$ 6,403.12	\$ 34,124.83	46.75%	\$ 73,000
Print Periodicals	\$ 231.42	\$ 5,354.80	89.25%	\$ 6,000
Automated Subscriptions (databases)	\$ -	\$ 8,397.72	85.69%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 7,656.60	\$ 35,153.76	46.87%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 3,151.26	\$ 8,767.34	48.71%	\$ 18,000
Total Library Materials	\$ 17,442.40	\$ 91,798.45	50.49%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 183.70	\$ 1,907.85	47.70%	\$ 4,000
Library Supplies	\$ 427.59	\$ 2,554.25	46.44%	\$ 5,500
Copy And Printing Supplies	\$ 317.73	\$ 958.42	47.92%	\$ 2,000
Misc Expenses	\$ 93.12	\$ 366.06	14.64%	\$ 2,500
Total Office Supplies	\$ 1,022.14	\$ 5,786.58	41.33%	\$ 14,000
Total Library Materials & Supplies	\$ 18,464.54	\$ 97,585.03	49.84%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ 73.62	\$ 1,568.23	15.68%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 333.45	\$ 1,765.65	39.24%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 10,598.21	\$ 36,255.62	51.79%	\$ 70,000
Water	\$ 636.39	\$ 1,858.37	92.92%	\$ 2,000
Natural Gas	\$ 1,949.93	\$ 12,037.99	133.76%	\$ 9,000
Copier Maintenance and Usage	\$ -	\$ 784.14	30.16%	\$ 2,600
Total Facility Services	\$ 13,184.53	\$ 50,936.12	49.17%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 187.93	2.68%	\$ 7,000
Technology Misc.	\$ 8.99	\$ 395.17	8.78%	\$ 4,500
Total Equipment & Furniture	\$ 8.99	\$ 583.10	5.07%	\$ 11,500

Total Facilities Management	\$ 13,526.97	\$ 53,284.87	44.55%	\$ 119,600
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Total Operating Expenses	\$ 125,516.46	\$ 634,304.26	43.93%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 125,516.46	\$ 634,304.26	42.60%	\$ 1,489,000
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Total Income	\$ 703.10	\$ 51,607.34	3.47%	\$ 1,489,000
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Prepared 11.10.22

**River Forest Public Library
Bills and Applied Payments
October 2022**

AMAZON	Date	Transaction Type	Memo/Description	Amount
	10/03/2022	Bill Payment (Check)		-459.11
	09/27/2022	Bill	PAINT POTS FOR CRAFT PROGRAM	80.75
	09/27/2022	Bill	WITHDRAWN STAMP	21.98
	09/29/2022	Bill	DRY ERASE BOARD FOR MEETING ROOM	99.99
	10/03/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	11.24
	10/03/2022	Bill	1 PHONE CHARGER FOR IN-LIBRARY USE	16.18
	09/27/2022	Bill	PORTABLE CHARGER FOR DVD PLAYER	8.99
	09/27/2022	Bill	TONERS	219.98
	10/06/2022	Bill Payment (Check)		-39.21
	10/05/2022	Bill	STEM+ CRAFTERNOON SUPPLIES	39.21
	10/12/2022	Bill Payment (Check)		-217.99
	10/12/2022	Bill	POPSICLE STICKS AND SHARPIES	26.16
	10/10/2022	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	43.24
	10/06/2022	Bill	STUFFED ANIMAL CAT	28.65
	10/06/2022	Bill	MONEY COUNTER	
	10/06/2022	Bill	KEURIG CLEANING PODS	119.94
	10/20/2022	Bill Payment (Check)		-274.79
	10/18/2022	Bill	VIDEO GAMES	179.67
	10/13/2022	Bill	OCTOBER/NOVEMBER MOVIE NIGHT & GUESSTIMATION JAR (PT.1)	60.15
	10/13/2022	Bill	NOVEMBER MOVIE NIGHT & GUESSTIMATION JAR (PT. 2)	34.97
	10/20/2022	Bill Payment (Check)		-63.18
	10/20/2022	Bill	MINI ART SHOW SUPPLIES	63.18
	10/31/2022	Bill Payment (Check)		-134.95
	10/24/2022	Bill	NOON YEAR'S EVE SUPPLIES	61.25
	10/25/2022	Bill	STEM AND CRAFTERNOON SUPPLIES	73.70

**ELEVATOR
COMPANY**

10/06/2022	Bill Payment (Check)		-580.00
10/04/2022	Bill	ELEVATOR MAINTENANCE VISIT/ PHONE NOT WORKING	580.00
10/12/2022	Bill Payment (Check)		-205.00
10/10/2022	Bill	MONTHLY ELEVATOR MAINTENANCE SERVICE	205.00
10/31/2022	Bill Payment (Check)		-580.00
10/25/2022	Bill	ELEVATOR PHONE MAINTENANCE	580.00

BRIAN WOLOWITZ

10/06/2022	Bill Payment (Check)		-22.14
10/04/2022	Bill	REIMBURSEMENT FOR COFFEE MONDAY COFFEE	22.14

Cardmember

10/31/2022	Bill Payment (Check)		-1,314.02
10/25/2022	Bill	9/15/2022 - 10/14/2022 STATEMENT	1,314.02

Chicago Trivia

10/27/2022	Bill Payment (Check)		-200.00
10/27/2022	Bill	Trivia for in-service day	200.00

Children's Plus

10/06/2022	Bill Payment (Check)		-331.89
10/04/2022	Bill	BOOKS	171.04
10/04/2022	Bill	BOOKS	160.85
10/20/2022	Bill Payment (Check)		-319.76
10/19/2022	Bill	BOOKS (7/8/2022 INVOICE)	234.28
10/12/2022	Bill	BOOKS	85.48

CleanNet of Illinois

10/03/2022	Bill Payment (Check)		-1,398.23
10/03/2022	Bill	MONTHLY CLEANING SERVICE FEE	1,398.23

Comcast

10/03/2022	Bill Payment (Check)		-296.25
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	10/03/2022	Bill	INTERNET BILL SEPTEMBER 30- OCTOBER 29, 2022	296.25
Comcast		Bill Payment (Check)		
	10/03/2022			-992.04
	09/28/2022	Bill	September Phone	992.04
	10/20/2022	Bill Payment (Check)		-989.27
	10/12/2022	Bill	OCTOBER PHONE BILL	989.27
DEMCO, INC.		Bill Payment (Check)		
	10/31/2022			-201.43
	10/24/2022	Bill	TECH SERVICES SUPPLIES	93.99
	10/24/2022	Bill	TECH SERVICES SUPPLIES	107.44
Findaway World,		Bill Payment (Check)		
	10/20/2022			-717.87
	10/18/2022	Bill	WONDERBOOKS	717.87
TECHNOLOGIES, LLC		Bill Payment (Check)		
	10/31/2022			-1,875.00
	10/24/2022	Bill	CAPITAL EXPENSE: 50% INSTALLATION FEE/ALARM SYSTEM	1,875.00
	10/31/2022	Bill Payment (Check)		-93.73
	10/24/2022	Bill	ALARM MONITORING 10/18/22 - 12/31/22	93.73
FUNNY VALENTINE PRESS		Bill Payment (Check)		
	10/29/2022			-250.00
	10/25/2022	Bill	10/30 PROGRAM SPEAKER FEE GOLDEN AGE OF RADIO	250.00
HARTWIG MECHANICAL, INC.		Bill Payment (Check)		
	10/20/2022			-2,100.00
	10/19/2022	Bill	HVAC EVALUATION	2,100.00
Hoopla		Bill Payment (Check)		
	10/06/2022			-1,948.97
	10/04/2022	Bill	SEPTEMBER HOOPLA DOWNLOADS	1,948.97

**Hulen Landscaping
Contractors**

10/03/2022	Bill Payment (Check)		-266.50
10/03/2022	Bill	SEPTEMBER LANDSCAPING	266.50
10/31/2022	Bill Payment (Check)		-266.50
10/27/2022	Bill	OCTOBER LANDSCAPING	266.50

Ingram Library

10/03/2022	Bill Payment (Check)		-1,204.77
09/28/2022	Bill	BOOK	18.78
09/28/2022	Bill	BOOKS	33.81
09/28/2022	Bill	BOOK	17.46
09/28/2022	Bill	BOOK	17.89
09/28/2022	Bill	BOOK	12.89
09/28/2022	Bill	BOOK	17.71
09/28/2022	Bill	BOOKS	16.82
09/29/2022	Bill	BOOK	21.04
09/29/2022	Bill	BOOK	16.91
09/29/2022	Bill	BOOK	17.04
09/29/2022	Bill	BOOK	21.32
09/29/2022	Bill	BOOK	12.91
09/29/2022	Bill	BOOK	20.71
09/29/2022	Bill	BOOK	8.11
09/29/2022	Bill	BOOK	10.29
09/29/2022	Bill	BOOKS	22.21
09/29/2022	Bill	BOOK	17.46
09/29/2022	Bill	BOOK	12.89
09/29/2022	Bill	BOOK	33.94
09/29/2022	Bill	BOOK	34.79
09/29/2022	Bill	BOOKS	21.08

