



River Forest Public Library
January 20, 2026
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: November 18, 2025
 - b. November 2025 Revenue and Expense Reports
 - c. November 2025 Bill Payment List and Credit Card Charges
 - d. November 30, 2025 Fund Balances Report and Capital Reserve Fund
 - e. December 2025 Revenue and Expense Reports
 - f. December 2025 Bill Payment List and Credit Card Charges
 - g. December 31, 2025 Fund Balances Report and Capital Reserve Fund
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - Oversight II. Fiscal Accountability policy update – vote
 - Staff XII. Generative Artificial Intelligence (AI) Use policy adoption- vote
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Reschedule March 17, 2026 Regular Board meeting due to Public Act 104-0438
 - e. Plan to transfer funds from Capital to Operating if Operating Fund falls below \$150,000 – vote
9. Old business
 - a. Air handler unit condensation issue – update
 - b. Garden sign replacement - update
 - c. Phase two (Community Room, Children's office space, bathroom) renovation project – update
 - i. Midwest Services & Development pay application (\$137,277) – vote
 - ii. LFI Children's Room shelving quote (\$4,264) - vote
10. Adjournment

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

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: November 18, 2025, 6PM - DRAFT

Call to Order: At 6:03 pm, President Delano called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Lindsay McIntyre, Nathan Root, Simon Saddleton. Kathleen O'Neill was called into the meeting.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager)

The Board held a voice vote to allow Trustee O'Neill to participate in the meeting via phone.

Visitors and Guests: Denise Warren, Byline Bank Assistant Vice President, Sr. Branch Manager

Visitor Comments: Ms. Warren outlined the benefits of replacing the Library's two Intra-Fi accounts with Public Funds Money Market accounts. The money market accounts would accrue more interest per year and, unlike CDARs, allow the Library to have daily liquidity.

Byline Bank proposal to terminate Intra-Fi accounts and replace with Public Funds Money Market Account - vote

Trustee McIntyre moved to transfer out of the Intra-Fi system and into Public Funds Money Market accounts, subject to legality. President Delano seconded the motion. After discussion, the motion passed on a roll call vote. Director Compton and Treasurer Saddleton will confirm the accounts meet the legal requirements for public library financial assets.

Roll Call Vote:

Ayes: Berens, Delano, Long, McIntyre, O'Neill, Root, Saddleton

Consent Agenda:

- a. Minutes of the Regular Board Meeting: October 21, 2025
- b. October 2025 Revenue and Expense Reports
- c. October 2025 Bill Payment List and Credit Card Charges
- d. October 31, 2025 Fund Balances Report and Capital Reserve Fund
- e. Policy updates: Patrons X – Child Safety; Staff VII – Dispute Resolution; Staff VIII – Employee Discipline

Trustee Berens moved to approve Consent Agenda items a-e, and Trustee McIntyre seconded the motion. The motion passed on a roll call vote.

Roll Call Vote:

Ayes: Saddleton, Root, O'Neil, McIntyre, Long, Delano, Berens

Patron Suggestions:

Director Compton reported a suggestion to clean the carpet in the elevator.

Director's Report:

In addition to her written report, Director Compton discussed:

- Director Compton thanked Ms. Duffy for her work in setting up the new cash register in Materials Services and transitioning the library to ACH payments.
- Children's Services Librarian Marissa Walentschik presented at the Illinois Library Association Conference.
- Materials Services Manager Victoria Muraiti celebrated her 20th anniversary working at the library.
- The Library will close at 3pm on Friday, December 5th, to have a holiday party for RFPL staff and trustees. The Library used to have an annual holiday party for staff but stopped during COVID.

President's Report:

President Delano reported that the property tax bills have gone out. This is a relief since he and Director Compton were considering options if property tax revenue was further delayed.

New Business**Committee Reports****Facilities Committee**

Facilities items were discussed later in the meeting.

Finance Committee

The Finance Committee has not met.

Policy Committee

The Policy Committee will meet in January.

RFPL Foundation Liaison

Trustee Berens reported that the Foundation's Annual Appeal letters have gone out. The Foundation is on track to meet its fundraising goals. They will add an insert into the December Bookplate outlining the benefits and impact of the renovation project with a tear-off donation form.

Village of River Forest Collaboration Committee Liaison

The Committee will meet on December 8th.

Space needs assessment proposals (\$9,500 - \$36,850) - vote

Director Compton acquired proposals for a space needs assessment from three companies: Third Way, Engberg-Anderson (EA), and OPN. OPN's proposal was similar to EA's, but significantly more expensive, so she had eliminated OPN as an attractive option.

ThirdWay focuses heavily on assessing and reorganizing collections, which in turn offers more space for other needs. EA considers collection as well and how to more efficiently use space for different needs. EA also offers four workshops while ThirdWay offers one or two. Trustees discussed the relative benefits of each approach along with the possibility of asking them to work together, the desired project timing, and the sequencing with the next Strategic Planning work. Director Compton expressed concern about delaying a decision because the firms only do a limited number of these studies and their schedules are filling up.

Trustee McIntyre moved to partner with Engberg-Anderson for a space needs assessment with a proposed budget of \$22,800 and reimbursable expense of \$1700. Trustee Saddleton seconded the motion, which passed on a roll call vote.

Roll Call Vote:

Ayes: McIntyre, O'Neill, Root, Saddleton, Delano, Long

Abstained: Berens

2025 Levy Resolution - vote

Director Compton presented the 2025 Levy Resolution, which funds the approved 2025-26 budget. The Village Finance Director recommended a 3.5% increase from last year's levy.

Trustee Saddleton moved to approve the 2025 Levy Resolution. Trustee Berens seconded the motion, which passed on a roll call vote.

Roll Call Vote:

Ayes: McIntyre, Long, Delano, Berens, Saddleton, Root, O'Neill

Old Business

Review of the 2025 Illinois Public Library Standards: Human Resources, Information Services, Marketing & Promotion, Programming, Safety & Emergency Preparedness, and Technology

Director Compton summarized the standards in each section. She indicated how well the library meets each of the standards and potential opportunities for improvement.

Air handler unit condensation issue - update

Midwest Services & Development work to reroute piping to existing standpipe (est. \$5000) – vote

IMEG issued drawings for free to resolve the issue by rerouting piping to an existing interior standpipe. This is an excellent solution to the problem and River Forest Public Works is satisfied with the plan. The work needs to be done now while wall is open and plumbing is accessible due to construction. Williams Architects claims this

is an improvement and not an error or omission in the Phase 1 work. In order to keep the current construction moving ahead, the Library will pay for the work and seek reimbursement from Williams afterwards.

Trustee Saddleton moved to approve the use of \$16,800 from the construction contingency budget to pay Midwest Services and Development to remediate the condensation issue with an understanding that Director Compton will work to recoup the expense. The motion was seconded by Trustee McIntyre and passed on a roll call vote.

Roll Call Vote:

Ayes: Berens, Delano, Long, McIntyre, O'Neil, Root, Saddleton

Garden sign replacement proposals (\$18,100 - \$19,977) - vote

The Board offered feedback on the options from three sign companies: Elevate, Vital Signs, and Parvin-Clauss. They did not like the arch and texturized stone of the monument options. The limestone and brick option should mirror the building. The sign will have the Library's name, logo and address with the tagline "Your Journey Starts Here" an optional component.

Trustee McIntyre moved to authorize Director Compton to spend up to \$20,000 on a new sign with the partner of her choosing. The motion was seconded by Trustee Saddleton and passed on a roll call vote.

Roll Call Vote:

Ayes: O'Neil, Root, Saddleton, Berens, Delano, Long, McIntyre

Phase two (Community Room, Children's office space, bathroom) renovation project – update

Midwest Services & Development pay application (\$73,368) – vote

Phase two of the project is going well. There is a construction meeting on Friday. The project is currently ahead of schedule.

Trustee Berens moved to approve Midwest Services and Development's pay application in the amount of \$73,368. The motion was seconded by Trustee McIntyre and passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Berens, McIntyre, O'Neill, Root, Saddleton, Long

Adjournment

The meeting was adjourned at 7:57pm following a motion by Trustee Berens which was seconded by Trustee Delano. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Revenue Report: November-25

Account:

November-25

YTD

2025-2026

% of Budget

58% as of 11/30/2025

| | | | | |
|--------------------------------------|----------------------|----------------------|---------------------|---------------|
| Property Taxes | \$ - | \$ 7,542.77 | \$ 1,685,000 | 0.45% |
| Connections Program Grant | \$ - | \$ - | \$ 3,500 | 0.00% |
| Replacement Taxes | \$ - | \$ 11,509.86 | \$ 16,000 | 71.94% |
| Lost Books Reimbursed | \$ 549.33 | \$ 2,363.11 | \$ 4,000 | 59.08% |
| Copy Machine Revenue | \$ 296.93 | \$ 1,269.20 | \$ 3,000 | 42.31% |
| Rentals, Library Space, Meeting Room | \$ - | \$ - | \$ - | 0.00% |
| Interest | \$ 2,154.54 | \$ 19,922.93 | \$ 23,000 | 86.62% |
| Grants from RFPL Foundation | \$ - | \$ 27,195.00 | \$ 50,000 | 54.39% |
| Gifts - other | \$ 0.01 | \$ 0.15 | \$ 200 | 0.08% |
| IL Per Capita Grant | \$ 17,490.13 | \$ 17,490.13 | \$ 17,400 | 100.52% |
| Grants, other | \$ - | \$ 500.00 | \$ 5,500 | 9.09% |
| Liebner Fund Endowment | \$ 4,286.10 | \$ 4,286.10 | \$ 4,250 | 100.85% |
| Misc Income | \$ 19.41 | \$ 22.91 | \$ 200 | 11.46% |
| | | | | |
| Total: | \$ 24,796.45 | \$ 92,102.16 | \$ 1,812,050 | 5.08% |
| | | | | |
| | | | | |
| | | | | |
| Income: | \$ 24,796.45 | \$ 92,102.16 | \$ 1,812,050 | 5.08% |
| | | | | |
| Expense: | \$ 107,693.56 | \$ 889,007.81 | \$ 1,812,050 | 49.06% |

Prepared 12.19.25



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Expense Report: Nov-25

25-26 Budget

November-25

Fiscal YTD

Actual % Budget

25-26 Budget

58% as of 11/30/2025

Expenses

Personnel

| | | | | |
|-----------------------------------|---------------------|----------------------|---------------|---------------------|
| Wages & Salaries | \$ 65,684.19 | \$ 505,347.46 | 54.13% | \$ 933,500 |
| Medical Health Insurance Coverage | \$ - | \$ 26,968.41 | 38.42% | \$ 70,200 |
| IMRF | \$ - | \$ 24,232.09 | 47.05% | \$ 51,500 |
| Medicare/FICA | \$ 5,260.78 | \$ 37,874.58 | 52.97% | \$ 71,500 |
| Staff Recognition | \$ - | \$ 1,008.25 | 18.00% | \$ 5,600 |
| Membership Dues | \$ - | \$ 1,320.00 | 44.00% | \$ 3,000 |
| Staff Training & Development | \$ 1,448.34 | \$ 3,876.84 | 53.47% | \$ 7,250 |
| Total Personnel | \$ 72,393.31 | \$ 600,627.63 | 52.57% | \$ 1,142,550 |

Advertising & Programming

Printing & Advertising

| | | | | |
|---|-----------------|--------------------|---------------|------------------|
| Newsletter | \$ - | \$ 3,068.64 | 43.84% | \$ 7,000 |
| Advertising | \$ 45.00 | \$ 1,469.39 | 29.39% | \$ 5,000 |
| Total Printing & Advertising | \$ 45.00 | \$ 4,538.03 | 37.82% | \$ 12,000 |

Programming

| | | | | |
|--|--------------------|---------------------|---------------|------------------|
| Children's Programs | \$ 595.61 | \$ 6,706.99 | 35.30% | \$ 19,000 |
| Teen Programs | \$ 357.39 | \$ 3,275.37 | 36.39% | \$ 9,000 |
| Adult Programs | \$ 810.47 | \$ 10,310.11 | 52.87% | \$ 19,500 |
| Special Programs | \$ 10.79 | \$ 4,354.45 | 62.21% | \$ 7,000 |
| Connections Programs | \$ 373.34 | \$ 759.09 | 21.69% | \$ 3,500 |
| Total Programs | \$ 2,147.60 | \$ 25,406.01 | 43.80% | \$ 58,000 |
| Total Advertising & Programming | \$ 2,192.60 | \$ 29,944.04 | 42.78% | \$ 70,000 |

Support Services

| | | | | |
|----------------------------|-------------|--------------|--------|-----------|
| ILL & RB Services | \$ - | \$ 504.80 | 42.07% | \$ 1,200 |
| Technical Support (IT) | \$ 2,780.24 | \$ 13,835.95 | 49.86% | \$ 27,750 |
| Automation Administration | \$ - | \$ 21,864.14 | 49.41% | \$ 44,250 |
| Consultant Fees/Legal Fees | \$ - | \$ 18,500.00 | 44.58% | \$ 41,500 |

| | | | | |
|--------------------------------|--------------------|---------------------|---------------|-------------------|
| Postage & Delivery | \$ 70.99 | \$ 430.12 | 10.12% | \$ 4,250 |
| Audit | \$ - | \$ 8,900.00 | 72.65% | \$ 12,250 |
| Payroll & Employment Services | \$ 458.59 | \$ 3,876.01 | 62.52% | \$ 6,200 |
| Youth Interventionist Contract | \$ - | \$ 2,610.75 | 48.80% | \$ 5,350 |
| Telephone/Internet | \$ 890.84 | \$ 7,476.82 | 55.38% | \$ 13,500 |
| Trustee Training & Memberships | \$ - | \$ - | 0.00% | \$ 1,250 |
| Copy Machine Lease | \$ - | \$ 2,878.27 | 89.95% | \$ 3,200 |
| Total Support Services | \$ 4,200.66 | \$ 80,876.86 | 50.33% | \$ 160,700 |

Materials & Supplies

Library Materials

| | | | | |
|---|---------------------|----------------------|---------------|-------------------|
| Books | \$ 3,913.57 | \$ 35,838.65 | 43.71% | \$ 82,000 |
| Print Periodicals | \$ 225.00 | \$ 6,180.97 | 82.41% | \$ 7,500 |
| Automated Subscriptions (databases) | \$ 1,125.85 | \$ 13,590.33 | 95.71% | \$ 14,200 |
| Digital Content (ebooks, movies, music) | \$ 8,249.17 | \$ 50,875.04 | 57.81% | \$ 88,000 |
| AV & Other Nonprint Materials | \$ 788.05 | \$ 8,947.20 | 55.92% | \$ 16,000 |
| Total Library Materials | \$ 14,301.64 | \$ 115,432.19 | 55.58% | \$ 207,700 |

