



**River Forest Public Library
Regular Board Meeting
September 20, 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
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: July 19, 2022
 - b. July 2022 Revenue and Expense Reports
 - c. July 2022 Bill Payment List and Credit Card Charges
 - d. July 31, 2022 Balance Sheet
 - e. August 2022 Revenue and Expense Reports
 - f. August 2022 Bill Payment List and Credit Card Charges
 - g. August 31, 2022 Balance Sheet
 - h. Policy updates: Staff IV – Staff and Trustee Development; Staff V – Expense Reimbursement; Staff VI - Accidents & First Aid
5. Patron Suggestions
6. Old Business
 - a. Air handler project
 - i. Bid award recommendation – discussion and vote
7. Director's Report
 - a. Serving Our Public 4.0 Chapter 8: System Members Responsibilities & Resource Sharing
8. President's Report
9. New Business
 - a. Memorandum of Understanding between the RFPL and the RFPL Foundation - vote
 - b. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - iv. RFPL Foundation Liaison
 - v. Village of River Forest Collaboration Committee Liaison
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: July 19th, 2022 - DRAFT

Call to Order: At 4:00 pm President Hill called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Hill, Ruggeri, Hopkinson, Berens, Long, Smedinghoff and Stierwalt
- Also Present: Emily Compton (RFPL, Director) and Shannon Gruber (RFPL, Adult & Teen Services Manager)

Visitors and Guests: Andy Dogan, Williams Architects.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: June 21, 2022
- b. June 2022 Revenue and Expense Reports
- c. June 2022 Bill Payment List and Credit Card Charges
- d. June 2022 Balance Sheet

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

Roll Call Vote:

- Aye: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Patron Suggestions:

Director Compton reported that a patron requested that we do a Secret Summer Adventure display featuring teen books.

Old Business:

Air Handler Project

Andy Dogan of Williams Architects presented the Air Handling Unit/Program Space Phase 1 Project Update. Mr. Dogan reviewed the project scope, details of the exterior enclosure and interior space configuration, air handler unit details, and project schedule. Trustees asked clarifying questions and discussed next steps. The project is expected to go out to bid in August with proposals due in mid-September.

FastForward Libraries Strategic Planning Proposal

Director Compton presented three options for working with FastForward Libraries consulting firm on RFPL strategic planning. Trustees discussed priorities for strategic planning and the expertise necessary to develop an actionable and measurable plan. Trustees discussed the importance of the plan and of community, staff and board input in the process.

Trustee Long moved to approve \$14,400 for services from FastForward Libraries Consulting; Trustee Berens seconded the motion.

Roll call vote:

- Aye: Hopkinson, Long, Smedinghoff, Stierwalt, Berens
- No: Ruggeri, Hill

Book Drops

Director Compton discussed installing the drive-up book drop at Roosevelt Middle School with the District 90 Facilities Manager who opposed installing bollards or other protective measures. Book drops are on order and should arrive during the second half of August.

Director's Report:

Director Compton reported on the following items:

- The first draft of the audit will arrive before the Finance Committee meets in September and will be ready to present at the October Board meeting.
- There has been a summer increase in the Library's usage statistics (from May to June, 2022).
- Melaina Maraldi, Children's Department Manager, gave six class tours of the Library in June.

As part of required Trustee training, Director Compton presented and Trustees discussed:

- Serving our Public 4.0 Chapter 5: Building Infrastructure & Maintenance, and
- Chapter 6: Safety.

President Hill asked Director Compton to update the Emergency Succession Plan. Trustees agreed the Facilities Committee should review the Building checklists at a future committee meeting. Director Compton reported that the River Forest Police Department has reviewed all of the Library's emergency plans.

President's Report:

President Hill had nothing new to report.

New Business:

Facilities Committee - has not met since the June Board meeting.

Finance Committee

- The Finance Committee has not met since the June Board meeting. The next meeting is September 12th at 3:00pm.
- Trustee Ruggeri reported that there may be a four-month delay in Cook County issuing second installment property tax bills. There will also be interest-free loans available, but the Library should have adequate reserves to operate without a loan.

Policy Committee - will meet Monday, September 12th at 2:00pm.

RFPL Foundation Liaison

- Trustee Long reported that the Foundation has received a few new memorial gifts. The quarterly meeting is Tuesday, July 26th at 7:00pm.
- Foundation Board members will be providing water and ice pops and soliciting email addresses at the movie night on Thursday, July 21st hosted by the Library and the River Forest Park District.

Village of River Forest Collaboration Committee Liaison -

- The Collaboration Committee is meeting Wednesday, July 20th

OSG Proposals

Director Compton recommended replacing 9 public computers (\$13,546.26) and purchasing 50 prepaid service hours at \$160/hour (cost of \$8,000) for installation for a total cost of \$21,546.26. This purchase would come out of the Capital budget for technology replacements. Director Compton also proposed purchasing 75 prepaid service hours at \$150/hour (cost of \$11,250) from the Operating budget for regular IT service needed throughout the fiscal year. Trustees discussed the proposal including total service hour requirements and future server replacement.

Trustee Ruggeri moved to approve the purchase of 9 computers, plus shipping costs of \$89.41 for a total of \$13,635.67 and 100 prepaid service hours at \$140/hour for \$14,000. Trustee Berens seconded the motion.

Roll call vote:

- Aye: Berens, Hill, Hopkinson, Long, Ruggeri, Smedinghoff, Stierwalt

Approval and release of the April 19, 2022 executive session minutes

Trustee Berens moved to approve the April executive session minutes. Trustee Ruggeri seconded and the motion passed on a voice vote.

Adjournment

The meeting was adjourned at 6:06 pm 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: July-22

<u>Account:</u>	<u>July-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				25% as of 7/31/22
Property Taxes	\$ 2,894.51	\$ 2,894.51	\$ 1,415,000	0.20%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 10,021.47	\$ 9,000	111.35%
Lost Books Reimbursed	\$ 346.24	\$ 884.94	\$ 3,500	25.28%
Copy Machine Revenue	\$ 132.08	\$ 349.23	\$ 3,000	11.64%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 501.77	\$ 1,319.85	\$ 4,800	27.50%
Gifts from RFPL Foundation	\$ -	\$ 1,900.00	\$ 20,000	9.50%
Gifts - other	\$ -	\$ 151.13	\$ 500	30.23%
IL Per Capita Grant	\$ -	\$ -	\$ 17,000	0.00%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,000	0.00%
Misc Income	\$ 8.00	\$ 14.00	\$ 1,200	1.17%
Total:	\$ 3,882.60	\$ 18,250.13	\$ 1,489,000	1.23%
Income:	\$ 3,882.60	\$ 18,250.13	\$ 1,489,000	1.23%
Expense:	\$ 105,408.52	\$ 311,236.41	\$ 1,489,000	20.90%

Prepared 8.19.22



River Forest Public Library

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

Expense Report: Jul-22

Expenses
Personnel

	July-22	Fiscal YTD	Actual % Budget 25% as of 7/31/22	22-23 Budget
Wages & Salaries	\$ 51,212.15	\$ 168,102.33	22.12%	\$ 760,000
Medical Health Insurance Coverage	\$ 227.90	\$ 6,288.02	10.48%	\$ 60,000
IMRF	\$ 3,925.11	\$ 11,671.30	20.12%	\$ 58,000
Medicare/FICA	\$ 3,876.71	\$ 12,653.79	21.74%	\$ 58,200
Staff Recognition	\$ 56.40	\$ 421.48	14.05%	\$ 3,000
Membership Dues	\$ 75.00	\$ 1,285.00	32.13%	\$ 4,000
Staff Training and Development	\$ 195.00	\$ 1,501.29	16.68%	\$ 9,000
Total Personnel	\$ 59,568.27	\$ 201,923.21	21.21%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 1,936.00	35.20%	\$ 5,500
Advertising	\$ 381.86	\$ 1,121.99	32.06%	\$ 3,500
Total Printing and Advertising	\$ 381.86	\$ 3,057.99	33.98%	\$ 9,000

Programming

Children's Programs	\$ 888.59	\$ 4,555.23	35.04%	\$ 13,000
Teen Programs	\$ 121.18	\$ 1,284.15	17.12%	\$ 7,500
Adult Programs	\$ 307.83	\$ 971.32	9.71%	\$ 10,000
Special Programs	\$ -	\$ 1,801.62	60.05%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 1,317.60	\$ 8,612.32	20.03%	\$ 43,000
Total Advertising and Programs	\$ 1,699.46	\$ 11,670.31	22.44%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 500
Technical Support (IT)	\$ 7,851.91	\$ 9,555.73	43.44%	\$ 22,000
Automation Administration	\$ 6,341.75	\$ 6,541.92	15.96%	\$ 41,000
Consultant Fees/Legal Fees	\$ 360.00	\$ 647.50	5.40%	\$ 12,000
Postage & Delivery	\$ 17.99	\$ 53.97	1.54%	\$ 3,500
Audit	\$ -	\$ -	0.00%	\$ 10,000
Payroll and Employment Services	\$ 479.20	\$ 1,273.81	30.33%	\$ 4,200
Youth Interventionist Contract	\$ 1,147.50	\$ 1,147.50	23.91%	\$ 4,800
Telephone/Internet	\$ 1,403.42	\$ 3,473.96	27.79%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 432.20	14.41%	\$ 3,000
Total Other Support Services	\$ 17,817.87	\$ 23,126.59	20.22%	\$ 114,400

Library Materials

Books	\$ 3,733.06	\$ 16,481.36	22.58%	\$ 73,000
Print Periodicals	\$ -	\$ 4,000.26	66.67%	\$ 6,000
Automated Subscriptions (databases)	\$ 7,407.40	\$ 7,414.72	75.66%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 6,207.00	\$ 18,322.95	24.43%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,151.32	\$ 3,484.40	19.36%	\$ 18,000
Total Library Materials	\$ 18,498.78	\$ 49,703.69	27.34%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 579.50	\$ 1,220.91	30.52%	\$ 4,000
Library Supplies	\$ 405.71	\$ 1,002.46	18.23%	\$ 5,500
Copy And Printing Supplies	\$ 265.75	\$ 265.75	13.29%	\$ 2,000
Misc Expenses	\$ 56.44	\$ 173.48	6.94%	\$ 2,500
Total Office Supplies	\$ 1,307.40	\$ 2,662.60	19.02%	\$ 14,000
Total Library Materials & Supplies	\$ 19,806.18	\$ 52,366.29	26.74%	\$ 195,800

Strategic Initiatives

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

Building Materials & Supplies	\$ 370.46	\$ 528.81	11.75%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 2,533.94	\$ 12,905.48	18.44%	\$ 70,000
Water	\$ -	\$ 680.71	34.04%	\$ 2,000
Natural Gas	\$ 2,367.92	\$ 6,364.95	70.72%	\$ 9,000
Copier Maintenance and Usage	\$ 140.80	\$ 394.84	15.19%	\$ 2,600
Total Facility Services	\$ 5,042.66	\$ 20,345.98	19.64%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ 16.33	\$ 187.93	2.68%	\$ 7,000
Technology Misc.	\$ 1,087.29	\$ 1,087.29	24.16%	\$ 4,500
Total Equipment & Furniture	\$ 1,103.62	\$ 1,275.22	11.09%	\$ 11,500

Total Facilities Management	\$ 6,516.74	\$ 22,150.01	18.52%	\$ 119,600
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Total Operating Expenses	\$ 105,408.52	\$ 311,236.41	21.55%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 105,408.52	\$ 311,236.41	20.90%	\$ 1,489,000
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Total Income	\$ 3,882.60	\$ 18,250.13	1.23%	\$ 1,489,000
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Prepared 8.19.22

