



**River Forest Public Library
February 18, 2025
6:00 PM
Board of Trustees
Regular Board Meeting**

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: January 21, 2025
 - b. January 2025 Revenue and Expense Reports
 - c. January 2025 Bill Payment List and Credit Card Charges
 - d. January 31, 2025 Fund Balances Report and Capital Reserve Fund
 - e. Policy update: Patrons VI – Meeting Rooms & Study Spaces
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - FY2024-25 amended operating and capital budget drafts – discussion
 - FY2025-26 operating and capital budget drafts - discussion
 - iii. Policy Committee
 - Emergency Succession Plan - discussion
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Replacement tables purchase for Barbara Hall Meeting Room (up to \$14,500) – vote
 - e. Second floor restoration proposals: ACR Restores (\$10,851.68) and Belfor (\$32,994.83) – discussion / vote
9. Old business
 - a. Phase one room renovation project – update
 - b. Phase two room renovation project - update
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.*

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: January 21, 2025 at 6:00 PM - DRAFT

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

- Trustees Present: Cathy Ruggeri, Scott Delano, Elan Long, Jim Hopkinson, Ann Berens, Simon Saddleton. Kosha Baxi Carstens was absent. Scott Delano left the meeting at 6:54 pm.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Visitors and Guests: Sydnee Marks, Audit Manager, Lauterbach and Amen

Visitor Comments: Ms. Marks presented the FY 2023-24 audit to the Board. She thanked Director Compton and Ms. Duffy for their help with audit fieldwork. The auditors gave an unmodified opinion which is the highest possible assessment of the Library's accounting practices and financial position.

The Board agreed to change the order of the Agenda to include Trustee Delano in the planned discussions and votes (Agenda items 9d – 10b) before he needed to leave the meeting. The Consent Agenda, reports and updates (Agenda items 5 – 9c) were moved to follow those actions.

New Business (items d - g)

Masonry repair proposals (pricing varies) - vote

Tuckpointing work needs to be done around the windows on the north and south sides of the second floor. The Library received proposals for the work from Grove Masonry Maintenance, North Shore Brickwork, Olsen Tuckpointing Company, and Otto Baum Company, Inc. Proposals ranged from \$4,895 to \$94,950, depending on the work being recommended. The Board discussed the scope of the work in each proposal and that additional work beyond that quoted may be needed upon closer inspection.

Trustee Hopkinson moved to approve Grove's proposal with a budget not to exceed \$20,000. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Long, Ruggeri, Saddleton

Franzen Plumbing quote to replace 2 staff room toilets (\$1,938) – vote

The two toilets in the staff restrooms currently are residential toilets. Franzen Plumbing recommended replacing them with commercial grade toilets. The project cost would be paid from the capital contingency budget.

Trustee Berens moved to approve Franzen Plumbing's quote for replacing two staff toilets with a budget not to exceed \$2,000. Trustee Delano seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Delano, Hopkinson, Long, Ruggeri, Saddleton, Berens

Outsource Solutions Group proposal to switch to Hassle Free Service (\$2,602.25 per month) – vote

The Library currently contracts IT support from Outsource Solutions Group (OSG) on its Network Care plan. The plan has a monthly fee and requires the purchase of prepaid service hours for support provided. OSG also offers a Hassle Free Service, which has a higher monthly fee with unlimited service for projects that take less than 8 hours. This plan will provide more support with far less administrative work and potentially lower total cost.

Trustee Delano moved to approve OSG's proposal for Hassle Free Service at \$2,602.25 per month as of February 1, 2025. Trustee Saddleton seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Hopkinson, Long, Ruggeri, Saddleton, Berens, Delano

Outsource Solutions Group quote to replace 6 computers (\$7,567.16 - \$12,317.16)- vote

OSG recommended replacing 5-10 computers this fiscal year. The Library has replaced one and proposes replacing six more. The computers' replacement cost will be \$7,567.16 with Hassle Free Service versus \$12,317.16 with the necessary prepaid service hours.

Trustee Saddleton moved to replace six computers for \$7,567.16. Trustee Hopkinson seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Ruggeri, Saddleton, Berens, Delano, Hopkinson, Long

Old Business

Phase One Room Renovation Project- update

Oak Brook Mechanical Services proposal to complete HVAC punch list (\$5,290) – vote

The Library received a quote from Oak Brook Mechanical Services (OMS) to finish the remaining HVAC punch list items. In discussion, the Board decided not to engage OMS at this time to determine the function of the thermostat that had been installed outside the Community Room since the thermostat may be affected by Phase Two of the room project.

Trustee Berens moved to approve paying OMS to complete HVAC punch list items 3 and 4 for an amount not to exceed \$5,000. The motion was seconded by Trustee Delano and passed on a roll call vote.

Roll Call Vote

Ayes: Saddleton, Berens, Delano, Hopkinson, Long, Ruggeri

Phase Two Room Renovation Project- update

There is a Facilities Committee meeting on January 24th at 2pm which will include kickoff of the Community Room Phase 2 design project with Engberg Anderson.

Trustee Delano left the meeting.

Consent Agenda:

- a. Minutes of the Regular Board Meeting: November 19, 2024
- b. Minutes of the Special Board Meeting: December 6, 2024
- c. November 2024 Revenue and Expense Reports
- d. November 2024 Bill Payment List and Credit Card Charges
- e. November 30, 2024 Fund Balances Report and Capital Reserve Fund
- f. December 2024 Revenue and Expense Reports
- g. December 2024 Bill Payment List and Credit Card Charges
- h. December 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Long requested that item b be removed from the Consent Agenda. Trustee Berens moved to approve Consent Agenda items a, c-h, and Trustee Saddleton seconded the motion. Discussion included lost book fees, movie rentals and movie licensing, and property tax levy years. The motion passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Long, Ruggeri, Saddleton

Trustee Saddleton moved to approve Consent Agenda item b, and Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Berens, Delano, Hopkinson, Ruggeri, Saddleton

Abstain: Long

Patron Suggestions:

Director Compton reported one suggestion to reseal the front door of the Library.

Director's Report:

Director Compton reported the building was closed early due to cold temperatures on January 16th after the boiler failed. Thanks to advance planning and preparation, the Library was able to offer remote services during the closure.

Two parts on the boiler needed to be replaced; the work was completed, and the Library reopened on January 17th. The tech from OMS informed Director Compton that, in his opinion, the boiler would last for years. In 2022, OMS had told the Library that the boiler would need to be replaced in 1-2 years. Director Compton consulted with Mark Sullivan from OMS who recommended budgeting for boiler replacement by the summer of 2028 at the latest. He suggested summer as the preferred timeframe to allow for testing and adjustments in the fall.

A new guest pass procedure went into effect in December. The Adult and Teen Services staff are encouraging patrons to use their library card to log onto computers. Anyone who doesn't have a library card may receive a guest pass good for three months after showing their ID. A couple who got engaged in the Library a few years ago came in to get a library card for their new baby.

President's Report:

President Ruggeri commended the staff for the smooth rollout of the new library website. Director Compton noted that Marketing and PR Specialist Fran Arnold put a lot of work into it.

New Business

Committee Reports

Facilities Committee

The Facilities Committee will meet with Engberg Anderson on January 24th for the kickoff of the Community Room Phase 2 design project and also will consider the boiler situation.

Finance Committee

The Finance Committee met on January 7th to review the draft FY 2023-24 audit. Their next meeting is February 5th after the Foundation meeting. They'll discuss the amended budget for the current fiscal year and draft budget for next fiscal year.

Policy Committee

The Policy Committee will meet on January 27th.

RFPL Foundation Liaison

The Foundation has a meeting on February 5th. The Annual Appeal was very successful, far exceeding the goal for donations. They encouraged the Library to submit grant requests.

Village of River Forest Collaboration Committee Liaison

The Committee met in November and will meet next in February.

Adjournment

The meeting was adjourned at 7:15 pm following a motion by Trustee Hopkinson which was seconded by Trustee Saddleton. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

Fiscal Year: May 1, 2024-April 30, 2025

Revenue Report: January-25

Account:	January-25	YTD	2024-2025	% of Budget
				75% as of 1/31/2025
Property Taxes	\$ 2,853.89	\$ 774,175.66	\$ 1,615,000	47.94%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ 1,119.03	\$ 17,671.03	\$ 25,000	70.68%
Lost Books Reimbursed	\$ 492.90	\$ 3,327.59	\$ 3,500	95.07%
Copy Machine Revenue	\$ 300.00	\$ 2,327.64	\$ 3,200	72.74%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 4,931.44	\$ 29,863.38	\$ 24,500	121.89%
Grants from RFPL Foundation	\$ -	\$ 14,300.00	\$ 20,000	71.50%
Gifts - other	\$ 0.15	\$ 606.23	\$ 200	303.12%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ 1,530.61	\$ 1,530.61	\$ 4,000	38.27%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ 1.00	\$ 6.70	\$ 500	1.34%
Total:	\$ 11,229.02	\$ 861,259.97	\$ 1,722,700	49.99%
Income:	\$ 11,229.02	\$ 861,259.97	\$ 1,722,700	49.99%
Expense:	\$ 148,719.54	\$ 1,134,426.10	\$ 1,722,700	65.85%

Prepared 2.13.25



River Forest Public Library

Fiscal Year: May 1, 2024 - April 30, 2025

Expense Report: Jan-25

January-25

Fiscal YTD

Actual % Budget

75% as of 1/31/2025

24-25
Budget

Expenses

Personnel

Wages & Salaries	\$	64,460.14	\$	622,599.33	71.15%	\$	875,000
Medical Health Insurance Coverage	\$	3,694.66	\$	31,615.54	48.64%	\$	65,000
IMRF	\$	4,057.93	\$	30,509.26	61.02%	\$	50,000
Medicare/FICA	\$	4,851.87	\$	47,101.67	70.30%	\$	67,000
Staff Recognition	\$	57.13	\$	917.11	15.29%	\$	6,000
Membership Dues	\$	-	\$	1,260.00	25.20%	\$	5,000
Staff Training & Development	\$	946.56	\$	2,492.44	19.17%	\$	13,000
Total Personnel	\$	78,068.29	\$	736,495.35	68.13%	\$	1,081,000

Advertising & Programming

Printing & Advertising

Newsletter	\$	2,202.00	\$	7,279.00	92.14%	\$	7,900
Advertising	\$	-	\$	1,246.65	20.78%	\$	6,000
Total Printing & Advertising	\$	2,202.00	\$	8,525.65	61.34%	\$	13,900

Programming

Children's Programs	\$	(2,197.72)	\$	9,603.98	53.36%	\$	18,000
Teen Programs	\$	693.99	\$	4,934.01	51.94%	\$	9,500
Adult Programs	\$	1,569.77	\$	14,584.08	81.02%	\$	18,000
Special Programs	\$	649.74	\$	4,688.46	66.98%	\$	7,000
Connections Programs	\$	164.47	\$	1,319.38	26.39%	\$	5,000
Total Programs	\$	880.25	\$	35,129.91	61.10%	\$	57,500
Total Advertising & Programming	\$	3,082.25	\$	43,655.56	61.14%	\$	71,400

Support Services

ILL & RB Services	\$	-	\$	713.88	59.49%	\$	1,200
Technical Support (IT)	\$	1,344.89	\$	20,422.89	82.52%	\$	24,750
Automation Administration	\$	6,089.75	\$	28,981.55	64.40%	\$	45,000

Consultant Fees/Legal Fees	\$	-	\$	2,502.50	41.71%	\$	6,000
Postage & Delivery	\$	19.99	\$	645.49	17.21%	\$	3,750
Audit	\$	2,000.00	\$	8,300.00	75.45%	\$	11,000
Payroll & Employment Services	\$	462.76	\$	4,132.51	66.65%	\$	6,200
Youth Interventionist Contract	\$	1,283.50	\$	3,808.24	74.45%	\$	5,115
Telephone/Internet	\$	1,101.58	\$	9,422.42	85.66%	\$	11,000
Trustee Training & Memberships	\$	-	\$	-	0.00%	\$	1,000
Copy Machine Lease	\$	216.10	\$	1,758.70	56.73%	\$	3,100
Security	\$	-	\$	11,809.39	118.09%	\$	10,000
Total Support Services	\$	12,518.57	\$	92,497.57	72.20%	\$	128,115

Materials & Supplies

Library Materials

Books	\$	11,574.54	\$	61,412.09	74.44%	\$	82,500
Print Periodicals	\$	64.99	\$	6,869.72	98.14%	\$	7,000
Automated Subscriptions (databases)	\$	-	\$	10,969.00	68.56%	\$	16,000
Online E-Content - ebooks/magazines/movies/music	\$	10,757.91	\$	62,228.25	71.94%	\$	86,500
Audio Visual (DVDs, CDs, etc.)	\$	772.45	\$	11,306.19	70.66%	\$	16,000
Total Library Materials	\$	23,169.89	\$	152,785.25	73.45%	\$	208,000