09/29/2022	Bill	BOOK	11.71
09/29/2022	Bill	BOOKS	29.09
09/29/2022	Bill	BOOK	10.49
09/29/2022	Bill	BOOK	16.52
09/29/2022	Bill	BOOK	7.78
09/29/2022	Bill	BOOKS	38.43
09/29/2022	Bill	BOOKS	99.72
09/29/2022	Bill	BOOK	10.51
09/29/2022	Bill	BOOKS	25.32
09/29/2022	Bill	BOOKS	70.38
09/29/2022	Bill	BOOK	21.04
09/29/2022	Bill	BOOK	18.04
09/29/2022	Bill	BOOK	12.92
09/29/2022	Bill	BOOKS	56.37
09/29/2022	Bill	BOOK	18.59
09/29/2022	Bill	BOOK	13.76
09/29/2022	Bill	BOOK	18.04
09/29/2022	Bill	BOOKS	74.40
09/29/2022	Bill	BOOKS	42.03
09/29/2022	Bill	BOOK	16.91
09/29/2022	Bill	BOOK	12.89
09/29/2022	Bill	BOOK	19.73
10/03/2022	Bill	BOOKS	36.82
10/03/2022	Bill	BOOK	16.91
10/03/2022	Bill	BOOK	18.60
10/03/2022	Bill	BOOKS	40.24
10/03/2022	Bill	BOOK	12.92
10/03/2022	Bill	BOOK	20.44
10/03/2022	Bill	BOOK	8.11

10/06/2022	Bill Payment (Check)		-1,020.95
10/05/2022	Bill	BOOK	18.01
10/05/2022	Bill	BOOK	17.47
10/05/2022	Bill	BOOK	18.91
10/05/2022	Bill	BOOKS	509.63
10/04/2022	Bill	BOOKS	73.59
10/04/2022	Bill	BOOKS	45.35
10/04/2022	Bill	BOOK	10.51
10/05/2022	Bill	BOOKS	39.07
10/05/2022	Bill	BOOK	16.90
10/05/2022	Bill	BOOKS	103.91
10/05/2022	Bill	BOOKS	32.76
10/05/2022	Bill	BOOK	18.60
10/05/2022	Bill	BOOK	19.84
10/05/2022	Bill	BOOKS	18.04
10/05/2022	Bill	BOOKS	37.47
10/05/2022	Bill	BOOK	23.42
10/05/2022	Bill	BOOK	17.47
10/12/2022	Bill Payment (Check)		-549.72
10/10/2022	Bill	BOOK	21.32
10/06/2022	Bill	BOOK	11.72
10/06/2022	Bill	BOOK	12.38
10/06/2022	Bill	BOOK	30.54
10/06/2022	Bill	BOOKS	50.78
10/06/2022	Bill	BOOK	13.52
10/06/2022	Bill	BOOKS	93.45
10/06/2022	Bill	BOOK	8.11
10/10/2022	Bill	BOOK	19.90
10/10/2022	Bill	BOOK	19.17

10/10/2022	Bill	BOOK	12.05
10/10/2022	Bill	BOOKS	81.84
10/10/2022	Bill	BOOK	11.81
10/10/2022	Bill	BOOK	12.38
10/10/2022	Bill	BOOKS	83.59
10/10/2022	Bill	BOOKS	37.84
10/10/2022	Bill	BOOK	29.32
10/20/2022	Bill Payment (Check)		-1,419.10
10/12/2022	Bill	BOOK	16.51
10/12/2022	Bill	BOOKS	152.59
10/12/2022	Bill	BOOKS	104.71
10/12/2022	Bill	BOOKS	27.02
10/12/2022	Bill	BOOKS	59.16
10/12/2022	Bill	BOOK	16.88
10/12/2022	Bill	BOOK	24.25
10/13/2022	Bill	BOOKS	32.81
10/13/2022	Bill	BOOK	17.89
10/13/2022	Bill	BOOK	11.69
10/13/2022	Bill	BOOKS	34.34
10/13/2022	Bill	BOOKS	53.87
10/13/2022	Bill	BOOK	18.03
10/13/2022	Bill	BOOK	12.38
10/13/2022	Bill	BOOK	12.05
10/13/2022	Bill	BOOK	7.78
10/13/2022	Bill	BOOK	14.25
10/13/2022	Bill	BOOK	11.16
10/13/2022	Bill	BOOKS	68.92
10/18/2022	Bill	BOOKS	60.37
10/18/2022	Bill	BOOK	6.31

10/18/2022	Bill	BOOK	18.03
10/18/2022	Bill	BOOK	16.31
10/18/2022	Bill	BOOK	20.46
10/18/2022	Bill	BOOKS	117.33
10/18/2022	Bill	BOOK	16.14
10/18/2022	Bill	BOOK	11.06
10/18/2022	Bill	BOOK	10.16
10/18/2022	Bill	BOOK	17.47
10/18/2022	Bill	BOOK	18.03
10/18/2022	Bill	BOOK	21.03
10/20/2022	Bill	BOOK	14.16
10/20/2022	Bill	BOOKS	40.20
10/20/2022	Bill	BOOK	17.46
10/20/2022	Bill	BOOKS	43.34
10/20/2022	Bill	BOOK	14.64
10/20/2022	Bill	BOOK	21.32
10/20/2022	Bill	BOOK	18.60
10/20/2022	Bill	BOOKS	31.55
10/20/2022	Bill	BOOK	18.04
10/20/2022	Bill	BOOK	21.43
10/20/2022	Bill	BOOKS	149.37
10/31/2022	Bill Payment (Check)		-1,556.93
10/20/2022	Bill	BOOKS	155.60
10/20/2022	Bill	BOOKS	30.05
10/20/2022	Bill	BOOK	16.14
10/20/2022	Bill	BOOK	15.38
10/20/2022	Bill	BOOK	20.99
10/20/2022	Bill	BOOK	22.90
10/20/2022	Bill	BOOK	17.28

10/20/2022	Bill	BOOK	12.21
10/20/2022	Bill	BOOKS	25.55
10/20/2022	Bill	BOOKS	92.01
10/20/2022	Bill	BOOK	18.58
10/24/2022	Bill	BOOKS	38.50
10/24/2022	Bill	BOOK	16.88
10/24/2022	Bill	BOOK	17.89
10/24/2022	Bill	BOOK	6.16
10/24/2022	Bill	BOOKS	36.07
10/24/2022	Bill	BOOK	17.05
10/24/2022	Bill	BOOK	21.60
10/24/2022	Bill	BOOKS	37.63
10/24/2022	Bill	BOOKS	54.28
10/24/2022	Bill	BOOKS	144.43
10/24/2022	Bill	BOOK	15.38
10/24/2022	Bill	BOOK	18.04
10/24/2022	Bill	BOOK	18.03
10/24/2022	Bill	BOOK	13.49
10/24/2022	Bill	BOOK	18.60
10/24/2022	Bill	BOOK	18.60
10/24/2022	Bill	BOOK	18.59
10/24/2022	Bill	BOOKS	211.10
10/24/2022	Bill	BOOK	10.16
10/25/2022	Bill	BOOKS	39.00
10/25/2022	Bill	BOOK	11.16
10/25/2022	Bill	BOOK	9.21
10/25/2022	Bill	BOOKS	25.32
10/26/2022	Bill	BOOKS	35.65
10/26/2022	Bill	BOOKS	17.46

10/26/2022	Bill	BOOKS	115.46
10/26/2022	Bill	BOOK	25.46
10/26/2022	Bill	BOOK	18.03
10/26/2022	Bill	BOOKS	44.44
10/26/2022	Bill	BOOK	12.92
10/26/2022	Bill	BOOKS	34.94
10/26/2022	Bill	BOOK	8.71

Kanopy

10/03/2022	Bill Payment (Check)		-235.60
10/03/2022	Bill	SEPTEMBER KANOPY CHECKOUTS	235.60

**KLEIN, THORPE &
JENKINS, LTD**

10/20/2022	Bill Payment (Check)		-107.50
10/20/2022	Bill	SEPTEMBER LEGAL SERVICES	107.50

**Konica Minolta
Premier Finance**

10/03/2022	Bill Payment (Check)		-216.10
10/03/2022	Bill	MONTHLY COPIER LEASE	216.10
10/31/2022	Bill Payment (Check)		-216.10
10/28/2022	Bill	BUILDING EXPENSE- COPY MACHINE	216.10

MIDWEST TAPE

10/03/2022	Bill Payment (Check)		-207.50
09/28/2022	Bill	DVD	24.54
09/28/2022	Bill	AUDIOBOOK CDS	152.72
09/28/2022	Bill	AUDIOBOOK CD	30.24
10/06/2022	Bill Payment (Check)		-70.39
10/04/2022	Bill	DVDS	70.39
10/12/2022	Bill Payment (Check)		-195.86
10/06/2022	Bill	DVDS	103.82