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

	Date	Transaction Type	Memo/Description	Amount
AMAZON	07/08/20	Bill Payment		
	22	(Check)		-86.97
	06/25/20			
	22	Bill	STICKERS	7.98
	07/06/20			
	22	Bill	ANNA & ELSA SERIES	78.99
	07/13/20	Bill Payment		
	22	(Check)		-109.99
	07/11/20			
	22	Bill	TONER FOR PRINTER	109.99
	07/20/20	Bill Payment		
	22	(Check)		-199.79
	07/18/20			
	22	Bill	RAIN PONCHO	12.99
	07/19/20			
	22	Bill	TAKE & MAKE MATERIALS	17.89
	07/19/20			
	22	Bill	BROWN CRAFT PAPER	13.97
	07/18/20			
	22	Bill	FAMILY FUN BAG ITEMS	75.91
	07/18/20			
	22	Bill	FAMILY FUN BAG ITEMS	15.99
	07/18/20			
22	Bill	FAMILY FUN BAG ITEMS	18.97	
07/18/20				
22	Bill	ETHERNET CABLE	9.97	
07/18/20				
22	Bill	MODELING CLAY FOR POKEBALLS	34.10	
07/28/20	Bill Payment			
22	(Check)		-51.37	
07/27/20				
22	Bill	MAGNETIC LABELS FOR CHILDREN'S ROOM SHELF READING	16.33	
07/26/20				
22	Bill	BAGS FOR TAKE & MAKE	18.95	
07/25/20				
22	Bill	STICKERS FOR SR PRIZES	16.09	
ANDERSON ELEVATOR COMPANY	07/13/20	Bill Payment		
	22	(Check)		-205.00

	07/11/20				
	22	Bill	JULY ELEVATOR MAINTENANCE		205.00
BAKER & TAYLOR C0260133					
	07/13/20	Bill Payment			
	22	(Check)			-66.37
	07/07/20				
	22	Bill	BOOKS		66.37
Cardmember Service					
	07/25/20	Bill Payment			
	22	(Check)			-1,478.21
	07/20/20				
	22	Bill	Statement 6.14.22 - 7.14.22		1,478.21
Comcast					
	07/07/20	Bill Payment			
	22	(Check)			-645.96
	06/30/20				
	22	Bill	JUNE 2022 - JULY 2022 Telephone/Internet service		645.96
	07/20/20	Bill Payment			
	22	(Check)			-327.98
	07/15/20				
	22	Bill	JULY INTERNET BALANCE DUE		327.98
Comcast Business VoiceEdge					
	07/20/20	Bill Payment			
	22	(Check)			-429.48
	07/15/20				
	22	Bill	JULY PHONE BALANCE		429.48
CONCORDIA UNIVERSITY					
	07/13/20	Bill Payment			
	22	(Check)			-200.00
	07/11/20				
	22	Bill	RINKER AUTHOR VISIT 9/22/22		200.00
DEMCO, INC.					
	07/07/20	Bill Payment			
	22	(Check)			-222.98
	05/17/20				
	22	Bill	TECHNICAL SERVICES/ LABEL LOCKS and CHILDREN'S DEPT. PICTURE BOOK PROJECT		222.98

07/13/20	Bill Payment		
22	(Check)		-105.82
07/07/20			
22	Bill	LABEL LOCKS/BOOK TAPE	105.82

**Findaway
World, LLC**

07/28/20	Bill Payment		
22	(Check)		-219.96
07/25/20			
22	Bill	WONDERBOOK CHAPTER BOOKS	219.96

**Historical
Society of OPRF**

07/07/20	Bill Payment		
22	(Check)		-75.00
07/06/20			
22	Bill	OPRF HISTORICAL SOCIETY MEMBERSHIP #3791	75.00

Hoopla

07/07/20	Bill Payment		
22	(Check)		-2,054.38
05/17/20			
22	Bill	JUNE HOOPLA DOWNLOADS	2,054.38

**Hulen
Landscaping
Contractors**

07/13/20	Bill Payment		
22	(Check)		-276.50
07/11/20			
22	Bill	MONTHLY LANDSCAPING SERVICE	266.50
07/11/20			
22	Bill	GAS SURCHARGE/LANDSCAPING	10.00

**ILLINOIS
ALARM**

07/13/20	Bill Payment		
22	(Check)		-177.29
04/27/20			
22	Bill	ALARM SERVICE (ISSUE IN APRIL 2022/FY 21- 22)	177.29
07/28/20	Bill Payment		
22	(Check)		-140.70
07/26/20			
22	Bill	ALARM SERVICE 9/1/22 - 11/30/22 INTRUSION MONITORING	140.70

**Ingram Library
Services**

07/08/20	Bill Payment		
22	(Check)		-1,360.03
05/17/20			
22	Bill	BOOKS	23.30
05/17/20			
22	Bill	BOOK	18.04
05/17/20			
22	Bill	BOOKS	98.56
05/17/20			
22	Bill	BOOK	17.47
05/17/20			
22	Bill	BOOK	14.07
05/17/20			
22	Bill	BOOKS	118.03
05/17/20			
22	Bill	BOOK	10.47
05/17/20			
22	Bill	BOOK	16.15
05/17/20			
22	Bill	BOOK	17.85
05/17/20			
22	Bill	BOOK	16.15
05/17/20			
22	Bill	BOOK	16.14
05/17/20			
22	Bill	BOOKS	21.78
06/27/20			
22	Bill	BOOKS	100.42
06/30/20			
22	Bill	BOOKS	371.87
06/30/20			
22	Bill	BOOKS	38.00
07/05/20			
22	Bill	BOOK	14.31
07/05/20			
22	Bill	BOOKS	184.77
07/05/20			
22	Bill	BOOK	15.71
07/05/20			
22	Bill	BOOK	13.76
07/05/20			
22	Bill	BOOK	18.03
07/05/20			
22	Bill	BOOKS	72.12
07/05/20			
22	Bill	BOOKS	40.84
07/05/20			
22	Bill	BOOK	17.46
07/05/20			
22	Bill	BOOK	15.91

07/05/20			
22	Bill	BOOKS	68.82
07/13/20	Bill Payment		
22	(Check)		-549.95
07/12/20			
22	Bill	BOOKS	40.08
07/12/20			
22	Bill	BOOK	14.31
07/12/20			
22	Bill	BOOK	21.14
07/12/20			
22	Bill	BOOK	18.60
07/12/20			
22	Bill	BOOKS	68.74
07/12/20			
22	Bill	BOOK	18.96
07/12/20			
22	Bill	BOOK	16.91
07/12/20			
22	Bill	BOOK	21.91
07/12/20			
22	Bill	BOOK	17.46
07/12/20			
22	Bill	BOOKS	32.42
07/12/20			
22	Bill	BOOKS	31.53
07/12/20			
22	Bill	BOOK	15.59
07/12/20			
22	Bill	BOOK	14.82
07/12/20			
22	Bill	BOOK	8.71
07/12/20			
22	Bill	BOOK	33.94
07/12/20			
22	Bill	BOOK	16.90
07/12/20			
22	Bill	BOOK	25.67
07/12/20			
22	Bill	BOOK	21.43
07/12/20			
22	Bill	BOOKS	110.83
07/20/20	Bill Payment		
22	(Check)		-924.48
07/19/20			
22	Bill	BOOK	12.91
07/19/20			
22	Bill	BOOK	17.47
07/19/20			
22	Bill	BOOK	20.72

07/19/20			
22	Bill	BOOKS	316.91
07/19/20			
22	Bill	BOOK	20.53
07/19/20			
22	Bill	BOOKS	236.34
07/14/20			
22	Bill	BOOKS	37.45
07/14/20			
22	Bill	BOOKS	83.88
07/14/20			
22	Bill	BOOK	15.71
07/14/20			
22	Bill	BOOKS	35.50
07/14/20			
22	Bill	BOOK	20.72
07/14/20			
22	Bill	BOOKS	29.83
07/14/20			
22	Bill	BOOK	28.65
07/14/20			
22	Bill	BOOK	14.78
07/19/20			
22	Bill	BOOK	19.97
07/19/20			
22	Bill	BOOK	13.11
07/28/20	Bill Payment		
22	(Check)		-804.53
07/21/20			
22	Bill	BOOK	14.96
07/12/20			
22	Vendor Credit	DUPLICATE ITEMS PROCESSING FEES	-61.20
07/21/20			
22	Bill	BOOK	18.04
07/21/20			
22	Bill	BOOK	17.47
07/21/20			
22	Bill	BOOKS	67.03
07/21/20			
22	Bill	BOOK	20.71
07/21/20			
22	Bill	BOOK	26.85
07/21/20			
22	Bill	BOOKS	128.80
07/26/20			
22	Bill	BOOK	14.96
07/26/20			
22	Bill	BOOKS	29.23
07/26/20			
22	Bill	BOOK	17.47

07/26/20				
22	Bill	BOOKS		71.57
07/26/20				
22	Bill	BOOKS		99.61
07/26/20				
22	Bill	BOOK		16.51
07/26/20				
22	Bill	BOOK		12.58
07/26/20				
22	Bill	BOOK		12.61
07/27/20				
22	Bill	BOOKS		27.42
07/27/20				
22	Bill	BOOKS		117.18
07/27/20				
22	Bill	BOOKS		51.29
07/27/20				
22	Bill	BOOKS		35.50
07/27/20				
22	Bill	BOOK		18.03
07/27/20				
22	Bill	BOOK		16.91
07/27/20				
22	Bill	BOOK		15.42
07/27/20				
22	Bill	BOOK		15.58

Kanopy

07/07/20	Bill Payment			
22	(Check)			-280.25
05/17/20				
22	Bill	JUNE KANOPY DOWNLOADS		280.25

**KLEIN, THORPE
& JENKINS, LTD**

07/28/20	Bill Payment			
22	(Check)			-360.00
07/26/20				
22	Bill	JUNE LEGAL SERVICES		360.00

**Konica Minolta
Business
Solutions**

07/13/20	Bill Payment			
22	(Check)			-140.80
07/12/20				
22	Bill	COPY MACHINE USAGE/ JUNE		140.80

**Konica Minolta
Premier Finance**

07/07/20	Bill Payment		
22	(Check)		-216.10
07/06/20			
22	Bill	MONTHLY COPIER LEASE	216.10

MIDWEST TAPE

07/08/20	Bill Payment		
22	(Check)		-222.92
06/30/20			
22	Bill	DVDS	100.41
06/30/20			
22	Bill	BLU-RAYS/DVDS	66.88
06/30/20			
22	Bill	BLU-RAY/DVD	33.34
06/30/20			
22	Bill	DVD	22.29
07/13/20	Bill Payment		
22	(Check)		-100.41
07/08/20			
22	Bill	DVDs	100.41
07/13/20	Bill Payment		
22	(Check)		-121.21
07/11/20			
22	Bill	BLU-RAY/DVD	33.54
07/11/20			
22	Bill	BLU-RAY/DVD	37.09
07/11/20			
22	Bill	DVDs	50.58
07/20/20	Bill Payment		
22	(Check)		-222.79
07/15/20			
22	Bill	DVD	27.24
07/15/20			
22	Bill	AUDIOBOOK CDS	142.72
07/15/20			
22	Bill	DVDs	52.83
07/28/20	Bill Payment		
22	(Check)		-264.03
07/25/20			
22	Bill	BLU-RAY	33.54
07/25/20			
22	Bill	AUDIOBOOK CDS	171.96
07/25/20			
22	Bill	DVDs	58.53