Library & Office Supplies

| | | | | |
|--|---------------------|----------------------|---------------|-------------------|
| Office Supplies | \$ 126.25 | \$ 955.44 | 23.89% | \$ 4,000 |
| Library Supplies | \$ 379.91 | \$ 2,208.64 | 41.67% | \$ 5,300 |
| Copy & Printing Supplies | \$ 449.93 | \$ 1,061.71 | 50.56% | \$ 2,100 |
| Misc Expenses | \$ 131.42 | \$ 1,063.68 | 40.91% | \$ 2,600 |
| Total Library & Office Supplies | \$ 1,087.51 | \$ 5,289.47 | 37.78% | \$ 14,000 |
| Total Materials & Supplies | \$ 15,389.15 | \$ 120,721.66 | 54.45% | \$ 221,700 |

Strategic Initiatives

| | | | | |
|------------------------------|------|------|-------|-----------|
| Strategic Initiatives | \$ - | \$ - | 0.00% | \$ 15,000 |
|------------------------------|------|------|-------|-----------|

Facilities Management

| | | | | | |
|--------------------------|--|-----------|-------------|--------|----------|
| <i>Facility Supplies</i> | Building Materials & Supplies | \$ 376.39 | \$ 3,325.63 | 47.51% | \$ 7,000 |
|--------------------------|--|-----------|-------------|--------|----------|

Facility Services

| | | | | |
|---------------------------------|--------------|--------------|--------|-----------|
| Insurance | \$ 722.00 | \$ 722.00 | 3.03% | \$ 23,850 |
| Maintenance & Custodial Service | \$ 10,233.00 | \$ 44,935.90 | 51.65% | \$ 87,000 |
| Water | \$ - | \$ 846.94 | 28.23% | \$ 3,000 |
| Natural Gas | \$ 1,626.63 | \$ 4,654.44 | 38.79% | \$ 12,000 |
| Copier Maintenance & Usage | \$ 274.84 | \$ 1,149.06 | 51.07% | \$ 2,250 |

| | | | | | |
|-----------------------------------|---|----------------------|----------------------|---------------|---------------------|
| | Total Facility Services | \$ 12,856.47 | \$ 52,308.34 | 40.83% | \$ 128,100 |
| <i>Furniture & Technology</i> | Furniture | \$ - | \$ 137.28 | 3.43% | \$ 4,000 |
| | Technology Misc. | \$ 284.98 | \$ 1,066.37 | 35.55% | \$ 3,000 |
| | Total Furniture & Technology | \$ 284.98 | \$ 1,203.65 | 17.20% | \$ 7,000 |
| | Total Facilities Management | \$ 13,517.84 | \$ 56,837.62 | 40.00% | \$ 142,100 |
| Totals | | | | | |
| | Total Operating Expenses | \$ 107,693.56 | \$ 889,007.81 | 50.74% | \$ 1,752,050 |
| | Capital Improvement Reserve Fund | \$ - | \$ - | 0.00% | \$ 60,000 |
| | Total Expenses | \$ 107,693.56 | \$ 889,007.81 | 49.06% | \$ 1,812,050 |
| | Total Income | \$ 24,796.45 | \$ 92,102.16 | 5.08% | \$ 1,812,050 |

Prepared 12.19.25

River Forest Public Library
Bills and Applied Payments
November 2025

| | Transaction | | | |
|---------------------------------|--------------------|--------------|-------------------------------------|---------------|
| | Date | Type | Memo/Description | Amount |
| Alarm Detection Services | | | | |
| | | Bill Payment | | |
| | 11/28/2025 | (Check) | | -282.66 |
| | 11/09/2025 | Bill | FIRE ALARM SERVICE DEC. 25 - FEB.26 | 282.66 |
| AMAZON | | | | |
| | | Bill Payment | | |
| | 11/11/2025 | (Check) | | -911.38 |
| | 11/01/2025 | Bill | CRAFT ADHESIVE | 8.56 |
| | 11/01/2025 | Bill | STICKERS FOR TEENS | 20.95 |
| | 11/04/2025 | Bill | LICE PREVENTION HAIRSPRAY | 12.48 |
| | 11/05/2025 | Bill | IRON/CRAFTING | 20.99 |
| | 11/05/2025 | Bill | FALL WINDOW DECORATIONS | 25.12 |
| | 11/06/2025 | Bill | STICKERS/POTTY TRAINING KIT | 6.55 |
| | 11/06/2025 | Bill | LABELS & MARKERS | 14.08 |
| | | | CHILDREN'S COMPUTERS | |
| | 11/08/2025 | Bill | HEADPHONE REPLACEMENTS | 35.98 |
| | 11/08/2025 | Bill | PRINTER/CIRC WORKROOM | 249.00 |
| | 11/08/2025 | Bill | MASKING TAPE | 14.99 |
| | 11/08/2025 | Bill | MAGNATILES/PRIZE JAR | 26.59 |
| | | | CHILDREN'S WINDOW | |
| | 11/08/2025 | Bill | DECORATIONS | 16.13 |
| | 11/08/2025 | Bill | STICKERS | 13.99 |
| | 11/09/2025 | Bill | POPSICLE STICKS (COLORED) | 9.49 |
| | 10/27/2025 | Bill | TONER | 284.96 |
| | | | STEM & CRAFTERNOON SUPPLIES | |
| | 10/27/2025 | Bill | | 41.57 |
| | 10/29/2025 | Bill | DECEMBER TAKE & MAKE SUPPLIES | 7.99 |
| | 10/29/2025 | Bill | NOVEMBER MAKERS | 44.47 |
| | | | HOT WHEELS FOR GUESSTIMATION | |
| | 10/30/2025 | Bill | JAR | 57.49 |
| | | Bill Payment | | |
| | 11/28/2025 | (Check) | | -570.12 |
| | 11/26/2025 | Bill | MAGIC 8 BALL | 10.79 |

| | | | |
|------------|---------------|--------------------------------|--------|
| 11/26/2025 | Bill | WINDOW DISPLAY MATERIALS | 14.84 |
| 11/26/2025 | Bill | HOLIDAY LIGHTS, MISC. SUPPLIES | 37.55 |
| 11/23/2025 | Bill | BINGO SUPPLIES | 9.99 |
| 11/22/2025 | Bill | TAKE & MAKE SUPPLIES | 27.93 |
| 11/22/2025 | Bill | KINDLE/WINTER READING PRIZE | 156.97 |
| 11/22/2025 | Bill | STEM/GUMDROPS | 25.99 |
| 11/22/2025 | Bill | FAMILY MOVIE SNACKS | 26.78 |
| 11/22/2025 | Bill | SNOW GLOBES & GUMDROPS | 85.17 |
| 11/20/2025 | Bill | STYLUSES FOR IPADS | 16.99 |
| 11/19/2025 | Bill | DECEMBER MAKERS SUPPLIES | 11.98 |
| | | CONTACT PAPER/CONSTRUCTION | |
| 11/17/2025 | Bill | WALL CRAFT | 8.99 |
| | | CRAFT/PLAY DOH MAKING | |
| 11/17/2025 | Bill | MATERIALS | 40.27 |
| 11/16/2025 | Bill | OIL PASTELS | 9.99 |
| | | FABRIC TAPE/AMERICAN GIRL | |
| 11/16/2025 | Bill | DOLLS | 11.94 |
| 11/15/2025 | Bill | GLITTER PAINT | 12.34 |
| 11/12/2025 | Bill | TAKE & MAKE SUPPLIES | 19.24 |
| | | RETURN DAMAGED GOODS INVOICE | |
| 11/17/2025 | Vendor Credit | #1QJF-WVL3-7P1C | -2.62 |
| | | RETURNED LABELS INVOICE #1VGG- | |
| 11/20/2025 | Vendor Credit | TKXL-71DM | -5.99 |
| | | | |
| 11/20/2025 | Vendor Credit | CREDIT INVOICE #1MNN-YMVQ-3X6D | -4.99 |
| 11/13/2025 | Bill | WINTER READING PRIZES | 49.98 |
| 11/13/2025 | Bill | AG DOLL CASE STICKERS | 5.99 |

**ANDERSON
ELEVATOR
COMPANY**

| | | | |
|------------|------|----------------------------|---------|
| | | Bill Payment | |
| 11/11/2025 | | (Check) | -225.00 |
| 11/01/2025 | Bill | 11/25 ELEVATOR MAINTENANCE | 225.00 |

ANNE KOWALSKI

| | | | |
|------------|------|----------------|--------|
| | | Bill Payment | |
| 11/28/2025 | | (Check) | -21.41 |
| 11/17/2025 | Bill | CRAFT SUPPLIES | 21.41 |

Assurant Fire Protection

| | | | |
|------------|-------------------------|---|-----------|
| 11/28/2025 | Bill Payment (Check) | | -1,478.00 |
| 11/28/2025 | Bill | Sprinkler head repair- escutcheon replacement | 1,478.00 |

BayScan Technologies

| | | | |
|------------|-------------------------|------------------------|---------|
| 11/11/2025 | Bill Payment (Check) | | -193.70 |
| 10/20/2025 | Bill | ADHESIVE RECEIPT PAPER | 193.70 |

BLACK FODDER COFFEE, LLC.

| | | | |
|------------|-------------------------|-----------------------------------|---------|
| 11/11/2025 | Bill Payment (Check) | | -300.00 |
| 11/01/2025 | Bill | SILENT READING PARTY SPACE RENTAL | 300.00 |

CDS Office Technologies

| | | | |
|------------|-------------------------|-------------------------------|---------|
| 11/28/2025 | Bill Payment (Check) | | -153.50 |
| 11/05/2025 | Bill | NOVEMBER 2025 COPIER CONTRACT | 153.50 |

Cintas Fire Protection

| | | | |
|------------|-------------------------|--------------------------|---------|
| 11/11/2025 | Bill Payment (Check) | | -108.00 |
| 10/31/2025 | Bill | MONTLHY AED SUBSCRIPTION | 108.00 |

CleanNet of Illinois

| | | | |
|------------|-------------------------|----------------------|-----------|
| 11/11/2025 | Bill Payment (Check) | | -1,549.80 |
| 11/01/2025 | Bill | MONTHLY CLEANING FEE | 1,549.80 |

Comcast BUSINESS

| | | | |
|------------|-------------------------|--|---------|
| 11/11/2025 | Bill Payment (Check) | | -172.17 |
|------------|-------------------------|--|---------|

| | | | |
|------------|------|-----------------------------|--------|
| 10/27/2025 | Bill | NOVEMBER 2025 INTERNET BILL | 172.17 |
|------------|------|-----------------------------|--------|

**COMCAST
BUSINESS
(VoiceEdge*)**

| | | | |
|------------|-------------------------|------------------|---------|
| | Bill Payment (Check) | | |
| 11/11/2025 | | | -718.67 |
| 11/01/2025 | Bill | 11/25 PHONE BILL | 718.67 |

DEMCO, INC.

| | | | |
|------------|-------------------------|-------------------------------------|---------|
| | Bill Payment (Check) | | |
| 11/11/2025 | | | -113.96 |
| 11/04/2025 | Bill | TECH SERVICES/BOOK TAPE & LABELS | 113.96 |

**Engberg-
Anderson, Inc.**

| | | | |
|------------|-------------------------|--|-----------|
| | Bill Payment (Check) | | |
| 11/11/2025 | | | -1,977.50 |
| 10/31/2025 | Bill | CAPITAL **CONSTRUCTION ADMINISTRATION | 1,977.50 |

Francisca Arnold

| | | | |
|------------|-------------------------|---------------------|---------|
| | Bill Payment (Check) | | |
| 11/28/2025 | | | -665.34 |
| 11/17/2025 | Bill | CONFERENCE EXPENSES | 665.34 |

Franzen Plumbing

| | | | |
|------------|-------------------------|------------------------------|-----------|
| | Bill Payment (Check) | | |
| 11/28/2025 | | | -2,685.60 |
| 11/28/2025 | Bill | Check on leak | 325.00 |
| 11/05/2025 | Bill | LADIES ROOM PLUMBING REPAIRS | 2,360.60 |

Hoopla

| | | | |
|------------|-------------------------|--------------------------|-----------|
| | Bill Payment (Check) | | |
| 11/11/2025 | | | -2,499.98 |
| 11/01/2025 | Bill | OCTOBER HOOPLA CHECKOUTS | 2,499.98 |

**Hulen Landscaping
Contractors**

| | | | |
|------------|------|---|---------|
| | | Bill Payment (Check) | |
| 11/11/2025 | | | -532.00 |
| 10/28/2025 | Bill | OCT MONTHLY MAINTENANCE/LEAF REMOVAL ADDED | 532.00 |