Library & Office Supplies

Office Supplies	\$	698.61	\$	2,761.49	60.03%	\$	4,600
Library Supplies	\$	653.60	\$	3,176.66	53.84%	\$	5,900
Copy & Printing Supplies	\$	109.98	\$	1,289.22	49.59%	\$	2,600
Misc Expenses	\$	54.35	\$	943.56	39.32%	\$	2,400
Total Library & Office Supplies	\$	1,516.54	\$	8,170.93	52.72%	\$	15,500
Total Materials & Supplies	\$	24,686.43	\$	160,956.18	72.02%	\$	223,500

Strategic Initiatives

Strategic Initiatives	\$	945.49	\$	3,364.51	22.43%	\$	15,000
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Facilities Management

Facility Supplies

Building Materials & Supplies	\$	632.79	\$	4,125.73	68.76%	\$	6,000
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Facility Services

Insurance	\$	19,711.86	\$	19,711.86	87.61%	\$	22,500
Maintenance & Custodial Service	\$	7,748.14	\$	62,470.13	73.49%	\$	85,000
Water	\$	-	\$	1,544.78	51.49%	\$	3,000

Natural Gas		\$ 1,208.50		\$ 6,730.36		28.04%		\$ 24,000
Copier Maintenance & Usage		\$ 108.23		\$ 1,277.66		47.59%		\$ 2,685
Total Facility Services		\$ 28,776.73		\$ 91,734.79		66.87%		\$ 137,185

Equipment & Furniture

Equipment & Furniture		\$ -		\$ 24.99		0.42%		\$ 6,000
Technology Misc.		\$ 8.99		\$ 1,571.42		34.92%		\$ 4,500
Total Equipment & Furniture		\$ 8.99		\$ 1,596.41		15.20%		\$ 10,500
Total Facilities Management		\$ 29,418.51		\$ 97,456.93		63.41%		\$ 153,685

Totals

Total Operating Expenses		\$ 148,719.54		\$ 1,134,426.10		67.82%		\$ 1,672,700
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Capital Improvement Reserve Fund		\$ -		\$ -		0.00%		\$ 50,000
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Total Expenses		\$ 148,719.54		\$ 1,134,426.10		65.85%		\$ 1,722,700
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Total Income		\$11,229.02		\$861,259.97		49.99%		\$ 1,722,700
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Prepared 2.13.25

**River Forest Public Library
Bills and Applied Payments
January 2025**

AMAZON	Date	Transaction Type	Memo/Description	Amount
	01/10/2025	Bill Payment (Check)		-662.74
	12/21/2024	Bill	CAREGIVER KIT ADULT HISTORICAL FICTION	46.64
	12/21/2024	Bill	PLASTIC BINS	12.98
	12/21/2024	Bill	SNOW GLOBE MATERIALS	67.65
	12/22/2024	Bill	AMERICAN GIRL HAIR BRUSH	6.97
	12/23/2024	Bill	FABRIC SCISSORS	31.02
	12/28/2024	Bill	HISTORICAL FICTION CAREGIVER KIT	17.74
	12/28/2024	Bill	WINTER READING PRIZES	30.98
	12/28/2024	Bill	OUTDOOR SALT SPREADER	213.36
	12/30/2024	Bill	SILICONE NESTING DOLLS	17.99
	12/30/2024	Bill	KIT/DRESS UP ACTIVITY	24.99
	12/30/2024	Bill	WINTER READING PRIZES	181.15
	01/02/2025	Bill	CONTACT PAPER	7.98
	01/02/2025	Bill	KITCHEN SALT	3.29
	01/30/2025	Bill Payment (Check)		-1,017.02
	01/21/2025	Bill	ASSTD. SUPPLIES (BALLOONS, WASHI TAPE, SKEWERS, BUBBLE WANDS)	34.45
	01/21/2025	Bill	SPACE HEATER	89.99

01/22/2025	Bill	ZIPLOC BAGS FOR CRAFTS	28.62
01/23/2025	Bill	GUESSTIMATION JAR REFILL	34.99
01/25/2025	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	44.88
01/25/2025	Bill	APPLE CHARGERS/PATRON USE	8.99
01/28/2025	Bill	WINTER READING PRIZE (BRACELETS)	14.78
01/13/2025	Bill	BOOK	17.43
01/14/2025	Bill	SNACKS/MOVIE PROGRAM	26.84
01/11/2025	Bill	OUTDOOR SALT (ICE) SCOOP	8.96
01/11/2025	Bill	DICTIONARY SIGN	9.99
01/10/2025	Bill	SNOW GLOBES/PROGRAM	88.17
01/09/2025	Bill	BOOKS	161.46
01/09/2025	Bill	DICTIONARY	82.93
01/08/2025	Bill	BOOKS	41.65
01/08/2025	Bill	FAIRY MAKING SUPPLIES/PROGRAM	67.45
01/07/2025	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	11.98
01/24/2025	Vendor Credit	CREDIT INVOICE #13NK-9Y36-R34V	-29.39
01/06/2025	Bill	IPAD STAND FOR CHILDREN'S ROOM	207.89
01/14/2025	Vendor Credit	IPAD CREDIT STAND INVOICE #1HTT-CRW3-TFHD	-207.89
01/04/2025	Bill	CLEAR ACRYLIC TRAY	28.49
01/15/2025	Bill	FLOWERS FOR FAIRY PROGRAM	24.88
01/15/2025	Bill	IPAD STAND/CHILDREN'S ROOM	207.89

01/18/2025	Bill	DESK ORGANIZER	11.59
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**ANDERSON
ELEVATOR
COMPANY**

01/10/2025	Bill Payment (Check)		-1,047.00
01/01/2025	Bill	MONTHLY ELEVATOR MAINTENANCE	217.00
12/19/2024	Bill	ANNUAL ELEVATOR TESTING	830.00

**BayScan
Technologies**

01/30/2025	Bill Payment (Check)		-186.50
01/17/2025	Bill	THERMAL RECEIPT PAPER	186.50

Children's Plus

01/30/2025	Bill Payment (Check)		-3,297.97
12/31/2024	Bill	BOOKS	3,297.97

CHRIS FACIONE

01/30/2025	Bill Payment (Check)		-400.00
01/21/2025	Bill	2/6/25 JUGGLING FUNNY STORIES! PROGRAM	400.00

**Cintas Fire
Protection**

01/30/2025	Bill Payment (Check)		-7.87
01/14/2025	Bill	AED SERVICE	7.87

CleanNet of Illinois

01/10/2025	Bill Payment (Check)		-1,549.80
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01/01/2025	Bill	MONTHLY CLEANING FEE	1,549.80
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Comcast BUSINESS

01/10/2025	Bill Payment (Check)		-396.18
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12/27/2024	Bill	JANUARY INTERNET BILL	396.18
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**COMCAST
BUSINESS
(VoiceEdge*)**

01/30/2025	Bill Payment (Check)		-705.40
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01/11/2025	Bill	JANUARY 2025 PHONE BILL	705.40
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DEMCO, INC.

01/10/2025	Bill Payment (Check)		-89.89
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12/18/2024	Bill	TECH SERVICES MATERIALS	89.89
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01/30/2025	Bill Payment (Check)		-252.07
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01/14/2025	Bill	BOOK LABELS	171.52
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01/03/2025	Bill	TECH SERVICES SUPPLIES (LABELS, BOOK TAPE)	80.55
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**ELAN FINANCIAL
SERVICES**

01/30/2025	Bill Payment (Check)		-4,076.22
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01/14/2025	Bill	STATEMENT 12/14/2024-1/14/2025	4,076.22
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EMILIE LUCCHESI

01/30/2025	Bill Payment (Check)		-350.00
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		PROGRAM PRESENTER FEE : UGLY PREY- AN INNOCENT WOMAN AND THE DEATH SENTENCE THAT SCANDALIZED JAZZ AGE CHICAGO - FEBRUARY 2, 2025	350.00
01/21/2025	Bill		

EZMail Services

01/30/2025	Bill Payment (Check)		-110.00
01/13/2025	Bill	BOOKPLATE MAILING	110.00

Franzen Plumbing

01/10/2025	Bill Payment (Check)		-235.00
12/31/2024	Bill	STAFF BATHROOM/CLOG	235.00
01/30/2025	Bill Payment (Check)		-1,938.00
01/23/2025	Bill	CAPITAL EXPENSE- STAFF TOILETS	1,938.00

GOOD EARTH GREENHOUSE

01/10/2025	Bill Payment (Check)		-285.00
12/23/2024	Bill	WINTER PLANTERS	295.00
12/23/2024	Vendor Credit	LOYALTY CREDIT/WINTER PLANTERS	-10.00

Hoopla

01/10/2025	Bill Payment (Check)		-2,701.07
01/05/2025	Bill	DECEMBER HOOPLA CHECKOUT	2,701.07

HOY LANDSCAPING

01/30/2025	Bill Payment (Check)		-407.00
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01/14/2025	Bill	SNOW REMOVAL AND ICE MELT	217.00
01/24/2025	Bill	SNOW REMOVAL 1-22 & 1-23	76.00
01/08/2025	Bill	SALT SERVICE 1/3, 1/6/, 1/7	114.00

**Ingram Library
Services**

01/10/2025	Bill Payment (Check)		-3,328.55
12/30/2024	Bill	BOOK	13.51
12/31/2024	Bill	BOOKS	110.46
12/31/2024	Bill	BOOK	10.51
12/31/2024	Bill	BOOK	12.94
12/31/2024	Bill	BOOKS	74.12
12/31/2024	Bill	BOOK	12.36
12/31/2024	Bill	BOOKS	49.52
12/31/2024	Bill	BOOK	18.60
12/31/2024	Bill	BOOK	21.42
12/31/2024	Bill	BOOK	36.98
12/31/2024	Bill	BOOKS	33.18
12/31/2024	Bill	BOOKS	31.74
01/03/2025	Bill	BOOKS	164.47
01/03/2025	Bill	BOOK	13.51
01/03/2025	Bill	BOOKS	38.32
01/03/2025	Bill	BOOK	11.81

01/03/2025	Bill	BOOK	14.39
01/03/2025	Bill	BOOKS	34.09
01/03/2025	Bill	BOOK	16.90
01/03/2025	Bill	BOOK	21.00
01/03/2025	Bill	BOOK	31.77
01/03/2025	Bill	BOOK	10.07
01/03/2025	Bill	BOOK	11.57
01/03/2025	Bill	BOOK	18.24
01/03/2025	Bill	BOOK	18.04
01/03/2025	Bill	BOOK	36.49
01/03/2025	Bill	BOOKS	262.83
01/07/2025	Bill	BOOKS	38.49
01/07/2025	Bill	BOOK	18.04
01/07/2025	Bill	BOOKS	54.12
01/07/2025	Bill	BOOKS	53.23
01/07/2025	Bill	BOOKS	36.08
01/07/2025	Bill	BOOKS	44.44
01/07/2025	Bill	BOOK	12.38
01/07/2025	Bill	BOOK	11.39
01/08/2025	Bill	BOOKS	58.24
01/08/2025	Bill	BOOK	18.60

01/08/2025	Bill	BOOK	14.39
01/08/2025	Bill	BOOKS	49.23
01/08/2025	Bill	BOOKS	109.89
01/08/2025	Bill	BOOK	18.60
01/08/2025	Bill	BOOK	13.51
01/08/2025	Bill	BOOK	8.57
01/08/2025	Bill	BOOKS	33.16
01/08/2025	Bill	BOOK	13.19
01/08/2025	Bill	BOOK	19.73
01/08/2025	Bill	BOOKS	24.84
01/08/2025	Bill	BOOKS	102.42
01/08/2025	Bill	BOOKS	50.32
12/26/2024	Bill	BOOK	9.88
12/26/2024	Bill	BOOKS	33.80
12/26/2024	Bill	BOOK	7.64
12/26/2024	Bill	BOOK	7.96
12/26/2024	Bill	BOOK	8.90
12/26/2024	Bill	BOOKS	36.03
12/26/2024	Bill	BOOKS	38.43
12/26/2024	Bill	BOOK	11.25
12/26/2024	Bill	BOOK	7.96