MobileBeacon

07/13/20	Bill Payment		
22	(Check)		-600.00
07/11/20			
22	Bill	DEVICE (5) INTERNET RENEWAL	600.00

New York Times

07/07/20	Bill Payment		
22	(Check)		-2,194.40
07/06/20		WEB CHARGES 6/24/22- 6/23/23	
22	Bill	ACCOUNT #911316826	2,194.40

NICOR GAS

07/28/20	Bill Payment		
22	(Check)		-2,367.22
07/26/20			
22	Bill	GAS BILL 6/17/22 -7/18/22	2,367.22

Nikki Rung

07/20/20	Bill Payment		
22	(Check)		-375.00
07/15/20			
22	Bill	NANNY NIKKI MUSIC 7/22/22	375.00

**OAK PARK
TOWNSHIP
YOUTH
SERVICES**

07/28/20	Bill Payment		
22	(Check)		-1,147.50
07/26/20		4Q APRIL-JUNE YOUTH ENGAGEMENT	
22	Bill	PROGRAM	1,147.50

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

07/28/20	Bill Payment		
22	(Check)		-851.91
07/26/20			
22	Bill	MONTHLY (JULY) IT SUPPORT	851.91
07/29/20	Bill Payment		
22	(Check)		-7,000.00
07/25/20			
22	Bill	50 prepaid service hours- installation	7,000.00
07/29/20	Bill Payment		
22	(Check)		-8,077.32
07/29/20			
22	Bill	Wireless access point renewal	728.94

07/25/20	22	Bill	Switches warranty	348.38
07/25/20	22	Bill	50 prepaid service hours	7,000.00

OverDrive

07/07/20	22	Bill Payment (Check)		-1,214.45
05/17/20	22	Bill	3 EBOOKS 1 AUDIOBOOK	121.49
05/17/20	22	Bill	6 EBOOKS	142.47
05/17/20	22	Bill	15 EBOOKS 7 AUDIOBOOKS	950.49
07/13/20	22	Bill Payment (Check)		-235.72
07/11/20	22	Bill	6 EBOOKS/ 1 AUDIOBOOK	235.72
07/20/20	22	Bill Payment (Check)		-184.99
07/15/20	22	Bill	4 EBOOKS	184.99
07/28/20	22	Bill Payment (Check)		-1,271.50
07/25/20	22	Bill	2 AUDIOBOOKS/CHILDREN'S 4 EBOOKS/ADULT 1 AUDIOBOOK/ADULT	240.24
07/25/20	22	Bill	17 EBOOKS 7 AUDIOBOOKS	1,031.26

PeopleFacts

07/07/20	22	Bill Payment (Check)		-95.86
07/06/20	22	Bill	JUNE NEW STAFF BACKGROUND CHECKS (2)	95.86

**PROFESSIONAL
IMAGE**

07/20/20	22	Bill Payment (Check)		-49.95
07/20/20	22	Bill	NAME TAGS	49.95

Rhonda Fentry

07/13/20	22	Bill Payment (Check)		-50.00
07/11/20	22	Bill	7/16/22 GENTLE YOGA	50.00

07/28/20	Bill Payment		
22	(Check)		-50.00
07/25/20			
22	Bill	YOGA CLASS 8/13/22	50.00

**S & D Prime
Maintenance,
Inc.**

07/20/20	Bill Payment		
22	(Check)		-824.64
07/15/20			
22	Bill	JUNE MONTHLY MAINTENANCE	824.64
07/29/20	Bill Payment		
22	(Check)		-471.50
07/29/20			
22	Bill	50% deposit for book drop removal and installation	471.50
07/29/20	Bill Payment		
22	(Check)		-909.81
07/29/20			
22	Bill	July monthly maintenance	909.81

Staples

07/13/20	Bill Payment		
22	(Check)		-639.78
		CLIPS, FOLDERS, LABELS, BATTERIES BANDAIDS, ASSTD. PAPER PRODUCTS, TRASH LINERS, GLOVES, URINE DESTROYER AND NEUTRAL CLEANER	
07/11/20			
22	Bill	COVER STOCK	639.78

SWAN

07/28/20	Bill Payment		
22	(Check)		-11,768.59
07/26/20			
22	Bill	QUARTERLY INTERLIBRARY LOAN INVOICE	213.84
07/26/20			
22	Bill	ANNUAL EBSCO DATABASE PACKAGE (SWAN)	5,213.00
07/26/20			
22	Bill	QUARTERLY SWAN FEES	6,341.75

**VILLAGE OF
RIVER FOREST**

07/13/20	Bill Payment		
22	(Check)		-300.00
06/25/20			
22	Bill	June 2022 Health Insurance	3,626.13

Thursday, Aug 04, 2022 01:10:10 PM GMT-7

Byline Credit Card July 2022

Date	Payee	Memo	Charge	Payment	Type	Account
07/29/2022	Jewel Foods	Soda and cupcakes for Susie's party	35.96		Expense	Personnel:Staff Recognition
07/25/2022	Mariano's	Welcome Cupcakes	20.44		Expense	Personnel:Staff Recognition
07/22/2022	Bertolli's	Pizza for Trivia Night Program	84.00		Expense	Adult Programs / Teen Programs
07/22/2022		Soda and candy for family trivia	22.07		Expense	Split Adult Expenses:Programs - Adult
07/20/2022	Cardmember Service	7.14.22 Statement		1,478.21	Bill	2000 Accounts Payable
07/18/2022	Oriental Trading	FAMILY FUN BAG ITEMS	95.15		Expense	Children's Expenses:Programs - Children's
07/15/2022	Canva	CANVA SUBSCRIPTION	179.28		Expense	Marketing:Advertisement Adult
07/14/2022	Jewel Foods	COOKIES/FILM LOVERS FRIDAY	3.54		Expense	Expenses:Programs - Adult Teen
07/14/2022	Jewel Foods	SPRITE FOR BOBA PROGRAM	8.24		Expense	Expenses:Programs-Teen
07/13/2022	AMAZON	kindle ebooks	176.86		Expense	Online e-Content:eContent - Adult
07/12/2022	Jewel Foods	SUPPLIES FOR STEM PROGRAM	31.55		Expense	Children's Expenses:Programs - Children's
07/11/2022	Canva	Canva subscription	179.28		Expense	Marketing:Advertisement Children's
07/07/2022	Oriental Trading	SIDEWALK CHALK / FISH SQUIRT TOYS	51.95		Expense	Expenses:Programs - Children's
07/06/2022	ScreenCloud	SCREENCLOUD MONTHLY SUBSCRIPTION	15.30		Expense	Marketing:Advertisement
07/06/2022	HR Source	JOB DESCRIPTION WEBINAR	195.00		Expense	Personnel:Staff Training and Development

07/05/2022	META	FACEBOOK (NOW KNOWN AS META) ACCOUNT #57466297	8.00	Expense	Marketing:Advertisement Adult
07/05/2022	EINNIM LLC	SR PRIZE/ CANDLES (ADULT) GIFT CARD	61.00	Expense	Expenses:Programs - Adult Adult
07/05/2022	THE DALY BAGEL	FOR SRP (ADULT) MONTHLY STAMPS.COM	50.00	Expense	Expenses:Programs - Adult
07/05/2022	Stamps.com	FEE	17.99	Expense	Support Services:Postage

Prepared 9.14.2022

River Forest Public Library

Balance Sheet

As of July 31st, 2022

Prepared 9.14.22

ASSETS

				<u>7/31/2022</u>
Current Assets				
CHECKING/SAVINGS - OPERATIONS ACCOUNT				
Operations Current		Interest Rate		
ICS Operations	805669201	0.07%		696,703.70
Byline Operations	805669201	0.40%		50,014.73
Petty Cash				40.00
TOTAL Operations Current				746,758.43
<u>Maturity Date</u>	Mid-Term CDARS Reserves		<u>Interest Rate</u>	
8/4/2022	OP CD 26 WK	1025635694	0.05%	63,064.46
8/11/2022	OP CD 26 WK	1025640582	0.05%	64,884.79
Long-Term CDARS Reserves				
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	66,905.74
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,399.52
TOTAL CDARS Reserves				260,254.51
TOTAL OPERATIONS ACCOUNT				1,007,012.94
CHECKING/SAVINGS - CAPITAL ACCC		Interest Rate		
ICS Capital	805669202	0.08%		402,211.94
Byline Capital	805669202	0.40%		9,950.26
TOTAL CAPITAL ACCOUNT				412,162.20
TOTAL CURRENT CHECKING/SAVINGS				1,419,175.14
Property Tax Receivable				680,197.51
Prepaid Assets				20,501.90
TOTAL CURRENT ASSETS				2,119,874.55
TOTAL ASSETS				2,119,874.55
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				1,455.06
Credit Cards				
Byline Credit Card				1,571.21
Total Credit Cards				1,571.21
Accrued Salaries				42,512.72
Total Current Liabilities				45,538.99
Long-Term Liability				
Deferred Revenue				670,450.32
Total Liabilities				715,989.31
Equity				
Fund Balance Capital				212,735.00
Fund Balance Library				1,219,111.00
Retained Earnings				219,714.15
Net Income				-288,849.79
Total Equity				1,362,710.36
TOTAL LIABILITIES & EQUITY				2,078,699.67



River Forest Public Library -Capital Reserve Fund
Jul-22
Fiscal Year: May 1, 2022 - April 30, 2023

Capital Reserve Account Balances

ICS Capital Reserve	\$	402,211.94
Byline Capital Checking	\$	<u>9,950.26</u>
Total Capital Reserve Fund	\$	412,162.20

Expenses

Williams Architects	7/1/2022	\$55.56
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Income

Interest	7/31/2022	\$ 80.44
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Prepared: 8/25/22



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

<u>Account:</u>	<u>August-22</u>	<u>YTD</u>	<u>2022-2023</u>	<u>% of Budget</u>
				33% as of 8/31/22
Property Taxes		\$ 2,894.51	\$ 1,415,000	0.20%
Connections Program Grant	\$ -	\$ -	\$ 9,500	0.00%
Replacement Taxes	\$ -	\$ 10,021.47	\$ 9,000	111.35%
Lost Books Reimbursed	\$ 609.52	\$ 1,494.46	\$ 3,500	42.70%
Copy Machine Revenue	\$ 16.40	\$ 365.63	\$ 3,000	12.19%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 342.42	\$ 1,662.27	\$ 4,800	34.63%
Gifts from RFPL Foundation	\$ 3,450.00	\$ 5,350.00	\$ 20,000	26.75%
Gifts - other	\$ 20.00	\$ 171.13	\$ 500	34.23%
IL Per Capita Grant	\$ -	\$ -	\$ 17,000	0.00%
Grants, other	\$ -	\$ 715.00	\$ 1,500	47.67%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,000	0.00%
Misc Income	\$ 0.30	\$ 14.30	\$ 1,200	1.19%
Total:	\$ 4,438.64	\$ 22,688.77	\$ 1,489,000	1.52%
Income:	\$ 4,438.64	\$ 22,688.77	\$ 1,489,000	1.52%
Expense:	\$ 97,222.26	\$ 408,458.67	\$ 1,489,000	27.43%