**Ingram Library
Services**

| | | | |
|------------|------|-------------------------|-----------|
| | | Bill Payment (Check) | |
| 11/28/2025 | | | -3,913.57 |
| 11/19/2025 | Bill | MS & TEEN BOOKS | 109.73 |
| 11/06/2025 | Bill | BOOK | 14.83 |
| 11/06/2025 | Bill | BOOK | 12.43 |
| 11/06/2025 | Bill | BOOK | 12.88 |
| 11/06/2025 | Bill | BOOK | 18.75 |
| 11/06/2025 | Bill | BOOK | 17.02 |
| 11/06/2025 | Bill | BOOK | 23.33 |
| 11/06/2025 | Bill | BOOK | 36.32 |
| 11/06/2025 | Bill | BOOKS | 57.88 |
| 11/06/2025 | Bill | BOOK | 9.37 |
| 11/06/2025 | Bill | BOOK | 8.76 |
| 11/06/2025 | Bill | BOOK | 22.12 |
| 11/06/2025 | Bill | BOOKS | 43.35 |
| 11/06/2025 | Bill | BOOK | 8.98 |
| 11/06/2025 | Bill | BOOK | 17.02 |
| 11/06/2025 | Bill | Books | 88.57 |
| 11/10/2025 | Bill | BOOK | 12.52 |
| 11/10/2025 | Bill | BOOK | 13.07 |
| 11/10/2025 | Bill | BOOKS | 189.42 |
| 11/10/2025 | Bill | BOOK | 14.81 |
| 11/10/2025 | Bill | BOOK | 11.99 |
| 11/10/2025 | Bill | BOOK | 18.85 |
| 11/10/2025 | Bill | BOOK | 21.79 |
| 11/10/2025 | Bill | BOOKS | 24.06 |
| 11/10/2025 | Bill | BOOK | 11.14 |
| 11/10/2025 | Bill | BOOK | 17.38 |
| 11/10/2025 | Bill | BOOKS | 126.18 |
| 11/10/2025 | Bill | BOOKS | 12.94 |
| 11/10/2025 | Bill | BOOK | 14.87 |
| 11/10/2025 | Bill | BOOK | 21.09 |
| 11/10/2025 | Bill | BOOK | 18.25 |
| 11/10/2025 | Bill | BOOK | 9.21 |

| | | | |
|------------|---------------|-------------|--------|
| 11/10/2025 | Bill | BOOK | 12.54 |
| 11/10/2025 | Bill | BOOKS | 230.15 |
| 11/10/2025 | Bill | BOOK | 15.94 |
| 11/12/2025 | Bill | BOOKS | 349.98 |
| 11/13/2025 | Bill | | 141.79 |
| 11/17/2025 | Bill | BOOK | 17.99 |
| 11/17/2025 | Bill | BOOK | 21.00 |
| 11/17/2025 | Bill | BOOK | 21.00 |
| 10/28/2025 | Bill | BOOKS | 52.47 |
| 11/06/2025 | Vendor Credit | Credit memo | -72.86 |
| 10/28/2025 | Bill | BOOK | 18.88 |
| 10/28/2025 | Bill | BOOKS | 43.20 |
| 10/28/2025 | Bill | BOOK | 20.44 |
| 10/28/2025 | Bill | BOOK | 24.50 |
| 10/28/2025 | Bill | BOOK | 14.80 |
| 10/28/2025 | Bill | BOOKS | 33.52 |
| 10/28/2025 | Bill | BOOK | 8.43 |
| 10/28/2025 | Bill | BOOK | 10.30 |
| 10/28/2025 | Bill | BOOKS | 126.11 |
| 10/28/2025 | Bill | BOOKS | 94.67 |
| 10/28/2025 | Bill | BOOK | 14.81 |
| 10/29/2025 | Bill | BOOK | 12.52 |
| 10/29/2025 | Bill | BOOKS | 31.77 |
| 10/29/2025 | Bill | BOOK | 38.76 |
| 10/29/2025 | Bill | BOOKS | 42.41 |
| 10/29/2025 | Bill | BOOKS | 40.40 |
| 10/29/2025 | Bill | BOOKS | 19.99 |
| 10/29/2025 | Bill | BOOKS | 142.34 |
| 10/29/2025 | Bill | BOOKS | 62.71 |
| 10/29/2025 | Bill | BOOK | 9.93 |
| 10/29/2025 | Bill | BOOK | 7.61 |
| 10/29/2025 | Bill | BOOK | 22.33 |
| 10/29/2025 | Bill | BOOK | 15.38 |
| 10/30/2025 | Bill | BOOK | 12.83 |
| 10/30/2025 | Bill | BOOKS | 22.36 |
| 10/30/2025 | Bill | BOOKS | 85.20 |
| 10/30/2025 | Bill | BOOKS | 25.88 |
| 10/30/2025 | Bill | BOOKS | 39.88 |
| 10/30/2025 | Bill | BOOK | 14.64 |
| 11/03/2025 | Bill | BOOKS | 83.34 |
| 11/03/2025 | Bill | BOOK | 17.58 |

| | | | |
|------------|------|-------|-------|
| 11/03/2025 | Bill | BOOKS | 44.04 |
| 11/03/2025 | Bill | BOOK | 16.03 |
| 11/03/2025 | Bill | BOOK | 16.49 |
| 11/03/2025 | Bill | BOOKS | 63.56 |
| 11/03/2025 | Bill | BOOK | 8.45 |
| 11/03/2025 | Bill | BOOKS | 24.99 |
| 11/03/2025 | Bill | BOOK | 11.87 |
| 11/03/2025 | Bill | BOOK | 17.54 |
| 11/03/2025 | Bill | BOOKS | 51.48 |
| 11/03/2025 | Bill | BOOK | 17.73 |
| 11/03/2025 | Bill | BOOK | 17.70 |
| 11/03/2025 | Bill | BOOKS | 30.13 |
| 11/03/2025 | Bill | BOOK | 22.01 |
| 11/04/2025 | Bill | BOOK | 20.55 |
| 11/04/2025 | Bill | BOOK | 11.60 |
| 11/04/2025 | Bill | BOOKS | 18.71 |
| 11/04/2025 | Bill | BOOK | 18.02 |
| 11/04/2025 | Bill | BOOK | 10.82 |
| 11/04/2025 | Bill | BOOK | 14.41 |
| 11/04/2025 | Bill | BOOK | 14.47 |
| 11/05/2025 | Bill | BOOK | 13.27 |
| 11/05/2025 | Bill | BOOK | 14.48 |
| 11/05/2025 | Bill | BOOKS | 48.03 |
| 11/05/2025 | Bill | BOOK | 19.44 |
| 11/05/2025 | Bill | BOOK | 10.85 |
| 11/05/2025 | Bill | BOOKS | 44.96 |
| 11/05/2025 | Bill | BOOK | 19.98 |
| 11/05/2025 | Bill | BOOKS | 39.99 |
| 11/05/2025 | Bill | BOOK | 22.09 |
| 11/05/2025 | Bill | BOOK | 18.79 |
| 11/05/2025 | Bill | BOOKS | 34.16 |
| 11/05/2025 | Bill | BOOK | 22.00 |
| 11/06/2025 | Bill | BOOK | 14.82 |
| 11/06/2025 | Bill | BOOKS | 64.78 |
| 11/06/2025 | Bill | BOOKS | 25.23 |
| 11/06/2025 | Bill | BOOKS | 71.88 |
| 11/06/2025 | Bill | BOOK | 13.35 |

Kanopy

| | | | |
|------------|-------------------------|---------------------------|---------|
| 11/11/2025 | Bill Payment (Check) | | |
| 10/31/2025 | Bill | OCTOBER KANOPLY CHECKOUTS | -267.75 |

**Konica Business
Solutions**

| | | | |
|------------|--------------|------------------|---------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -121.34 |
| 11/01/2025 | Bill | 10/25 COPY USAGE | 121.34 |

Library Journal

| | | | |
|------------|--------------|----------------------------|---------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -783.00 |
| 10/31/2025 | Bill | FRONTLINE SAFETY CLASS (3) | 783.00 |

**MIDWEST
SERVICES &
DEVELOPMENT**

| | | | |
|------------|--------------|------------------|------------|
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -73,368.00 |
| 11/20/2025 | Bill | ** CAPITAL APP 1 | 73,368.00 |

MIDWEST TAPE

| | | | |
|------------|--------------|----------------------------|---------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -471.63 |
| 11/07/2025 | Bill | DVDS | 178.13 |
| 10/30/2025 | Bill | DVD | 24.43 |
| 10/30/2025 | Bill | DVDS | 57.11 |
| 10/30/2025 | Bill | DVD | 32.03 |
| 10/28/2025 | Bill | REPLACEMENT AUDIOBOOK DISC | 9.99 |
| 11/07/2025 | Bill | AUDIOBOOK CD BOOKS | 169.94 |
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -340.79 |
| 11/14/2025 | Bill | AUDIOBOOK CD | 42.98 |
| 11/20/2025 | Bill | DVD | 27.43 |
| 11/20/2025 | Bill | DVDS | 42.86 |
| 09/18/2025 | Bill | BLU-RAYS | 72.86 |
| 11/14/2025 | Bill | DVDS | 154.66 |

NICOR GAS

| | | | |
|------------|--------------|---------------------|---------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -691.60 |
| 10/20/2025 | Bill | GAS BILL 9/25-10/25 | 691.60 |
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -935.03 |

| | | | |
|------------|------|--------------------------------|--------|
| 11/28/2025 | Bill | Gas bill: 10-17-25 to 11-16-25 | 935.03 |
|------------|------|--------------------------------|--------|

Nub Games, Inc.

| | | | |
|------------|--------------|--------------------------------|---------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -362.00 |
| 11/03/2025 | Bill | 1 YR LIBRARY H31p SUBSCRIPTION | 362.00 |

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

| | | | |
|------------|--------------|---|-----------|
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -2,798.59 |
| 11/14/2025 | Bill | IPAD SECURITY SOFTWARE NOVEMBER TECH SUPPORT | 2,798.59 |

OverDrive

| | | | |
|------------|--------------|--------------------------|-----------|
| | Bill Payment | | |
| 11/11/2025 | (Check) | | -4,811.09 |
| 11/06/2025 | Bill | 1 AUDIOBOOK | 124.99 |
| 11/05/2025 | Bill | 25 EBOOKS, 18 AUDIOBOOKS | 2,190.89 |
| 11/04/2025 | Bill | 3 EBOOKS, 1 AUDIOBOOK | 123.14 |
| 11/04/2025 | Bill | 2 EBOOKS, 8 AUDIOBOOKS | 577.48 |
| 10/28/2025 | Bill | 2 EBOOKS, 2 AUDIOBOOKS | 276.79 |
| 10/27/2025 | Bill | 22 EBOOKS, 9 AUDIOBOOKS | 1,517.80 |
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -627.49 |
| 11/17/2025 | Bill | 1 EBOOK | 75.00 |
| 11/18/2025 | Bill | 4 EBOOKS, 1 AUDIOBOOK | 207.50 |
| 11/10/2025 | Bill | 1 EBOOK, 1 AUDIOBOOK | 75.00 |
| 11/14/2025 | Bill | 4 EBOOKS, 1 AUDIOBOOK | 269.99 |

Rhonda Fentry

| | | | |
|------------|--------------|------------------------------|--------|
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -60.00 |
| 11/19/2025 | Bill | YOGA INSTRUCTOR FEE/12/13/25 | 60.00 |

**RISK PROGRAM
ADMINISTRATORS**

| | | | |
|------------|--------------|-------------------------|---------|
| | Bill Payment | | |
| 11/28/2025 | (Check) | | -722.00 |
| 11/17/2025 | Bill | GOVERNMENT CRIME POLICY | 722.00 |

**S&D PRIME
MAINTENANCE,IN
C**

| | | | |
|------------|---------|------------------------------|-----------|
| | | Bill Payment | |
| 11/11/2025 | (Check) | | -1,557.50 |
| 10/28/2025 | Bill | OCT. 25 MAINTENANCE VISITS | 430.00 |
| 10/31/2025 | Bill | BALANCE/ROOF HATCH LADDER | 1,127.50 |
| | | Bill Payment | |
| 11/28/2025 | (Check) | | -1,504.00 |
| 11/28/2025 | Bill | Emergency light repair | 538.00 |
| | | CARPET CLEANING-MEETING | |
| 11/19/2025 | Bill | ROOM/STAINS (WATER) UPSTAIRS | 966.00 |

Shannon Gruber

| | | | |
|------------|---------|----------------------|--------|
| | | Bill Payment | |
| 11/11/2025 | (Check) | | -14.29 |
| 11/03/2025 | Bill | COFFEE MONDAY TREATS | 14.29 |

**Southwest
Fireplace**

| | | | |
|------------|---------|--|---------|
| | | Bill Payment | |
| 11/11/2025 | (Check) | | -310.44 |
| 09/25/2025 | Bill | REMAINING BALANCE/ FIREPLACE ANNUAL MAINTENANCE | 310.44 |

Staples

| | | | |
|------------|---------|--------------|---------|
| | | Bill Payment | |
| 11/28/2025 | (Check) | | -710.79 |
| 10/25/2025 | Bill | | 710.79 |

Zoobean, Inc.

| | | | |
|------------|---------|------------------------|---------|
| | | Bill Payment | |
| 11/11/2025 | (Check) | | -745.50 |
| 09/21/2025 | Bill | BEANSTACK SUBSCRIPTION | 745.50 |

Byline Credit Card November 2025
Ending Balance: \$1,625.89

| Date | Payee | Memo | Charge | Payment | Type | Account |
|------------|----------------------------|---|----------|---------|---------|---|
| 11/26/2025 | ABT Electronics | CAPITAL** DISHWASHER COMMUNITY ROOM | 849.00 | | Expense | Capital Expense:Capital Room Renovation Phase Two:Furniture Furnishings & Equipment Adult |
| 11/26/2025 | PANERA BREAD | COFFEE MONDAY TREATS | 33.04 | | Expense | Expenses:Programs - Adult Adult |
| 11/24/2025 | Oriental Trading | GIFT BOXES/COOKIE EXCHANGE MONTHLY STAMPS.COM | 21.93 | | Expense | Expenses:Programs - Adult Support |
| 11/23/2025 | Stamps.com | FEE | 20.99 | | Expense | Services:Postage Special Programs:Connections |
| 11/20/2025 | Cricut | CRICUT | 295.90 | | Expense | Programs Teen |
| 11/20/2025 | DUNKIN" - BASKIN- ROBBINS | DONUTS & DISCUSSION | 17.59 | | Expense | Expenses:Programs- Teen Adult |
| 11/20/2025 | PETE'S MARKET | FORTUNE COOKIES | 6.83 | | Expense | Adult Adult |
| 11/19/2025 | PEERSPACE | EVENT SPACE RENTAL/01- 29-26 | 226.00 | | Expense | Expenses:Programs - Adult Children's |
| 11/17/2025 | Oriental Trading | CRAFTS FOR FAMILY FUN BAGS | 132.24 | | Expense | Expenses:Programs - Children's Adult |
| 11/16/2025 | WHOLEFOODS | SNACKS/SILENT READING PARTY | 22.37 | | Expense | Expenses:Programs - Adult Teen |
| 11/14/2025 | MICHAELS ELAN FINANCIAL | GLITTER PAINT | 15.98 | | Expense | Expenses:Programs- Teen |
| 11/13/2025 | SERVICES | Credit Card Payment | 2,116.52 | | Expense | BYLINE Operations Support |
| 11/12/2025 | Stamps.com | Stamps.com funds | 50.00 | | Expense | Services:Postage Adult |
| 11/10/2025 | Foreign Policy Association | GREAT DECISIONS MATERIALS | 93.65 | | Expense | Expenses:Programs - Adult |

| | | | | | |
|------------|---------------------------|---|--------|------------|--|
| 11/10/2025 | Crains Communications Inc | CRAIN'S CHICAGO BUSINESS/1 YR. SUBSCRIPTION | 225.00 | Expense | Adult Expenses:Periodicals - Adult |
| 11/10/2025 | ELAN FINANCIAL SERVICES | Finance Charge | 39.00 | CC Expense | Library and Office Expenses:Misc. Expenses:Service Fee Adult |
| 11/06/2025 | WHOLEFOODS | Snacks for silent reading party | 22.37 | Expense | Expenses:Programs - Adult |