12/26/2024	Bill	BOOK	7.21
12/20/2024	Bill	BOOK	9.88
12/20/2024	Bill	BOOK	16.15
12/20/2024	Bill	BOOKS	34.37
12/20/2024	Bill	BOOK	12.38
12/20/2024	Bill	BOOK	10.64
12/19/2024	Bill	BOOKS	160.01
12/26/2024	Bill	BOOKS	270.89
12/19/2024	Bill	BOOKS	92.35
12/19/2024	Bill	BOOKS	22.07
12/19/2024	Bill	BOOK	17.71
12/19/2024	Bill	BOOKS	25.89
12/19/2024	Bill	BOOKS	46.40
12/19/2024	Bill	BOOKS	20.18
12/26/2024	Bill	BOOKS	130.29
12/26/2024	Bill	BOOKS	39.44
12/26/2024	Bill	BOOKS	31.96
12/26/2024	Bill	BOOK	13.63
12/27/2024	Bill	BOOKS	83.94
12/27/2024	Bill	BOOK	29.87
12/27/2024	Bill	BOOK	7.64

12/27/2024	Bill	BOOK	11.39
12/27/2024	Bill	BOOK	14.71
12/27/2024	Bill	BOOK	23.07
12/27/2024	Bill	BOOK	13.63
12/27/2024	Bill	BOOKS	22.12
12/30/2024	Bill	BOOK	15.38
12/30/2024	Bill	BOOK	11.81
12/30/2024	Bill	BOOKS	39.99
01/30/2025	Bill Payment (Check)		-4,580.17
01/22/2025	Bill	BOOK	17.04
01/17/2025	Bill	BOOK	18.77
01/17/2025	Bill	BOOK	11.25
01/17/2025	Bill	BOOKS	34.94
01/17/2025	Bill	BOOKS	36.63
01/17/2025	Bill	BOOK	21.92
01/17/2025	Bill	BOOK	16.59
01/17/2025	Bill	BOOK	11.81
01/17/2025	Bill	BOOKS	32.95
01/17/2025	Bill	BOOK	17.85
01/22/2025	Bill	BOOK	21.04
01/22/2025	Bill	BOOKS	218.70

01/22/2025	Bill	BOOKS	108.06
01/22/2025	Bill	BOOK	12.92
01/22/2025	Bill	BOOK	6.89
01/22/2025	Bill	BOOK	12.92
01/22/2025	Bill	BOOK	12.89
01/22/2025	Bill	BOOK	13.40
01/22/2025	Bill	BOOKS	36.35
01/22/2025	Bill	BOOK	18.92
01/22/2025	Bill	BOOKS	68.16
01/22/2025	Bill	BOOKS	32.07
01/22/2025	Bill	BOOK	9.88
01/22/2025	Bill	BOOK	16.14
01/22/2025	Bill	BOOKS	37.92
01/22/2025	Bill	BOOKS	38.82
01/22/2025	Bill	BOOKS	54.38
01/23/2025	Bill	BOOKS	39.63
01/23/2025	Bill	BOOKS	56.36
01/23/2025	Bill	BOOKS	24.76
01/23/2025	Bill	BOOK	8.71
01/23/2025	Bill	BOOKS	53.54
01/23/2025	Bill	BOOKS	149.36

01/23/2025	Bill	BOOK	18.60
01/23/2025	Bill	BOOKS	35.51
01/23/2025	Bill	BOOK	20.29
01/23/2025	Bill	BOOK	18.60
01/23/2025	Bill	BOOKS	35.17
01/27/2025	Bill	BOOKS	33.94
01/27/2025	Bill	BOOKS	37.19
01/27/2025	Bill	BOOKS	40.17
01/27/2025	Bill	BOOK	17.89
01/27/2025	Bill	BOOK	18.03
01/27/2025	Bill	BOOKS	53.25
01/27/2025	Bill	BOOK	13.00
01/27/2025	Bill	BOOK	10.82
01/27/2025	Bill	BOOK	17.25
01/27/2025	Bill	BOOK	16.72
11/01/2024	Bill	BOOK	23.71
		DAMAGED BOOK/INVOICE	
01/21/2025	Vendor Credit	#63130381	-15.78
11/01/2024	Bill	BOOKS	31.68
11/01/2024	Bill	BOOKS	19.86
11/01/2024	Bill	BOOK	13.96
11/01/2024	Bill	BOOKS	30.93

11/01/2024	Bill	BOOK	9.94
11/01/2024	Bill	BOOK	16.57
11/01/2024	Bill	BOOKS	31.06
11/01/2024	Bill	BOOK	9.88
11/01/2024	Bill	BOOK	21.43
11/21/2024	Bill	BOOK	18.04
01/09/2025	Bill	BOOKS	60.48
01/09/2025	Bill	BOOK	18.59
01/09/2025	Bill	BOOK	19.73
01/09/2025	Bill	BOOKS	37.92
01/09/2025	Bill	BOOK	8.71
01/09/2025	Bill	BOOKS	133.48
01/09/2025	Bill	BOOK	21.15
01/09/2025	Bill	BOOKS	54.10
01/09/2025	Bill	BOOK	20.71
01/09/2025	Bill	BOOK	13.99
01/09/2025	Bill	BOOKS	45.23
01/09/2025	Bill	BOOK	17.28
01/09/2025	Bill	BOOK	9.88
01/09/2025	Bill	BOOKS	29.22
01/09/2025	Bill	BOOKS	51.76

01/10/2025	Bill	BOOKS	40.18
01/10/2025	Bill	BOOKS	53.55
01/10/2025	Bill	BOOKS	167.33
01/10/2025	Bill	BOOKS	36.06
01/10/2025	Bill	BOOKS	35.50
01/10/2025	Bill	BOOK	14.12
01/13/2025	Bill	BOOK	20.46
01/13/2025	Bill	BOOKS	36.57
01/13/2025	Bill	BOOKS	49.93
01/13/2025	Bill	BOOKS	36.57
01/13/2025	Bill	BOOKS	215.93
01/13/2025	Bill	BOOKS	25.89
01/13/2025	Bill	BOOKS	205.75
01/13/2025	Bill	BOOK	13.32
01/13/2025	Bill	BOOK	21.60
01/13/2025	Bill	BOOK	20.71
01/13/2025	Bill	BOOK	32.72
01/13/2025	Bill	BOOK	13.49
01/13/2025	Bill	BOOK	9.89
01/13/2025	Bill	BOOK	13.52
01/13/2025	Bill	BOOKS	28.82

01/13/2025	Bill	BOOKS	45.76
01/13/2025	Bill	BOOK	10.49
01/14/2025	Bill	BOOK	24.43
01/14/2025	Bill	BOOKS	53.71
01/14/2025	Bill	BOOK	10.09
01/14/2025	Bill	BOOK	8.71
01/14/2025	Bill	BOOKS	36.07
01/14/2025	Bill	BOOK	28.69
01/14/2025	Bill	BOOKS	22.45
01/14/2025	Bill	BOOK	20.61
01/14/2025	Bill	BOOKS	116.71
01/14/2025	Bill	BOOKS	77.78
01/14/2025	Bill	BOOK	16.79
01/14/2025	Bill	BOOKS	27.77
01/15/2025	Bill	BOOKS	39.62
01/15/2025	Bill	BOOKS	32.14
01/15/2025	Bill	BOOK	21.92
01/15/2025	Bill	BOOKS	25.32
01/15/2025	Bill	BOOKS	34.95
01/15/2025	Bill	BOOKS	39.56
01/15/2025	Bill	BOOKS	38.26

01/16/2025	Bill	BOOK	15.94
01/16/2025	Bill	BOOK	12.94
01/16/2025	Bill	BOOK	12.94
01/16/2025	Bill	BOOKS	25.08
01/16/2025	Bill	BOOKS	81.16
01/16/2025	Bill	BOOKS	24.76
01/16/2025	Bill	BOOKS	31.05
01/17/2025	Bill	BOOKS	29.45
01/17/2025	Bill	BOOKS	53.29
01/17/2025	Bill	BOOK	14.95
01/17/2025	Bill	BOOKS	43.36

Kanopy

01/10/2025	Bill Payment (Check)		-232.05
12/31/2024	Bill	DECEMBER KANOPY CHECKOUTS	232.05

KARINA GUICO

01/30/2025	Bill Payment (Check)		-300.00
01/21/2025	Bill	CRAFT INSTRUCTOR FEE	300.00

Konica Business Solutions

01/10/2025	Bill Payment (Check)		-108.23
01/01/2025	Bill	DECEMBER COPY USAGE	97.77
01/02/2025	Bill	JANUARY 2025 COPY MAINTENANCE	10.46

Konica Premier

01/10/2025	Bill Payment (Check)		-216.10
01/07/2025	Bill	COPIER LEASE PAYMENT	216.10

**LAUTERBACH &
AMEN, LLP**

01/10/2025	Bill Payment (Check)		-2,000.00
12/30/2024	Bill	FINAL BILLING/ANNUAL AUDIT	2,000.00

LIRA

01/10/2025	Bill Payment (Check)		-17,044.86
12/30/2024	Bill	PROP/CASUALTY INSURANCE RENEWAL 2025	17,044.86

**Mid-America
Graphics**

01/10/2025	Bill Payment (Check)		-2,092.00
12/26/2024	Bill	WINTER BOOKPLATE PRINTING	2,092.00

MIDWEST TAPE

01/10/2025	Bill Payment (Check)		-211.62
12/19/2024	Bill	DVD	19.18
12/27/2024	Bill	DVDS	56.36
01/03/2025	Bill	DVDS	49.61
01/08/2025	Bill	DVDS	86.47
01/30/2025	Bill Payment (Check)		-289.83
01/15/2025	Bill	DVDS	123.64

01/23/2025	Bill	DVDS	114.97
01/15/2025	Bill	DVD	34.23
01/21/2025	Bill	REPLACEMENT DVD SERIES (POLDARK) DISC	16.99

MPLC

01/10/2025	Bill Payment (Check)		-339.74
12/30/2024	Bill	1 YR. MOVIE LICENSE	339.74

Neal Alger

01/10/2025	Bill Payment (Check)		-300.00
12/26/2024	Bill	CLASSICAL GUITAR PROGRAM 1/12/25 NEAL ALGER	300.00

NICOR GAS

01/30/2025	Bill Payment (Check)		-1,208.50
01/14/2025	Bill	GAS BILL 12/14-1/14	1,208.50

Oak Brook Mechanical Services, Inc.

01/30/2025	Bill Payment (Check)		-2,505.60
01/21/2025	Bill	BOILER REPAIR (PARTS & SERVICE)	1,980.60
01/16/2025	Bill	HVAC/AIR CURTAIN REPAIR	525.00

OAK PARK TOWNSHIP YOUTH SERVICES

01/30/2025	Bill Payment (Check)		-1,283.50
01/23/2025	Bill	Q2/OCTOBER-DECEMBER 2024	1,283.50

**OUTSOURCE
SOLUTIONS GROUP,
INC.**

01/30/2025	Bill Payment (Check)		-1,344.89
01/13/2025	Bill	JANUARY TECH SUPPORT	1,344.89

OverDrive

01/10/2025	Bill Payment (Check)		-3,901.68
01/07/2025	Bill	1 EBOOK	27.50
01/01/2025	Bill	MEDIA ON DEMAND CONSORTIUM FEES	3,000.00
12/31/2024	Bill	13 EBOOKS /7 AUDIOBOOKS	851.19
12/24/2024	Bill	1 EBOOK	22.99
01/30/2025	Bill Payment (Check)		-3,923.11
01/16/2025	Bill	31 EBOOKS/10 AUDIOBOOKS	1,360.82
01/22/2025	Bill	1 AUDIOBOOK	33.25
01/21/2025	Bill	5 EBOOKS/2 AUDIOBOOKS	534.80
01/20/2025	Bill	12 EBOOKS/7 AUDIOBOOKS	902.60
01/08/2025	Bill	OVERDRIVE MAGAZINE RENEWAL	901.64
01/14/2025	Bill	3 EBOOKS/1 AUDIOBOOK	190.00

PLAYAWAY

01/30/2025	Bill Payment (Check)		-56.04
01/07/2025	Bill	WONDERBOOK	56.04

**PROFESSIONAL
IMAGE**

01/30/2025	Bill Payment (Check)		-290.95
01/16/2025	Bill	NAME TAGS	290.95

RAILS

01/10/2025	Bill Payment (Check)		-310.00
01/09/2025	Bill	ANNUAL MOVIE LICENSE FEE	310.00

Rhonda Fentry

01/10/2025	Bill Payment (Check)		-60.00
12/26/2024	Bill	CHAIR YOGA 1/11/25 RHONDA FENTRY	60.00

RISK PROGRAM ADMINISTRATORS

01/10/2025	Bill Payment (Check)		-2,667.00
12/17/2024	Bill	WORKERS COMP RENEWAL 2025	1,945.00
12/31/2024	Bill	GOVERNMENT CRIME POLICY	722.00