Prepared 9.14.22



River Forest Public Library

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

Expense Report: Aug-22

22-23
Budget

August-22

Fiscal YTD

Actual % Budget

33% as of 8/31/22

Expenses
Personnel

Wages & Salaries	\$ 53,270.26	\$ 221,372.59	29.13%	\$ 760,000
Medical Health Insurance Coverage	\$ 3,473.08	\$ 9,761.10	16.27%	\$ 60,000
IMRF	\$ 3,108.79	\$ 14,780.09	25.48%	\$ 58,000
Medicare/FICA	\$ 3,994.96	\$ 16,648.75	28.61%	\$ 58,200
Staff Recognition	\$ 88.50	\$ 509.98	17.00%	\$ 3,000
Membership Dues	\$ -	\$ 1,285.00	32.13%	\$ 4,000
Staff Training and Development	\$ 408.24	\$ 1,909.53	21.22%	\$ 9,000
Total Personnel	\$ 64,343.83	\$ 266,267.04	27.96%	\$ 952,200

Support Services

Printing and Advertising

Newsletter	\$ -	\$ 1,936.00	35.20%	\$ 5,500
Advertising	\$ 120.00	\$ 1,241.99	35.49%	\$ 3,500
Total Printing and Advertising	\$ 120.00	\$ 3,177.99	35.31%	\$ 9,000

Programming

Children's Programs	\$ 693.29	\$ 5,248.52	40.37%	\$ 13,000
Teen Programs	\$ 799.74	\$ 2,083.89	27.79%	\$ 7,500
Adult Programs	\$ 1,010.32	\$ 1,981.64	19.82%	\$ 10,000
Special Programs	\$ 65.94	\$ 1,867.56	62.25%	\$ 3,000
Connections Programs	\$ -	\$ -	0.00%	\$ 9,500
Total Programs	\$ 2,569.29	\$ 11,181.61	26.00%	\$ 43,000
Total Advertising and Programs	\$ 2,689.29	\$ 14,359.60	27.61%	\$ 52,000

Other Support Services

ILL and RB Services	\$ -	\$ -	0.00%	\$ 500
Technical Support (IT)	\$ -	\$ 9,555.73	43.44%	\$ 22,000
Automation Administration	\$ -	\$ 6,541.92	15.96%	\$ 41,000
Consultant Fees/Legal Fees	\$ 3,500.00	\$ 4,147.50	34.56%	\$ 12,000
Postage & Delivery	\$ 21.79	\$ 75.76	2.16%	\$ 3,500
Audit	\$ -	\$ -	0.00%	\$ 10,000
Payroll and Employment Services	\$ 784.87	\$ 2,058.68	49.02%	\$ 4,200
Youth Interventionist Contract	\$ -	\$ 1,147.50	23.91%	\$ 4,800
Telephone/Internet	\$ 660.01	\$ 4,133.97	33.07%	\$ 12,500
Trustee Training and Memberships	\$ -	\$ -	0.00%	\$ 900
Copy Machine Lease	\$ 216.10	\$ 648.30	21.61%	\$ 3,000
Total Other Support Services	\$ 5,182.77	\$ 28,309.36	24.75%	\$ 114,400

Library Materials

Books	\$ 5,788.06	\$ 22,269.42	30.51%	\$ 73,000
Print Periodicals	\$ 741.30	\$ 4,741.56	79.03%	\$ 6,000
Automated Subscriptions (databases)	\$ 983.00	\$ 8,397.72	85.69%	\$ 9,800
Online E-Content - ebooks/magazines/movies/music	\$ 6,161.79	\$ 24,484.74	32.65%	\$ 75,000
Audio Visual (DVDs, CDs, etc.)	\$ 1,492.85	\$ 4,977.25	27.65%	\$ 18,000
Total Library Materials	\$ 15,167.00	\$ 64,870.69	35.68%	\$ 181,800

Library and Office Supplies

Office Supplies	\$ 24.28	\$ 1,245.19	31.13%	\$ 4,000
Library Supplies	\$ 85.53	\$ 1,087.99	19.78%	\$ 5,500
Copy And Printing Supplies	\$ 326.96	\$ 592.71	29.64%	\$ 2,000
Misc Expenses	\$ 60.46	\$ 233.94	9.36%	\$ 2,500
Total Office Supplies	\$ 497.23	\$ 3,159.83	22.57%	\$ 14,000
Total Library Materials & Supplies	\$ 15,664.23	\$ 68,030.52	34.74%	\$ 195,800

Strategic Initiatives

Strategic Initiatives	\$ 1,324.21	\$ 1,324.21	13.24%	\$ 10,000
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Facility Supplies

Building Materials & Supplies	\$ 329.31	\$ 858.12	19.07%	\$ 4,500
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Facility Services

Insurance	\$ -	\$ -	0.00%	\$ 20,000
Maintenance and Custodial Service	\$ 5,124.78	\$ 18,030.26	25.76%	\$ 70,000
Water	\$ 541.27	\$ 1,221.98	61.10%	\$ 2,000
Natural Gas	\$ 1,875.77	\$ 8,240.72	91.56%	\$ 9,000
Copier Maintenance and Usage	\$ 146.80	\$ 541.64	20.83%	\$ 2,600
Total Facility Services	\$ 7,688.62	\$ 28,034.60	27.06%	\$ 103,600

Equipment & Furniture

Equipment & Furniture	\$ -	\$ 187.93	2.68%	\$ 7,000
Technology Misc.	\$ -	\$ 1,087.29	24.16%	\$ 4,500
Total Equipment & Furniture	\$ -	\$ 1,275.22	11.09%	\$ 11,500

Total Facilities Management	\$ 8,017.93	\$ 30,167.94	25.22%	\$ 119,600
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Total Operating Expenses	\$ 97,222.26	\$ 408,458.67	28.29%	\$ 1,444,000
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Capital Improvement Reserve Fund	\$ -	\$ -	0.00%	\$ 45,000
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Total Expenses	\$ 97,222.26	\$ 408,458.67	27.43%	\$ 1,489,000
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Total Income	\$ 4,438.64	\$ 22,688.77	1.52%	\$ 1,489,000
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Prepared 9.14.22

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

	Date	Transaction Type	Memo/Description	Amount
Alarm Detection Services				
	08/19/20 22	Bill Payment (Check)		-246.63
	08/16/20 22	Bill	QUARTERLY FIRE ALARM SERVICE/ SEP-NOV 22	246.63
AMANDA STANDERFER				
	08/19/20 22	Bill Payment (Check)		-3,500.00
	08/11/20 22	Bill	STRATEGIC PLAN/ 25 %	3,500.00
AMAZON				
	08/04/20 22	Bill Payment (Check)		-77.04
	08/03/20 22	Bill	rubber bands and canvases for craft together	41.68
	07/28/20 22	Bill	DIY campfire supplies	35.36
	08/19/20 22	Bill Payment (Check)		-1,073.28
	08/09/20 22	Bill	PENCILS AND NOTEBOOKS FOR MAKERS	43.98
	08/11/20 22	Bill	PAINT FOR MAKE & TAKES	15.99

08/11/20	22	Bill	TONER FOR PRINTER	109.99
08/11/20	22	Bill	TABLECLOTH AND CLIPS	36.97
08/11/20	22	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	108.53
08/11/20	22	Bill	MIDDLE SCHOOL MAKER SUPPLIES	124.29
08/11/20	22	Bill	MIDDLE SCHOOL MAKER SUPPLIES	7.95
08/11/20	22	Bill	ADULT AV - VIDEOGAMES	149.92
08/11/20	22	Bill	GUESSTIMATION JAR/ SEPTEMBER CONTENTS	59.96
08/16/20	22	Bill	APPLE PAPER PLATE LACING MATERIALS	58.17
08/16/20	22	Bill	OCTOBER GUESSTIMATION JAR PRIZE	35.89
08/16/20	22	Bill	HALLOWEEN LANTERN VOTIVES	27.99
08/16/20	22	Bill	"LEMON AID" SCRATCH OFF BOOKMARKS	65.94
08/16/20	22	Bill	HOTEL TRANSYLVANIA SHOWING MOVIE TREATS	40.96
08/16/20	22	Bill	BAD GUY SHOWING MOVIE TREATS	28.91
08/16/20	22	Bill	TONER/UPSTAIRS	109.99
08/16/20	22	Bill	FOAM PADDING FOR INSIDE OF BOOK DROP	8.99
08/17/20	22	Bill	FROZEN TREATS FOR MOVIE NIGHT	38.86

08/24/20	Bill Payment		
22	(Check)		-416.54
08/22/20			
22	Bill	DOLLHOUSE	127.67
08/22/20			
22	Bill	PIGEON PARTY SUPPLIES	110.45
08/22/20			
22	Bill	BOOK	17.77
08/22/20			
22	Bill	PROGRAM SUPPLIES	94.70
08/23/20			
22	Bill	PENCILS FOR FAMILY FUN BAGS	16.99
08/23/20			
22	Bill	MATERIALS FOR FAMILY FUN BAGS AND CRAFTS	48.96
08/31/20	Bill Payment		
22	(Check)		-359.50
08/30/20			
22	Bill	STEM SUPPLIES	26.73
08/29/20			
22	Bill	TEEN NF BOOK	11.75
08/29/20			
22	Bill	NEW S'MORE STUFFED ANIMAL	13.49
08/24/20			
22	Bill	BALLOT BOXES FOR GUESSTIMATION JARS	16.99
08/23/20			
22	Bill	TAMPONS FOR EDI PROPOSAL	76.54
08/23/20			
22	Bill	GIANT DOLLHOUSE PLAQUE, STEPPING STORIES, LIQUID FLOOR TILES	204.05
08/30/20			
22	Bill	POM POMS	9.95

**ANDERSON
ELEVATOR
COMPANY**

08/19/20	Bill Payment		
22	(Check)		-205.00
08/03/20		MONTHLY ELEVATOR MAINTENANCE (AUGUST	
22	Bill	2022)	205.00

ANNE KOWALSKI

08/31/20	Bill Payment		
22	(Check)		-29.04
08/23/20		SNACKS FOR WELCOME BACK	
22	Bill		29.04

Barron's

08/31/20	Bill Payment		
22	(Check)		-299.88
08/23/20		1-YR SUBSCRIPTION TO BARRON'S MAGAZINE	
22	Bill		299.88

CleanNet of Illinois

08/24/20	Bill Payment		
22	(Check)		-2,796.46
08/23/20		MONTHLY CLEANING FEE 7/22	
22	Bill		1,398.23
08/23/20		MONTHLY CLEANING SERVICE 8/22	
22	Bill		1,398.23
08/31/20	Bill Payment		
22	(Check)		-1,398.23
08/29/20		MONTHLY JANITORIAL SERVICE	
22	Bill		1,398.23

Comcast

08/04/20	Bill Payment		
22	(Check)		-328.87
07/29/20			
22	Bill	August Internet	328.87

Comcast VoiceEdge

08/31/20	Bill Payment		
22	(Check)		-660.01
08/31/20			
22	Bill	August phone balance	660.01

DEMCO, INC.