River Forest Public Library

Fund Balances

As of November 30, 2025

Prepared 12.15.25

11/30/2025

CHECKING/SAVINGS - OPERATIONS FUND

| Operations Current | Interest Rate | |
|---------------------------------------|----------------------|------------|
| ICS Operations | 0.50% | 305,248.07 |
| Byline Operations | 0.40% | 41,991.57 |
| CIBC Operations | 0.00% | 58,305.86 |
| Petty Cash | | 40.00 |
| TOTAL OPERATIONS CHECKING/SAVINGS | | 405,585.50 |

| Maturity Date | CDARS Reserves | Interest Rate |
|----------------------|-----------------------|----------------------|
|----------------------|-----------------------|----------------------|

| | | |
|----------------------------------|--|-------------------|
| TOTAL CDARS Reserves Operations | | - |
| TOTAL OPERATIONS FUND | | 405,585.50 |

| CHECKING/SAVINGS - CAPITAL ACCOUNT | Interest Rate | |
|---|----------------------|------------|
| ICS Capital | 0.50% | 105,302.56 |
| Byline Capital | 0.40% | 160,005.35 |
| CIBC Capital | 0.00% | 266,427.67 |
| TOTAL CAPITAL CHECKING/SAVINGS | | 531,735.58 |

| Maturity Date | CDARS Reserves | Interest Rate | |
|----------------------------------|-----------------------|----------------------|------------|
| 12/26/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 234,793.17 |
| 12/26/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 254,084.19 |
| 1/8/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 53,180.75 |
| 1/8/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 53,180.75 |
| TOTAL CDARS Reserves Capital | | | 595,238.86 |

| | |
|-------------------------------|---------------------|
| TOTAL CAPITAL FUND | 1,126,974.44 |
|-------------------------------|---------------------|

| | |
|---|---------------------|
| TOTAL OPERATIONS/CAPITAL FUNDS | 1,532,559.94 |
|---|---------------------|

**River Forest Public Library -Capital Reserve Fund****Nov-25****Fiscal Year: May 1, 2025 - April 30, 2026****Capital Reserve Account Balances**

| | | |
|---|-----------|---------------------|
| CIBC Capital | \$ | 266,427.67 |
| ICS Capital Reserve | \$ | 105,302.56 * |
| Byline Capital Checking | \$ | 160,005.35 |
| Total Capital Reserve Checking / Savings | \$ | 531,735.58 |
| Total Capital CDARS Reserve | \$ | 595,238.86 |
| Total Capital Reserve Fund | \$ | 1,126,974.44 |

Revenues

| | | |
|-----------------------|------------|--------------|
| RFPL Foundation Grant | 11/28/2025 | \$150,000.00 |
|-----------------------|------------|--------------|

Expenses

| | | |
|---|------------|--------------|
| Ancel Glink- insurance questions | 11/3/2025 | \$ 125.00 |
| Engberg-Anderson- construction administration | 11/18/2025 | \$ 1,977.50 |
| Midwest Services & Development- pay app 1 | 11/28/2025 | \$ 73,368.00 |

Transfers

| | | |
|---|------------|------------|
| To operating- Square cash register | 11/26/2025 | \$1,189.00 |
| To operating- community room dishwasher | 11/26/2025 | \$849.00 |

Income

| | | |
|--------------------------|------------|-------------|
| Interest- Checking / ICS | 11/30/2025 | \$ 81.37 |
| Interest- CDARS | 11/30/2025 | \$ 2,173.50 |

Prepared: 12.15.25

*Includes \$50,000 Live and Learn Grant


 River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Revenue Report: December-25

Account:

| | <u>December-25</u> | <u>YTD</u> | <u>2025-2026</u> | <u>% of Budget</u> |
|--------------------------------------|----------------------|------------------------|---------------------|----------------------|
| | | | | 67% as of 12/31/2025 |
| Property Taxes | \$ - | \$ 7,542.77 | \$ 1,685,000 | 0.45% |
| Connections Program Grant | \$ - | \$ - | \$ 3,500 | 0.00% |
| Replacement Taxes | \$ 2,626.51 | \$ 14,136.37 | \$ 16,000 | 88.35% |
| Lost Books Reimbursed | \$ 201.66 | \$ 2,564.77 | \$ 4,000 | 64.12% |
| Copy Machine Revenue | \$ 114.29 | \$ 1,383.49 | \$ 3,000 | 46.12% |
| Rentals, Library Space, Meeting Room | \$ - | \$ - | \$ - | 0.00% |
| Interest | \$ 58.08 | \$ 19,981.01 | \$ 23,000 | 86.87% |
| Grants from RFPL Foundation | \$ - | \$ 27,195.00 | \$ 50,000 | 54.39% |
| Gifts - other | \$ - | \$ 0.15 | \$ 200 | 0.08% |
| IL Per Capita Grant | \$ - | \$ 17,490.13 | \$ 17,400 | 100.52% |
| Grants, other | \$ - | \$ 500.00 | \$ 5,500 | 9.09% |
| Liebner Fund Endowment | \$ - | \$ 4,286.10 | \$ 4,250 | 100.85% |
| Misc Income | \$ 500.00 | \$ 522.91 | \$ 200 | 261.46% |
| <hr/> | | | | |
| Total: | \$ 3,500.54 | \$ 95,602.70 | \$ 1,812,050 | 5.28% |
| <hr/> | | | | |
| <hr/> | | | | |
| <hr/> | | | | |
| Income: | \$ 3,500.54 | \$ 95,602.70 | \$ 1,812,050 | 5.28% |
| <hr/> | | | | |
| Expense: | \$ 141,807.10 | \$ 1,030,666.53 | \$ 1,812,050 | 56.88% |

Prepared 1.12.26



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026
Expense Report: Dec-25

25-26 Budget

December-25

Fiscal YTD

Actual % Budget

Budget

67% as of 12/31/2025

Expenses

Personnel

| | | | | |
|-----------------------------------|----------------------|----------------------|---------------|---------------------|
| Wages & Salaries | \$ 82,655.56 | \$ 588,003.02 | 62.99% | \$ 933,500 |
| Medical Health Insurance Coverage | \$ 7,993.34 | \$ 34,961.75 | 49.80% | \$ 70,200 |
| IMRF | \$ 8,114.12 | \$ 32,346.21 | 62.81% | \$ 51,500 |
| Medicare/FICA | \$ 5,866.03 | \$ 43,740.61 | 61.18% | \$ 71,500 |
| Staff Recognition | \$ 1,564.34 | \$ 2,572.59 | 45.94% | \$ 5,600 |
| Membership Dues | \$ - | \$ 1,320.00 | 44.00% | \$ 3,000 |
| Staff Training & Development | \$ - | \$ 3,876.84 | 53.47% | \$ 7,250 |
| Total Personnel | \$ 106,193.39 | \$ 706,821.02 | 61.86% | \$ 1,142,550 |

Advertising & Programming

Printing & Advertising

| | | | | |
|---|--------------------|--------------------|---------------|------------------|
| Newsletter | \$ 2,136.00 | \$ 4,745.00 | 67.79% | \$ 7,000 |
| Advertising | \$ - | \$ 1,469.39 | 29.39% | \$ 5,000 |
| Total Printing & Advertising | \$ 2,136.00 | \$ 6,214.39 | 51.79% | \$ 12,000 |

Programming

| | | | | |
|--|--------------------|---------------------|---------------|------------------|
| Children's Programs | \$ 409.56 | \$ 7,116.55 | 37.46% | \$ 19,000 |
| Teen Programs | \$ 351.23 | \$ 3,650.60 | 40.56% | \$ 9,000 |
| Adult Programs | \$ 650.83 | \$ 11,025.53 | 56.54% | \$ 19,500 |
| Special Programs | \$ 82.12 | \$ 4,431.97 | 63.31% | \$ 7,000 |
| Connections Programs | \$ 38.39 | \$ 797.48 | 22.79% | \$ 3,500 |
| Total Programs | \$ 1,532.13 | \$ 27,022.13 | 46.59% | \$ 58,000 |
| Total Advertising & Programming | \$ 3,668.13 | \$ 33,236.52 | 47.48% | \$ 70,000 |

Support Services

| | | | | |
|---------------------------|-------------|--------------|--------|-----------|
| ILL & RB Services | \$ 83.95 | \$ 588.75 | 49.06% | \$ 1,200 |
| Technical Support (IT) | \$ 2,780.24 | \$ 16,616.19 | 59.88% | \$ 27,750 |
| Automation Administration | \$ 18.35 | \$ 21,905.66 | 49.50% | \$ 44,250 |

| | | | | |
|--------------------------------|--------------------|---------------------|---------------|-------------------|
| Consultant Fees/Legal Fees | \$ - | \$ 18,500.00 | 44.58% | \$ 41,500 |
| Postage & Delivery | \$ 3,342.99 | \$ 3,977.21 | 93.58% | \$ 4,250 |
| Audit | \$ - | \$ 8,900.00 | 72.65% | \$ 12,250 |
| Payroll & Employment Services | \$ 454.77 | \$ 4,330.78 | 69.85% | \$ 6,200 |
| Youth Interventionist Contract | \$ - | \$ 2,610.75 | 48.80% | \$ 5,350 |
| Telephone/Internet | \$ 995.67 | \$ 8,472.49 | 62.76% | \$ 13,500 |
| Trustee Training & Memberships | \$ - | \$ - | 0.00% | \$ 1,250 |
| Copy Machine Lease | \$ 290.37 | \$ 3,168.64 | 99.02% | \$ 3,200 |
| Total Support Services | \$ 7,966.34 | \$ 89,070.47 | 55.43% | \$ 160,700 |

Materials & Supplies

| | | | | | |
|--------------------------|---|---------------------|----------------------|---------------|-------------------|
| <i>Library Materials</i> | Books | \$ 8,068.22 | \$ 43,906.87 | 53.54% | \$ 82,000 |
| | Print Periodicals | \$ 289.99 | \$ 6,470.96 | 86.28% | \$ 7,500 |
| | Automated Subscriptions (databases) | \$ - | \$ 13,590.33 | 95.71% | \$ 14,200 |
| | Digital Content (ebooks, movies, music) | \$ 6,913.35 | \$ 57,788.39 | 65.67% | \$ 88,000 |
| | AV & Other Nonprint Materials | \$ 822.33 | \$ 9,769.53 | 61.06% | \$ 16,000 |
| | Total Library Materials | \$ 16,093.89 | \$ 131,526.08 | 63.33% | \$ 207,700 |

| | | | | | |
|--------------------------------------|--|---------------------|----------------------|---------------|-------------------|
| <i>Library & Office Supplies</i> | Office Supplies | \$ 83.15 | \$ 1,038.59 | 25.96% | \$ 4,000 |
| | Library Supplies | \$ 175.81 | \$ 2,384.45 | 44.99% | \$ 5,300 |
| | Copy & Printing Supplies | \$ - | \$ 1,061.71 | 50.56% | \$ 2,100 |
| | Misc Expenses | \$ 196.75 | \$ 1,260.43 | 48.48% | \$ 2,600 |
| | Total Library & Office Supplies | \$ 455.71 | \$ 5,745.18 | 41.04% | \$ 14,000 |
| | Total Materials & Supplies | \$ 16,549.60 | \$ 137,271.26 | 61.92% | \$ 221,700 |

Strategic Initiatives

| | | | | | |
|--|------------------------------|------|------|-------|-----------|
| | Strategic Initiatives | \$ - | \$ - | 0.00% | \$ 15,000 |
|--|------------------------------|------|------|-------|-----------|

Facilities Management

| | | | | | |
|--------------------------|--|-----------|-------------|--------|----------|
| <i>Facility Supplies</i> | Building Materials & Supplies | \$ 515.62 | \$ 3,841.25 | 54.88% | \$ 7,000 |
|--------------------------|--|-----------|-------------|--------|----------|

| | | | | | |
|--------------------------|---------------------------------|-------------|--------------|--------|-----------|
| <i>Facility Services</i> | Insurance | \$ - | \$ 722.00 | 3.03% | \$ 23,850 |
| | Maintenance & Custodial Service | \$ 6,643.94 | \$ 51,579.84 | 59.29% | \$ 87,000 |
| | Water | \$ 270.08 | \$ 1,117.02 | 37.23% | \$ 3,000 |
| | Natural Gas | \$ - | \$ 4,654.44 | 38.79% | \$ 12,000 |

| | | | | | |
|-----------------------------------|---|----------------------|------------------------|---------------|---------------------|
| | Copier Maintenance & Usage | \$ - | \$ 1,149.06 | 51.07% | \$ 2,250 |
| | Total Facility Services | \$ 6,914.02 | \$ 59,222.36 | 46.23% | \$ 128,100 |
| <i>Furniture & Technology</i> | Furniture | \$ - | \$ 137.28 | 3.43% | \$ 4,000 |
| | Technology Misc. | \$ - | \$ 1,066.37 | 35.55% | \$ 3,000 |
| | Total Furniture & Technology | \$ - | \$ 1,203.65 | 17.20% | \$ 7,000 |
| | Total Facilities Management | \$ 7,429.64 | \$ 64,267.26 | 45.23% | \$ 142,100 |
| Totals | | | | | |
| | Total Operating Expenses | \$ 141,807.10 | \$ 1,030,666.53 | 58.83% | \$ 1,752,050 |
| | Capital Improvement Reserve Fund | \$ - | \$ - | 0.00% | \$ 60,000 |
| | Total Expenses | \$ 141,807.10 | \$ 1,030,666.53 | 56.88% | \$ 1,812,050 |
| | Total Income | \$ 3,500.54 | \$ 95,602.70 | 5.28% | \$ 1,812,050 |