S&D PRIME MAINTENANCE,INC

01/10/2025	Bill Payment (Check)		-699.59
12/20/2024	Bill	BOOKDROP REMOVAL & INSTALLATION	699.59
01/30/2025	Bill Payment (Check)		-1,011.28
12/31/2024	Bill	DECEMBER 2024 MAINTENANCE VISIT	863.28
12/31/2024	Bill	AIR CURTAIN CONCERN VISIT	148.00

Staples

01/30/2025	Bill Payment (Check)		-607.88
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12/25/2024	Bill	COPY PAPER	607.88
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**STRICTLY SELF
DEFENSE**

01/30/2025	Bill Payment (Check)		-299.00
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01/15/2025	Bill	SELF DEFENSE TRAINING/FEBRUARY IN-SERVICE	299.00
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SWAN

01/30/2025	Bill Payment (Check)		-6,089.75
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01/10/2025	Bill	SWAN FEES JAN-MAR 2025	6,089.75
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**VILLAGE OF RIVER
FOREST**

01/10/2025	Bill Payment (Check)		-4,310.62
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01/10/2025	Bill	December 2024 Health Insurance	4,310.62
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01/10/2025	Bill Payment (Check)		-7,250.69
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01/10/2025	Bill	December 2024 IMRF	7,250.69
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**ZESTY CATERING
c/oASHLEY SIMONE
WORTHINGTON-
NORRGARD**

01/13/2025	Bill Payment (Check)		-265.00
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01/02/2025	Bill	BALANCE DUE/MOCKTAIL PROGRAM(TEN MORE GUESTS INCLUDED)	265.00
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Byline Credit Card January 2025

Ending Balance: 522.88

Date	Payee	Memo	Charge	Payment	Type	Account
01/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage Children's
01/23/2025	Discount School Supply	KITCHEN SET	293.99		Expense	Expenses:Programs - Children's
01/22/2025	Joann Fabrics	ROTARY CUTTER & FLEECE/ TAKE & MAKES	54.00		Expense	Special Programs:Connections Programs Teen
01/22/2025	Joann Fabrics	FLEECE FOR TAKE & MAKE	84.81		Expense	Expenses:Programs- Teen
01/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
01/15/2025	Jewel Foods ELAN	COOKIES/FILM PROGRAM	5.10		Expense	Expenses:Programs - Adult
01/14/2025	FINANCIAL SERVICES	STATEMENT 12/14/2024-1/14/2025		4,076.22	Bill	2000 Accounts Payable
01/14/2025	MARRIOTT	MARRIOTT RESERVATION FOR IYSI	322.56		Expense	Personnel:Staff Training and Development
01/09/2025	4IMPRINT	BRANDED COFFEE TRAVEL MUGS	495.41		Expense	
01/09/2025	Uprinting.com	LETTERHEAD & ENVELOPES	340.50		Expense	Library and Office Expenses:Library Supplies
01/09/2025	Bureau of Education and Research	WHAT'S NEW IN YOUNG ADULT LITERATURE SEMINAR (GRADES 6-12) 2025	325.00		Expense	Personnel:Staff Training and Development
01/03/2025	WONDER IDEA TECHNOLOGY LTD.	DECEMBER 19/24 REFUND		44.70	CC-Credit	Marketing

01/03/2025	WONDER IDEA TECHNOLOGY LTD.	FLIPHTML5 ONLINE SERVICE (PROFESSIONAL)	149.00	Expense	Marketing
01/03/2025	Target	IPAD FOR CHILDREN'S CATALOG	499.99	Expense	Strategic Initiatives Children's Expenses:Programs -
01/03/2025	Target	VEGETABLE OIL & WATER	11.97	Expense	Children's
01/02/2025	GETTY IMAGES	PHOTO FOR WEBSITE	70.00	Expense	Capital Expense:Capital Technology
01/02/2025	American Girl	AMERICAN GIRL DOLL MERCHANDISE	183.00	Expense	Children's Expenses:Non-Print Children's
01/02/2025	IKEA	DISPLAY CABINET MISC. CHILDREN'S ROOM SUPPLIES (TENT, STEP STOOLS, KITCHEN TOYS)	375.54	Expense	
01/01/2025	Universal Yums	UNIVERSAL YUMS SUBSCRIPTION	480.00	Expense	Teen Expenses:Programs-Teen

River Forest Public Library

Fund Balances

As of January 31st, 2025

Prepared 2.13.25

1/31/2025

CHECKING/SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	347,093.07
Byline Operations	0.40%	49,804.81
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 396,937.88

Maturity Date

CDARS Reserves

Interest Rate

2/13/2025	OP CD 6 MONTHS- CIBC	4.10%	51,032.65
2/20/2025	OP CD 6 MONTHS- CIBC	4.10%	100,000.00
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	101,235.44
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	103,126.76
7/3/2025	OP CD 6 MONTHS- CIBC	3.75%	52,945.16
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 669,430.78

TOTAL OPERATIONS FUND

1,066,368.66

CHECKING/SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	91,569.14
Byline Capital	0.40%	2,503.21

TOTAL CAPITAL CHECKING/SAVINGS 94,072.35

Maturity Date

CDARS Reserves

Interest Rate

2/6/2025	OP CD 1 MONTH- CIBC	2.95%	51,800.25
2/6/2025	OP CD 1 MONTH- CIBC	2.95%	51,800.25
2/6/2025	OP CD 1 MONTH- CIBC	2.95%	51,800.25
2/6/2025	OP CD 1 MONTH- CIBC	2.95%	51,800.25
2/6/2025	OP CD 1 MONTH- CIBC	2.95%	51,800.25
2/13/2025	OP CD 3 MONTHS- CIBC	3.25%	257,266.20
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	229,154.83

TOTAL CDARS Reserves Capital 745,422.28

TOTAL CAPITAL FUND

839,494.63

TOTAL OPERATIONS/CAPITAL FUNDS

1,905,863.29



River Forest Public Library -Capital Reserve Fund

Fiscal Year: May 1, 2024 - April 30, 2025

Jan-25

Capital Reserve Account Balances

ICS Capital Reserve	\$	91,569.14 *
Byline Capital Checking	\$	2,503.21
Total Capital Reserve Checking / Savings	\$	94,072.35
Total Capital CDARS Reserve	\$	745,422.28
Total Capital Reserve Fund	\$	839,494.63

Expenses

Transfers

Income

Interest- Checking / ICS	1/31/2025	\$	39.71
Interest- CDARS	1/31/2025	\$	585.45

Prepared: 2.13.25

*Includes \$50,000 Live and Learn Grant

VI. Meeting Rooms and Study Spaces

Meeting rooms and study spaces are available to support RFPL's mission and strategic goals. When not in use for RFPL activities, they may be made available for use by the public under the following conditions:

A. Meeting Room Guidelines

- An adult with a RFPL card in good standing, an owner or operator of a River Forest business, or a member of a governmental agency serving River Forest must take responsibility for the group's use of a Meeting Room by signing an Application and Use Agreement;
- Reservations for a Meeting Room may not be made more than 3 months in advance;
- Meetings are open to the public;
- Parties and private social events are not permitted;
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director;
- Meetings must not interfere with the regular functioning of RFPL;
- The Director may establish rules and procedures governing use of a Meeting Room and related fees, and
- When not in use, a Meeting Room may be used as a Study Space, and use will be governed by the Study Space guidelines.

B. Study Space Guidelines

- Reservations can be made up to 3 days in advance;
- Reservations can be made for a maximum of two hours. Reservation time may be extended at the discretion of staff; and
- Reservations for a Study Space are limited to one per day per patron.

Patrons using Meeting Rooms or Study Spaces must comply with the RFPL Code of Conduct. RFPL will not advertise or otherwise promote third-party programs or meetings. Use of a Meeting Room or Study Space does not constitute RFPL endorsement of the viewpoints expressed by the host, speakers, or attendees of any event.

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Strategic Directions

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

Children's hosted Brookfield Zoo for another **collaborative storytime**. Melaina Maraldi, Children's Services Manager, gave a storytime about arctic animals and Brookfield Zoo set up hands-on play stations on the same theme. There were 48 attendees who learned all about arctic animals and their habitats through stories, songs, and play. Brookfield Zoo gifted the library 200 free admission tickets as a thank you.



Community

Adult & Teen Services Manager Shannon Gruber met with an outreach coordinator from the **Cook County Department of Public Health** to learn about their public health initiatives and discuss possible future collaboration. We will look into programming opportunities for the summer.

Goal: Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming

We held our **kick-off meeting with Engberg Anderson Architects** to begin planning for Phase Two of the Room Renovation project.



Spaces

We are excited to work with Office Space, Inc. to select new flip-top tables for the Barbara Hall Meeting Room, thanks to a **generous grant from the RFPL Foundation**.



*Events, Services
& Collections*

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

On Sunday, January 11th, we **welcomed guitarist Neal Alger** to perform classical and jazz pieces composed by female composers. We had 42 patrons attend this educational and entertaining event.

On Wednesday, January 15th, we had about 30 patrons join us for a **Mocktail Party!** Chef Ashley Simone & mixologist (and Ashley's mom) Etta Worthington taught us how to make three different nonalcoholic drinks and there were samples. Perfect for Dry January!



Key Performance Indicators

Category	November 2024	December 2024	January 2025
Physical item circulation - initial checkouts	12,489	11,846	10,843
Digital item circulation	4,943	4,897	5,634
Total Circulation	17,432	17,743	16,477
Programs for Adults	9 programs 163 attendees	8 programs 130 attendees	12 programs 175 attendees
Programs Middle School aged children	8 programs 191 attendees	10 programs 112 attendees	9 programs 141 attendees
Programs for Children	31 programs 1845 attendees	25 programs 1640 attendees	25 programs 1544 attendees
Library-Wide Programs	1 program* 21 attendees	2 programs* 8 attendees	0 programs 0 attendees
Total Programs	49 programs 2220 attendees	45 programs 1890 attendees	46 programs 1860 attendees
Children's Play Area Visits	2034	1725	2385
New cardholders added	28	21	43
Total cardholders	8,188	8,187	8,187
Website sessions	6,631	7,016	7,926
Patron visits	9031	9250	10,250
Instagram Followers	1,505	1,505	1,510
Facebook Followers	1,424	1,430	1,432

*November = Harry Potter Trivia and December = Illinois Libraries Present events

Financial highlights

- The Library's insurance renewal came in under budget at \$19,711.86.
- The Library has received healthy interest income so far this fiscal year, with \$29,863.38 in operating (\$24,500 was budgeted) and \$24,557.47 in capital.
- We received a credit for an overpayment to Amazon.com of \$3,620.02 and applied it to the Children's Programs budget because it was taken from that line in error. The Children's Programs line in the January Expense Report is negative because of the credit.

Facility updates

- The contract with Grove Masonry has been signed, the Village permit has been approved, and the Park District has approved of the work as well. We are waiting for warmer weather to schedule the repairs.

- The new staff toilets have been installed by Franzen Plumbing.
- Outsourced Solutions Group has finished replacing the Adult & Teen Services staff computers and has set up a 15-minute patron computer station in ATS. We are waiting for the public computer monitor to arrive to finish the project.

Committee updates

Facilities Committee met on January 24th

Policy Committee met on January 27th

Finance Committee met on February 5th

Respectfully submitted,

Emily Compton
February 13, 2025

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Friday, January 24th, 2025 at 2pm**

Call to Order: Trustee Delano called the meeting to order at 1:56pm.

Present: Committee members Scott Delano, Cathy Ruggeri, Ann Berens

Committee members absent: Elan Long

Others present: RFPL Director Emily Compton, RFPL Operations Manager Shannon Duffy, RFPL Adult and Teen Services Manager Shannon Gruber, RFPL Children's Services Manager Melaina Maraldi

Visitors: Engberg Anderson Architect Shaun Kelly and Engberg Anderson Designer Isela Catania

The July 23, 2024 draft minutes were approved.

Old Business:

- a. Room renovation project- kick-off meeting with Engberg Anderson (EA) Architects
 - a. Mr. Kelly and Ms. Catania gave an overview of their upcoming work with the Library on Phase 2 of the room renovation project. Hiring a construction management company was discussed but was probably not warranted given the size of the project. Budget for project was discussed. Director Compton will send the Live and Learn grant agreement letter to EA.
 - b. As part of Phase 2, the Children's Services' management office will need to be relocated and will need new furniture, possibly using the same dealer from the renovation of the staff area for aesthetic continuity. Purchasing furniture through a co-op is also an option for this project given the small quantity of furniture needed.
 - c. The Children's Services staff are hoping to have a locking door for the storage space for staff items and valuable materials like American Girl Dolls. They also need storage for craft supplies. EA will determine the best place to put a locked door considering the emergency exit, bathroom access, and ADA compliance.
 - d. Other wish list items include natural light, screen for presentations, a non-carpeted finish for the floor, diaper changing area, and a dishwasher.
 - e. Committee looked at the Community Room/bathroom space as well as potential locations for an office for Children's Services.
 - f. Next steps: EA will develop some preliminary ideas for the Committee to consider. Mr. Kelly will propose a schedule for the project.