10/06/2022	Bill	DVD	24.24
10/06/2022	Bill	DVD	30.43
10/06/2022	Bill	BLU-RAY/DVD	37.37
10/20/2022	Bill Payment (Check)		-349.09
10/18/2022	Bill	BLU-RAY/DVD	38.37
10/18/2022	Bill	DVD	18.54
10/18/2022	Bill	BLU-RAYS/DVDS	73.43
10/18/2022	Bill	REPLACEMENT AUDIOBOOK DISC	9.99
10/18/2022	Bill	DVDS	181.33
10/18/2022	Bill	DVD	27.43
10/31/2022	Bill Payment (Check)		-128.33
10/24/2022	Bill	DVDS	42.91
10/24/2022	Bill	DVDS	52.08
10/24/2022	Bill	BLU-RAY/DVD	33.34

NICOR GAS

10/31/2022	Bill Payment (Check)		-1,949.93
10/25/2022	Bill	MONTHLY GAS BILL 9/16/22 - 10/18/22	1,949.93

Nina Koziol

10/03/2022	Bill Payment (Check)		-250.00
10/03/2022	Bill	10/9/22 FALLSCAPING PROGRAM	250.00

**Mechanical
Services, Inc.**

10/31/2022	Bill Payment (Check)		-2,842.49
10/27/2022	Bill	REPLACE CHILDREN'S ROOM THERMOSTAT	992.49
10/27/2022	Bill	3X ANNUAL MAINTENANCE HVAC	1,850.00

**TOWNSHIP YOUTH
SERVICES**

10/20/2022	Bill Payment (Check)		-1,205.00
10/18/2022	Bill	Q1 JULY- SEPTEMBER	1,205.00

OverDrive

10/03/2022	Bill Payment (Check)		-1,145.71
10/03/2022	Bill	ADULT AND TEEN OVERDRIVE 6 EBOOKS	212.48
10/03/2022	Bill	ADULT OVERDRIVE 8 EBOOKS	728.11
09/27/2022	Bill	5 AUDIOBOOKS 6 EBOOKS	205.12
10/12/2022	Bill Payment (Check)		-1,241.96
10/06/2022	Bill	ADULT OVERDRIVE 7 EBOOKS 3 AUDIOBOOKS	388.99
10/06/2022	Bill	TEEN OVERDRIVE 5 EBOOKS, 6 AUDIOBOOKS	576.50
10/06/2022	Bill	TEEN OVERDRIVE 2 EBOOKS, 4 AUDIOBOOKS	276.47
10/20/2022	Bill Payment (Check)		-129.99
10/18/2022	Bill	OVERDRIVE/2 EBOOKS	129.99
10/20/2022	Bill Payment (Check)		-1,141.04
10/20/2022	Bill	6 EBOOKS 15 EBOOKS	154.86
10/20/2022	Bill	3 AUDIOBOOKS 6 EBOOKS	654.69
10/20/2022	Bill	2 AUDIOBOOKS	331.49
10/31/2022	Bill Payment (Check)		-1,673.04
10/27/2022	Bill	ADULT OVERDRIVE 2 EBOOKS	55.00
10/25/2022	Bill	ADULT OVERDRIVE 6 EBOOKS/2 AUDIOBOOKS	331.49
10/24/2022	Bill	ADULT OVERDRIVE 16 EBOOKS, 9 AUDIOBOOKS	1,022.60
10/24/2022	Bill	TEEN OVERDRIVE/5 AUDIOBOOKS	263.95

Paul Neumann

10/31/2022	Bill Payment (Check)		-250.00
10/31/2022	Bill	SPEAKER FEE/HOMES LECTURE 11/6/22	250.00

Rhonda Fentry

10/12/2022	Bill Payment (Check)		-90.00
10/12/2022	Bill	10/15 CHAIR YOGA PAYMENT	90.00

**RIVER FOREST
PARK DISTRICT**

	10/12/2022	Bill Payment (Check)		-463.27
	10/11/2022	Bill	HOOT N' HOWL S'MORES TREATS INGREDIENTS	463.27
S & D Prime Maintenance, Inc.				
	10/03/2022	Bill Payment (Check)		-1,232.53
	10/03/2022	Bill	GRAFITTI REMOVAL IN GARDEN	414.53
	10/03/2022	Bill	MONTHLY MAINTENANCE SERVICE	818.00
	10/05/2022	Bill Payment (Check)		-471.50
	10/05/2022	Bill	CAPITAL EXPENSE: Installation / removal of book drops	471.50
	10/31/2022	Bill Payment (Check)		-840.68
	10/28/2022	Bill	MONTHLY MAINTENANCE	840.68
Smithereen Pest Management				
	10/06/2022	Bill Payment (Check)		-51.00
	10/04/2022	Bill	ROUTINE PEST CONTROL	51.00
Southwest				
	10/31/2022	Bill Payment (Check)		-141.55
	10/25/2022	Bill	FIREPLACE INSPECTION	141.55
Staples				
	10/12/2022	Bill Payment (Check)		-582.97
	10/10/2022	Bill	ASSORTED COPIER PAPER, STICKY NOTES ,TAPE, LABESL, PAPER TOWELS, ASSORTED CLEANING SUPPLIES, PATRON MENSTRUAL HYGIENE CARE	633.96
	10/10/2022	Vendor Credit	REFUND FOR DAMAGED MENSTRUAL HYGIENE CARE	-50.99
SWAN				
	10/31/2022	Bill Payment (Check)		-6,347.21
	10/24/2022	Bill	RECIP AND ILL SWAN	5.46
	10/24/2022	Bill	OCTOBER-DECEMBER FEES	6,341.75
VILLAGE OF RIVER FOREST				
	10/03/2022	Bill Payment (Check)		-9,970.36

10/03/2022	Bill	September 2022 Health Insurance	4,985.18
10/03/2022	Bill	August 2022 Health Insurance	4,985.18
	Bill Payment		
10/12/2022	(Check)		-595.50
10/12/2022	Bill	CAPITAL EXPENSE: BUILDING APPL / PLANS REV FEES	595.50
	Bill Payment		
10/20/2022	(Check)		-636.39
10/12/2022	Bill	WATER BILL (READ DATE 8/31/2022)	636.39

Williams Architects

	Bill Payment		
10/20/2022	(Check)		-1,311.93
10/20/2022	Bill	CAPITAL EXPENSE: PERMITTING, CONSTRUCTION ADMIN	1,311.93

Tuesday, Nov 08, 2022 01:02:23 PM GMT-8

Byline Credit Card October 2022

Date	Payee	Memo	Charge	Payment	Type	Account
10/27/2022	Foreign Policy Association	GREAT DECISIONS MATERIALS RIVER FOREST GIFT CARDS	90.65		Expense	Adult Expenses:Programs - Adult
10/27/2022	River Forest Chocolates	STAFF APPRECIATION	50.00		Expense	Personnel:Staff Recognition (InService)
10/27/2022	Jewel Foods	DRINKS FOR BOARD RETREAT	11.18		Expense	Strategic Initiatives Personnel:Staff Recognition
10/27/2022	Jewel Foods	IN SERVICE FOOD/DRINKS BREAKFAST FOODS/KATE MARSH LAST DAY	51.23		Expense	Personnel:Staff Recognition (InService)
10/26/2022	PANERA BREAD	RECOGNITION	125.86		Expense	Personnel:Staff Recognition (InService)
10/25/2022	Cardmember Service	9/15/2022 - 10/14/2022 STATEMENT		#####	Bill	2000 Accounts Payable Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	14.99		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	11.99		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	15.99		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	14.99		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	I KINDLE EBOOK	9.38		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	I KINDLE EBOOK	13.99		Expense	Adult Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	14.99		Expense	Adult Online e-Content:eContent - Adult

10/25/2022	AMAZON	1 KINDLE EBOOK	14.99	Expense	Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	13.99	Expense	Online e-Content:eContent - Adult
10/25/2022	AMAZON	1 KINDLE EBOOK	14.99	Expense	Online e-Content:eContent - Adult
10/24/2022	American Girl	AMERICAN GIRL DOLLS AND ACCESSORIES	421.00	Expense	Children's Expenses:Non-Print
10/24/2022	American Girl	AMERICAN GIRL DOLLS AND ACCESSORIES	256.99	Expense	Children's Expenses:Non-Print
10/24/2022	American Girl	AMERICAN GIRL DOLLS/ACCESSORIES	402.00	Expense	Children's Expenses:Non-Print
10/24/2022	Jewel Foods MIDWEST	DONUTS FOR FILM LOVER FRIDAYS	6.08	Expense	Adult Expenses:Programs - Adult
10/17/2022	TAPE MIDWEST	BLU-RAY	34.18	Expense	Adult Expenses:Non-Print - Adult
10/17/2022	TAPE MIDWEST	BLU-RAY	33.54	Expense	Adult Expenses:Non-Print - Adult
10/17/2022	TAPE MIDWEST	DVD	26.79	Expense	Adult Expenses:Non-Print - Adult
10/17/2022	TAPE	DVDS	127.88	Expense	Adult Expenses:Non-Print - Adult
10/17/2022	Positive Promotions	STAFF GIFTS FOR IN SERVICE CUSTOM	159.31	Expense	Personnel:Staff Recognition (InService)
10/17/2022	4IMPRINT	LIBRARY MUGS FACEBOOK	175.62	Expense	Recognition (InService)
10/14/2022	META	AD/ENDURANCE2	6.00	Expense	Marketing:Advertisement
10/13/2022	Canva	CANVA SUBSCRIPTION	149.90	Expense	Marketing:Advertisement
10/13/2022	Canva	SUBSCRIPTION PRO-RATED CREDIT REFUND	133.53	CC-Credit	Marketing:Advertisement
10/13/2022	Oriental Trading	NOON YEARS EVE CRAFTS AND SUPPLIES	97.38	Expense	Children's Expenses:Programs - Children's