Prepared 1.12.26

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

| Transaction | | | | |
|--------------------|-------------|--------------|---------------------------------------|---------------|
| | Date | Type | Memo/Description | Amount |
| AMAZON | | | | |
| | | Bill Payment | | |
| | 12/17/2025 | (Check) | | -1,261.32 |
| | | | CIRCULATING KINDLE | |
| | 12/09/2025 | Bill | PAPERWHITE | 115.75 |
| | 12/13/2025 | Bill | JANUARY TAKE & MAKE | 49.95 |
| | 12/13/2025 | Bill | EXAM CRAM ACTIVITIES | 109.52 |
| | 12/13/2025 | Bill | LOBBY HOLIDAY DISPLAY | 58.34 |
| | 12/13/2025 | Bill | JANUARY TAKE & MAKE | 9.87 |
| | 12/13/2025 | Bill | BOARD GAMES | 193.01 |
| | 12/13/2025 | Bill | STICKERS | 8.99 |
| | 12/12/2025 | Bill | STICKERS | 96.89 |
| | 12/10/2025 | Bill | KIT TOTE BAGS | 65.98 |
| | | | KIT MATERIALS (PROPS & GAMES) | |
| | 12/10/2025 | Bill | KIT BOOKS | 32.90 |
| | 11/27/2025 | Bill | WINTER READING PRIZE | 23.42 |
| | | | STAFF PARTY MEAL SUPPLIES | |
| | 12/03/2025 | Bill | (PAPER GOODS) | 82.12 |
| | 12/05/2025 | Bill | WINTER READING PRIZE | 54.94 |
| | 12/06/2025 | Bill | Kit books and props | 53.64 |
| | | | CIRCULATING KINDLE | |
| | 12/07/2025 | Bill | PAPERWHITE & ACCESSORIES | 198.19 |
| | 12/08/2025 | Bill | CRAFT & CHAT SUPPLIES | 61.22 |
| | 12/09/2025 | Bill | | 35.22 |
| | 12/09/2025 | Bill | USB-C CHARGERS | 11.37 |
| | | Bill Payment | | |
| | 12/22/2025 | (Check) | | -301.37 |
| | | | SUPPLIES/GLITTER, GLYCERIN & CONFETTI | |
| | 12/17/2025 | Bill | | 41.69 |
| | 12/15/2025 | Bill | MOUSE PAD REPLACEMENT | 5.69 |
| | 12/17/2025 | Bill | NYE PARTY SUPPLIES & CRAFTS | 253.99 |

| | | | | |
|--|------|-------------------------|--|---------|
| | | Bill Payment (Check) | | |
| 12/17/2025 | | | CAPITAL**DISCUSSION / ANALYSIS DRAIN ISSUE (PHASE ONE) | -312.50 |
| 12/08/2025 | Bill | | | 312.50 |
| ANDERSON ELEVATOR COMPANY | | | | |
| | | Bill Payment (Check) | | |
| 12/17/2025 | | | | -225.00 |
| 12/01/2025 | Bill | | MONTHLY ELEVATOR SERVICE | 225.00 |
| ANNE KOWALSKI | | | | |
| | | Bill Payment (Check) | | |
| 12/11/2025 | | | | -100.00 |
| 12/11/2025 | Bill | | Wellness event participation | 100.00 |
| BRIAN WOLOWITZ | | | | |
| | | Bill Payment (Check) | | |
| 12/11/2025 | | | | -100.00 |
| 12/11/2025 | Bill | | Wellness event participation | 100.00 |
| | | Bill Payment (Check) | | |
| 12/17/2025 | | | | -10.00 |
| | | Bill | GIFT BOXES/COOKIE EXCHANGE | 10.00 |
| CHAD LEWIS | | | | |
| | | Bill Payment (Check) | | |
| 12/01/2025 | | | | -375.00 |
| 11/12/2025 | Bill | | Speaker fee- 12/7/25- Winter Legends and Lore | 375.00 |
| Cintas Fire Protection | | | | |
| | | Bill Payment (Check) | | |
| 12/17/2025 | | | | -108.00 |
| 11/30/2025 | Bill | | MONTHLY AED SUBSCRIPTION | 108.00 |

CleanNet of Illinois

| | | | |
|------------|-------------------------|----------------------|-----------|
| 12/17/2025 | Bill Payment (Check) | | -1,549.80 |
| 12/01/2025 | Bill | MONTHLY CLEANING FEE | 1,549.80 |

Comcast BUSINESS

| | | | |
|------------|-------------------------|-----------------------------|---------|
| 12/17/2025 | Bill Payment (Check) | | -270.13 |
| 11/27/2025 | Bill | DECEMBER 2025 INTERNET BILL | 270.13 |

**COMCAST BUSINESS
(VoiceEdge*)**

| | | | |
|------------|-------------------------|------------------------------|---------|
| 12/17/2025 | Bill Payment (Check) | | -725.54 |
| 12/01/2025 | Bill | DECEMBER 2025 TELEPHONE BILL | 725.54 |

DEMCO, INC.

| | | | |
|------------|-------------------------|--|--------|
| 12/22/2025 | Bill Payment (Check) | | -56.09 |
| 12/09/2025 | Bill | TECH SERVICES SUPPLIES/ MYLAR & DVD CASES | 56.09 |

Emily Compton

| | | | |
|------------|-------------------------|------------------------------|---------|
| 12/11/2025 | Bill Payment (Check) | | -100.00 |
| 12/11/2025 | Bill | Wellness event participation | 100.00 |

FSS TECHNOLOGIES LLC

| | | | |
|------------|-------------------------|--------------------------|---------|
| 12/22/2025 | Bill Payment (Check) | | -114.00 |
| 12/17/2025 | Bill | BURGLAR ALARM/JUNE-MARCH | 114.00 |

Henricksen

| | | | |
|------------|-------------------------|--|-----------|
| 12/17/2025 | Bill Payment (Check) | | -5,111.98 |
|------------|-------------------------|--|-----------|

| | | | | |
|------------------------------------|-------------------------|--|---------------------------------|-----------|
| | | | FURNITURE PAY/APPLICATION #1 | |
| 12/03/2025 | Bill | | | 5,111.98 |
| Hoopla | | | | |
| 12/17/2025 | Bill Payment (Check) | | | -2,515.78 |
| 12/01/2025 | Bill | NOVEMBER CHECKOUTS | | 2,515.78 |
| Landscaping Contractors | | | | |
| 12/17/2025 | Bill Payment (Check) | | | -812.00 |
| 12/01/2025 | Bill | MONTHLY MAINTENANCE & FALL CLEAN UP | | 812.00 |
| Ingram Library Services | | | | |
| 12/17/2025 | Bill Payment (Check) | | | -278.25 |
| 12/05/2025 | Bill | | | 89.12 |
| 12/08/2025 | Bill | BOOK | | 19.20 |
| 12/05/2025 | Bill | BOOKS | | 50.40 |
| 12/05/2025 | Bill | BOOK | | 9.59 |
| 12/08/2025 | Bill | BOOK | | 11.97 |
| 12/09/2025 | Bill | BOOK | | 17.99 |
| 12/05/2025 | Bill | BOOK | | 7.99 |
| 11/28/2025 | Bill | BOOKS | | 71.99 |
| 12/22/2025 | Bill Payment (Check) | | | -7,403.90 |
| 12/07/2025 | Bill | BOOKS | | 684.38 |
| 12/10/2025 | Bill | BOOKS | | 4,893.32 |
| 12/11/2025 | Bill | BOOKS | | 311.96 |
| 12/12/2025 | Bill | BOOKS | | 180.07 |
| 12/12/2025 | Bill | BOOKS | | 203.42 |
| 12/17/2025 | Bill | BOOK | | 23.42 |
| 12/17/2025 | Bill | BOOKS | | 483.59 |
| 12/18/2025 | Bill | BOOKS | | 623.74 |
| Kanopy | | | | |
| 12/17/2025 | Bill Payment (Check) | | | -365.50 |
| 11/30/2025 | Bill | NOVEMBER CHECKOUTS | | 365.50 |

**Mid-America
Graphics**

| | | | |
|------------|--------------|--------------------|-----------|
| | Bill Payment | | |
| 12/22/2025 | (Check) | | -2,136.00 |
| 12/22/2025 | Bill | Bookplate printing | 2,136.00 |

MIDWEST TAPE

| | | | |
|------------|--------------|---------|---------|
| | Bill Payment | | |
| 12/17/2025 | (Check) | | -162.48 |
| 12/03/2025 | Bill | DVDS | 60.96 |
| 11/26/2025 | Bill | DVDS | 57.16 |
| 11/26/2025 | Bill | BLU-RAY | 15.43 |
| 11/26/2025 | Bill | DVD | 28.93 |

Muraiti, Victoria

| | | | |
|------------|--------------|------------------------------|---------|
| | Bill Payment | | |
| 12/11/2025 | (Check) | | -100.00 |
| 12/11/2025 | Bill | Wellness event participation | 100.00 |

**Oak Brook
Mechanical
Services, Inc.**

| | | | |
|------------|--------------|------------------------------------|---------|
| | Bill Payment | | |
| 12/17/2025 | (Check) | | -995.50 |
| 12/09/2025 | Bill | SERVICE VISIT - AHU ALARM ISSUE | 995.50 |

**OUTSOURCE
SOLUTIONS
GROUP, INC.**

| | | | |
|------------|--------------|--|-----------|
| | Bill Payment | | |
| 12/22/2025 | (Check) | | -2,798.59 |
| 12/15/2025 | Bill | IPAD SECURITY DECEMBER TECH SUPPORT | 2,798.59 |

OverDrive

| | | | |
|------------|--------------|--------------------------|-----------|
| | Bill Payment | | |
| 12/17/2025 | (Check) | | -3,484.83 |
| 12/11/2025 | Bill | 1 EBOOK | 26.58 |
| 12/10/2025 | Bill | 16 EBOOKS, 15 AUDIOBOOKS | 1,472.71 |
| 12/02/2025 | Bill | 5 EBOOKS, 2 AUDIOBOOKS | 209.23 |
| 12/01/2025 | Bill | 1 EBOOK | 75.00 |
| 12/01/2025 | Bill | 29 EBOOKS, 12 AUDIOBOOKS | 1,641.31 |

| | | | |
|------------|---------------------------------|---|-------------------------------------|
| 11/25/2025 | Bill Bill Payment (Check) | 1 EBOOK 7EBOOKS 2 AUDIOBOOKS 1 EBOOK | 60.00 -334.89 315.94 18.95 |
| 12/22/2025 | | | |
| 12/16/2025 | Bill | | |
| 12/16/2025 | Bill | | |

PEAC SOLUTIONS

| | | | |
|------------|-------------------------|---|---------|
| 12/17/2025 | Bill Payment (Check) | COPIER LEASE PAYMENT & ONE-TIME DOCUMENTATION FEE | -290.37 |
| 11/22/2025 | Bill | | 290.37 |

S&D PRIME MAINTENANCE INC

| | | | |
|------------|-------------------------|---|---------|
| 12/12/2025 | Bill Payment (Check) | | -630.85 |
| 12/12/2025 | Bill | Remaining payment for October visits | 630.85 |
| 12/17/2025 | Bill Payment (Check) | | -883.08 |
| 11/30/2025 | Bill | NOVEMBER 2025 MAINTENANCE VISITS | 883.08 |

SABECKIS SERVICES

| | | | |
|------------|-------------------------|---|---------|
| 12/17/2025 | Bill Payment (Check) | | -930.00 |
| 12/11/2025 | Bill | SNOW REMOVAL & SALTING / 11- 10, 11-30, 12-2, 12-7 | 930.00 |

Schock Logistics

| | | | |
|------------|-------------------------|----------------------------|---------|
| 12/05/2025 | Bill Payment (Check) | | -577.00 |
| 12/05/2025 | Bill | Old copier return delivery | 577.00 |

SECRETARY OF STATE

| | | | |
|------------|-------------------------|--------------------------------------|--------|
| 12/17/2025 | Bill Payment (Check) | | -10.00 |
| 12/12/2025 | Bill | ANNUAL REP FILING FEE- FOUNDATION | 10.00 |

SHANNON DUFFY

| | | | |
|------------|-------------------------|------------------------------|---------|
| 12/11/2025 | Bill Payment (Check) | | -100.00 |
| 12/11/2025 | Bill | Wellness event participation | 100.00 |

Shannon Gruber

| | | | |
|------------|-------------------------|-----------------------|---------|
| 12/22/2025 | Bill Payment (Check) | | -122.17 |
| 12/09/2025 | Bill | CRAFT & CHAT SUPPLIES | 122.17 |

Smithereen Pest Management

| | | | |
|------------|-------------------------|----------------------|--------|
| 12/17/2025 | Bill Payment (Check) | | -60.00 |
| 12/05/2025 | Bill | MONTHLY PEST CONTROL | 60.00 |

Staples

| | | | |
|------------|-------------------------|-----------------------|---------|
| 12/17/2025 | Bill Payment (Check) | | -701.43 |
| | | STAMPS, LABELS | |
| 11/25/2025 | Bill | MISC. PAPER SUPPLIES | |
| | | MISC. OFFICE SUPPLIES | |
| | | | 701.43 |

SWAN

| | | | |
|------------|-------------------------|--|--------|
| 12/17/2025 | Bill Payment (Check) | | -83.95 |
| 11/14/2025 | Bill | RECIPROCAL BORROWING & INTER-LIBRARY LOANS/2ND QUARTER | 83.95 |

United States Postal Service

| | | | |
|------------|-------------------------|--|-----------|
| 12/17/2025 | Bill Payment (Check) | | -2,745.00 |
| 12/17/2025 | Bill | Funds for permit #119 to mail Bookplate | 2,745.00 |

**VILLAGE OF
RIVER FOREST**

| | | | |
|------------|--------------|--------------------------------|-----------|
| | Bill Payment | | |
| 12/05/2025 | (Check) | | -5,404.28 |
| 12/05/2025 | Bill | October 2025 Health Insurance | 5,404.28 |
| | Bill Payment | | |
| 12/05/2025 | (Check) | | -5,404.28 |
| 12/05/2025 | Bill | November 2025 Health Insurance | 5,404.28 |
| | Bill Payment | | |
| 12/05/2025 | (Check) | | -7,285.68 |
| 12/05/2025 | Bill | October 2025 IMRF | 7,285.68 |
| | Bill Payment | | |
| 12/05/2025 | (Check) | | -7,334.38 |
| 12/05/2025 | Bill | November 2025 IMRF | 7,334.38 |
| | Bill Payment | | |
| 12/22/2025 | (Check) | | -270.08 |
| | | SEPTEMBER & OCTOBER | |
| 12/17/2025 | Bill | WATER BILL | 270.08 |