New Business:

- a. Update on Grove tuck pointing repairs
 - a. Director Compton signed a proposal with Grove Masonry and has applied for a permit for the masonry repairs. She is currently working on scheduling them. The River Forest Police Department gave permission to have a lift on the property, and Roosevelt Middle School approved blocking off parking spots to accommodate the lift. The River Forest Park District has shared specifications to protect the grass during the work. The repairs should take five days.
- b. Update on boiler
 - a. In fall 2022, the Library had received conflicting opinions on the state of the boiler. After the boiler failed earlier this month, Director Compton checked in with Mark Sullivan of Oak Brook Mechanical Services who recommended that the Library replace the boiler no later than the summer of 2028. The Committee discussed hiring an engineering firm in late winter 2026 to prepare bid documents for HVAC work, including replacing the boiler, hot water valves, and VAV boxes. The Committee also discussed the Library getting a facilities assessment which would include an assessment of the HVAC system. Under Illinois law, the Library will need to have a more current facilities assessment in order to qualify for state grants.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 3:37pm. It was seconded by Trustee Ruggeri.

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Monday, January 27th, 2025 at 3:00 pm

Present: Committee members Elan Long, Cathy Ruggeri, Kosha Baxi Carstens and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber.

Call to Order: Chairperson Long called the meeting to order at 3 pm.

Minutes:

1. October 9th, 2024 Committee meeting minutes deemed approved.

2. Emergency Succession Plan

Director Compton discussed updates to the Emergency Succession Plan and clarified that the second half, which includes insurance policy numbers and other important information, was not included. Minor changes made for clarity. Director Compton will send an updated version of the plan to the Policy Committee for review and will include the plan in the February Regular Board meeting packet for approval.

3. Board Bylaws

The Committee discussed how many Board members should be present for officer elections. Minor changes made for clarity.

4. Oversight II: Fiscal Accountability

Director Compton and Trustee Ruggeri will review the Capital Asset policy and bring it to the Finance Committee.

5. Patrons IV. Computer & Internet Access

Minor changes made for clarity.

6. Staff IX. Computer & Internet Access

Minor changes made for clarity.

7. Patrons VI. Meeting Rooms & Study Spaces

Director Compton and Shannon Gruber updated the committee on the decision to change the maximum study space reservation time. Minor changes made for clarity.

Chairperson Long called for a vote to recommend adoption of the Capital Asset Policy to the Board, and it passed unanimously.

Next Meeting: Next meeting will be in March.

Adjournment: Trustee Ruggeri moved to adjourn the meeting at 4:25 pm. Trustee Saddleton seconded.

**River Forest Public Library
Finance Committee Meeting**

Minutes - DRAFT

Wednesday, February 5, 2025, at 8:00pm

Present: Committee members Cathy Ruggeri, Scott Delano, and Jim Hopkinson. Director Emily Compton and Adult & Teen Services Manager Shannon Gruber were also present. Simon Saddleton and Kosha Baxi Carstens were absent.

Call to Order: Trustee Ruggeri called the meeting to order at 8:45 pm.

Minutes: Minutes from the January 7th, 2025, meeting were approved.

New Business

a) FY24-25 Amended Operating and Capital budget drafts

b) FY25-26 Operating and Capital budget drafts

Director Compton explained an increase in the Wages & Salaries line and budget adjustments related to that increase.

c) FY24-25 budgeted transfer of \$60,000 from Operating fund to Capital fund

The Board will vote on whether to approve the budgeted transfer of \$60,000 from the Operating fund to the Capital fund at its March meeting. The Committee members present favored this transfer.

d) FY23-24 excess revenues over expenditures transfer of \$247,490 from Operating fund to Capital fund.

The Board will vote on whether to approve the transfer of \$247,490 of excess revenue from FY23-24 from the Operating fund to the Capital fund at its March meeting. The Committee members present favored this transfer.

e) Capital Asset Policy

Trustee Ruggeri explained that the Library's auditors recommended that the Library adopt a Capital Asset policy for purposes of depreciation and asset control. The draft Capital Asset policy is based on a sample provided by the auditors that has been edited to reflect the Library's circumstances. The draft policy will be considered by the Policy Committee and will be added to the Fiscal Accountability policy.

Old Business

None

Next Meeting: No meeting scheduled at this time.

Adjournment

Trustee Ruggeri moved to adjourn the meeting at 8:56 pm, seconded by Trustee Hopkinson.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 13, 2025

RE: Draft FY2024-25 Amended Operating and Capital Budgets and Draft FY2025-26 Operating and Capital Budgets

FY2024-25

Amended Operating Budget

Rather than reducing the Budgeted Capital Transfer line by \$10,000 to account for the Security line, I propose reducing the Natural Gas line by \$10,000 instead. Our heating bills have reduced significantly with the installation of the new air handler, and we are projected to spend just over \$10,000 for natural gas this year.

Amended Capital Budget

Revenues

Revenues have been amended to include interest income from Capital CDARS, the book drop reimbursement from Sunrise Bus Lines, and the FY2023-24 excess revenues over expenditures amount. The \$150,000 Foundation grant for Phase Two of the room renovation project was moved to FY2025-26. I included \$14,500 in the RFPL Foundation grant line for the new Barbara Hall room tables.

Expenditures

Technology is amended to be in line with this year's actual expenses for computers and the website. HVAC is reduced to a \$15,000 contingency. Budget for the boiler, VAV, and valve replacements will be moved to the FY2027-28, as per Oak Brook Mechanical's latest recommendation.

Budget for the skylight replacement (Roof) and resealing of sidewalk (Exterior) were moved to FY2025-26. \$20,000 was added to the Furniture line to account for the replacement book drop and Barbara Hall room tables. \$20,000 was added to the Exterior line for masonry repairs and \$35,000 was added to the Building line for interior restoration of the second floor windows and walls.

Room Renovation Project expenses were almost entirely moved to FY2025-26, save the change order-approved expenditures for HVAC work and the 7-day letter delivery under Combined Expenses. I also included a portion of the Engberg Anderson contract price in the amended budget.

FY2025-26

Operating Revenue

Taxes

Expected property tax was calculated by taking 98% of the 2024 levy (\$1,641,048), increasing it by CPI (2.9%), then rounding down to \$1,685,000. Replacement tax revenue is lower based on the IL Dept of Revenue estimates for 2025.

Interest

Interest revenue accounts for known CDARS interest, and a more conservative estimate for future CDARS and bank interest, considering falling rates.

Operating Expenses

Total Personnel

There is a 5.74% increase in Total Personnel, with a 6.86% increase in the Wages & Salaries line. The \$935,000 Wages & Salaries line incorporates several factors:

- Current employee wages of \$847,500
- Adding two Security Monitor positions for just over \$29,000
- Room for merit increases of 3-4.5%.
- Technology reimbursement cost of \$3,000.
- Funds for extra part-time shifts when people are sick, on vacation, or on leave.

The *Serving Our Public 4.0* standard is to expend up to 60% of the budget on staff wages and up to 70% on wages plus fringe benefits.

The IMRF employer contribution rate has remained relatively flat and expenditures are running under budget, so this line can remain flat. Membership Dues and Staff Training and Development have been reduced to be more in line with actual spending.

Programming

There is a 5.56% increase in Adult and Children's Programs. Teen and Special Programs are flat to be more in line with actual spending. The Connections Programs budget is reduced after discussing with the Township. The Township's demand for mental health services has gone up by 150%, and in assessing their budgets they asked if there was room to reduce our grant request. The Connections Grant has included a reimbursement for library staff wages for Connections programs. We agreed that the Library can pay for the staff wages and reduced the grant request by that amount.

Support Services

Technical Support reflects the new Hassle-Free IT pricing. Consultant/Legal has been raised to allow for facilitation services to update the library's Strategic Plan. I do not think we need a consultant for the entire process.

Library Materials

There is an increase in the Digital Content line, anticipating increased spending on ebooks, audiobooks and streaming services. In-House AV & Other Nonprint Materials is flat, anticipating decreased spending on AV and steady spending on Library of Things items.

The Books and Automated Subscriptions lines have been reduced to be more in line with actual spending. We are projected to spend \$75,000 on books this fiscal year. We meet the state standard of spending 8-12% of the budget on materials at 11.5%.

Capital Revenue

The \$150,000 Foundation grant for Phase Two is included, as well as a conservative estimate for bank and CDARS interest.

Capital Expenditures

Other than the amendments mentioned above, the budget includes

- Funding for seven computer replacements (Technology),
- A \$15,000 contingency for HVAC repairs and \$10,000 for bid package fees for upgrades (boiler, valves, VAVs),
- \$3,000 to repair and reseal the front door (Exterior),
- A \$10,000 Furniture budget to replace staff chairs,
- \$30,000 to replace the sewage ejector pump (Plumbing), and
- A general \$15,000 contingency.

To help aid discussion, I've included the 5-Year Capital Projections spreadsheet in your packet. Beyond next fiscal year, the projections include:

2026-27

- Wireless access points and 7 computer replacements (Technology)
- Boiler, Valve and VAV replacements + a \$15,000 contingency (HVAC)
- Elevator and acoustic ceiling tile replacements (Building)
- Roof ballasted membrane replacement (Roof)

2027-28

- 8 computer replacements (Technology)
- \$15,000 contingency (HVAC)
- Stone unit replacements (Exterior)

2028-29

- 8 computer replacements (Technology)

A new Facility Plan will update and fill-in the projections.

River Forest Public Library Budget 2025-26			
General Fund for Operation		Budget 2024-25	Proposed Amended Budget 2024-25
Revenues			
	Property Taxes	\$ 1,615,000	\$ 1,615,000
	Connections Program	\$ 5,000	\$ 5,000
	Replacement Tax	\$ 25,000	\$ 25,000
	Lost Materials Reimbursed	\$ 3,500	\$ 3,500
	Copy Machine Revenues	\$ 3,200	\$ 3,200
	Rentals-Library Space		
	Interest	\$ 24,500	\$ 24,500
	RFPL Foundation Grants	\$ 20,000	\$ 20,000
	Gifts	\$ 200	\$ 200
	Illinois Per Capita Grant	\$ 17,300	\$ 17,300
	Grants, Other	\$ 4,000	\$ 4,000
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,500
	Miscellaneous Income	\$ 500	\$ 500
	Total Revenues	\$ 1,722,700	\$ 1,722,700
Expenses			
Personnel			
	Wages & Salaries	\$ 875,000	\$ 875,000
	Medical Health Insurance Coverage	\$ 65,000	\$ 65,000
	IMRF	\$ 50,000	\$ 50,000
	FICA, Medicare	\$ 67,000	\$ 67,000
	Staff Recognition	\$ 6,000	\$ 6,000
	Membership Dues	\$ 5,000	\$ 5,000
	Staff Training and Development	\$ 13,000	\$ 13,000
	Total Personnel	\$ 1,081,000	\$ 1,081,000
Printing and Advertising			
	Newsletter	\$ 7,900	\$ 7,900
	Advertisement	\$ 6,000	\$ 6,000
	Total Printing and Advertising	\$ 13,900	\$ 13,900
Programming			
	Children's Programs	\$ 18,000	\$ 18,000
	Teen Programs	\$ 9,500	\$ 9,500
	Adult Programs	\$ 18,000	\$ 18,000
	Special Programs	\$ 7,000	\$ 7,000
	Connections Programs	\$ 5,000	\$ 5,000