10/13/2022	CHICAGO TRIBUNE	8-WK CHICAGO TRIBUNE SUBSCRIPTION	231.42	Expense	Adult Expenses:Periodicals - Adult
10/13/2022	Library Market	Library calendar software auto-renewal	475.00	Expense	Support Services:Automation - Administration (SWAN, website, etc)
10/13/2022	Jewel Foods	Focus group snacks and candy corn	25.96	Expense	Teen Expenses:Programs
10/12/2022	SACRED CIRCLE GIFTS AND ART	TOTE BAG AND POUCH FOR PRIZES	28.99	Expense	Children's Expenses:Programs - Children's
10/11/2022	ScreenCloud	MONTHLY LOBBY MONITOR CHARGE	15.30	Expense	Marketing:Advertisem ent
10/03/2022	GOOD EARTH GREENHOUSE	GIFT TIE-IN FOR GOOD EARTH GREENHOUSE RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	4.39	Expense	Marketing:Advertisem ent
10/03/2022	GOOD EARTH GREENHOUSE	GOOD EARTH GREENHOUSE RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	40.00	Expense	Marketing:Advertisem ent
10/03/2022	MAGICAL MINDS	MAGICAL MINDS RAFFLE PRIZE GIFT CARD (LIBRARY CARD SIGN-UP)	50.00	Expense	Marketing:Advertisem ent
10/03/2022	Bed, Bath and Beyond	PIZZA CUTTER (BERTOLLI GIFT CARD TIE-IN GIFT LIBRARY CARD SIGN-UP)	8.79	Expense	Marketing:Advertisem ent
10/01/2022	Jewel Foods	FOCUS GROUPS SNACKS/WATER	62.44	Expense	Strategic Initiatives

10/01/2022	Stamps.com	MONTHLY STAMPS.COM FEE	17.99	Support Expense Services:Postage
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River Forest Public Library

Balance Sheet

As of October 31st, 2022

Prepared 11.9.22

ASSETS

				10/31/2022
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		526,010.24
Byline Operations	805669201	0.40%		28,840.93
Petty Cash				40.00
TOTAL Operations Current				554,891.17
CHECKING/SAVINGS - CAPITAL ACCO				
Long-Term CDARS Reserves		Interest Rate		
<u>Maturity Date</u>				
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	67,371.08
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,713.46
TOTAL CDARS Reserves				133,084.54
TOTAL OPERATIONS ACCOUNT				687,975.71
TOTAL CURRENT CHECKING/SAVINGS				
				1,137,967.94
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				1,838,667.35
TOTAL ASSETS				1,838,667.35
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				0.00
Credit Cards				
Byline Credit Card				2,833.51
Total Credit Cards				2,833.51
Accrued Salaries				42,512.72
Total Current Liabilities				45,346.23
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				715,796.55
Equity				
Fund Balance Capital				186,853.08
Fund Balance Library				1,467,153.83
Retained Earnings				0.00
Net Income				-531,136.11
Total Equity				1,122,870.80
TOTAL LIABILITIES & EQUITY				1,838,667.35



River Forest Public Library -Capital Reserve Fund

Oct-22

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	444,243.15
Byline Capital Checking	\$	<u>7,624.08</u>
Total Capital Reserve Fund	\$	451,867.23

Expenses

Williams Architects	10/3/2022	\$	7,044.35
Village of River Forest	10/13/2022	\$	595.50
S&D Prime Maintenance	10/13/2022	\$	471.50
Williams Architects	10/28/2022	\$	1,311.93

Income

Interest	10/31/2022	\$	185.14
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Prepared: 11/9/2022

VII. **Grievance Resolution**

The Board hires and evaluates the performance of the Director. The Board may warn, suspend, or dismiss the Director at any time. The Director is responsible for the hiring and performance of staff. The Director may warn, suspend, or dismiss any employee at any time.

Employees are welcome to express concerns arising out of their employment by RFPL. Employees should first discuss their concerns with their Manager or the Director, in accordance with established grievance resolution procedures. The Manager or Director will work with the employee in a timely fashion to provide a determination, solution, or strategy for how to address the concern.

Some circumstances may warrant communication of a concern or grievance to the Board, such as a concern regarding the Director, an action taken by the Director, or a grievance that does not receive satisfactory resolution. In these cases, employees should submit a written statement to a Trustee or to the Board. Pursuant to section 2(c1) of the Illinois Open Meetings Act (5 ILCS 120/2), the Board will address the concern in a closed meeting and will respond to the employee in a timely fashion with a determination, solution, or strategy for how to address the concern or grievance.

VII. ~~Grievance~~Dispute Resolution

The Board hires and evaluates the performance of the Director. The Board may warn, suspend, or dismiss the Director at any time. The Director is responsible for the hiring and performance of staff. The Director may warn, suspend, or dismiss any employee at any time.

~~The Director is responsible for the hiring and performance of staff. The Director may warn, suspend, or dismiss any employee at any time.~~

Employees are welcome to express concerns arising out of their employment by RFPL. -Employees should first discuss their concerns with their Manager or the Director, in accordance with established ~~dispute~~grievance resolution procedures. The Manager or Director will work with the employee in a timely fashion to provide a determination, solution, or strategy for how to address the concern.

Some circumstances may warrant communication of a concern or grievance~~dispute~~ to the Board, such as a concern regarding the Director, an action taken by the Director, or a grievance~~dispute~~ that does not receive satisfactory resolution. In these cases, employees should submit a written statement to a Trustee or to the Board. Pursuant to section 2(c1) of the Illinois Open Meetings Act (5 ILCS 120/2), the Board will address the concern in a closed meeting and will respond to the employee in a timely fashion with a determination, solution, or strategy for how to address the concern or grievance~~dispute~~.

VIII. Employee Discipline

Staff is expected to observe the highest standard of professionalism at all times. If a staff member engages in unacceptable behavior, a Manager or the Director may provide coaching and an action plan to change the behavior in accordance with the Progressive Discipline Procedures. Depending on the severity of the infraction, an employee may be subject to immediate unpaid suspension or termination. Examples of unacceptable behaviors include, but are not limited to:

- Failing to appear for work or failing to return from an absence on the agreed upon date, without advance warning and a valid excuse.
- Leaving work before the specified end of the workday;
- Appearing for work late on a repeated basis;
- Failing to perform job duties as assigned;
- Regularly failing to fill out timesheets or falsifying time worked on timesheet;
- Falsifying any type of RFPL record;
- Revealing any confidential RFPL information;
- Using RFPL equipment or property in an unauthorized or careless manner;
- Deliberately damaging or destroying RFPL property;
- Stealing RFPL property or the personal property of co-workers or RFPL patrons;
- Engaging in actions that might result in injury to co-workers or RFPL patrons;
- Refusing to obey a direct, reasonable order that pertains to an employee's position;
- Using obscene, abusive, inflammatory, or derogatory language, including the spreading of rumors and/or gossip.
- Fighting;
- Violating Illinois law on RFPL premises.



River Forest Park District

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is between the River Forest Park District (“Park District”) and the River Forest Public Library (“Library”) to serve as a voluntary agreement for the use of Park District property at Centennial Park, River Forest. This MOU is entered into on 11/7/22 and will expire on 03/31/23.

Purpose

The Library seeks from the Park District access on Park District property at Centennial Park to build a new air handler unit enclosure at the NE corner of the Library building and to install a new air handler unit in such enclosure.

Roles and Responsibilities

1. River Forest Park District. The Park District agrees to provide the following to the Library:
 - i. Up to 12’ wide access corridor between Jackson Avenue and the NE corner of the Library building for the purpose of moving vehicles, equipment and supplies to the air handler enclosure work area.
 - ii. Up to 15’ of space off all 3 sides of the air handler enclosure wall for a fixed work zone.
 - iii. Mark all sprinkler heads in the access corridor and work zone areas.
 - iv. The Park District shall coordinate with the Library a date (“AHU Installation Date”) after the expiration of the MOU to allow access to install an air handler.