08/24/20	Bill Payment		
22	(Check)		-992.49
08/22/20			
22	Bill	CHILDRENS ROOM STAYTIME CUSHIONS AND CAROUSEL	992.49

EBSCO Information Services

08/31/20	Bill Payment		
22	(Check)		-983.00
08/23/20			
22	Bill	LIBRARY AWARE 1-YR SUBSCRIPTION	983.00

Gary Wenstrup

08/04/20	Bill Payment		
22	(Check)		-250.00
08/02/20			
22	Bill	speaker fee	250.00

Hoopla

08/19/20	Bill Payment		
22	(Check)		-2,196.31
08/11/20			
22	Bill	JULY HOOPLA DOWNLOADS	2,196.31

**Hulen Landscaping
Contractors**

08/04/20	Bill Payment		
22	(Check)		-276.50
07/26/20			
22	Bill	monthly landscaping	276.50

ILLINOIS ALARM

08/19/20	Bill Payment		
22	(Check)		-427.46
08/16/20			
22	Bill	ALARM SYSTEM REPAIR	292.29
08/16/20			
22	Bill	ALARM SYSTEM REPAIR	135.17

**Ingram Library
Services**

08/19/20	Bill Payment		
22	(Check)		-2,841.38
08/09/20			
22	Bill	BOOKS	338.49
08/11/20			
22	Bill	BOOK	13.75
08/11/20			
22	Bill	BOOK	24.19
08/11/20			
22	Bill	BOOKS	29.52

08/11/20			
22	Bill	BOOKS	372.18
08/11/20			
22	Bill	BOOKS	91.30
08/11/20			
22	Bill	BOOKS	90.23
08/11/20			
22	Bill	BOOKS	75.52
08/11/20			
22	Bill	BOOKS	60.48
08/11/20			
22	Bill	BOOKS	56.97
08/11/20			
22	Bill	BOOK	12.61
08/11/20			
22	Bill	BOOK	32.24
08/11/20			
22	Bill	BOOK	19.78
08/11/20			
22	Bill	BOOKS	75.25
08/11/20			
22	Bill	BOOKS	73.59
08/11/20			
22	Bill	BOOKS	121.77
08/11/20			
22	Bill	BOOK	10.51
08/11/20			
22	Bill	BOOKS	23.06
08/11/20			
22	Bill	BOOK	10.01
08/11/20			
22	Bill	BOOK	11.16

08/11/20			
22	Bill	BOOKS	29.73
08/11/20			
22	Bill	BOOKS	50.36
08/11/20			
22	Bill	BOOK	18.04
08/11/20			
22	Bill	BOOKS	141.99
08/11/20			
22	Bill	BOOK	15.32
08/11/20			
22	Bill	BOOKS	32.42
08/11/20			
22	Bill	BOOKS	32.42
08/11/20			
22	Bill	BOOKS	42.76
08/11/20			
22	Bill	BOOK	17.89
08/11/20			
22	Bill	BOOK	16.90
08/11/20			
22	Bill	BOOKS	35.73
08/11/20			
22	Bill	BOOK	34.79
08/11/20			
22	Bill	BOOK	34.62
08/11/20			
22	Bill	BOOK	16.45
08/11/20			
22	Bill	BOOK	11.71
08/11/20			
22	Bill	BOOK	31.26

08/11/20			
22	Bill	BOOK	35.66
08/11/20			
22	Bill	BOOK	10.82
08/11/20			
22	Bill	BOOK	12.02
08/15/20			
22	Bill	BOOKS	69.53
08/15/20			
22	Bill	BOOKS	67.02
08/15/20			
22	Bill	BOOKS	80.20
08/15/20			
22	Bill	BOOKS	36.06
08/15/20			
22	Bill	BOOKS	35.42
08/16/20			
22	Bill	BOOK	11.49
08/16/20			
22	Bill	BOOK	18.03
08/16/20			
22	Bill	BOOKS	67.04
08/16/20			
22	Bill	BOOK	35.21
08/16/20			
22	Bill	BOOKS	39.02
08/16/20			
22	Bill	BOOK	17.47
08/16/20			
22	Bill	BOOK	19.17
08/16/20			
22	Bill	BOOKS	29.76

08/16/20			
22	Bill	BOOK	12.29
08/16/20			
22	Bill	BOOKS	52.22
08/17/20			
22	Bill	BOOK	8.11
08/17/20			
22	Bill	BOOKS	36.86
08/17/20			
22	Bill	BOOK	24.39
08/17/20			
22	Bill	BOOK	18.59
08/24/20	Bill Payment		
22	(Check)		-620.29
08/22/20			
22	Bill	BOOK	12.38
08/22/20			
22	Bill	BOOK	18.03
08/22/20			
22	Bill	BOOK	16.49
08/22/20			
22	Bill	BOOKS	224.68
08/22/20			
22	Bill	BOOKS	24.33
08/22/20			
22	Bill	BOOKS	25.03
08/22/20			
22	Bill	BOOKS	38.10
08/22/20			
22	Bill	BOOK	18.96
08/22/20			
22	Bill	BOOK	33.94

08/22/20			
22	Bill	BOOK	30.45
08/22/20			
22	Bill	BOOKS	40.00
08/22/20			
22	Bill	BOOKS	39.72
08/22/20			
22	Bill	BOOK	7.78
08/22/20			
22	Bill	BOOK	37.44
08/22/20			
22	Bill	BOOK	17.46
08/22/20			
22	Bill	BOOK	18.03
08/22/20			
22	Bill	BOOK	17.47
08/31/20	Bill Payment		
22	(Check)		-2,313.78
08/23/20			
22	Bill	BOOKS	33.81
08/29/20			
22	Vendor Credit	CREDIT DUE FOR DUPLICATE MS ORDER	-344.02
08/23/20			
22	Bill	BOOK	22.23
08/23/20			
22	Bill	BOOK	16.91
08/23/20			
22	Bill	BOOK	17.44
08/23/20			
22	Bill	BOOK	14.41
08/23/20			
22	Bill	BOOK	12.38

08/23/20			
22	Bill	BOOKS	37.20
08/23/20			
22	Bill	BOOKS	39.91
08/23/20			
22	Bill	BOOK	11.25
08/23/20			
22	Bill	BOOKS	37.20
08/25/20			
22	Bill	BOOKS	59.00
08/25/20			
22	Bill	BOOK	13.11
08/25/20			
22	Bill	BOOK	9.31
08/25/20			
22	Bill	BOOKS	98.60
08/25/20			
22	Bill	BOOK	13.01
08/25/20			
22	Bill	BOOKS	133.55
08/25/20			
22	Bill	BOOKS	120.84
08/25/20			
22	Bill	BOOKS	34.95
08/25/20			
22	Bill	BOOKS	34.38
08/25/20			
22	Bill	BOOKS	39.17
08/25/20			
22	Bill	BOOKS	24.19
08/25/20			
22	Bill	BOOK	17.47

08/25/20			
22	Bill	BOOK	17.47
08/25/20			
22	Bill	BOOK	7.78
08/25/20			
22	Bill	BOOK	19.97
08/25/20			
22	Bill	BOOK	13.52
08/25/20			
22	Bill	BOOK	17.47
08/25/20			
22	Bill	BOOK	17.47
08/25/20			
22	Bill	BOOK	13.52
08/25/20			
22	Bill	BOOKS	248.03
08/25/20			
22	Bill	BOOK	11.81
08/25/20			
22	Bill	BOOK	17.04
08/25/20			
22	Bill	BOOKS	266.48
08/25/20			
22	Bill	BOOKS	112.93
08/29/20			
22	Bill	BOOK	23.22
08/29/20			
22	Bill	BOOKS	207.74
08/29/20			
22	Bill	BOOK	23.22
08/29/20			
22	Bill	BOOK	15.02

08/29/20			
22	Bill	BOOK	13.66
08/29/20			
22	Bill	BOOK	7.86
08/29/20			
22	Bill	BOOKS	18.03
08/29/20			
22	Bill	BOOK	11.81
08/29/20			
22	Bill	BOOK	18.03
08/29/20			
22	Bill	BOOK	14.71
08/29/20			
22	Bill	BOOK	14.71
08/29/20			
22	Bill	BOOK	17.69
08/29/20			
22	Bill	BOOKS	24.09
08/29/20			
22	Bill	BOOKS	92.82
08/30/20			
22	Bill	BOOKS	67.25
08/30/20			
22	Bill	BOOKS	89.98
08/30/20			
22	Bill	BOOK	11.81
08/30/20			
22	Bill	BOOK	17.61
08/30/20			
22	Bill	BOOK	14.69
08/30/20			
22	Bill	BOOKS	42.29

08/30/20	22	Bill	BOOK	8.38
08/30/20	22	Bill	BOOK	16.61
08/30/20	22	Bill	BOOKS	87.64
08/30/20	22	Bill	BOOK	9.58
08/30/20	22	Bill	BOOKS	23.96
08/30/20	22	Bill	BOOK	27.41
08/30/20	22	Bill	BOOKS	55.14
08/30/20	22	Bill	BOOKS	79.03

James Dooley

08/24/20	22	Bill Payment (Check)		-600.00
08/22/20	22	Bill	Dooley Band Concert	600.00

Kanopy

08/19/20	22	Bill Payment (Check)		-248.90
08/11/20	22	Bill	JULY KANOPY DOWNLOADS	248.90

KINGSLEY

08/19/20	22	Bill Payment (Check)		-11,169.00
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08/16/20		2 BOOKDROP REPLACEMENTS/CAPITAL	
22	Bill	EXPENSE*	11,169.00

**KLEIN, THORPE &
JENKINS, LTD**

08/19/20	Bill Payment		
22	(Check)		-543.87
08/17/20			
22	Bill	COOK COUNTY ORDINANCE #3846 FILING	543.87

**Konica Minolta
Business Solutions**

08/19/20	Bill Payment		
22	(Check)		-146.80
08/11/20			
22	Bill	JULY COPY MACHINE USAGE	146.80

**Konica Minolta
Premier Finance**

08/04/20	Bill Payment		
22	(Check)		-216.10
07/22/20			
22	Bill	Monthly copier lease	216.10
08/31/20	Bill Payment		
22	(Check)		-216.10
08/30/20			
22	Bill	MONTHLY COPY MACHINE FEE	216.10

**LIBRARY
JOURNALS, LLC**

08/31/20	Bill Payment		
22	(Check)		-174.00

08/29/20			
22	Bill	1 YR DIGITAL SUBSCRIPTION	174.00

MIDWEST TAPE

08/19/20	Bill Payment		
22	(Check)		-1,116.33
08/11/20			
22	Bill	BLU-RAYS	70.43
08/11/20			
22	Bill	DVDS	296.90
08/11/20			
22	Bill	DVD	26.04
08/11/20			
22	Bill	DVDS	227.40
08/11/20			
22	Bill	DVD	26.79
08/11/20			
22	Bill	AUDIOBOOK CDS	88.48
08/11/20			
22	Bill	DVD	26.04
08/11/20			
22	Bill	DVDS	170.98
08/11/20			
22	Bill	BLU-RAY	33.54
08/11/20			
22	Bill	DVDS	149.73
08/24/20	Bill Payment		
22	(Check)		-69.12
08/22/20			
22	Bill	DVDS	69.12
08/31/20	Bill Payment		
22	(Check)		-157.48

08/29/20			
22	Bill	DVD WITH CREDIT DUE REFLECTED	14.54
08/25/20			
22	Bill	DVD	24.54
08/25/20			
22	Bill	DVDS	74.16
08/25/20			
22	Bill	AUDIOBOOK CD	44.24

NICOR GAS

08/24/20	Bill Payment		
22	(Check)		-1,875.77
08/23/20			
22	Bill	7/18/22 - 8/17/22 MONTHLY GAS BILL	1,875.77

**Oak Brook
Mechanical
Services, Inc.**

08/04/20	Bill Payment		
22	(Check)		-1,320.00
07/29/20			
22	Bill	Power wash chiller, maintenance call	1,320.00

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

08/19/20	Bill Payment		
22	(Check)		-13,635.67
08/16/20			
22	Bill	9 PC REPLACEMENTS/ CAPITAL EXPENSE*	13,635.67