	Total Programs	\$	57,500	\$	57,500
	Total Advertising & Programming	\$	71,400	\$	71,400
Support Services					
	ILL and RB Services	\$	1,200	\$	1,200
	Technical Support (IT)	\$	24,750	\$	24,750
	Automation - SWAN / RAILS and Website	\$	45,000	\$	45,000
	Consultant / Legal	\$	6,000	\$	6,000
	Postage & Delivery	\$	3,750	\$	3,750
	Audit	\$	11,000	\$	11,000
	Payroll and employment services	\$	6,200	\$	6,200
	Youth Interventionist Contract	\$	5,115	\$	5,115
	Telephone/Internet	\$	11,000	\$	11,000
	Trustee Training and Memberships	\$	1,000	\$	1,000
	Copy Machine Leases	\$	3,100	\$	3,100
	Security	\$	-	\$	10,000
	Total Other Support Servies	\$	118,115.00	\$	128,115.00
Library Materials					
	Books	\$	82,500	\$	82,500
	Print Periodicals	\$	7,000	\$	7,000
	Automated Subscriptions (databases)	\$	16,000	\$	16,000
	Digital Content (Libby, Hoopla, Kanopy)	\$	86,500	\$	86,500
	In-House AV & Other Nonprint Materials	\$	16,000	\$	16,000
	Total Library Materials	\$	208,000	\$	208,000
Materials and Supplies					
	Office Supplies	\$	4,600	\$	4,600
	Library Supplies	\$	5,900	\$	5,900
	Copy And Printing Supplies	\$	2,600	\$	2,600
	Misc Expenses	\$	2,400	\$	2,400
	Total Library and Office Supplies	\$	15,500	\$	15,500
	Total Library Materials and Supplies	\$	223,500	\$	223,500
	Strategic Initiatives	\$	15,000	\$	15,000
Facilities Management					
Facility Supplies					
	Building Materials & Supplies	\$	6,000	\$	6,000
	Total Facility Supplies	\$	6,000	\$	6,000
Facility Services					
	Insurance	\$	22,500	\$	22,500
	Maintenance and Custodial Services	\$	85,000	\$	85,000
	Water	\$	3,000	\$	3,000
	Natural Gas	\$	24,000	\$	14,000
	Copier Maintenance and Usage	\$	2,685	\$	2,685

	Total Facilities Services	\$ 137,185	\$ 127,185
	Equipment & Furniture		
	Equipment & Furniture	\$ 6,000	\$ 6,000
	Technology Misc.	\$ 4,500	\$ 4,500
	Total Equipment and Furniture	\$ 10,500	\$ 10,500
	Total Facilities Management	\$ 153,685	\$ 143,685
	Total Operating Expenses	\$ 1,662,700	\$ 1,662,700
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 60,000	\$ 60,000
	Total	\$ 1,722,700	\$ 1,722,700

River Forest Public Library Budget 2024-25			
Capital Improvement Fund		Budget 2024-25	Proposed Amended Budget 2024-25
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 150,000	\$ 14,500
	Interest	\$ -	\$ 30,000
	Reimbursement for Bookdrop Replacement	\$ -	\$ 5,086
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ -	\$ 247,490
Total Revenues and Transfers		\$ 210,000	\$ 357,076
Expenses			
	Technology	\$ 48,000	\$ 25,000
	HVAC	\$ 200,000	\$ 15,000
	Roof	\$ 60,000	\$ -
	Exterior	\$ 3,500	\$ 20,000
	Furniture	\$ -	\$ 20,000
	Plumbing	\$ -	\$ -
	Building	\$ -	\$ 35,000
	Contingency	\$ 15,000	\$ 15,000
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ 259,500	\$ 10,000
	Concrete Pad and Masonry Enclosure	\$ 41,500	\$ -
	Infrastructure Work	\$ 51,500	\$ -
	Interior Mechanical Room Renovation	\$ 35,500	\$ -
	Air Handler and Room Renovation Combined Expenses	\$ 100,500	\$ 500
<i>Room Renovation Project Phase Two</i>			
	Room Renovation and Bathroom Installation	\$ 225,000	\$ -
	Architect Fees	\$ 25,000	\$ 34,800
Total Capital Expenses		\$ 1,065,000	\$ 175,300

River Forest Public Library Budget 2025-26

General Fund for Operation		Proposed Amended Budget 2024-25	Draft Budget 2025-26	% Change from Amended Budget
Revenues				
	Property Taxes	\$ 1,615,000	\$ 1,685,000	4.33%
	Connections Program	\$ 5,000	\$ 3,500	-30.00%
	Replacement Tax	\$ 25,000	\$ 16,000	-36.00%
	Lost Materials Reimbursed	\$ 3,500	\$ 4,000	14.29%
	Copy Machine Revenues	\$ 3,200	\$ 3,000	-6.25%
	Rentals-Library Space			
	Interest	\$ 24,500	\$ 23,000	-6.12%
	RFPL Foundation Grants	\$ 20,000	\$ 20,000	0.00%
	Gifts	\$ 200	\$ 200	0.00%
	Illinois Per Capita Grant	\$ 17,300	\$ 17,400	0.58%
	Grants, Other	\$ 4,000	\$ 5,500	37.50%
	Liebner Fund Endowment Distribution	\$ 4,500	\$ 4,750	5.56%
	Miscellaneous Income	\$ 500	\$ 200	-60.00%
	Total Revenues	\$ 1,722,700	\$ 1,782,550	3.47%
Expenses				
Personnel				
	Wages & Salaries	\$ 875,000	\$ 935,000	6.86%
	Medical Health Insurance Coverage	\$ 65,000	\$ 70,200	8.00%
	IMRF	\$ 50,000	\$ 50,000	0.00%
	FICA, Medicare	\$ 67,000	\$ 71,600	6.87%
	Staff Recognition	\$ 6,000	\$ 6,000	0.00%
	Membership Dues	\$ 5,000	\$ 3,000	-40.00%
	Staff Training and Development	\$ 13,000	\$ 7,250	-44.23%
	Total Personnel	\$ 1,081,000	\$ 1,143,050	5.74%
			64.1%	
Printing and Advertising				
	Newsletter	\$ 7,900	\$ 7,900	0.00%
	Advertisement	\$ 6,000	\$ 6,000	0.00%
	Total Printing and Advertising	\$ 13,900	\$ 13,900	0.00%
			0.8%	
Programming				
	Children's Programs	\$ 18,000	\$ 19,000	5.56%
	Teen Programs	\$ 9,500	\$ 9,500	0.00%
	Adult Programs	\$ 18,000	\$ 19,000	5.56%
	Special Programs	\$ 7,000	\$ 7,000	0.00%
	Connections Programs	\$ 5,000	\$ 3,500	-30.00%
	Total Programs	\$ 57,500	\$ 58,000	0.87%
			3.3%	
	Total Advertising & Programming	\$ 71,400	\$ 71,900	0.70%
			4.0%	
Support Services				
	ILL and RB Services	\$ 1,200	\$ 1,200	0.00%
	Technical Support (IT)	\$ 24,750	\$ 27,750	12.12%
	Automation - SWAN / RAILS and Website	\$ 45,000	\$ 45,000	0.00%
	Consultant / Legal	\$ 6,000	\$ 10,000	66.67%

	Postage & Delivery	\$ 3,750	\$ 4,500	20.00%
	Audit	\$ 11,000	\$ 12,500	13.64%
	Payroll and employment services	\$ 6,200	\$ 6,200	0.00%
	Youth Interventionist Contract	\$ 5,115	\$ 5,350	4.59%
	Telephone/Internet	\$ 11,000	\$ 12,000	9.09%
	Trustee Training and Memberships	\$ 1,000	\$ 1,500	50.00%
	Copy Machine Leases	\$ 3,100	\$ 3,500	12.90%
	Security	\$ 10,000	\$ -	-100.00%
	Total Other Support Servies	\$ 128,115.00	\$ 129,500.00	1.08%
			7.3%	
	Library Materials			
	Books	\$ 82,500	\$ 79,500	-3.64%
	Print Periodicals	\$ 7,000	\$ 7,000	0.00%
	Automated Subscriptions (databases)	\$ 16,000	\$ 15,000	-6.25%
	Digital Content (Libby, Hoopla, Kanopy)	\$ 86,500	\$ 88,000	1.73%
	In-House AV & Other Nonprint Materials	\$ 16,000	\$ 16,000	0.00%
	Total Library Materials	\$ 208,000	\$ 205,500	-1.20%
			11.5%	
	Materials and Supplies			
	Office Supplies	\$ 4,600	\$ 4,600	0.00%
	Library Supplies	\$ 5,900	\$ 5,900	0.00%
	Copy And Printing Supplies	\$ 2,600	\$ 2,600	0.00%
	Misc Expenses	\$ 2,400	\$ 2,200	-8.33%
	Total Library and Office Supplies	\$ 15,500	\$ 15,300	-1.29%
			0.9%	
	Total Library Materials and Supplies	\$ 223,500	\$ 220,800	
			12.4%	
	Strategic Initiatives	\$ 15,000	\$ 15,000	0.00%
			0.8%	
	Facilities Management			
	Facility Supplies			
	Building Materials & Supplies	\$ 6,000	\$ 7,200	20.00%
	Total Facility Supplies	\$ 6,000	\$ 7,200	20.00%
			0.4%	
	Facility Services			
	Insurance	\$ 22,500	\$ 23,000	2.22%
	Maintenance and Custodial Services	\$ 85,000	\$ 87,500	2.94%
	Water	\$ 3,000	\$ 3,000	0.00%
	Natural Gas	\$ 14,000	\$ 12,000	-14.29%
	Copier Maintenance and Usage	\$ 2,685	\$ 2,600	-3.17%
	Total Facilities Services	\$ 127,185	\$ 128,100	0.72%
			7.2%	
	Equipment & Furniture			
	Equipment & Furniture	\$ 6,000	\$ 4,000	-33.33%
	Technology Misc.	\$ 4,500	\$ 3,000	-33.33%
	Total Equipment and Furniture	\$ 10,500	\$ 7,000	-33.33%
			0.4%	
	Total Facilities Management	\$ 143,685	\$ 142,300	-0.96%
			8.0%	
	Total Operating Expenses	\$ 1,662,700	\$ 1,722,550	3.60%
			96.6%	
	Budgeted Capital Transfer (minimum of 2.5% of tax revenues)	\$ 60,000	\$ 60,000	0.00%
			3.4%	
	Total	\$ 1,722,700	\$ 1,782,550	3.47%

River Forest Public Library Budget 2024-25			
Capital Improvement Fund		Proposed Amended Budget 2024-25	Draft Budget 2025- 26
Revenues and Transfers			
<i>Revenues</i>	RFPL Foundation Grant	\$ 14,500	\$ 150,000
	Interest	\$ 30,000	\$ 15,000
	Reimbursement for Bookdrop Replacement	\$ 5,086	
<i>Transfers</i>	Budgeted Capital Transfer	\$ 60,000	\$ 60,000
	Additional Transfers from Operating	\$ -	\$ -
	Excess of revenues over expenditures from prior fiscal year	\$ 247,490	\$ -
Total Revenues and Transfers		\$ 357,076	\$ 225,000
Expenses			
	Technology	\$ 25,000	\$ 15,000
	HVAC	\$ 15,000	\$ 25,000
	Roof	\$ -	\$ 60,000
	Exterior	\$ 20,000	\$ 6,000
	Furniture	\$ 20,000	\$ 10,000
	Plumbing	\$ -	\$ 30,000
	Building	\$ 35,000	\$ -
	Contingency	\$ 15,000	\$ 15,000
<i>Room Renovation Project Phase One</i>			
	Air handler Equipment and Installation	\$ 10,000	\$ 252,000
	Concrete Pad and Masonry Enclosure	\$ -	\$ 41,500
	Infrastructure Work	\$ -	\$ 51,500
	Interior Mechanical Room Renovation	\$ -	\$ 35,500
	Air Handler and Room Renovation Combined Expenses	\$ 500	\$ 100,500
<i>Room Renovation Project Phase Two</i>			
	Room Renovation and Bathroom Installation	\$ -	\$ 225,000
	Architect Fees	\$ 34,800	\$ 13,000
Total Capital Expenses		\$ 175,300	\$ 880,000

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Capital Improvement Fund Balance 5/1	\$ 602,385	\$ 835,162	\$ 1,031,852	\$ 476,852	\$ 186,852	\$ 297,852
Transfer previous FY excess of revenues over expenditures	\$ 170,080	\$ 247,490	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Budgeted transfer from operating	\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Additional transfers from operating						
Grants	\$ 50,000	\$ 14,500	\$ 150,000			
Interest	\$ 3,143	\$ 30,000	\$ 15,000			
Reimbursements		\$ 5,086				
Total Funds Available	\$ 875,608	\$ 1,192,238	\$ 1,356,852	\$ 636,852	\$ 346,852	\$ 457,852
Projects						
Technology	\$ 14,226	\$ 23,711	\$ 15,000	\$ 25,000	\$ 15,000	\$ 15,000
HVAC	\$ 2,540	\$ 15,000	\$ 25,000	\$ 175,000	\$ 15,000	\$ 15,000
Furniture/Equipment		\$ 19,586	\$ 10,000			
Air Handler / Space Project	\$ 21,232	\$ 43,541	\$ 719,000			
Plumbing	\$ 2,448		\$ 30,000			
Building		\$ 35,000		\$ 105,000		
Roof			\$ 60,000	\$ 130,000		
Exterior		\$ 20,000	\$ 6,000		\$ 4,000	
Contingency	\$ -	\$ 3,548	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Expenditures	\$ 40,446	\$ 160,386	\$ 880,000	\$ 450,000	\$ 49,000	\$ 45,000
Capital Improvement Fund Balance 4/30	\$ 835,162	\$ 1,031,852	\$ 476,852	\$ 186,852	\$ 297,852	\$ 412,852

Excess operating revenue history

2023-24	\$ 247,490
2022-23	\$ 170,080
2021-22	\$ 196,085
2020-21	\$ 161,274
2019-20	\$ 99,650
2018-19	\$ 113,000

Emergency Succession Plan

River Forest Public
Library

Emergency Succession Plan

1. Introduction
2. Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term
 - 2.1. Authority and Compensation of the Acting Library Director
 - 2.2. Board Oversight
 - 2.3. Communications Plan
 - 2.4. Completion of Short-Term Emergency Succession Period
3. Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term
 - 3.1. Determination if an Interim Library Director is Needed
 - 3.2. Completion of Long-Term Emergency Succession Period
4. Succession Plan in Event of a Permanent Change in Library Director

1. Introduction

The Board of the Library ("Board") recognizes that this is a plan for contingencies due to the disability, death, or departure of the Library Director. If the Library is faced with the unlikely event of an untimely vacancy, the Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board has reviewed the job description of the Library Director. The job description is attached. The Board has a clear understanding of the Library Director's role in organizational leadership, program development, program administration, operations, Board relationships, financial operations, resource development and community presence.

2. Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months' duration in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board is authorized (or authorizes the Board Officers) to implement the terms of this emergency plan in the event of the unplanned absence of the Library Director.

In the event of an unplanned absence of the Director, a member of the staff Management Team is to immediately inform the Board President of the absence. The Board President may appoint a temporary Acting Director until a meeting of the Board can be convened and shall inform the staff and Board members of the temporary appointment. As soon as feasible, the President shall convene a meeting of the Board to appoint an Acting Director and implement the procedures prescribed in this plan.

2.1 Authority and Compensation of the Acting Director

The person appointed as Acting Director shall have full authority for decision-making and independent action as if they were the Director.

The Acting Director may be offered:

- A temporary salary increase to the entry-level salary of the Director position, according to the current Library Pay Grade & Scale.
- A bonus of \$1000/pay period during the Acting Director Period.

If the duties of the Director are allocated among multiple persons, any additional compensation prescribed in this plan shall be allocated among such persons.

2.2 Board Oversight

The board members responsible for monitoring the work of the Acting Director shall be the Board President and Board Treasurer.

The above-named people will be responsive to the special support needs of the Acting Director in this temporary leadership role.

2.3 Communications Plan

Immediately upon transferring the responsibilities to the Acting Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Director has begun covering the unplanned absence, Board members and the Acting Director shall communicate the temporary leadership structure to the following key external supporters of the Library. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others:

- Village of River Forest
- Township of River Forest
- River Forest School District 90
- River Forest Park District
- SWAN Library System
- Reaching Across Illinois Library System (RAILS)

2.4 Completion of Short-Term Emergency Succession Period

The Director and Board President will determine when the Director will return to lead the Library. They will mutually agree upon a schedule and start date. The Board President may approve a reduced schedule for a set period, with the intention that the Director will work towards returning to a full-time commitment.

3. Succession Plan in Event of a Temporary, Unplanned Absence: Long Term

A long term-absence is one that is expected to last more than three months. The procedures and conditions to be followed are the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Director, to either temporarily fill the management position left vacant by the Acting Director or hire an Interim Director or consultant to the Acting Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

3.1 Determination if an Interim Library Director is Needed

The criteria that the Board and Acting Director should consider when determining whether to hire an Interim Director (or consultant to the Acting Director) are as follows:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Some crucial times for the library are:

- **May 1:** New fiscal year begins. Annual meeting and swearing in of new officers. New Trustee orientation. ILLINET Traffic Survey due. Annual non-resident card resolution to be approved by Board.
- **June:** IPLAR filing due June 30.
- **July:** Present next calendar year closure dates to Board of Trustees.
- **July – October:** Annual financial audit field work, then audit work with Finance Committee.
- **October:** Auditor presents to the full Board; Auditor files audit with Illinois State Comptroller.
- **October-February:** Draft next fiscal year's budget and amend the current fiscal year's budgets.
- **November:** Draft Tax Levy Ordinance to be approved by Board (and sent to Village of River Forest).
- **December:** Post schedule of regular board meetings for next calendar year. File Debt Disclosure Ordinance with Cook County Treasurer.
- **January:** Per Capita grant due January 31.
- **February:** Draft budget presented to Board. Statement of Economic Interest filer list sent to Cook County Clerk's office.

- **March:** Annual Library Certification due. Final budgets and amended budgets approved by Board. Approved budgets sent to Village. Prior year-audit and new budget projections reconciled to Village spreadsheets.
- **April:** Staff performance evaluations and rate increases due April 30.

If the Board and Acting Director determine that an Interim Director (or consultant to the Acting Director) is needed, they may elect to contact one or more of the people listed below and ask if they could help find an interim or consultant.

1. Kathy Parker Consulting
2. Stacks Consulting
3. HR Source
4. Director of neighboring library (Oak Park Public Library, Forest Park Public Library)

3.2 Completion of Long-Term Emergency Succession Period

The Director and Board President will determine when the Director will return to lead the Library. They will mutually agree upon a schedule and start date. The Board President may approve a reduced schedule for a set period, with the intention that the Director will resume a full-time commitment in a reasonably short period of time.

4. Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is determined that the Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with the following additions:

The Board President shall appoint a Search Committee within 30 days of being notified of the permanent change to plan and carry out a transition to a new permanent Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will determine the need for an Interim Director, and plan for the recruitment and selection of an Interim Director and/or permanent Director.

Outside consulting firms to consider for a director search:

- Stacks Consulting Group
- HR Source
- Bradbury Miller Associates
- Deiters & Todd Library Consulting

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: February 13, 2025

RE: Interior Restoration Proposals from ACR Restores and Belfor

We received two quotes for the interior restoration work on the 2nd floor. Belfor and ACR Restores have both done restoration work for the library and we've been happy with them. ACR Restores is recommended by LIRA also.

Pricing differences are broken down below. A major difference is that Belfor proposes adjusting the wall frames and installing drywall, and ACR Restores proposes repairing with plaster.

	Belfor	ACR Restores
Total	\$32,994.83	\$10,851.68
Pricing breakdown		
Work area protection	6 mil temporary plastic wall, ceiling enclosure, protect book shelves, protect carpet inside area and path from stairwell	Mask & prep for paint (plastic, paper, tape), protect book shelves, cloth floor protection.
	\$2,392.24	\$1,093.63
Scaffolding	Setup & Takedown x2	Setup & Takedown x2
	\$3,836.16	\$1,031.30
Windows work	Detach storm screens, remove damaged materials, clean, antimicrobial spray surfaces. Adjust wall frame, install drywall.	Detach & reset vinyl window, detach and reset interior windows for plaster repairs, retrofit window, haul away debris. 3 coats plaster over metal lath
	\$16,192.8	\$6,594.94
Painting	Two coats texture on window reveal area, paint window reveal areas and entire wall to match existing color.	Seal/prime (1 coat), paint (2 coats) surface area. Texture paint surface area.
	\$4,536	\$1,930.80
Cleaning	Clean work areas, remove containment/protection materials, reset furniture	Commercial cleaning.
	\$2,392	\$201.01

Other fees	Asbestos testing, air quality control equipment, moving van, PPE, hazardous waste/mold removal	
	\$3,645.63	



ACR, Inc.

ACR, Inc.
551 Glenn Ave.
Wheeling, IL 60090
866-645-1165 - office
847-215-1592 - fax
www.acrrestores.com

Client: River Forest Public Library
Property: 735 Lathrop ave
River Forest, IL 60305

Home: (708) 366-5205

Operator: CJIME

Estimator: Carlos Jimenez
Company: ACR, Inc.
Business: 551 Glenn Ave
Wheeling, IL 60090

Business: (847) 504-7328
E-mail: cjimenez@acrrestores.com

Type of Estimate: Water Damage
Date Entered: 1/23/2025
Date Est. Completed: 2/6/2025

Date Assigned:
Date Job Completed:

Price List: ILCC8X_JAN25
Labor Efficiency: Restoration/Service/Remodel
Estimate: 25-0037-INS

25-0037-INS

25-0037-INS

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Haul debris - per pickup truck load - including dump fees	1.00 EA		237.01	0.00	0.00	47.40	284.41
Total: 25-0037-INS					0.00	47.40	284.41

Main Level



2nd Floor Main Area

Height: Peaked

3,871.89 SF Walls	2,246.14 SF Ceiling
6,118.03 SF Walls & Ceiling	1,882.89 SF Floor
209.21 SY Flooring	157.42 LF Floor Perimeter
211.52 LF Ceil. Perimeter	

Missing Wall - Goes to Floor	15' 2" X 6' 8"	Opens into Exterior
Missing Wall - Goes to Floor	15' X 6' 8"	Opens into Exterior
Missing Wall - Goes to Floor	14' 5" X 6' 8"	Opens into Exterior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
WALLS							
2. R&R Three coat plaster over metal lath	96.00 SF		2.45	36.39	26.69	751.06	4,506.39
3. Seal/prime (1 coat) then paint (2 coats) the surface area	500.00 SF		0.00	1.63	17.50	166.50	999.00
4. Seal & texture paint the surface area	500.00 SF		0.00	1.40	16.50	143.30	859.80
Texture Paint							
5. Additional cost for high wall or ceiling - Over 14'	500.00 SF		0.00	0.12	0.00	12.00	72.00
SCAFFOLDING							
6. Labor to set up and take down scaffold - per section	8.00 EA		0.00	57.44	0.00	91.90	551.42
Set up and take down twice a day for 4 days							
7. Two ladders with jacks and plank (per week)	1.00 WK		0.00	399.90	0.00	79.98	479.88
GENERAL							
8. Mask and prep for paint - plastic, paper, tape (per LF)	300.00 LF		0.00	1.70	8.10	103.62	621.72
Protect book shelves							



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CONTINUED - 2nd Floor Main Area

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
9. Floor protection - cloth - skid resistant, breathable	250.00 SF		1.51	0.00	15.75	78.66	471.91
10. Detach & Reset Vinyl window, picture/fixd, 12-23 sf Detach and reset interior windows for plaster repairs	4.00 EA	173.91	0.00	0.00	3.80	139.88	839.32
11. Additional charge for a retrofit window, 12-23 sf	4.00 EA		0.00	197.86	12.58	160.80	964.82
12. Final cleaning - construction - Commercial	250.00 SF		0.00	0.33	0.00	16.50	99.00
Totals: 2nd Floor Main Area					100.92	1,744.20	10,465.26
Total: Main Level					100.92	1,744.20	10,465.26

Labor Minimums Applied

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Cleaning labor minimum	1.00 EA		0.00	85.01	0.00	17.00	102.01
Totals: Labor Minimums Applied					0.00	17.00	102.01
Line Item Totals: 25-0037-INS					100.92	1,808.60	10,851.68

Grand Total Areas:

3,871.89 SF Walls	2,246.14 SF Ceiling	6,118.03 SF Walls and Ceiling
1,882.89 SF Floor	209.21 SY Flooring	157.42 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	211.52 LF Ceil. Perimeter
1,882.89 Floor Area	1,950.67 Total Area	3,871.89 Interior Wall Area
4,104.93 Exterior Wall Area	204.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary

Line Item Total	8,942.16
Material Sales Tax	100.92
Subtotal	9,043.08
Overhead	904.30
Profit	904.30
Replacement Cost Value	\$10,851.68
Net Claim	\$10,851.68

Carlos Jimenez



ACR, Inc.