Friday, Jan 09, 2026 09:15:48 AM GMT-8

Byline Credit Card December 2025
Ending Balance: \$542.65

| Date | Payee | Memo | Charge | Payment | Type | Account |
|------------|-----------------------------------|--|----------|---------|---|---|
| 12/23/2025 | Stamps.com | MONTHLY STAMPS.COM FEE | 20.99 | | Expense | Support Services:Postage |
| 12/19/2025 | WONDER IDEA TECHNOLOGY LTD. | FLIP HTML SUBSCRIPTION / DIGITAL BOOKPLATE | 149.00 | | Expense | Marketing Adult |
| 12/19/2025 | Jewel Foods | COOKIES/FILM LOVER FRIDAYS | 4.08 | | Expense | Expenses:Programs - Adult |
| 12/18/2025 | WALL STREET JOURNAL | WSJ MONTHLY CHARGE | 64.99 | | Expense | Adult Teen |
| 12/15/2025 | Target | SNACKS FOR EXAM CRAM | 70.59 | | Expense | Expenses:Programs- Teen Children's Expenses:Programs - |
| 12/15/2025 | Target CRAINS COMMUNICATIONS, INC | DISTILLED WATER DEC/25-DEC/26 ONE YEAR | 8.00 | | Expense | Children's Adult |
| 12/10/2025 | ELAN FINANCIAL SERVICES | SUBSCRIPTION | 225.00 | | Expense | Expenses:Periodicals - Adult |
| 12/08/2025 | AMAZON | Credit card payment KINDLE ONLINE DIGITAL TITLES (14 books) | 2,215.94 | Expense | BYLINE Operations Online e- Content:eContent - Adult | |
| 12/05/2025 | Caffe De Luca | Food for staff holiday party | 991.34 | | Expense | Personnel:Staff Recognition (InService) Special |
| 12/05/2025 | Cricut | Cricut cutting mats | 38.39 | | Expense | Programs:Connections Programs |
| 12/04/2025 | Jewel Foods | ICE FOR HOLIDAY PARTY | 3.06 | | Expense | Personnel:Staff Recognition (InService) |
| 12/04/2025 | Trader Joe's | DRINKS/DESSERTS HOLIDAY PARTY | 69.94 | | Expense | Personnel:Staff Recognition (InService) Teen |
| 12/03/2025 | MICHAELS | PAPER SUPPLIES / DECORATIONS | 52.96 | | Expense | Expenses:Programs- Teen |
| 12/02/2025 | MR. HANDYMAN | MEETING ROOM/EMERGENCY EXIT DOOR REPAIR | 335.71 | | Expense | Building Expenses:Maintenance - Service |

River Forest Public Library

Fund Balances

As of December 31, 2025

Prepared 1.12.26

12/31/2025

| CHECKING/SAVINGS - OPERATIONS FUND | | | |
|---|---|----------------------|--------------|
| Maturity Date | CDARS Reserves | Interest Rate | |
| | | | |
| | TOTAL CDARS Reserves Operations | | |
| | | | |
| | TOTAL OPERATIONS FUND | 199,808.29 | |
| | | | |
| | CHECKING/SAVINGS - CAPITAL ACCOUNT | Interest Rate | |
| | Byline Capital Money Market | 1.23% | 1,068,210.36 |
| | Byline Capital Checking | 0.30% | 10,034.83 |
| | CIBC Capital | 0.00% | 266,427.67 |
| | | | |
| | TOTAL CAPITAL CHECKING/SAVINGS | 1,344,672.86 | |
| | | | |
| Maturity Date | CDARS Reserves | Interest Rate | |
| 1/8/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 53,180.75 |
| 1/8/2025 | CAP CD 3 MONTHS- CIBC | 3.25% | 53,180.75 |
| | | | |
| | TOTAL CDARS Reserves Capital | 106,361.50 | |
| | | | |
| | TOTAL CAPITAL FUND | 1,451,034.36 | |
| | | | |
| | TOTAL OPERATIONS/CAPITAL FUNDS | 1,650,842.65 | |

Note: funds from a matured operating CDARS were deposited into the capital account.
 This has since been corrected and will be reflected in the January financial reports.

**River Forest Public Library -Capital Reserve Fund****Dec-25****Fiscal Year: May 1, 2025 - April 30, 2026****Capital Reserve Account Balances**

| | | |
|---|-----------|---------------------|
| CIBC Capital | \$ | - |
| Byline Capital Money Market | \$ | 1,068,210.36 * |
| Byline Capital Checking | \$ | 10,034.83 |
| Total Capital Reserve Checking / Savings | \$ | 1,078,245.19 |
| Total Capital CDARS Reserve | \$ | 106,361.50 |
| Total Capital Reserve Fund | \$ | 1,184,606.69 |

Revenues**Expenses****Transfers****Income**

| | | |
|-----------------------------------|------------|-------------|
| Interest- Checking / Money Market | 12/31/2025 | \$ 532.30 |
| Interest- CDARS | 12/31/2025 | \$ 4,021.04 |

Prepared: 1.12.26

*Includes \$50,000 Live and Learn Grant

Strategic Directions

Goals:

- 1) Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming.
- 2) Be a place where community members can gather in small and large groups.

These past months have been an exciting time for upgrading and planning for our gorgeous building.



Spaces

We kicked off our **Facility Improvement Plan project** with Engberg Anderson Architects this December. Through a series of workshops with trustees and staff, Engberg will develop a plan for short-time and long-term building upgrades to improve people's experiences and our services.

Renovation work – the Community Room, bathroom, and Children's office project continues to run ahead of schedule, with the grand opening planned for January 31st at 9am. We will have a ribbon cutting at the Children's Room doorway and refreshments.

New windows between Community Room and Children's Room



Community Room sink area with dishwasher



Children's Office



Bathroom



Doggos



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



Community

Children's Manager Melaina Maraldi met with **Wonder Works Children's Museum** to plan storytimes at the museum. Children's is scheduled for a once-a-month storytime at Wonder Works beginning in January, and the museum is donating 30 admission tickets per month for patrons who want to attend. We're super **excited to bring our amazing storytimes to our new partners at Wonder Works!**

The Library once again spread holiday cheer by **sponsoring a River Forest Park District Christmas tree**, decorating it with bookmarks for people to take and enjoy with their next read.

The Library partnered with **Sarah's Inn**, a local organization that provides domestic violence support and services, to be a drop-off location for their **annual gift drive. Our patrons generously donated 87 gifts** this year.

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

We hosted our first **Silent Reading Party at Black Fodder Coffee** and it was a big hit! We had 11 patrons join us to read quietly while enjoying coffee & tea, then socialize a bit at the end. We posted a photo of the event on Instagram and it was viewed by 2,100 people and received 75 likes and 7 comments. We have another silent reading event scheduled for January.



Events, Services & Collections

Children's hosted our annual **Noon Year's Eve celebration** where families have a chance to count down to the new year at noon. 93 people attended this fun party where kids and grownups indulged in sparkling cider, cookies, noise makers, and NYE bingo while having a fun time dancing to Toddler Techno on our big speaker!

Goal: Learn, respond, and adapt to emerging needs in our community.

Children's has added **new skill building kits** to our kit collection. These kits include early literacy themes and activities and practical life themes and activities. The kits are in blue bags, making them easy to differentiate from our more play-based kits.



Staff

Goal: Provide the tools and structures staff members need to find their work meaningful.

Administration was restructured with the **Operations Manager position becoming Assistant Director, and the creation of a part-time Administrative Associate position**. These changes allow Shannon Duffy, now Assistant Director, to take on a larger role in project management and financial processes. The new associate position will focus on clerical administrative duties, and will be an enormous help to the department.

Key Performance Indicators

| Category | October 2025 | November 2025 | December 2025 |
|---|--------------------------------|--------------------------------|--------------------------------|
| Physical item circulation - initial checkouts | 12,595 | 12,419 | 12,641 |
| Digital item circulation | 5,184 | 5,157 | 5,475 |
| Total Circulation | 17,779 | 17,576 | 18,116 |
| Programs for Adults | 13 programs 245 attendees | 8 programs 105 attendees | 7 programs 75 attendees |
| Programs Middle School aged children | 11 programs 132 attendees | 7 programs 78 attendees | 8 programs 58 attendees |
| Programs for Children | 31 programs 2,847 attendees | 27 programs 1,427 attendees | 28 programs 1,806 attendees |
| Library-Wide Programs | 0 programs | 1 programs | 0 programs |

| | | | |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|
| | 0 attendees | 60 attendees | 0 attendees |
| Total Programs | 55 programs 3,224 attendees | 43 programs 1,670 attendees | 43 programs 1,939 attendees |
| Children's Play Area Visits | 2,318 | 2,205 | 2,108 |
| New cardholders added | 36 | 39 | 21 |
| Total cardholders | 6,519 | 6,528 | 6,538 |
| Website sessions | 11,733 | 18,325 | 17,948 |
| Patron visits | 7,580 | 9,129 | 9,999 |
| Instagram Followers | 1,651 | 1,664 | 1,665 |
| Facebook Followers | 1,463 | 1,467 | 1,467 |

Staff Updates

- Children's Librarian Marissa Walentschik attended the conference **Laconi YSS: Everything Babies and Toddlers** to learn more about how to support our smallest patrons in the Library.
- Our newest Adult & Teen Services Associate, **Carly Serpe**, started at the Library this January. Carly is pursuing her MLIS at Dominican University and has prior experience working at the Elmhurst University library.
- I attended this December's **West Suburban & Chicago Library Legislative Lunch**, where local legislators learned about current issues in libraries, including the rising cost of digital content and the need to increase the annual per capita grant amount.

Financial Highlights

- Cook County tax bills were due December, though Village libraries have not started receiving distributions yet. Treasurer Pappas reported that distributions should start mid-January.
- Byline Bank opened our new Public Funds Money Market accounts for Operating and Capital funds.
- Three Capital and one Operating CDARS matured this November and December. All were liquidated and sent to our Byline accounts.

Facility Highlights

- S&D Prime Maintenance cleaned the carpet in the Barbara Hall Meeting Room and spot cleaned the water stain near the southwest radiator in Adult & Teen Services.
- S&D Prime Maintenance cleaned the gutters and shut off the exterior water supply.

Committee Updates

Facilities Committee met on December 11, 2025 and January 7, 2026
Policy Committee met on January 13, 2026

Respectfully submitted,

Emily Compton
January 15, 2026

**River Forest Public Library
Facilities Committee Meeting**

MINUTES

Thursday, December 11th, 2025 at 2:00 PM

1. Call to Order: Trustee McIntyre called the meeting to order at 2:09 PM.

2. Present: Committee members Ann Berens, Elan Long, Lindsay McIntyre

Others present: RFPL Director Emily Compton, RFPL Operations Manager Shannon Duffy

Visitors: none

3. Minutes of the October 1, 2025 Facilities Committee meeting

The October 1, 2025 minutes were deemed approved.

4. Old Business

a. Room renovation project update

a. Director Compton reported that the project is expected to be completed ahead of schedule in January. The furniture delivery has been moved up to accommodate the timeline. The Library's attorney was consulted regarding the upcoming drain work and who is responsible for paying for it. A change order in the amount of \$825 was approved for access panels and a dishwasher for the room was purchased for \$849. Two trustees approved the first pay application for Henricksen for \$5,111.98. Engberg-Anderson (EA) provided a proposal to replace the shelving that the Children's Room is losing. Director Compton will ask if the shelving can have wheels for more flexibility and will present options at the January board meeting. There will be one more change order before the end of the project due to Midwest Services and Development moving shelving.

5. New Business:

a. Capital planning through FY2026-27

a. Director Compton provided a spreadsheet with the projected capital budget and upcoming projects. She will work with an engineer to put together a bid package for HVAC work. Some other upcoming capital projects include new office chairs, a replacement sewage ejector pump, a replacement emergency exit door for the Barbara Hall Meeting Room, a new sign, and a new trash enclosure. For the 2026-27 fiscal year, there are some planned tech replacements and masonry repairs, as well as phased carpet replacement.

b. Space Needs Assessment next steps

a. EA will lead the first of four workshops on January 7th. The second and third workshops will take place in January and February and the final

workshop will be in March. The Library should receive a final report at the end of April.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 2:56 PM. It was seconded by Trustee McIntyre.

River Forest Public Library
Facilities Committee Meeting
MINUTES – DRAFT
Wednesday, January 7th, 2026 at 9:00 AM

1. Call to Order: Trustee Delano called the meeting to order at 9:03 AM.

2. Present: Committee members Scott Delano, Ann Berens, Elan Long. Scott Delano left the meeting at 10:57 AM.

Others present: RFPL Director Emily Compton, RFPL Assistant Director Shannon Duffy, RFPL Adult & Teen Services Manager Shannon Gruber, RFPL Children's Services Manager Melaina Maraldi, RFPL Materials Services Manager Victoria Muraiti, RFPL Marketing & PR Specialist Fran Arnold

Visitors: Engberg Anderson Architects Shaun Kelly and Joe Huberty

3. Minutes of the December 11, 2025 Facilities Committee meeting

The December 11, 2025 minutes were deemed approved.

4. Facility Improvement Plan Workshop 1A with Engberg Anderson Architects

- a. The meeting attendees voiced what they would like to achieve with the space needs assessment project. There was an emphasis on maximizing the limited space in the building as well as addressing unmet community needs such as quiet study space and privacy for phone and video calls. Mr. Kelly and Mr. Huberty presented data to the group comparing RFPL to other area libraries based on criteria such as population, collections, and program attendance. The group discussed the library's collection and how it may change over the next ten years. For example, audio CDs will likely be phased out over that period. The building was broken down into different spaces: arrival, gathering / multi-purpose, collection spaces, activity spaces, special use spaces, staff spaces, and building support spaces. The committee members and RFPL staff outlined how each space is used and discussed the strengths and areas of improvement.

5. Old Business

- a. Nothing to address.

6. New Business

- a. Nothing to address.

Adjournment: A motion was made by Trustee Berens to adjourn the meeting at 11:43 AM. It was seconded by Trustee Long.

River Forest Public Library
Policy Committee Meeting

MINUTES - DRAFT

Tuesday, January 13th at 1:00 pm

Present: Committee members Lindsay McIntyre, Kathleen O'Neil, Nate Root, and Simon Saddleton. RFPL Director Emily Compton, and Adult & Teen Services Manager Shannon Gruber. Elan Long is absent.

Call to Order: Chairperson Saddleton called the meeting to order at 1:04 pm.