OverDrive

08/04/20	Bill Payment		
22	(Check)		-26.98
07/26/20			
22	Bill	2 ebooks	26.98
08/19/20	Bill Payment		
22	(Check)		-2,106.35
08/17/20		4 EBOOKS	
22	Bill	1 AUDIOBOOK	235.99
08/11/20		20 EBOOKS	
22	Bill	7 AUDIOBOOKS	1,010.46
08/11/20			
22	Bill	6 EBOOKS	143.21
08/11/20			
22	Bill	1 AUDIOBOOK	49.95
08/11/20		31 EBOOKS	
22	Bill	3 AUDIOBOOKS	666.74
08/24/20	Bill Payment		
22	(Check)		-985.23
08/18/20			
22	Bill	1 EBOOK	17.50
08/18/20		17 EBOOKS	
22	Bill	6 AUDIOBOOKS	967.73
08/31/20	Bill Payment		
22	(Check)		-45.00
08/30/20			
22	Bill	1 EBOOK	45.00

PeopleFacts

08/04/20	Bill Payment		
22	(Check)		-369.43
08/01/20			
22	Bill	Staff background checks (3)	369.43

PIONEER PRESS

08/19/20	Bill Payment		
22	(Check)		-36.00
08/11/20			
22	Bill	6 MONTH SUBSCRIPTION/PIONEER PRESS	36.00

**PROFESSIONAL
IMAGE**

08/04/20	Bill Payment		
22	(Check)		-20.95
08/01/20			
22	Bill	name tags	20.95

**Smithereen Pest
Management**

08/04/20	Bill Payment		
22	(Check)		-51.00
08/01/20			
22	Bill	Regular pest control service	51.00

Staples

08/04/20	Bill Payment		
22	(Check)		-460.57
08/02/20			
22	Bill	Staples supplies	460.57

**TUMBLEWEED
PRESS, INC.**

08/19/20	Bill Payment		
22	(Check)		-580.00
08/09/20			
22	Bill	TUMBLEBOOKS ONLINE E CONTENT	580.00

UPS

08/19/20	Bill Payment		
22	(Check)		-3.80
08/11/20		PICK UP OF INGRAM DUPLICATE MATERIALS	
22	Bill	ORDERED BY MISTAKE	3.80

VILLAGE OF RIVER FOREST

08/04/20	Bill Payment		
22	(Check)		-541.27
08/01/20			
22	Bill	May / June water / sewer	541.27
08/04/20	Bill Payment		
22	(Check)		-4,609.18
08/02/20			
22	Bill	July 2022 health insurance	4,609.18

Williams Architects

08/24/20	Bill Payment		
22	(Check)		-15,580.13
08/18/20		DESIGN AND ENGINEERING FOR PROJECT 2021-	
22	Bill	019/CAPITAL EXPENSE*	15,580.13

Thursday, Sep 15, 2022 03:27:41 PM GMT-7

Byline Credit Card August 2022

Date	Payee	Memo	Charge	Payment	Type	Account
08/30/2022	MICHAELS	GLUE GUNS FOR TEEN PROGRAMS MONTHLY (AUGUST) STAMPS.COM	25.93		Expense	Teen Expenses:Programs-Teen
08/25/2022	Stamps.com	FEE	17.99		Expense	Support Services:Postage Personnel:Staff Training and Development
08/25/2022	HR Source	HR SOURCE CLASS	150.00		Expense	Adult Expenses:Periodicals - Adult
08/23/2022	CHICAGO TRIBUNE	8-WK CHICAGO TRIBUNE SUBSCRIPTION	231.42		Expense	Marketing:Advertisement
08/23/2022	FedEx MICK AND DAVID ENTERPRISES, INC.	NEW SIGNAGE FOR ADULT (UPSTAIRS) LIBRARY SUPPLIES FOR LOCAL SPOTLIGHT DISPLAY	26.00		Expense	Marketing:Advertisement
08/22/2022	Jewel Foods	DONUTS FOR FILM LOVERS FRIDAY	79.00		Expense	Adult Expenses:Programs - Adult Teen
08/17/2022	CONVERSE	CONVERSE GIFT CARD #2	50.00		Expense	Teen Expenses:Programs-Teen
08/15/2022	CONVERSE	TEEN SUMMER READING PRIZE/CONVERSE	50.00		Expense	Teen Expenses:Programs-Teen
08/15/2022	Pipsticks Crate	TEEN SUMMER READING PRIZE/PIPSTICKS	53.85		Expense	Teen Expenses:Programs-Teen
08/09/2022	Universal Yums	TEEN SUMMER READING PRIZE/UNIVERSAL YUMS	93.00		Expense	Teen Expenses:Programs-Teen
08/09/2022	THINK.OUTSIDE	TEEN SUMMER READING PRIZE/THINK.OUTSIDE BOXES	149.83		Expense	Adult Expenses:Programs - Adult
08/08/2022	REI	STAFF SUMMER READING PRIZE (REI GIFT CERTIFICATE)	50.00		Expense	Adult Expenses:Programs - Adult

08/07/2022	ScreenCloud	LOBBY MONITOR MONTHLY SUBSCRIPTION	15.00	Expense	Marketing:Adverti sement
08/07/2022	Jewel Foods	SENSORY PLAY PROGRAM SUPPLIES	54.72	Expense	Children's Expenses:Progra ms - Children's
08/03/2022	Eventbrite.com	HOW TO BUILD AN ANTIRACIST LIBRARY CULTURE (LJ & SLJ)	258.24	Expense	Personnel:Staff Training and Development Adult
08/01/2022	PANERA BREAD	Coffee for coffee Monday	39.98	Expense	Expenses:Progra ms - Adult
08/01/2022	Armand's	Pizza for Susie's party	88.50	Expense	Personnel:Staff Recognition

Prepared 9.14.2022

River Forest Public Library

Balance Sheet

As of August 31st, 2022

Prepared 9.14.22

ASSETS

8/31/2022

Current Assets

CHECKING/SAVINGS - OPERATIONS ACCOUNT

Operations Current		<u>Interest Rate</u>	
ICS Operations	805669201	0.07%	711,449.06
Byline Operations	805669201	0.40%	47,550.46
Petty Cash			40.00
TOTAL Operations Current			759,039.52

<u>Maturity Date</u>	Long-Term CDARS Reserves		<u>Interest Rate</u>	
8/10/2023	OP CD 5 YEAR	1021670738	2.75%	66,905.74
7/25/2024	OP CD 5 YEAR	1022865745	1.90%	65,399.52
TOTAL CDARS Reserves				132,305.26

TOTAL OPERATIONS ACCOUNT 891,344.78

CHECKING/SAVINGS - CAPITAL ACCO		<u>Interest Rate</u>	
ICS Capital	805669202	0.08%	353,930.47
Byline Capital	805669202	0.40%	10,001.65
TOTAL CAPITAL ACCOUNT			363,932.12

TOTAL CURRENT CHECKING/SAVINGS 1,255,276.90

Property Tax Receivable	680,197.51
Prepaid Assets	20,501.90

TOTAL CURRENT ASSETS 1,955,976.31

TOTAL ASSETS 1,955,976.31

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable -748.75

Credit Cards

Byline Credit Card 3,010.75

Total Credit Cards 3,010.75

Accrued Salaries 42,512.72

Total Current Liabilities 44,774.72

Long-Term Liability

Deferred Revenue 670,450.32

Total Liabilities 715,225.04

Equity

Fund Balance Capital 212,735.00

Fund Balance Library 1,219,111.00

Retained Earnings 219,682.48

Net Income -424,595.80

Total Equity 1,226,932.68

TOTAL LIABILITIES & EQUITY 1,942,157.72



River Forest Public Library -Capital Reserve Fund

Aug-22

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

Capital Reserve Account Balances

ICS Capital Reserve	\$	353,930.47
Byline Capital Checking	\$	<u>10,001.65</u>
Total Capital Reserve Fund	\$	363,932.12

Expenses

Outsource Solutions Group	8/2/2022	\$	7,000.00
S&D Prime Maintenance	8/3/2022	\$	471.50
Outsource Solutions Group	8/23/2022	\$	13,635.67
Klein, Thorpe & Jenkins	8/23/2022	\$	543.87
Williams Architects	8/31/2022	\$	15,580.13
Kingsley	8/31/2022	\$	11,169.00

Income

Interest	8/31/2022	\$	170.09
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Prepared: 9/14/22

IV. Staff and Trustee Development

The purpose of this policy is to provide RFPL employees and Trustees with development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the RFPL. The RFPL and the communities it serves benefit from the collective skills of its employees and Trustees.

RFPL maintains several programs that aim to promote a high level of staff development. These include as-needed one-on-one training and in-service days.

A. Workshops and Conferences

RFPL supports the efforts of staff and Trustees to participate in relevant development opportunities. All staff members are encouraged to attend continuing educational opportunities and workshops offered by the Illinois State Library, RAILS and LACONI. Employees are encouraged to identify educational opportunities that align with departmental goals and RFPL initiatives. Managers are encouraged to assist in identifying opportunities for staff members' development.

RFPL may pay for staff to travel and attend library association and other development conferences. Staff must obtain prior approval from the Director before incurring travel related expenses. Employees should submit requests to attend, together with anticipated expenses, to the Director in accordance with RFPL's Travel Expenses policy (Section I. Oversight, II. Fiscal Accountability, F. Travel Expenses).

B. Memberships

RFPL will pay 50% of the personal membership dues to the American Library Association for the Director and staff members who so request. RFPL will pay 100% of the membership dues to the Illinois Library Association for the Director and Board President.

C. Tuition Assistance

RFPL may provide financial assistance towards tuition for full-time staff to take courses that are relevant to their work at RFPL. Application for assistance should be made to the Director prior to registration. To be eligible for assistance, an employee must hold a permanent position. Assistance will be paid upon submission of proof of satisfactory completion of the course. Employees leaving the employ of RFPL for any reason within one year of receiving assistance may be required to repay the amount of the assistance to RFPL.

IV. ~~Professional~~Staff and Trustee Development

~~A. Continuing Education~~

The purpose of this policy is to provide RFPL employees and Trustees with development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the RFPL. The RFPL and the communities it serves benefit from the collective skills of its employees and Trustees.

RFPL maintains several programs that aim to promote a high level of staff development. These include as-needed one-on-one training and in-service days.

A. Workshops and Conferences

RFPL supports the efforts of staff and Trustees to participate in relevant ~~professional~~ development opportunities. All staff members are encouraged to attend continuing educational opportunities and workshops offered by the Illinois State Library, RAILS and LACONI. Employees are encouraged to identify educational opportunities that align with departmental goals and RFPL initiatives. Managers are encouraged to assist in identifying opportunities for staff members' ~~professional~~ development.

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B. Memberships and Dues

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~~Educational~~C. Tuition Assistance

RFPL may provide financial assistance towards tuition for ~~professional~~full-time staff to take courses that are relevant to their work at RFPL. Application for assistance should be made to the Director prior to registration. To be eligible for assistance, an employee must hold a permanent position. Assistance will be paid upon submission of proof of satisfactory completion of the course. Employees leaving the employ of RFPL for any reason within one year of receiving assistance may be required to repay the amount of the assistance to RFPL.

V. Expense Reimbursement

A. Necessary Expenses

In accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), RFPL will reimburse staff for all necessary expenses that are directly related to services performed for RFPL within the scope of employment. Materials and supply purchases made by personal payment method will be reimbursed in accordance with the procedures in the Employee Handbook. Purchases in excess of \$300 made by personal payment and expenses not included in this policy manual should be approved in writing by the Director prior to being incurred, or reimbursement may be denied.

B. Personal Devices

RFPL recognizes that certain designated employees may be required to use personal devices for work-related reasons. To that end, RFPL will provide said employees with a quarterly stipend to compensate them for the costs of such use. The Board will establish a list of designated employees and stipend rates.