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Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (10%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)	Equipment Rental Tax (10%)
Line Items	904.30	904.30	100.92	0.00	0.00	0.00
Total	904.30	904.30	100.92	0.00	0.00	0.00



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Recap by Room

Estimate: 25-0037-INS	237.01	2.65%
Area: Main Level		
2nd Floor Main Area	8,620.14	96.40%
<hr/>		
Area Subtotal: Main Level	8,620.14	96.40%
Labor Minimums Applied	85.01	0.95%
<hr/>		
Subtotal of Areas	8,942.16	100.00%
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Total	8,942.16	100.00%

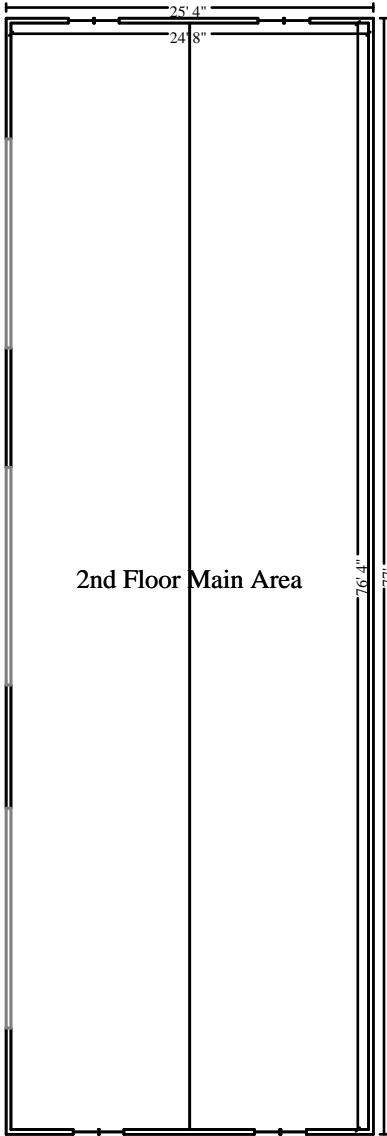


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Recap by Category

O&P Items	Total	%
CLEANING	167.51	1.54%
GENERAL DEMOLITION	849.71	7.83%
INTERIOR LATH & PLASTER	3,493.44	32.19%
PAINTING	2,085.00	19.21%
SCAFFOLDING	859.42	7.92%
WINDOWS - ALUMINUM	791.44	7.29%
WINDOWS - VINYL	695.64	6.41%
O&P Items Subtotal	8,942.16	82.40%
Material Sales Tax	100.92	0.93%
Overhead	904.30	8.33%
Profit	904.30	8.33%
Total	10,851.68	100.00%





_____ Date _____
BELFOR Representative



BELFOR Property Restoration

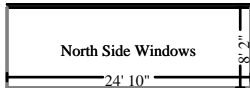
650 Anthony Trail Suite B - Northbrook, IL 60062
(847) 205 0580 Tel. - (847) 205.0582 Fax.
IL License # 104-014674 - Fed ID # 84-1309171

RIVERFORESTLIBRARY

Main Level

North Side Windows

Height: 8'



198.67 SF Walls	202.81 SF Ceiling
401.47 SF Walls & Ceiling	202.81 SF Floor
22.53 SY Flooring	24.83 LF Floor Perimeter
24.83 LF Ceil. Perimeter	

Missing Wall	8' 2" X 8'	Opens into Exterior
Missing Wall	24' 10" X 8'	Opens into Exterior
Missing Wall	8' 2" X 8'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
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Prep Working Areas:

1. General Laborer - per hour	8.00 HR	0.00	149.50	0.00	0.00	1,196.00
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Set up proper containment to isolate working area.

Contain area with 6 mil temporary plastic wall and ceiling enclosure to prevent/minimize dust contamination during removal and repairs.

Protect book shelves adjacent to working area.

Protect carpet floor inside containment and walking path from stairwell to working area.

Crew of 4 Labors for 2 Hours.

2. Carpenter - Mechanic - per hour	16.00 HR	0.00	119.88	0.00	0.00	1,918.08
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Crew of 4 labors to 4 hrs.

Load and set up scaffolding tower, move and take down scaffolding tower including platform to perform removal and repairs.

Selective Demolition and/or Removal:

4. Carpenter - General Laborer - per hour	24.00 HR	0.00	149.50	0.00	717.60	4,305.60
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Crew of 4 labors for 6 hours-3 hours on each window opening

Detachment of storm screen from both affected windows.

Removal damaged materials

Clean and spray antimicrobial on rough exposed surfaces.

13. Consumables	1.00 SF	0.00	0.09	0.01	0.02	0.12
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Plastic sheet roll

Carpet Protection rolls

Blue Tape

Heavy duty zippers for containment access.

Lumber

Insulation

Drywall

Painting materials

Cleaning and disinfecting consumable

RECONSTRUCTION:

6. Carpenter - General Framer - per hour	8.00 HR	0.00	175.50	0.00	280.80	1,684.80
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BELFOR Property Restoration

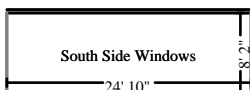
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CONTINUED - North Side Windows

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Crew of 4 labors for 2 hrs for: Re adjust wall frame and prep for new wall backing. Install insulation as needed.						
7. Drywall Installer / Finisher - per hour	12.00 HR	0.00	175.50	0.00	0.00	2,106.00
Crew of 3 for 4 hours to: Install new 5/8 drywall on window reveal Apply 2 coats of joint compound ready for texture.						
9. Painter - per hour	12.00 HR	0.00	157.50	0.00	378.00	2,268.00
A crew of 2 painters for 6 hours/3 hours each window opening to: Apply two coats of texture on window reveal area to match existing faux finish on the rest of the walls. Prime repaired areas Paint window reveal areas and entire wall to match existing color.						
11. General Laborer - per hour	8.00 HR	0.00	149.50	0.00	0.00	1,196.00
A crew of 4 labors for 2 hours. Final clean all working areas post reconstruction process ready for resetting of contents. Removed containment, contents and floor protection. Reset furniture.						
Totals: North Side Windows				0.01	1,376.42	14,674.60

South Side Windows

Height: 8'



198.67 SF Walls	202.81 SF Ceiling
401.47 SF Walls & Ceiling	202.81 SF Floor
22.53 SY Flooring	24.83 LF Floor Perimeter
24.83 LF Ceil. Perimeter	

Missing Wall	8' 2" X 8'	Opens into Exterior
Missing Wall	24' 10" X 8'	Opens into Exterior
Missing Wall	8' 2" X 8'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Prep Working Areas:						
15. General Laborer - per hour	8.00 HR	0.00	149.50	0.00	0.00	1,196.00
Set up proper containment to isolate working area. Contain area with 6 mil temporary plastic wall and ceiling enclosure to prevent/minimize dust contamination during removal and repairs. Protect book shelves adjacent to working area. Protect carpet floor inside containment and walking path from stairwell to working area. Crew of 4 Labors for 2 Hours.						
16. Carpenter - Mechanic - per hour	16.00 HR	0.00	119.88	0.00	0.00	1,918.08
Crew of 4 labors to 4 hrs. Load and set up scaffolding tower, move and take down scaffolding tower including platform to perform removal and repairs.						



BELFOR Property Restoration

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CONTINUED - South Side Windows

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Selective Demolition and/or Removal:						
17. Carpenter - General Laborer - per hour	24.00 HR	0.00	149.50	0.00	717.60	4,305.60
Crew of 4 labors for 6 hours-3 hours on each window opening Detachment of storm screen from both affected windows. Removal damaged materials Clean and spray antimicrobial on rough exposed surfaces.						
18. Consumables	1.00 SF	0.00	0.09	0.01	0.02	0.12
Plastic sheet roll Carpet Protection rolls Blue Tape Heavy duty zippers for containment access. Lumber Insulation Drywall Painting materials Cleaning and disinfecting consumable						
RECONSTRUCTION:						
19. Carpenter - General Framer - per hour	8.00 HR	0.00	175.50	0.00	280.80	1,684.80
Crew of 4 labors for 2 hrs for: Re adjust wall frame and prep for new wall backing. Install insulation as needed.						
20. Drywall Installer / Finisher - per hour	12.00 HR	0.00	175.50	0.00	0.00	2,106.00
Crew of 3 for 4 hours to: Install new 5/8 drywall on window reveal Apply 2 coats of joint compound ready for texture.						
21. Painter - per hour	12.00 HR	0.00	157.50	0.00	378.00	2,268.00
A crew of 2 painters for 6 hours/3 hours each window opening to: Apply two coats of texture on window reveal area to match existing faux finish on the rest of the walls. Prime repaired areas Paint window reveal areas and entire wall to match existing color.						
22. General Laborer - per hour	8.00 HR	0.00	149.50	0.00	0.00	1,196.00
A crew of 4 labors for 2 hours. Final clean all working areas post reconstruction process ready for resetting of contents. Removed containment, contents and floor protection. Reset furniture.						
Totals: South Side Windows				0.01	1,376.42	14,674.60

GENERALS

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
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Possible Asbestos Containing Materials Test:

Test to be perform on materials that will be remove prior to removal per BELFOR'S protocol to comply with EPA regulations.



BELFOR Property Restoration

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CONTINUED - GENERALS

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
23. Asbestos test fee - full service survey - base fee	1.00 EA	0.00	465.00	0.00	93.00	558.00
24. Asbestos test fee - full service survey - per sample	4.00 EA	0.00	35.00	0.00	28.00	168.00
Air Quality Control Equipment:						
25. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	4.00 DA	0.00	172.00	0.00	137.60	825.60
26. Add for HEPA filter (for negative air exhaust fan)	2.00 EA	0.00	224.42	41.89	98.14	588.87
Vehicles:						
28. Moving van (14'-15') and equipment (per day)	4.00 EA	0.00	154.00	0.00	123.20	739.20
Personal Protective Equipment:						
29. Add for personal protective equipment -	8.00 EA	0.00	39.81	32.64	70.22	421.34
Totals: GENERALS				74.53	550.16	3,301.01
Total: Main Level				74.55	3,303.00	32,650.21

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
14. General labor - labor minimum	1.00 EA	0.00	101.35	0.00	20.28	121.63
27. Hazardous waste/mold rem. labor min	1.00 EA	0.00	185.83	0.00	37.16	222.99
Totals: Labor Minimums Applied				0.00	57.44	344.62
Line Item Totals: RIVERFORESTLIBRARY				74.55	3,360.44	32,994.83

Grand Total Areas:

397.33 SF Walls	405.61 SF Ceiling	802.94 SF Walls and Ceiling
405.61 SF Floor	45.07 SY Flooring	49.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	49.67 LF Ceil. Perimeter
405.61 Floor Area	422.17 Total Area	397.33 Interior Wall Area
529.33 Exterior Wall Area	132.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



BELFOR Property Restoration

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Coverage	Item Total	%	ACV Total	%
Dwelling	32,255.63	97.76%	32,255.63	97.76%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	739.20	2.24%	739.20	2.24%
Total	32,994.83	100.00%	32,994.83	100.00%



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1



2

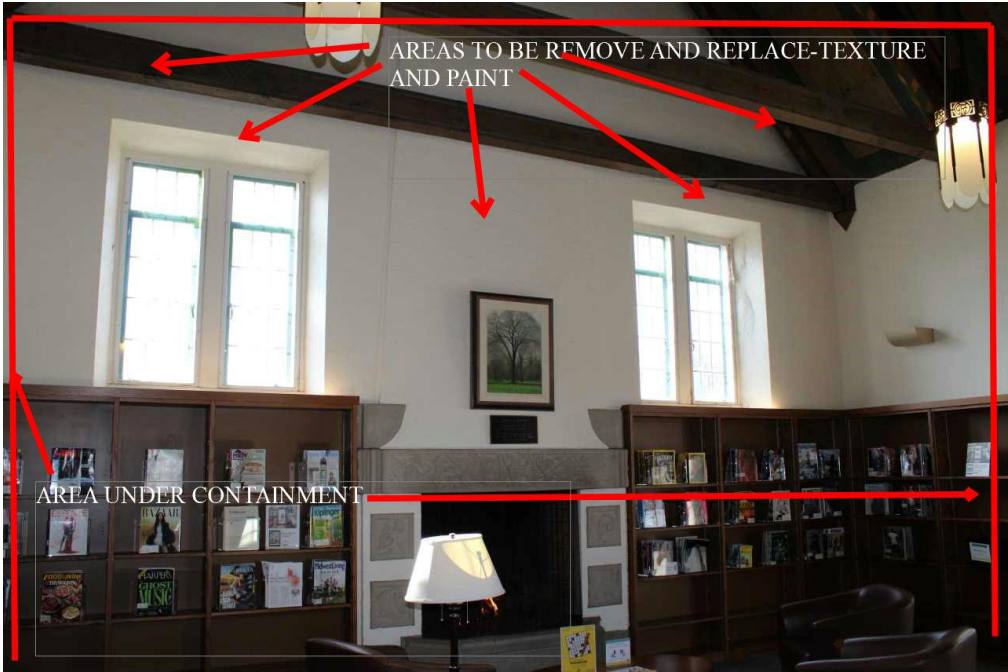




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3





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Image Detail			
Image No.	Type	Date Taken	Taken By
1	1-FRONT ENTRANCE	1/27/2025	
2	2-NORTH SIDE WINDOW	1/27/2025	
3	3-SOUTHSIDE WINDOW	1/27/2025	