2. River Forest Public Library. The Library agrees to :
 - i. Install a boundary fence on both sides of the access corridor between Jackson Avenue and the NE corner of the Library building. The Library’s contractor has coordinated the location of the access corridor fence with the Park District and with the River Forest Public Works Department.
 - ii. Infill any ruts in the outfield area prior to the end of the MOU.
 - iii. Repair any turf damage in the access corridor or outside the work zone area with grass sod after the AHU Installation Date. If the Park District finds the turf repairs made are insufficient, the Park District will notify the Library, and the parties will work in good faith to address the Park District’s reasonable concerns.
 - iv. Reimburse the Park District for the cost of any additional water used until the sod is established, excluding scheduled park irrigation.
 - v. Repair any turf damage in the work zone area with 4” of topsoil, a 50 perennial bluegrass/50 perennial rye grass seed mix, and a straw mat after the AHU Installation Date.
 - vi. Reimburse the Park District for any sprinkler damage related to the air handler enclosure project, unless the Park District failed to mark the damaged sprinkler heads in the access corridor or work zone areas.

3. The Library has provided the Park District with the name of the contractor and a list of the subcontractors for the project. The contractor shall provide the Park District with a Certificate of Insurance (\$1M, \$2M aggregate) with the "River Forest Park District" listed as an Additional Insured.

4. Contact People.

i. The point of contact for the Park District is:

Name: Michael Sletten
Address: 401 Thatcher Avenue, River Forest, IL 60305
Email: msletten@rfparks.com
Telephone: 708-366-6660

ii. The point of contact for the Library is:

Name: Emily Compton
Address: 735 Lathrop Avenue, River Forest, IL 60305
Email: Emily.compton@riverforestlibrary.org
Telephone: 708-366-5205 x319

5. Signatures.

RIVER FOREST PARK DISTRICT

THE RIVER FOREST PUBLIC LIBRARY

By: _____
Executive Director/Designee Signature

By: _____
Director/Designee Signature

Print Name

Print Name

Date

Date



River Forest Park District

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is between the River Forest Park District (“Park District”) and the River Forest Public Library (“Library”) to serve as a voluntary agreement for the use of Park District property at Centennial Park, River Forest. This MOU is entered into on ~~11/17/22~~ and will expire on 03/31/23.

Purpose

The Library seeks from the Park District access on Park District property at Centennial Park to build a new air handler unit HVAC-enclosure at the NE corner of the Library building and to install a new air handler unit in such enclosure.

Roles and Responsibilities

1. River Forest Park District. The Park District agrees to provide the following to the Library:
 - i. Up to 12’ wide access corridor between Jackson Avenue and the NE corner of the Library building for the purpose of moving vehicles, equipment and supplies to the air handler HVAC enclosure work area.
 - ii. Up to 15’ of space off all 3 sides of the air handler HVAC enclosure wall for a fixed work zone.
 - iii. Mark all sprinkler heads in the access corridor and work zone areas.
 - iv. The Park District shall coordinate with the Library a date (“AHU Installation Date”) after the expiration of the MOU to allow access ~~of a crane~~ to install anthe air handlers.

2. River Forest Public Library. The Library agrees to :
 - i. Install a 4’ orange boundary fence on both sides of the access corridor between Jackson Avenue and the NE corner of the Library building. The Library’s contractor has coordinated the location of the access corridor fence with the Park District and with the River Forest Public Works Department, and around the work zone. The location of the access corridor fence shall be coordinated with the Park District.
 - ii. Infill any ruts in the outfield area prior to the end of the MOU.
 - iii. Repair any turf damage in the access corridor or outside the work zone area with grass sod after the AHU Installation Date. ~~It is the Park District’s sole discretion to determine the turf damage and the necessary repairs.~~ If the Park District finds the turf repairs made are insufficient, ~~or not completed by the expiration of the MOU,~~ the Park District will notify the Library, and the parties will work in good faith to address the Park District’s reasonable concerns. ~~has the right to hire the landscape contractor to complete turf repairs with the Library liable for all costs related to the repairs.~~
 - iv. Reimburse the Park District for anythe cost of any additional water useding costs of the sod until the sod is established, excluding scheduled park irrigation.
 - v. Repair anyd turf damage in the work zone area with 4” of topsoil, a 50 perennial bluegrass/50 perennial rye grass seed mix, and a straw mat after the AHU Installation Date.
 - v.

vi. _____ Reimburse the Park District for any sprinkler damage related to the air handler HVAC enclosure project, unless the Park District failed to mark the damaged sprinkler heads in the access corridor or work zone areas.

~~Reimburse the Park District for any turf or facility damage outside of the access corridor or work zone area related to the HVAC enclosure project.
Provide the Park District with a list of contractors and subcontractors for the project. All contractors and subcontractor shall provide the Park District with a Certificate of Insurance (\$1M, \$2M aggregate) with "The River Forest Park District listed as Additional Insured".~~

~~3. The Library has provided the Park District with the name of the contractor and a list of the subcontractors for the project. The contractor shall provide the Park District with a Certificate of Insurance (\$1M, \$2M aggregate) with the "River Forest Park District" listed as an Additional Insured.~~

3. The Library has provided the Park District with the name of the contractor and a list of the subcontractors for the project. The contractor shall provide the Park District with a Certificate of Insurance (\$1M, \$2M aggregate) with the "River Forest Park District" listed as an Additional Insured.

3. Contact People.

i. The point of contact for the Park District is:

Name: Michael Sletten
Address: 401 Thatcher Avenue, River Forest, IL 60305
Email: msletten@rfparks.com
Telephone: 708-366-6660

ii. The point of contact for the Library is:

Name: Emily Compton
Address: 735 Lathrop Avenue, River Forest, IL 60305
Email: Emily.compton@riverforestlibrary.org
Telephone: 708-366-5205 x319

4. Signatures.

RIVER FOREST PARK DISTRICT

THE RIVER FOREST PUBLIC LIBRARY

By: _____
Executive Director/Designee Signature

By: _____
Director/Designee Signature

Print Name

Print Name

Date

Date

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 10, 2022

RE: Rubino Engineering Inc. Proposal

The air handler enclosure construction requires a number of tests for the Library to proceed with the project. Williams Architects (WA) informed us in October that we would need soil contamination testing, and I approved a proposal from Testing Services Corporation in the amount of \$1,900. Soil contamination testing has since been completed and we are waiting for the results.

WA's structural engineer confirmed in early November that the project also requires soil compaction, concrete, and masonry testing, and recommended the Library accept Rubino Engineering Inc's proposal to test all three for an estimate of \$5,202. The soil testing in this proposal is for compaction and strength of the soil that the foundations and concrete slabs will be poured on. Concrete and masonry tests are to ensure that the materials are of the appropriate strength.

I recommend approving Rubino Engineering Inc's proposal for \$5,202. We can also discuss whether to increase my spending limit in case further testing is needed.

November 4, 2022

To: Emily Compton-Dzak
Director
River Forest Public Library
735 Lathrop Avenue
River Forest, Illinois

Re: **Construction Material Testing Services**
AHU & Machine Room Renovation
River Forest Public Library, Illinois

Proposal No. Q22.514_REV1

Via email: KACunningham@williams-architects.com

Dear Ms. Compton-Dzak,

Rubino Engineering, Inc. is pleased to submit the following proposal to provide construction material testing and inspection services for the above referenced project.

PROJECT UNDERSTANDING

Rubino Engineering, Inc. received material quantities from Kyle Cunningham of William Architects via phone call on October 24, 2022 and the following outlines our understanding of the requested scope of services:

General Scope of Services

EARTHWORK TESTING

- Field testing of on-site and borrow soil material
 - Compaction by the nuclear method
- Laboratory testing of on-site and borrow soil material
 - Standard proctor ASTM D698 or Modified proctor ASTM D1557
 - Please call Rubino **ONE WEEK PRIOR** to Compaction testing so that Rubino can obtain samples to run a proctor *before* we are due on-site for testing.
- Field testing of bottom of subgrade excavation
 - Unconfined compressive strength testing/ penetrometer testing
 - If a geotechnical report is not available, results of penetrometer testing will be submitted as informational (no pass or fail)

EXTERIOR CONCRETE

- Field testing of uncured concrete and inspection of reinforcing steel
 - Slump, air, temperature, and casting of cylinders
 - Laboratory testing of cured concrete – compressive strength

MASONRY TESTING

- Document the placement of and cast specimens for grout and mortar.

Laboratory compressive strength tests on cured mortar and grout samples

Extras

- Re-inspection for failed tests
- Work areas not ready for inspection at the time scheduled
- Delays by the contractor
- Cancellations
- Overtime
- Any services not described and listed above

Rubino Engineering, Inc. proposes to provide experienced, technical personnel to perform the requested testing in general accordance with the client-provided project specifications. If any of the above information is incorrect, please notify us or change it on the signed copy of the proposal.

Based on Kyle Cunningham of William Architects email on October 17, 2022 the following summarizes our estimate for testing and is subject to change based on final scheduling:

Material	Estimated Number of trips	Half / Full Day *
EARTHWORK TESTING	1	Full (8 hours)
EXTERIOR CONCRETE	2	Half (8 hours)
MASONRY	1	Half (8 hours)

*Portal to Portal

FEES

The work will be accomplished on a unit price basis in accordance with the Rubino Engineering, Inc. Schedule of Services and Fees, and will be performed pursuant to the attached General Conditions. Copies of our Schedule of Services and Fees and General Conditions are enclosed herewith and incorporated into this proposal.