Minutes:

1. September 23rd, 2025 Committee meeting minutes deemed approved.
2. Oversight II. Fiscal Accountability

The Committee discussed the increase in the amount of approved budget line transfers from \$5,000 to \$10,000. The Committee discussed increasing spending limits that require Board approval from for non-recurring purchases and credit card purchases. There was also discussion about adding a Director designee certain aspects of the policy.

3. Operations I. Collection Management

Minor changes for clarification.

4. Operations II. Reference Services

Minor changes made for clarification.

5. Staff I. Employment

The Committee discussed adding a holiday closure on the Friday after Thanksgiving starting in 2026.

6. Proposed new policy - Staff XII. Generative Artificial Intelligence (AI) Use

Committee discussed the need for adopting an AI use policy for staff.

Next Meeting: The next meeting will be scheduled on Friday, April 10th at 10:00 am.

Adjournment: Trustee O'Neil moved to adjourn the meeting at 1:59 pm. Trustee McIntyre seconded.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: January 15, 2026

RE: Recommended Policy Updates

Policy Committee discussed updates to the Oversight II. Fiscal Accountability policy and the proposed new Staff XII. Generative Artificial Intelligence (AI) Use policy at the January meeting. The Director's spending limits have not been raised in over 5 years, and the pandemic and inflation have drastically changed the cost of goods and services. My hope is to adjust limits for more efficient operations.

Summary of proposed changes to Fiscal Accountability:

- Raise the limit to transfer between budget line items from \$5,000 to \$10,000 (Sec A)
- Update language to say 3 months of operating expenses shall be maintained in the Library's funds (total) rather than the Operating Fund specifically (Sec B.1)
- For Routine Expenditures, allow all purchases within the approved budget and remove the \$5,000 cap on a single expenditure (Sec E.2)

I polled Illinois Library Directors about their spending limits and received 51 responses:

| <i>Director's spending limit</i> | <i>Library operating budget ranges</i> |
|--|--|
| Less than \$5,000 (6 libraries) | \$250,000 - \$2,348,622 |
| \$5,000 - \$7,500 (8 libraries) | \$724,993 - \$9,672,382 |
| \$10,000 (9 libraries) | \$2,032,813 - \$7,974,572 |
| \$12,500 - \$15,000 (3 libraries) | \$4,552,250 - \$11,000,000 |
| \$20,000 (4 libraries) | \$1,019,140 - \$6,784,689 |
| \$25,000 (7 libraries) | \$552,345 - \$18,872,151 |
| All accounted for in budget (14 libraries) | \$631,403 - \$11,601-817 |

- For Non-Recurring Expenditures, raise the spending limit from \$5,000 to \$10,000 (Sec E.3)
- Raise the monthly Credit Card Use limit to the current credit limit of \$10,000 from \$6,000 (Sec F.1)

Generative AI is a hot topic, and library associations and both our IT and HR vendors recommend drafting a policy for staff use. The last staff in-service day topic was AI, during which we discussed what the Library's AI policy should include as a group. The policy in your packet addresses

- The purpose of AI use at River Forest Public Library, and our responsibility to be knowledgeable about AI technology,
- Process for approval of AI tools for staff use, and
- Guidelines for AI use with goals to protect sensitive information, avoid copyright violations, and avoid sharing incorrect or poor-quality information.

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of RFPL's revenue. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority.

Therefore, RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees ("Village Board") for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

RFPL has Board-approved operating and capital budgets. Expenditures may not exceed appropriations at the fund level. These budgets are developed annually as a cooperative process between the Board, the Director, and additional staff members with responsibility for budgetary elements. The overall responsibility for the assumptions and timely preparation of materials and presentations throughout the process rests with the Director.

Changes to the approved budgets may be made mid-cycle. Transfers between line items of more than ~~\$510,000~~ require the approval of the Board. Budgetary changes that require supplemental funding require the approval of the Board and, ultimately, of the Village Board.

B. Library Funds

1. Operating Fund

The Operating Fund supports RFPL's routine operations. It tracks RFPL's annual revenues (property taxes, grants, and user fees) and expenditures (salaries and benefits, library materials, and all operational support such as supplies, utilities and facility costs). In general, all allocations for personnel, supplies, materials, and contractual or professional services are included in the annual operating budget and paid from the Operating Fund. Purchases of same shall be made in accordance with this Policy. The Board may vote to transfer excess operating funds to other funds.

A minimum of 3 months of operating expenses shall be maintained in ~~the Operating Fund. RFPL's Funds.~~ Any expenditure that would bring ~~the Operating Fund~~~~RFPL's Funds~~ below this threshold must be approved by Board resolution and accompanied by a written plan to return the ~~Operating Fund~~~~Funds~~ to the appropriate level of reserves.

2. Capital Improvement Fund

Pursuant to the Illinois Local Library Act (75 ILCS 5/5-8), RFPL shall accumulate and set aside reserve funds ("Capital Improvement Fund") for improvements and for acquiring, updating, or repairing long-term fixed assets. In general, all planned allocations for necessary capital expenditures (equipment, technology and building improvements) in excess of \$1,000 will be identified in a Board-approved annual capital budget and paid from the Capital Improvement Fund. Any capital expenditures not included in the annual capital budget will require approval by a roll call vote of the Board. Expenditures from this fund are restricted by state statute to planned and emergency capital needs.

The Board undertakes long-range planning (up to 10 years) for capital projects. The Board reviews the Capital Improvement Fund balance annually to determine if there are sufficient funds for current and long-term capital needs. By Board resolution, a minimum of 2.5% of projected annual tax receipts will be transferred annually to the Capital Improvement Fund. Additional funds may be transferred by Board Resolution from the Operating Fund to the Capital Improvement Fund.

C. Capital Assets and Expenditures

1. Capital Asset Policy

a. Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, to gather and maintain information needed for the preparation of financial statements, and to ensure compliance with various accounting and financial reporting standards. Further, this policy is meant to reflect RFPL's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34 which states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisitions, sales/dispositions, and current-period depreciation expense.

b. Inventory, Valuing, Capitalizing, and Depreciation

i. Inventory

Responsibility for control of capital assets will rest with the department wherein the asset is located. The Director shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule which will include the following for each asset:

- Asset Description – A description of the asset (including serial #, model#, if appropriate)
- Asset Classification (Land Improvements, Building and Building Improvements, Machinery and Equipment, Furniture and Fixtures, and Library Materials)
- Department name and physical location of asset
- Date asset was purchased/acquired and disposed of
- Cost of asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by each Manager and given to the Director on an ongoing basis.

Asset purchases which fall below the capitalization threshold will not be included in the capital asset inventory but may be separately inventoried for control purposes.

ii. Valuing Capital Assets for Purposes of Depreciation

Capital assets should be valued at cost or historical cost, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at their estimated current fair market value.

iii. Capitalizing

When to Capitalize Assets for Purposes of Depreciation:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold on a unit basis but warranting “control” shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold

Capital Assets include the following major classes of assets:

Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees, and includes improvements such as excavation work, preparation of land for construction, landscaping.

Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees, and includes improvements such as fences.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of, the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Machinery and Equipment – Assets included in this category are heavy equipment, generators, office equipment, phone system, and kitchen equipment.

Library Materials- Assets in this category include books, audiovisual media, and other such resources owned by the Library that are used for education, research,

or public service. Library Materials with a useful life of more than one year will be capitalized without regard to purchase price.

iv. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

v. Capital Assets Useful Lives Are as Follows:

| | Useful Life | Capitalization Threshold | Inventory Threshold |
|---------------------------------|----------------|-----------------------------|------------------------|
| Inexhaustible Land Improvements | N/A | \$ 1 | \$ 1 |
| Land Improvements | 20 | 50,000 | 1 |
| Buildings | 45 | 50,000 | 1 |
| Building Improvements | | 50,000 | 1 |
| HVAC | 20 | | |
| Re-Roofing | 20 | | |
| Electrical/Plumbing | 30 | | |
| Carpet Replacement | 10 | | |
| Machinery & Equipment | | 25,000 | 1,000 |
| Heavy Equipment | 15 | | |
| Generators | 20 | | |
| Furniture & Fixtures | | 15,000 | 5,000 |
| Office Furniture | 20 | | |
| Office Equipment | 5 | | |
| Phone System | 10 | | |
| Kitchen Equipment | 10 | | |
| Library Materials | 5-7 | | |

vi. Other

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The items must be removed from the department inventory listing and reported to the Director.

Donations or Transfers

Each Manager must update the inventory listing with additions and deletions of donated or transferred assets.

Surplus Property

Each Manager must report all capital assets classified as surplus to the Director. RFPL will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the department Manager should conduct a search for the missing property. If the missing property is not found, the department Manager must inform the Director.

2. Capital Expenditures and Operating Expenditures.

a. Expenditures Charged to Capital Improvement Fund

An asset with a useful life that is greater than one year is a Capital Asset. If the purchase price of a Capital Asset, including the cost to install such asset, exceeds \$1,000, the total cost to purchase and install the asset shall be charged to the Capital Improvement Fund.

If the repair cost of a Capital Asset exceeds \$1,000, and the repair: (1) extends the efficiency or quality of the asset, or (2) replaces a major component of the asset, or (3) extends the useful life of the asset, the repair cost shall be charged to the Capital Improvement Fund.

b. Expenditures Charged to Operating Fund

If the purchase price of a Capital Asset, including the cost to install such asset, is less than \$1,000, the total cost to purchase and install the asset shall be charged to the Operating Fund.

If the repair cost of a Capital Asset is less than \$1,000, the repair cost shall be charged to the Operating Fund.

If the repair cost of a Capital Asset exceeds \$1,000, but the repair does not meet any of the three criteria in (C)(l) above, the repair cost shall be charged to the Operating Fund.

D. Reporting

RFPL prepares and maintains records of RFPL financial operations. Those records are presented by the Director or designee of the Director ("Designee") at each Board meeting and indicate the financial position of RFPL. Fund balances, records of the current position of each budget line item, including budgeted amount, receipts, monthly and year-to-date expenditures, and remaining budget are presented. Roll call action is required by the Board on all financial matters. RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL's website.

E. Authority to Spend

1. Routine Banking

The Director, or Designee, is authorized to make deposits into the Operating Fund. Such deposits include, but are not limited to, the deposit of accumulated fees, gifts, donations, grants, tax receipts, and other sources of income.

The Director, or Designee, is authorized to transfer funds between RFPL operating accounts for payment of monthly RFPL expenditures. Upon authorization of the Board, the Director, or Designee, is authorized to transfer funds into the Capital Improvement Fund.

The President, Vice President, Treasurer and Director are authorized to sign checks for the RFPL Operating Fund and Capital Improvement Fund accounts. Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director, or Designee, is authorized to pay all ~~budgeted~~ expenditures (invoices, warrants, voucher, payroll and personnel) and all invoices for contracts and agreements within the budgets previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws. Purchases in this category are typically routine purchases of materials, supplies and services.

~~The Director is authorized to spend up to \$5,000 on any single expenditure without the prior approval of the Board. Purchases in this category are typically routine purchases of materials, supplies and services.~~

The Director may stipulate a "not to exceed" dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director, or Designee, for approval. The Director, or Designee, is responsible for determining whether: (a) an item is budgeted; (b) adequate funds are available; and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. The Director will develop all procedures for obtaining, receiving, and posting bills, with department managers responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every reasonable effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$510,000 but less than \$25,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$510,000 shall be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$510,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$25,000

Expenditures exceeding \$25,000 shall be presented to the Board for roll call approval. In accordance with 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess

of \$25,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds \$25,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

F. Credit Card Use

1. Authorized Purchases

The Board authorizes the Director and up to 3 additional staff designated by the Director ("Authorized Cardholders") to use RFPL credit cards ("Library Credit Cards") for RFPL authorized purchases only ("Authorized Purchases"). Authorized Purchases include, but are not limited to, library supplies and materials, and food for RFPL events and programs, in an amount that does not exceed an aggregate amount of \$610,000 per month. ~~Purchases may be made in person, online, or by telephone.~~ Authorized Cardholders shall submit all receipts for purchases to the Director, or Designee, within 7 days after making a purchase. Itemization of the charges of the Library Credit Card statements will be included monthly in the Board packet. Any benefit received from Library Credit Card usage will accrue to RFPL.

2. Staff Purchases Requiring ~~Director~~ Approval

- Any single purchase in excess of \$1,000 must be authorized in advance by the Director or the Director's designee ("Single Purchase Limit").
- Any equipment and travel expenses must be authorized in advance by the Director or the Director's designee ("Equipment/Travel Purchase").

3. Unauthorized Purchases

- Authorized Cardholders may not charge expenses that are not for Authorized Purchases to the Library Credit Cards.
- Absent Director or Director designee approval, Authorized Cardholders may not charge a single purchase in excess of the Single Purchase Limit or an Equipment/Travel Purchase to the Library Credit Card.
- Alcohol is not an Authorized Purchase.
- Any unauthorized purchase by a party shall be deemed the responsibility of that party who shall reimburse RFPL before the date payment for same is due.
- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment, and may result in a referral to law enforcement.

- The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

G. Travel Expenses

The Local Government Travel Expense Control Act (50 ILCS 150) ("Travel Act") requires that RFPL regulate the reimbursement of all Trustee and employee travel expenses for official business as set forth below. "Official business" includes, but is not limited to, Library advocacy, outreach, professional development, and education.

1. Reimbursement

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incidental to official RFPL business travel by Trustees or employees of RFPL.

- The Board shall use the following overriding principles to determine the maximum reimbursement allowed for food, lodging, and transportation:
 - Cost of travel shall be the actual expense incurred. Only ~~coach~~economy flight expenses will be approved, and any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- ~~The~~Absent prior approval from the Director, the total maximum reimbursement allowed for any one trip for RFPL purposes is \$2,000.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee or employee submits said expenses on RFPL's Reimbursement Request Form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.

4. Board Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board and after a Reimbursement Request Form has been submitted to the Board:

- Any reimbursable expenses of an employee that exceeds the maximum allowed under this policy.
- Any reimbursable expense of a Trustee.
- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the Travel Act. If any RFPL ~~—~~policy, procedure, or resolution conflicts with the provisions of the Travel Act, the Travel Act shall control.

Updated ~~May 21, 2025~~January 2026

II. Fiscal Accountability

A. Levy and Budget Approval

Property taxes provide for over 90% of RFPL's revenue. Illinois statute dictates that the tax levy for municipal libraries must be channeled through the corporate authority.