V. Expense Reimbursement

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VI. Accidents and First Aid

Employees will be trained using RFPL's "How to Respond in an Emergency" plan. If an accident or injury occurs on RFPL property and medical attention is required, a RFPL employee will call 911. A basic first aid kit is available at the Circulation Desk.

While normal RFPL operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens and other infectious materials ("Infectious Materials"), RFPL complies with Illinois Department of Labor ("IDL") regulations and therefore the federal Occupational Safety and Health Administration ("OSHA") regulations relating to occupational exposures to infectious materials, in accordance with RFPL's Infectious Materials policy (Section IV. Staff, XI. Infectious Materials).

RFPL employees will use reasonable efforts to prepare an Incident Report with the assistance of the party injured.

VI. Accidents and First Aid

Employees will ~~familiarize themselves with~~ be trained using RFPL's "How to Respond in an Emergency" plan. If an accident or injury occurs on RFPL property and medical attention is required, a RFPL employee will call 911. A basic first aid kit is available at the Circulation Desk.

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RFPL employees will use reasonable efforts to prepare an Incident Report with the assistance of the party injured.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director

Date: September 15, 2022

RE: Bid Award Recommendation

On September 14, 2022, we held a bid opening for the air handler replacement and mechanical room renovation project. The three lowest bids came from Construction Solutions of Illinois, Inc. (CSII) (\$573,723), Northwest Contractors, Inc. (\$633,388), and Happ Builders, Inc. (\$634,000). Upon checking and receiving positive references for CSII, Williams Architects (Williams) recommends awarding the contract to CSII for the sum of \$573,723. Williams' formal recommendation is attached to this memo.

16 September 2019

Ms. Deborah Hill, President – Library Board of Trustees
River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

**Re: Summary of Bid Analysis / Contractor Interviews
River Forest Public Library AHU / Mechanical Room Project - WA Project #2021-019**

Dear Ms. Hill:

Williams Architects administered the bid opening for the **River Forest Public Library AHU / Mechanical Room Project** on September 14, 2022. Seven general contractors submitted bids for the project. The bid results are attached. Our expectation for the bid results based on current market conditions and the final project scope was between \$550,000 and \$600,000, and the apparent low base bid is \$573,723.

A tabulation of the bid results is attached. The apparent low bidder for the project is Construction Solutions of Illinois (CSI) of Oak Lawn. Our office has previously worked with this company with acceptable results. In a telephone interview with Pete Schipma, President of CSI, it was confirmed that the bids are complete as submitted with no limitations or exclusions and that the project seems very straightforward to them. We contacted references supplied by the contractor and those we are independently aware of and received acceptable feedback. CSI indicated the ability to finish the project in the schedule indicated assuming no delays in material procurement and will provide the bonds and insurance required by the Contract Documents. Furthermore, CSI is aware that the project requires prevailing wage with certified payrolls submitted with each pay request.

Based on the outcomes of our interview and reference checks, we find no reason to believe that CSI is not the responsive and responsible low bidder for the Project.

Therefore, subject to receipt of evidence of all required insurance coverage and payment/performance bonds as required by the Contract Documents, **we find no reason why the contract for the River Forest Public Library AHU / Mechanical Room Project should not be awarded to Construction Solutions of Illinois for the Base Bid amount of \$573,723, plus whatever alternate bid items the Board wishes to accept.** Please note that this award amount includes a \$15,000 contingency allowance included in the Contractor's bid that may be drawn against as needed for unforeseen conditions that may arise during construction.

We look forward to working as your spirited partner to complete another successful project for the River Forest Public Library and the community it serves.

Very truly yours,



Andrew R. Dogan, AIA, NCARB, LEED AP
Principal / Vice President

Attachments: Bid Tabulation, 14 September 2022
Project Memorandum - Contractor Interview with CSI, 15 September 2022
Project Memorandum – Reference Checks for CSI, 15 September 2022

G:\2021\2021-019 River Forest Library Air Handler & Mech\C Bidding\06_Review Award\01_WA Bid Summary Letter 20220916.doc



Bid Tabulation

Project: River Forest Library AHU / Mechanical Room
 Bid Date: September 14, 2022



Bidder / Location	Addm #1	Base Bid	Alternate #1 - Ceiling Tile	Alternate #2 - Flooring / Base	Unit Price Form?	Allowance Form?	A305 / References Included?	Certifications Complete?	Bid Bond?
Construction Solutions of Illinois, Inc. / Oak Lawn	Y	\$ 573,723.00	\$ 930.00	\$ 4,100.00	Y	Y	Y	Y	Y
Northwest Contractors, Inc. / Hampshire	Y	\$ 633,388.00	\$ 420.00	\$ 3,640.00	Y	Y	Y	Y	Y
Happ Builders, Inc. / Waukegan	Y	\$ 634,000.00	\$ 1,300.00	\$ 2,500.00	Y	Y	Y	N	Y
Boller Construction Company, Inc. / Waukegan	Y	\$ 662,000.00	\$ 800.00	\$ 5,500.00	Y	Y	Y	Y	Y
Kandu Construction / Skokie	Y	\$ 667,000.00	\$ 2,500.00	\$ 5,000.00	Y	Y	Y	Y	Y
D Kersey Construction / Northbrook	Y	\$ 703,300.00	\$ 900.00	\$ 4,500.00	Y	Y	Y	Y	Y
Henry Brothers Construction / Hickory Hills	Y	\$ 723,600.00	\$ 900.00	\$ 4,500.00	Y	Y	Y	Y	Y

Project Memorandum

Re: Contractor Interview – Construction Solutions of Illinois, Inc.
River Forest Public Library AHU / Mechanical Room Project
WA Project #2021-019

Date: 15 September 2022

By: Kyle Cunningham, Williams Architects

Meeting/Call With: Peter Schipma

Q: Is the bid complete as submitted?

A: *After the bid opening, they rechecked their simple numbers and are comfortable with their bid.*

Q: Is there anything not on the documents that you know you will need to do and that you have not accounted for in your bid?

A: *No, do not believe so. They took an aggressive look at it. Anxious to get the job but have felt that they did a thorough job of reviewing the scope of project for their bid.*

Q: Have you included the \$15,000 allowance required by the contract documents in your bid?

A: Yes

Q: Are you aware this is a prevailing wage project and that certified payrolls will be required?

A: Yes

Q: Are you a union contractor?

A: *They are a GC and subcontract all trades. They utilize mainly union subcontractors with some non-union on prevailing wages. They believe they will utilize almost exclusively union subcontractors on this job.*

Q: Schedule review/concerns? What do the alternate items add to your overall schedule?

A: *No concerns with scheduling and phasing. They were accounting for the long lead times with the mechanical equipment and no issues with the phasing requirements laid out in the specifications. He does not believe the alternates will add any time to the project unless the acoustic tile is a specialty and needs a lead time. He feels the materials are small enough in scope that it should not be an issue.*

Q: Any concerns about the scope of work/materials specified?

A: *No concerns with scope of work and material. Asked if we were aware of the availability of the brick selected for the project.*

Q: How will the project be managed and staffed?

A: *Pete will be the Project Manager and will assign a site superintendent as work progresses. Waiting for summer projects to wrap up to determine site superintendent.*

Q: What masonry/ HVAC contractor are you planning on using for the project?

A: *They are currently going through the subcontractor bids at moment so no specific contractors at time being.*



Q: Do you have any issues with the limitations of the site access indicated on the drawings?

A: *He feels it will be a challenge but took into account restoration needed when done. They want to take a look at the site once they get more into project to examine existing conditions and weigh the two site access options.*

Q: Other comments/questions?

A: *Not at this time.*

End of Project Memorandum

Project Memorandum

Re: Contractor Reference Check – Construction Solutions of Illinois, Inc.
River Forest Public Library AHU / Mechanical Room Project
WA Project #2021-019

Date: 15 September 2022

By: Kyle Cunningham, Williams Architects

Total References Contacted: 2

Responding References: 1

Respondent: John Priala / Park Ridge Public Library Facility Manager

Project: Park Ridge Public Library Fire Sprinkler Installation

Comments:

WAS THE PROJECT COMPLETED ON TIME AND ON SCHEDULE?

The project was completed relatively on time and schedule with no major delays.

WERE THERE SIGNIFICANT / EXCESSIVE CHANGE ORDERS?

There were no significant change orders related to Construction Solutions of Illinois, Inc.'s work. Change orders were discovered due to existing conditions of the Park Ridge Library Building.

HOW WAS THE PROJECT COMMUNICATION?

John had no issues with the communication on the project.

HOW WAS PAPERWORK (CHANGE ORDERS, PAY APPLICATIONS, ETC) HANDLED?

John had no issues with the handling of paperwork for the project.

WOULD YOU USE THEM AGAIN IF THEY WERE A LOW BIDDER ON A FUTURE PROJECT?

Yes, they would use Construction Solutions of Illinois again if they were the low bidder on a project.

End of Project Memorandum

Administration

Lauterbach & Amen completed their fieldwork in August. The audit team expects to get a first draft of the audit to the Finance Committee by September 16, and a final draft by September 29.

The Strategic Planning Team had its kickoff meeting in late August. Team members are trustees Karen Stierwalt and Ann Berens; Shannon Gruber, Adult & Teen Services Manager; Melaina Maraldi, Children's Services Manager; Dannie Moore, Assistant Children's Services Manager; Victoria Muraiti, Materials Services Manager; Cathy Kruse, Materials Services Associate, Fran Arnold, Marketing & PR Specialist, and myself. The team has been working with our consultant, Amanda Standerfer of FastForward Libraries, on a community survey. Fran has created a post card mailer with survey information that will be mailed on September 19.

Serving Our Public 4.0: Standards for Illinois Public Libraries chapter for Trustee review is Chapter 8: System Member Responsibilities and Resource Sharing

Facility updates:

- Hartwig Mechanical inspected the Library's HVAC equipment this September to provide an overall equipment assessment, paying particular attention to the boiler, hot water valves and VAV boxes.
 - Hartwig's assessment of the 15-year-old boiler is that with minor repairs it could last another 10 years. They proposed an inspection and cleaning of the boiler's burner, the installation of new gaskets, and a combustion analysis and tuning to address the increase in gas usage. The cost for this is just over \$1,000.
 - The Library's hot water valves and VAV boxes appeared to be in working order, though because they are pneumatically controlled, Hartwig recommends replacing them in the near future because pneumatic parts and controllers are getting to be obsolete.
- Replacement drive-up and walk-up book drops were installed in August.
- We have been in communication with Roosevelt school about graffiti on Library property. Roosevelt is having the same issue and is reviewing security camera footage to try to identify who is writing on the properties.
- The Library entered into a contract with FSS Technologies for an upgraded burglar alarm system. The system will be installed in September.

Financial highlights:

- Per Capita Grant funds were deposited into our Illinois Funds account in the amount of \$17,289.07, to be transferred to our operating fund.
- The Library budgeted to make a one-time purchase of prepaid service hours out of our IT Support line this year. We purchased \$7,000 worth of hours this July.
- Children's Services began purchasing items, including the Foundation doll house and story time cushions, that were approved by a generous RFPL Foundation grant. You will see these amounts in the Strategic Initiatives line.