Rubino Engineering, Inc.'s fees will be determined by the actual amount of technical time expended for this project and the amount of laboratory testing performed by the client's request.

The fees charged under this agreement are subject to change 6 months from the date of the proposal.

Rubino Engineering, Inc. will proceed with the planned work only after receiving a signed copy of this proposal. Please complete the attached Project Data Sheet before returning the proposal to enable your file to be properly established.

ESTIMATE OF SERVICES & FEES - PREVAILING WAGE RATES						
Description	Quantity		Unit Rate		Total	
EARTHWORK TESTING						
Engineering Technician (MT-2)	8	@	\$105.00	per hour	\$	840.00
Specimen Pick Up	1	@	\$100.00	per trip	\$	100.00
Modified Proctor per ASTM D1557	1	@	\$ 237.00	each	\$	237.00
Nuclear Density Gauge	1	@	\$44.00	per day	\$	44.00
Vehicle Charge	1	@	\$65.00	per trip	\$	65.00
Engineering: Report Review, Consult, Meetings, Admin	2	@	\$125.00	per hour	\$	250.00
MASONRY TESTING						
Engineering Technician (MT-2)	8	@	\$105.00	per hour	\$	840.00
Grout Specimens	4	@	\$17.00	per cube	\$	68.00
Mortar Cylinders	6	@	\$17.00	each	\$	102.00
Specimen/Cylinder Pick Up	1	@	\$100.00	per trip	\$	100.00
Vehicle Charge	1	@	\$65.00	per trip	\$	65.00
Engineering: Report Review, Consult, Meetings, Admin	1	@	\$125.00	per hour	\$	125.00
EXTERIOR CONCRETE						
Engineering Technician (MT-1)	16	@	\$101.00	per hour	\$	1,616.00
Concrete Test Cylinders	10	@	\$17.00	each	\$	170.00
Cylinder Pick Up	2	@	\$100.00	per trip	\$	200.00
Vehicle Charge	2	@	\$65.00	per trip	\$	130.00
Engineering: Report Review, Consult, Meetings, Admin	2	@	\$125.00	per hour	\$	250.00
SUMMARY						
					EARTHWORK TESTING	\$ 1,536.00
					MASONRY TESTING	\$ 1,300.00
					EXTERIOR CONCRETE	\$ 2,366.00
					TOTAL ESTIMATED BUDGET:	\$ 5,202.00

PROJECT SCHEDULING

Please book testing services prior to 4pm the day before testing is needed via our website:

<https://rubinoeng.com/schedule-field-testing>

The office and field project manager will be notified, and you will receive a confirmation email and possibly a follow up phone call or email for additional project information.

Changes to the schedule or cancellations: scheduling@rubinoeng.com

Please call the office with any questions or changes to the schedule between 8am to 4pm.

CLOSING

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact me with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
President

michelle.lipinski@rubinoeng.com

**RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

AUTHORIZATION AND PROPOSAL ACCEPTANCE

If this proposal is acceptable to you, Rubino Engineering, Inc. will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. We will proceed with the work upon receipt of signed authorization.

AGREED TO, THIS _____ DAY OF _____ , 20__.
BY (please print): _____
TITLE: _____
COMPANY: _____
SIGNATURE: _____

PROJECT INFORMATION:

1. Project Name: _____
2. Project Location: _____
3. Your Job No: _____ Purchase Order No.: _____
4. Project Manager: _____ Telephone No.: _____
5. Site Contact: _____ Telephone No.: _____
6. Number and Distribution of Reports:
() Copies To: _____ () Copies To: _____
Attn: _____ Attn: _____
Email: _____ **Email:** _____

() Copies To: _____ () Copies To: _____
Attn: _____ Attn: _____
Email: _____ **Email:** _____
7. Invoicing Address: _____

Attn: _____
Email: _____
8. Other Pertinent Information Or Previous Subsurface Information Available:

Rubino Engineering, Inc.
Schedule of Construction Materials Testing Services & Fees through March 1, 2023 (Illinois Prevailing Wage)

LABORATORY TESTING SERVICES

Compression testing of concrete, mortar and grout specimens by ASTM procedures	Per Cylinder	\$ 17.00
Pick-up of test cylinders and transportation to lab (min. 2), or cancellation hours (min. 4)	Per Trip	\$ 95.00
Density relationship of soils		
ASTM D698 - AASHTO T99 (Standard Proctor)	Each	\$ 215.00
ASTM D1557 - AASHTO T180 (Modified Proctor)	Each	\$ 237.00
Sieve Analysis (Washed)	Each	\$ 94.00
Sample preparation for the above tests	Each	\$ 44.00

MATERIAL TESTER - 1 - Field inspection of uncured concrete.

Per Hour	\$ 101.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 147.00
Per Hour Overtime Sundays and Holidays	\$ 196.00

MATERIAL TESTER - 2 - Field inspection of masonry, soil.

Per Hour	\$ 105.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 157.50
Per Hour Overtime Sundays and Holidays	\$ 196.00

EQUIPMENT CHARGES

Vehicle Charge - Round Trip	Per Day	\$ 65.00
Nuclear Density Gauge	Per Day	\$ 44.00

ENGINEERING SERVICES

Principal Engineer	Per Hour	\$ 185.00
Project Engineer/Manager	Per Hour	\$ 125.00
Administrative Assistant	Per Hour	\$ 65.00
Report Review	Each	\$ 65.00

REMARKS

- 1) All fees and services are provided in accordance with the attached Rubino Engineering, Inc. General Conditions.
- 2) Unit prices/rates are in effect for 6 months from the date of this proposal and are subject to change without notice thereafter if not noted above.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 7:00 AM or after 3:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate. Sundays and holidays are double time.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond our control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates per trip.
- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum 4-hour charge.
- 10) For all Rubino Engineering, Inc. services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional Services rates are exclusive of expert deposition or testimony time.
- 14) This proposal is based on Rubino Engineering, Inc. being scheduled on an on-call basis and letters of certification will not be provided unless Rubino Engineering, Inc. is notified in advance and Rubino Engineering, Inc. is scheduled for full time inspection and testing of the area or item to be certified.

- 15) If special inspections are required by the city where the construction is to take place, it must be brought to the attention of Rubino Engineering, Inc. prior to the start of construction as additional charges will apply.
- 16) Prevailing wage fees are subject to change based on the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.

Client#: 1171577 RUBINENG

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
9/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

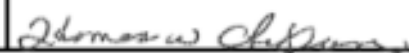
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Ins Svcs LLC Euclid-Prof 2021 Spring Road, Suite 100 Oak Brook, IL 60523 312 442-7200	CONTACT NAME: Laurie Cloninger PHONE (A/C No, Ext): 630 625-5219 FAX (A/C No): 610 537-4939 E-MAIL ADDRESS: AECertificates@usi.com
INSURED Rubino Engineering, Inc. 425 Shepard Dr Elgin, IL 60123	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : RLI Insurance Company 13056 INSURER B : Berkley Insurance Company 32603 INSURER C : INSURER D : INSURER E : INSURER F :

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PSB0003777	09/01/2022	09/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PSA0001881	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION: \$			PSE0002142	09/01/2022	09/01/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	PSW0002789	09/01/2022	09/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability			AEC905800703	09/01/2022	09/01/2023	\$2,000,000 each claim / \$4,000,000 annual aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required):
 Professional Liability is written on a 'claims made' policy form.
 Some or all officers are excluded from Workers Compensation coverage.

Contractors Pollution Liability Coverage:
 Insurance Carrier - Capitol Specialty Insurance Corporation (NAIC #10328)
 (See Attached Descriptions)

CERTIFICATE HOLDER Rubino Engineering, Inc.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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GENERAL CONDITIONS

1. PARTIES AND SCOPE OF SERVICES: Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal. Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall be brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF SERVICES: The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, losses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants

6. RESPONSIBILITY: Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.

8. PAYMENT: Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.

9. STANDARD OF CARE: RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.

10. INDEMNITY: To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.

11. TERMINATION: This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.

12. DISPUTE RESOLUTION: In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.

13. WITNESS FEES: Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.

14. NO HIRE: Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.

15. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treator or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

16. PROVISIONS SEVERABLE: The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

17. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Amendment
Dated November _____, 2022
to Contract Between River Forest Public Library
and Construction Solutions of Illinois, Inc. for
AHU Relocation & Mechanical Room Remodeling

The River Forest Public Library (the "Owner") and Construction Solutions of Illinois, Inc. (the "Contractor") entered into a Contract for the Project identified in the Contract as "AHU Relocation & Mechanical Room Remodeling." The Contract includes a Rider to the Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project (AIA Document A105-2017) effective September 23, 2022 (the "Rider").

I. Pursuant to Section 6.1 of the Contract (AIA Document A105-2017), the Owner and the Contractor hereby amend the first paragraph of Section 5.1 and Section 5.1(a), both contained in the Rider, to now provide as follows:

"The Contractor shall carry Workers' Compensation and public liability insurance in the amounts set forth below and furnish the Owner and any additional insureds provided for in this Section 5.1 with Certificates of Insurance prior to commencing with Work. All such insurance shall be carried with companies satisfactory to the Owner. The accepted Bidder, or Contractor, shall have the following obligations with regard to insurance coverage for the Work under the Contract:

- a. All Certificates of Insurance required to be obtained by the Contractor shall provide that coverages under the policies named shall not be canceled, modified, reduced or allowed to expire without at least Thirty (30) Days prior written notice given to the Owner and to any additional insureds provided for in this Section 5.1. All certificates evidencing coverage extended beyond the date of final payment shall be provided at the time of the final Pay Request. All Certificates of Insurance shall name the River Forest Public Library and the River Forest Park District as additional insureds on a Primary, Non Contributing basis including a Waiver of Subrogation in favor of the River Forest Public Library and the River Forest Park District."

II. Pursuant to Section 6.1 of the Contract (AIA Document A105-2017), the Owner and the Contractor hereby amend the first line of the first sentence of Section 8.12 Indemnification, contained in AIA Document A105-2017, to insert "any additional insureds provided for in Section 5.1," after "the Owner,".

This Amendment shall be effective on the day and date above when executed by duly authorized agents of the parties.

FOR: OWNER

FOR: CONTRACTOR

RIVER FOREST PUBLIC LIBRARY

CONSTRUCTION SOLUTIONS OF
ILLINOIS, INC.

By: _____
President, Board of Library Trustees

By: _____

Its: _____

ATTEST:

By: _____
Secretary, Board of Library Trustees

ATTEST:

By: _____
Its: _____

Administration

Lauterbach & Amen (L&A) has not yet received reports related to the Library's Illinois Municipal Retirement Fund contributions from the Village of River Forest, delaying the audit. L&A filed for an extension with the Illinois Comptroller, and the filing due date has been extended to December 31, 2022.

Strategic Planning moved from the Learn Phase, which included a survey, community scan, and focus groups, to the Dream Phase this October. The new phase involved separate board and staff retreats, where both groups discussed the FastForward Libraries' Learning Report developed from phase one. Each group discussed important themes and insights from the report as well as their own experiences at the Library. The Strategic Planning Team will meet this November to begin outlining a first draft strategic plan.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapter for Trustee review is Chapter 13: Marketing, Promotion & Collaboration

Facility updates:

- The Library's fireplaces were inspected and cleaned and are ready for the winter season.
- Oak Brook Mechanical (OMS) was onsite this October for regular maintenance to the HVAC systems. The boiler's flame sensor and ignitor were replaced.

Financial highlights:

- Shannon Duffy, Operations Manager, and I met with accountant Kelly Zabinski to review our monthly financials procedures. Kelly advised us to run all monthly financial reports on a cash basis, and she worked with Shannon to clean up a few issues in the Library's Quickbooks.
- The corrected September revenue, expense, and balance sheet reports were run on a cash basis.
- Natural Gas and Water expenses remain high. Oak Brook Mechanical's opinion is that we will continue to see high gas usage until we replace the Library's hot water valves. The Village of River Forest informed us that water prices are higher than the previous year as well. We have not yet received the water bill for the period in which a running toilet was fixed, to see if that had an impact.

Key Performance Indicators Update

An overview of circulation, programming, and social media presence is below. A few 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	August 2022	September 2022	October 2022
Physical item circulation - initial checkouts	14,089	11,964	11,945
Digital item circulation	4,217	3,907	5,755
Total Circulation	20,674	17,801	17,700
Programs for Adults	8 programs 175 attendees	12 programs 286 attendees	10 programs 154 attendees
Programs Middle School aged children	8 programs 281 attendees	12 programs 175 attendees	11 programs 239 attendees
Programs for Children	26 Programs 1647 attendees	29 programs 1892 attendees	31 programs 2782 attendees
New cardholders added	41	42	36
Total cardholders	8,489	8,522	8,551
Website sessions	6,428	6,918	5,742
Patron visits	5,173	6,981	5,379
Instagram Followers	1,305	1,306	1,312
Facebook Followers	1,354	1,366	1,370

Collection Updates & Notable Programs

Children's Services purchased 5 American Girl Dolls, complete with pets and accessories, for circulation. Children's is working with Lisa Engoren, Technical Services Associate, to catalog, label and prepare each doll to go out in a kit. The dolls will be ready to circulate to River Forest patrons this November or December.

The collaborative annual Hoot 'n Howl had an estimated 900 attendees this year and was a huge success. The event was moved to Keystone Park this year, and attendees expressed gratitude for the park's walkability, good lighting, and better parking situation for those driving. Children's Services along with Fran Arnold, PR & Marketing Specialist, conducted a bingo game for candy, read spooky stories, and ran the s'more and hot chocolate table (with S'more present, of course!). The RFPL Foundation ran the library's information table, providing information about both the Foundation and the Library.

Steve Darnall, beloved DJ at WDCB, presented *Lights Out: Mystery and Horror in the Golden Age of Radio* on October 30th. Mr. Darnall promoted the appearance on his radio show, *Those Were the Days*, and 30 patrons attend this fun, spooky program. The Dooley Band were among the attendees because, band members explained, Mr. Darnall has always supported them. The Dooleys recently played a WDCB live show in honor of the 50th Anniversary of *Those Were the Days*, and they were happy to see Mr. Darnall at their hometown Library.

In other spooky news, Anne, our Middle School & Teen Services Librarian, led a Ghost Busting program for middle schoolers on Thursday, October 27th. Our middle school ghostbusters found out once and for all that the Library is indeed haunted! Anne and 19 students roamed the building with a ghost detector and they detected activity upstairs by the fax machine and the catalog computer. Overheard at the ATS desk was one student asking his friends, "is anyone else freaking out or just me?" This program was a big hit and might become an annual tradition.

Staff Training and Updates

"In a world full of not-nice people, you two are so nice!"

-A patron compliment to the incredibly nice Cathy Kruse and Cathy Rutman, Materials Services Associates

Children's Services Assistant Manager, Dannie Moore, has accepted a position at the Chicago Public Library and will be leaving the RFPL this December or January. Dannie has been with the library since 2019, and is very popular with the children and their families. Dannie will be missed by staff and patrons alike, and we wish them well in their new position.

Brian Wolowitz, ATS Librarian, attended one day of the Illinois Library Association Conference and was able to attend four informative panels. He wrote up a report on the presentations and brought back some great ideas that will give us something to think about as we continue working on our Strategic Plan.

Fran Arnold attended the Library Marketing and Communications Conference in Indianapolis on November 2-3. This conference is the only one of its kind in the nation and is geared specifically toward library marketing professionals in both public and academic libraries. Fran attended 7 sessions and 2 keynote presentations, and she will prepare a report with highlights of the programs with a focus on strategies our library can implement in support of our strategic planning goals.

This October, Outsource Solutions Group (OSG), migrated the Library's files to a Teams environment. OSG was onsite to train staff on syncing and accessing their files in this new cloud environment. The migration to a cloud environment reduces the amount of space needed on the Library's server, which will allow us to purchase a more budget-friendly server replacement next fiscal year.

Public Relations and Outreach

Children's Services began outreach at Willard and Lincoln schools in October, doing book talks with the 3rd and 4th grade classes. Next month Children's will begin story times for the 1st and 2nd grade classes at the schools. We think our book talks were a success, as the majority of the books promoted were checked out by students immediately following the visits!

Anne hosted the second meeting of the Junior Justice League, a service-oriented program for middle school students. This month a representative visited from Beyond Hunger to educate the students on their mission. 13 students attended, which is twice as many as last month and very exciting since this is a new program we are offering.

Committee Updates

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

The Facilities Committee met on November 7

Respectfully submitted,
Emily Compton
November 10, 2022

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

**River Forest Public Library
Facilities Committee Meeting - DRAFT
MINUTES
Monday, November 7th, 2022, at 2:30pm**

Call to Order: Trustee Stierwalt called the meeting to order at 2:32pm.

Present: Committee members Deborah Hill, Cathy Ruggeri, Karen Stierwalt, Jim Hopkinson, and Elan Long. Also present were Director Emily Compton and Operations Manager Shannon Duffy. Ann Berens was absent.

Visitors: none

Approved Minutes: The September 27th, 2022 minutes were approved.