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	June 2022	July 2022	August 2022
Physical item circulation - initial checkouts	16,067	16,966	13,459
Digital item circulation	4,187	4,329	4,224
Total Circulation	19,248	21,295	17,683*
Programs for Adults	14 programs 469 attendees	5 programs 45 attendees	8 programs 175 attendees
Programs Middle School aged children	9 programs 216 attendees	8 programs 120 attendees	8 programs 281 attendees
Programs for Children	45 Programs 2411 attendees	48 Programs 2245 attendees	26 Programs 1647 attendees
New cardholders added	66	54	41
Total cardholders	8,398	8,448	8,489
Website sessions	7,123	7,840	6,428
Patron visits	5975	8,132	5,173
Instagram Followers	1,286	1,302	1,305
Facebook Followers	1,334	1,341	1,354

*Circulation numbers typically peak in July, during the Summer Reading Program, and fall in August.

Collection Updates & Notable Programs

Summer Reading Program

August marked the end of another successful Summer Reading Program. Children's reported that many patrons expressed excitement about in-person programs this summer, and families loved our offsite story times at local River Forest parks and the Trailside Museum, as well as our many outdoor programs. Adult & Teen Services were thrilled to see teens reading and posting book reviews, and enjoying their well-earned prizes. ATS also gave tote bags to the first 50 adult registrants this year and are hoping to incorporate a similar incentive at next year's kickoff event. Adults like prizes, too! Statistical highlights -

- ★ 7,467 days of reading logged from children ages birth through 4th grade
- ★ 2,055 prizes collected in the Children's Services Department
- ★ 483 children registered, with 170 completing all 6 challenges
- ★ 6,281 attendees at children's programs June through August
- ★ 200 teens registered and logged 162,848 minutes of reading
- ★ 492 teen prizes were redeemed
- ★ 105 adults registered and logged 459 books

Collection Improvements

Staff in ATS worked this month on a shift in collections to fill some empty shelves and make the collection easier to browse. We created a Memory Care Collection that highlights titles for people living with

memory-related conditions and their caregivers. This gives us the opportunity to better highlight our Memory Care bags as well. The New Large Print, New Mysteries, and New Biographies are now featured more prominently in the new section with many titles faced out. This new configuration allows more space for the popular Large Print collection.

Dorothy Houlihan, ATS Librarian, and Ariel Schick, ATS Associate, have been working with the Children's department to highlight titles in our Parenting collection downstairs so it is easier for parents to browse and check out. We have seen an increase in circulation in this collection already and will continue to monitor. They also created an eNewsletter specifically for new Parenting titles.

Story Time and Programming Supplies Grant

Children's has begun rolling out new items generously funded by a Foundation grant. A "green" dollhouse arrived in August, and has been a huge hit with the kids, especially as they get to play with the dolls they created with our summer Boomerang Bag project. Boomerang Bags were available over the summer, and kids had the opportunity to create a craft and then give that craft back to the community in some way. More of our programming grant items will be debuting at the start of our September programming cycle.

Staff Training and Updates

Susie Young celebrated her 30-year anniversary with the Library this past July. We had a small gathering to celebrate Susie at the Library and were so happy that many of her family members were able to join us for the party. We are grateful for Susie's positive presence at the Materials Services desk, and it was fascinating to hear about the changes she has witnessed at the Library in the past 30 years.

Dannie Moore, Assistant Children's Services Manager, completed a 6-week online workshop for using ASL in a library setting in the beginning of July.

Debbie Larsen joined the Children's Services team in August as a new Children's Associate. Debbie comes to the library with over 10 years of library experience working with children.

Public Relations and Outreach

Our fall Bookplate hit homes during the third week of August.

My daughters and I were excited to hand out flyers and raise awareness of the RFPL Foundation at the annual Food Truck Rally on August 27.

Library Card Sign Up month is this September, and we are having a raffle to encourage library card sign ups and library use. Prizes are from local businesses.

We are excited to be partnering with Sarah's Inn for Domestic Violence Awareness month. At our September Junior Justice League program, teens will be preparing Domestic Violence Action Kits for Sarah's Inn. Library staff will also volunteer for several initiatives in October. Our Local Spotlight Display will also feature Sarah's Inn in October. The goal is to raise awareness about domestic violence and the organization's role.

Respectfully submitted,
Emily Compton
September 15, 2022

River Forest Public Library
Policy Committee Meeting

MINUTES Draft

Monday, September 12th, 2022 at 2pm

Present: Committee members Deborah Hill, Cathy Ruggeri, Elan Long, and Ann Berens. RFPL Director Emily Compton and Operations Manager Shannon Duffy

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

1. **Minutes :** Approve minutes from May 10th, 2022 Policy Committee meeting
 - a. Minutes approved unanimously

2. Staff VII. Dispute Resolution
 - a. Board discussed whether we should call it Grievance and Dispute Resolution. Trustee Ruggeri suggested combining first two paragraphs. The board decided to change any “dispute” to “grievance.”

3. Staff VIII. Employee Discipline
 - a. Board discussed if examples should be more broad. Some commas were changed to semi-colons.

4. Staff XI. Blood Borne Pathogens
 - a. Discussed changes in languages, including changing the title from “Blood Borne Pathogens” to “Infectious Materials.”

5. Review of Staff VI. Accidents and First Aid
 - a. Trustee Long suggested that “Staff will familiarize themselves with” emergency plan doesn’t sound strong enough. The board decided to change to, “Employees will be trained using” emergency plan.

6. Operations III. Programs
 - a. Trustee Berens discussed whether criteria should be laid out as in other policies (for example, collection development.)

7. Review of Staff IV. Professional Development
 - a. Discussed changes in languages to be more inclusive, including changing title to “Staff Development.”

Next Meeting: January 9th 2pm

Policies to discuss at next meeting:

- **Trustee Bylaws**
- **Staff I: Employment**
- **Staff IX: Computer & Internet Access**
- **Patrons IV: Computer & Internet Access**
- **Operations III: Programs**

Adjournment: Trustee Hill adjourned the meeting at 3:27pm.

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

MEMORANDUM OF UNDERSTANDING

THE MEMORANDUM OF UNDERSTANDING (“MOU”) dated January 21, 2020 by and between the RIVER FOREST PUBLIC LIBRARY (“Library”) and the RIVER FOREST PUBLIC LIBRARY FOUNDATION (“Foundation”), an Illinois not-for-profit corporation, exempt from taxation pursuant to Internal Revenue Code section 501(c)(3), is amended and restated in its entirety as of _____, 2022. Both the Library and the Foundation are located in River Forest, Illinois.

Recitals

A. The Foundation seeks to enhance the vitality of the Library for future generations and to engage in other activities that serve the residents of the River Forest community.

B. The Library has provided and may continue to provide assistance to the Foundation to facilitate its operations.

C. Recognizing that the success of the Foundation is in the best interest of the Library, the Library and the Foundation enter into this MOU to describe the manner in which they will collaborate and provide assistance to one another for their mutual benefit.

Agreements

I. LIBRARY ASSISTANCE TO FOUNDATION

The Library shall, at its discretion, and to the extent reasonably feasible and not disruptive to its operations, provide the following assistance to the Foundation from time to time:

1.0 Use of Library Space.

1.1 Meetings and Activities: From time to time, the Library may permit the Foundation to use Library space to hold fundraising activities and meetings and to perform Foundation work on mutually agreeable terms. The Foundation will comply with Library policies in its usage of such space.

1.2 Record Storage: Subject to availability and the other needs of the Library, the Library will help with storage of financial and legal records of the Foundation as follows:

- Physical Records: the Library Director will endeavor to provide a secure and accessible storage area at the Library where the Foundation may keep a reasonable amount of its physical records; and
- Digital Records: at the Foundation’s request, the Library Director will endeavor to provide a reasonable amount of secure and accessible digital storage on its onsite or cloud-based digital storage capabilities where the Foundation may keep its digital

records, provided the Foundation will reimburse the Library for any additional cost associated with such storage capability.

2.0 Registered Agent. The Library Director will serve as the Foundation's Registered Agent with the State of Illinois.

3.0 Marketing and Volunteer Activities. If requested, the Library marketing staff may assist the Foundation with marketing and volunteer support, as needed.

4.0 Commercial General Liability Insurance, Commercial Crime Insurance, and Government Crime Insurance. The Library maintains Commercial General Liability ("CGL"), Commercial Crime, and Government Crime insurance coverage. The Library agrees to include the Foundation as an additional ~~Named~~ Assured on the Library's CGL, Commercial Crime, and Government Crime policies to the extent permitted by such policies. The Foundation will reimburse the Library for any additional cost associated with including the Foundation as an additional ~~Named~~ Assured on the Library's CGL, Commercial Crime, and Government Crime policies.

5.4.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, and except as specifically noted above, the Library will not charge the Foundation for the assistance it provides to the Foundation pursuant to the terms of this MOU.

II. FUNDRAISING

6.0 Fundraising Activities. The Foundation may endeavor to solicit donations and otherwise raise funds using the name of the Library, provided that all funds raised in such manner and not used for Foundation expenses, are earmarked by the Foundation for the ultimate benefit of the Library. Nothing in this section shall restrict the Library from engaging in its own fundraising activities, or restrict the Foundation from engaging in fundraising activities for purposes unrelated to the Library.

6.1 Donations Made to the Foundation. All donations made by donors to the Foundation and accepted by the Foundation will be administered by the Foundation in accordance with its policies.

6.2 Donations Made to the Library. All donations made by donors to the Library and accepted by the Library will be administered by the Library in accordance with its policies.

6.3 Transfers to the Foundation of Donations Made to the Library. Since the Board of Trustees of the Library ("Library Board") has adopted a policy that permits the transfer to the Foundation of donations made to the Library, or the proceeds thereof, to be determined in the Library's discretion, the following provisions shall apply to donations made to the Library which the Library desires to transfer to the Foundation:

6.3.1 Unrestricted Donations Made to the Library. All or any part of an unrestricted donation made to the Library, or the proceeds thereof, may be transferred to the Foundation upon authorization of the Library Board, provided the transfer is accepted by the Foundation in accordance with its policies and subject to any conditions imposed by the Library.

6.3.2 Restricted Donations Made to the Library. All or any part of a donation made to the Library, or the proceeds thereof, subject to restrictions or specified conditions imposed by the donor, may be transferred to the Foundation upon authorization of the Library Board, provided that (i) such transfer does not violate the donor’s restrictions or specified conditions, and (ii) the Foundation accepts such donation in accordance with its policies and agrees to administer such donation in accordance with the restrictions or specified conditions imposed by the donor and any other conditions imposed by the Library.

7.0 Request for a Grant. The Library may request that the Foundation make a grant for a specified amount to the Library. Any such request shall be made in accordance with the procedures for making grants established by the Foundation. The Foundation will review and respond to the request in a timely manner.

III. MISCELLANEOUS PROVISIONS

88.0 Biennial Review. The Library and the Foundation agree that this MOU will be reviewed on a biennial basis. This MOU may be amended by a writing signed by the parties.

99.0 Termination of MOU. This MOU may be terminated by either party, with or without cause, upon delivery of written notice to the other party. Such notice shall be delivered either personally or via certified or registered mail and shall be deemed to have been given the day such notice is personally delivered or three (3) days after such notice is mailed via certified or registered mail. Notice to the Foundation shall be given to the Foundation’s Registered Agent with a copy to the Foundation’s President, River Forest Public Library Foundation, 735 Lathrop Ave., River Forest, IL 60305. Notice to the Library shall be given to the Library Director, River Forest Public Library, 735 Lathrop Ave., River Forest, IL 60305.

104.0 Governing Law. This MOU shall be governed by Illinois law.

In witness whereof, the parties have hereunto set their hands:

RIVER FOREST PUBLIC LIBRARY

RIVER FOREST PUBLIC LIBRARY

FOUNDATION

By: _____

By: _____

Name: _____

Name: _____

Title: Board President

Title: Board President