New Business

- A. General Facilities Updates. Ms. Duffy provided an update on facilities since the Committee last convened in September 2022:
 - a. FSS Technologies finished installing the Library's new alarm system.
 - b. Southwest Fireplace was on-site to inspect both upstairs fireplaces.
 - c. Heritage Technology Solutions will be on-site for general security camera maintenance.
 - i. The Committee discussed adding a security camera to cover the air handler unit construction site. Ms. Duffy will ask for a cost proposal.
 - d. The Fire Department was back on-site to finish their annual inspection. Both violations found in September had been resolved.
- B. Library Maintenance Schedule- November
 - a. Security camera maintenance
 - b. Gutter cleaning
- C. Library Maintenance Schedule- December
 - a. Turn on automatic ice melting system
 - b. Winter planters

Old Business

- A. Boiler maintenance and Oak Brook Mechanical Recommendations

- a. Director Compton reported on Oak Brook Mechanical's (OMS) most recent inspection of the HVAC system. They recommended replacing the boiler's flame safeguard controller box and adding more glycol to the chilled water system in addition to replacing the hot water valves and VAV boxes as previously reported.
 - b. The Committee discussed the differences between OMS's recommendations and Hartwig Mechanical's report.
 - c. The Committee discussed next steps for replacement and upgrading of the VAV boxes and hot water valves. Given the cost of this project, it would need to go out to bid. Director Compton will reach out to the RAILS Facilities Group for information about engineering contractors and HVAC bid preparation.
- B. OMS's proposal to replace the boiler's flame safeguard controller box and to add glycol to the chilled water system (\$5,315)
- a. Director Compton presented OMS's proposal to replace the flame safeguard controller box and to add glycol.
 - b. The Committee asked clarifying questions about pricing breakdown and whether glycol needed to be added to the system prior to the installation of the new air handler unit.
 - c. Director Compton will get more information from OMS about the proposal prior to the upcoming regular Board meeting.

Next Meeting: January 9th, 3pm

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 3:13pm, seconded by President Hill.

MEMO

To: RFPL Facilities Committee

From: Emily Compton, Director

Date: November 10, 2022

RE: Proposal for Boiler Safeguard Control and Glycol for Chilled Water System

After their October visit, Oak Brook Mechanical (OMS) recommended replacing the boiler's flame safeguard controller and adding glycol to the chilled water system.

- The flame safeguard controller box is in disrepair. The technician demonstrated how several buttons on the box are falling off.
- Late last year, OMS reported that the glycol (antifreeze) level in the chilled water system was low due to a leak which has since been repaired. Glycol prevents the chilled water cooling system from freezing in the winter. At that time, OMS recommended draining the water levels below the roof (to prevent the water from freezing), and to wait for the air handler replacement when a proper glycol charge will be installed. Because the project has been delayed, OMS recommends adding 30 gallons of glycol to the system to safely operate through the coming winter.

The Facilities Committee discussed the proposal at our November meeting. The Committee asked that I inquire with OMS about the cost breakdown of the project and whether it is advisable to drain the water levels below the roof for another winter. The safeguard controller box is \$3,500 and the glycol is \$1,165. The proposal estimates 4 hours of labor for both projects at \$650. OMS said that it is not advisable to go another winter without adding glycol to the system.

**Oak Brook
Mechanical
Services, Inc.**

Heating and Air Conditioning

961 S. Route 83 • Elmhurst, Illinois 60126-4993
Telephone (630) 941-3555 • Fax: (630) 941-0294

SALES • SERVICE • INSTALLATION

October 28, 2022

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

Attention: Emily Compton-Dzak (Revised)

Regarding: Boiler Safeguard Control and Glycol for Chilled Water System

Dear Ms. Compton-Dzak,

We have completed our inspection on the HVAC systems and strongly recommend replacing the flame safeguard controller and adding glycol to the chilled water system to bring glycol levels up to a safe amount. Below please find our scope of work and associated price.

Scope of Work

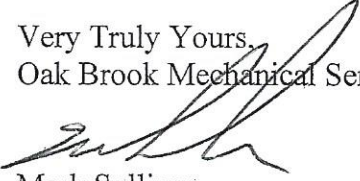
- Remove failing boiler flame safeguard controller.
- Furnish and install a new boiler flame safeguard controller.
- Test and commission new controller.
- Add 30 gallons of propylene glycol to chilled water system.

Exclusions/Clarifications

- No permits, fees, or bonds.
- No premium time.

The total net cost for this work is \$5,315.00.

Very Truly Yours,
Oak Brook Mechanical Services, Inc.


Mark Sullivan
President

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 10, 2022

RE: 2022 Levy

The RFPL 2022 levy document is due to the Village of River Forest (VRF) this November, so it can be included in the November VRF Board levy presentation. The 2022 levy will fund RFPL's FY 2022-23 operating budget, which was approved by the Board of Trustees in March of 2022. The levy document lists the approved FY 2022-23 operating budget alongside the amount of money from the levy that will fund each budget line.

The VRF Finance Director advised RFPL to levy for \$1,499,468 in property taxes, which is a 4.9% increase over last year's levy. Typically, the Levy amount of the resolution is lower than the Budget amount. Gaps in funding are accounted for with grant money such as the IL State Per Capita Grant and RFPL Foundation Grants. This is not a typical year, however, because of drastic increases in CPI that allow us to levy up to 5%. The resolution this year shows a higher Levy amount than the approved Budget amount.

The VRF Finance Director confirmed that we are not required to amend our budget due to increased revenues, and that we can account for the increased revenue in our Consultant/Legal Fees and Natural Gas lines in the levy resolution. As you know, we are already over 100% spent in the Natural Gas line, and strategic planning consultancy fees will cause the library to go over budget in the Consultant/Legal Fees line. The only other difference in amounts you will see in the resolution is in the Programming line. The Programming amount in the Levy column is lower than the Budget column because it is partially grant funded.

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
RIVER FOREST PUBLIC LIBRARY
BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023**

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

Section 1: That pursuant to Article 5/4-10 of Chapter 75, ILCS 2008 the following is a statement of the financial requirements of the River Forest Library for the fiscal year beginning May 1, 2022 and ending April 30, 2023 for the inclusion in the Budget Ordinance of the Village of River Forest, and a statement of the amount of money which has been determined in the judgment of the Board of Library Trustees, it will be necessary for the Village of River Forest to Levy in their annual Tax Levy Ordinance, said Levy to be made pursuant to section 3-5 of the Municipal Code.

CORPORATE EXPENDITURES	FY 22-23 BUDGET	2022 LEVY
Salaries	760,000	760,000
Health Insurance	60,000	60,000
IMRF	58,000	58,000
FICA/Medicare	58,200	58,200
Payroll Services	4,200	4,200
Insurance	20,000	20,000
Auditing	10,000	10,000
Staff Training & Development	9,000	9,000
Membership Dues	4,000	4,000
Staff Recognition	3,000	3,000
Programming	43,000	33,468
Trustee Training	900	900
ILL and RB Services	500	500
Tech Support Services	22,000	22,000
Automation-Admin	41,000	41,000
Youth Interventionist Contract	4,800	4,800
Consultant/Legal Fees	12,000	21,000
Postage & Delivery	3,500	3,500
Telephone/Internet	12,500	12,500
Copy Machine Lease	3,000	3,000
Books	73,000	73,000
Print Periodicals	6,000	6,000

Automated Subscription	9,800	9,800
Audio-Visuals/ Online Econtent	93,000	93,000
Office Supplies	4,000	4,000
Library Supplies	5,500	5,500
Copy and Printing Supplies	2,000	2,000
Advertising	3,500	3,500
Printing	5,500	5,500
Misc Expenses	2,500	2,500
Equipment and Furniture	7,000	7,000
Technology-Misc	4,500	4,500
Strategic Initiatives	10,000	10,000
Building Materials & Supplies	4,500	4,500
Custodial Services	70,000	70,000
Water	2,000	2,000
Natural Gas	9,000	20,000
Copier Maintenance	2,600	2,600
Capital Reserve	45,000	45,000
Total Corporate Library	1,489,000	1,499,468

Section 2: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of River Forest within the time specified by law for inclusion in the Annual Budget Ordinance and Levy Ordinance of the Village of River Forest.

Adopted this 15th of November, 2022 pursuant to a roll call as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

Adopted on _____

Secretary Board of Trustees

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: November 10, 2022

RE: Period Products Questions and Answers

This fall the Library began offering period products in all of its restrooms at the recommendation of the RFPL Equity, Diversity and Inclusion (EDI) Committee. Before putting the period products in the bathrooms, the EDI Committee provided general information and answers to potential patron questions to all RFPL staff.

The committee anticipated questions about why period products are available in the men's restroom. Some transgender men and boys need period products, so we felt it was important to offer the products in all bathrooms. Because of this, staff were also trained on inclusive language surrounding periods:

- instead of 'women' or 'girls', say 'people with periods' or 'people who menstruate'
- Instead of 'feminine hygiene products', say 'menstrual products,' period products,' or 'pads and tampons'

The committee acknowledged that many people are not comfortable talking about menstruation and period products, but they may want more information. They reminded staff that the RFPL librarians are ready to help anyone find books or other information on menstruation and other sensitive subjects.

Questions and Answers

Why is the Library doing this?

The EDI Committee presented this request to the Director and management team, who agreed it meets our strategic goal to demonstrate the principles of diversity, equity, and inclusion within our collections and programs. More and more libraries and even countries are providing free period products.

Are these free?

Yes, they are free to everyone. Please take what you need.

Who is paying for these?

The Library has set aside some money to replenish supplies.

Why are there tampons and pads in the men's bathroom?

Not everyone who has a period is a woman, so we are offering period products in the men's room as well as the women's.