Therefore, RFPL's tax levy request to fund operating and capital expenditures is submitted annually to the Village of River Forest Board of Trustees ("Village Board") for final approval. This process requires RFPL to transmit all budget documents to the Village for inclusion in the Village's budget materials.

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C. Capital Assets and Expenditures

1. Capital Asset Policy

a. Purpose

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b. Inventory, Valuing, Capitalizing, and Depreciation

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- Cost of asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by each Manager and given to the Director on an ongoing basis.

Asset purchases which fall below the capitalization threshold will not be included in the capital asset inventory but may be separately inventoried for control purposes.

ii. Valuing Capital Assets for Purposes of Depreciation

Capital assets should be valued at cost or historical cost, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at their estimated current fair market value.

iii. Capitalizing

When to Capitalize Assets for Purposes of Depreciation:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold and have a useful life of at least one year.

Assets not Capitalized:

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or public service. Library Materials with a useful life of more than one year will be capitalized without regard to purchase price.

iv. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

v. Capital Assets Useful Lives Are as Follows:

| | Useful Life | Capitalization Threshold | Inventory Threshold |
|---------------------------------|----------------|-----------------------------|------------------------|
| Inexhaustible Land Improvements | N/A | \$ 1 | \$ 1 |
| Land Improvements | 20 | 50,000 | 1 |
| Buildings | 45 | 50,000 | 1 |
| Building Improvements | | 50,000 | 1 |
| HVAC | 20 | | |
| Re-Roofing | 20 | | |
| Electrical/Plumbing | 30 | | |
| Carpet Replacement | 10 | | |
| Machinery & Equipment | | 25,000 | 1,000 |
| Heavy Equipment | 15 | | |
| Generators | 20 | | |
| Furniture & Fixtures | | 15,000 | 5,000 |
| Office Furniture | 20 | | |
| Office Equipment | 5 | | |
| Phone System | 10 | | |
| Kitchen Equipment | 10 | | |
| Library Materials | 5-7 | | |

vi. Other

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The items must be removed from the department inventory listing and reported to the Director.

Donations or Transfers

Each Manager must update the inventory listing with additions and deletions of donated or transferred assets.

Surplus Property

Each Manager must report all capital assets classified as surplus to the Director. RFPL will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the department Manager should conduct a search for the missing property. If the missing property is not found, the department Manager must inform the Director.

2. Capital Expenditures and Operating Expenditures.

a. Expenditures Charged to Capital Improvement Fund

An asset with a useful life that is greater than one year is a Capital Asset. If the purchase price of a Capital Asset, including the cost to install such asset, exceeds \$1,000, the total cost to purchase and install the asset shall be charged to the Capital Improvement Fund.

If the repair cost of a Capital Asset exceeds \$1,000, and the repair: (1) extends the efficiency or quality of the asset, or (2) replaces a major component of the asset, or (3) extends the useful life of the asset, the repair cost shall be charged to the Capital Improvement Fund.

b. Expenditures Charged to Operating Fund

If the purchase price of a Capital Asset, including the cost to install such asset, is less than \$1,000, the total cost to purchase and install the asset shall be charged to the Operating Fund.

If the repair cost of a Capital Asset is less than \$1,000, the repair cost shall be charged to the Operating Fund.

If the repair cost of a Capital Asset exceeds \$1,000, but the repair does not meet any of the three criteria in (C)(l) above, the repair cost shall be charged to the Operating Fund.

D. Reporting

RFPL prepares and maintains records of RFPL financial operations. Those records are presented by the Director or designee of the Director ("Designee") at each Board meeting and indicate the financial position of RFPL. Fund balances, records of the current position of each budget line item, including budgeted amount, receipts, monthly and year-to-date expenditures, and remaining budget are presented. Roll call action is required by the Board on all financial matters. RFPL annually engages an outside independent accounting firm to conduct an audit and to express an opinion about whether internal financial statements are fairly presented and conform with U.S. generally accepted accounting principles. A copy of the current audit is posted to RFPL's website.

E. Authority to Spend

1. Routine Banking

The Director, or Designee, is authorized to make deposits into the Operating Fund. Such deposits include, but are not limited to, the deposit of accumulated fees, gifts, donations, grants, tax receipts, and other sources of income.

The Director, or Designee, is authorized to transfer funds between RFPL operating accounts for payment of monthly RFPL expenditures. Upon authorization of the Board, the Director, or Designee, is authorized to transfer funds into the Capital Improvement Fund.

The President, Vice President, Treasurer and Director are authorized to sign checks for the RFPL Operating Fund and Capital Improvement Fund accounts. Any checks made payable to the Director should be signed by an authorized Board member. Under no circumstances may a signatory sign a document for which that signatory is a payee.

2. Routine Expenditures

The Director, or Designee, is authorized to pay all expenditures (invoices, warrants, voucher, payroll and personnel) and all invoices for contracts and agreements within the budgets previously approved by the Board. Procedures for obtaining quotes and bids depend on the dollar amount involved and applicable laws. Purchases in this category are typically routine purchases of materials, supplies and services.

The Director may stipulate a "not to exceed" dollar amount for staff purchases of equipment, projects or services. Any staff purchases in excess of that amount must be presented to the Director, or Designee, for approval. The Director, or Designee, is responsible for determining whether: (a) an item is budgeted; (b) adequate funds are available; and (c) the proper purchasing procedures have been followed.

The Director will conduct a periodic review of vendors to ensure quality and economy. The Director will develop all procedures for obtaining, receiving, and posting bills, with department managers responsible for all purchase requests made by their staff.

3. Non-Recurring Expenditures

Purchases in this category are typically furniture, technology, repairs and maintenance, or professional services. Every reasonable effort shall be made to secure at least 3 price quotations before selecting a vendor.

a. Purchases in Excess of \$10,000 but less than \$25,000

Non-recurring expenditures (including contracts for services outside routine operations, such as capital improvements or planning) that exceed \$10,000 shall be presented to the Board for roll call approval. In case of extreme emergency, the Director may spend over \$10,000 with the approval of any two members of the Board, so long as the amount does not exceed the threshold for a formal bidding process.

b. Purchases in Excess of \$25,000

Expenditures exceeding \$25,000 shall be presented to the Board for roll call approval. In accordance with 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products or services in excess of \$25,000 shall be awarded after an open, competitive bidding process. Under certain circumstances, as permitted by law, RFPL may elect to not seek competitive bids even though the amount of the purchase exceeds

\$25,000. In such cases, the Board may waive compliance with the competitive bid process and shall vote by roll call. If a doubt exists as to whether a competitive bid process is required, RFPL's attorney shall be consulted.

4. Petty Cash

The Director is responsible for oversight of the petty cash fund, which is not to exceed \$500.

5. Joint purchasing

RFPL shall have the authority to join with other units of local government in cooperative purchasing plans.

F. Credit Card Use

1. Authorized Purchases

The Board authorizes the Director and up to 3 additional staff designated by the Director ("Authorized Cardholders") to use RFPL credit cards ("Library Credit Cards") for RFPL authorized purchases only ("Authorized Purchases"). Authorized Purchases include, but are not limited to, library supplies and materials, and food for RFPL events and programs, in an amount that does not exceed an aggregate amount of \$10,000 per month. Authorized Cardholders shall submit all receipts for purchases to the Director, or Designee, within 7 days after making a purchase. Itemization of the charges of the Library Credit Card statements will be included monthly in the Board packet. Any benefit received from Library Credit Card usage will accrue to RFPL.

2. Staff Purchases Requiring Approval

- Any single purchase in excess of \$1,000 must be authorized in advance by the Director or the Director's designee ("Single Purchase Limit").
- Any equipment and travel expenses must be authorized in advance by the Director or the Director's designee ("Equipment/Travel Purchase").

3. Unauthorized Purchases

- Authorized Cardholders may not charge expenses that are not for Authorized Purchases to the Library Credit Cards.
- Absent Director or Director designee approval, Authorized Cardholders may not charge a single purchase in excess of the Single Purchase Limit or an Equipment/Travel Purchase to the Library Credit Card.
- Alcohol is not an Authorized Purchase.
- Any unauthorized purchase by a party shall be deemed the responsibility of that party who shall reimburse RFPL before the date payment for same is due.
- Any unauthorized use of the Library Credit Card shall be grounds for suspension of use of the Library Credit Card, suspension or dismissal from employment, and may result in a referral to law enforcement.
- The Board and/or the Director may revoke authorization to use a Library Credit Card at any time.

4. Lost or Stolen Credit Cards

Employees must notify the Library Credit Card company and the Director immediately upon loss of a Library Credit Card.

G. Travel Expenses

The Local Government Travel Expense Control Act (50 ILCS 150) ("Travel Act") requires that RFPL regulate the reimbursement of all Trustee and employee travel expenses for official business as set forth below. "Official business" includes, but is not limited to, Library advocacy, outreach, professional development, and education.

1. Reimbursement

RFPL shall reimburse permitted travel expenses as set forth by the Board. Travel expenses include any expenditure directly incidental to official RFPL business travel by Trustees or employees of RFPL.

- The Board shall use the following overriding principles to determine the maximum reimbursement allowed for food, lodging, and transportation:
 - Cost of travel shall be the actual expense incurred. Only economy flight expenses will be approved, and any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
 - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- Absent prior approval from the Director, the total maximum reimbursement allowed for any one trip for RFPL purposes is \$2,000.

2. Reimbursement Request Form

RFPL shall only approve reimbursement of expenses if the Trustee or employee submits said expenses on RFPL's Reimbursement Request Form. All documents submitted to RFPL are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

3. Entertainment Expenses

RFPL shall not reimburse any Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.

4. Board Approval of Certain Reimbursable Expenses

The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board and after a Reimbursement Request Form has been submitted to the Board:

- Any reimbursable expenses of an employee that exceeds the maximum allowed under this policy.
- Any reimbursable expense of a Trustee.

- Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

5. Compliance with Act

RFPL shall comply with all other requirements of the Travel Act. If any RFPL policy, procedure, or resolution conflicts with the provisions of the Travel Act, the Travel Act shall control.

Updated January 2026

XII. Generative Artificial Intelligence (AI) Use

The purpose of this policy is to provide RFPL staff with guidelines for use of generative artificial intelligence (AI) tools for work purposes. RFPL recognizes that AI tools have a significant environmental impact and risks associated with its use, including privacy concerns and integrity of content. RFPL is committed to the secure, responsible, and ethical use of AI tools.

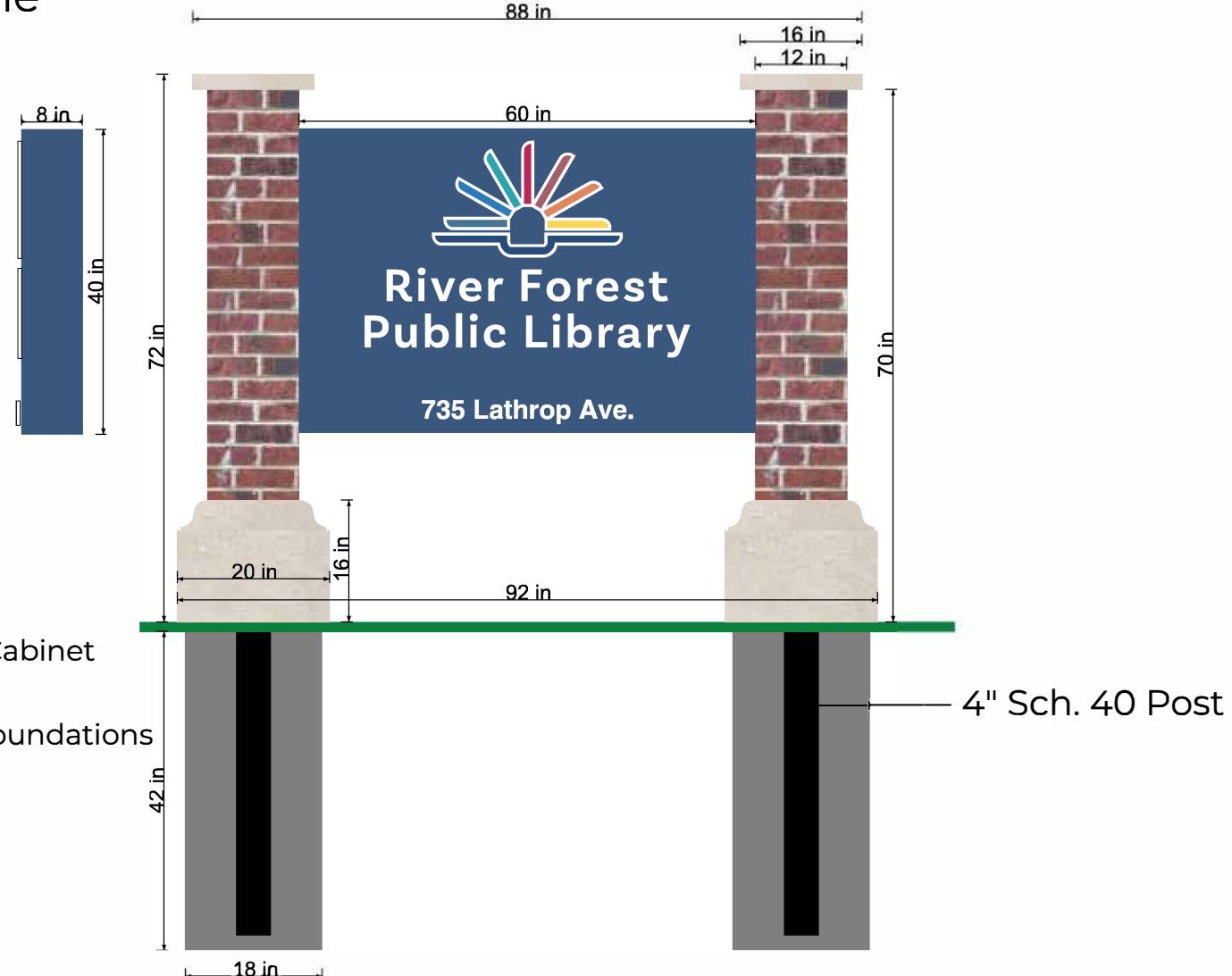
AI should complement human efforts and enhance productivity, creativity and innovation. When using AI for work purposes, staff should only use RFPL-approved tools for RFPL-approved functions. Managers will keep a list of AI tools and functions approved by the Director. Should staff have another use for which AI may be valuable, they should submit their requests to their Manager and receive permission in writing before use.

In accordance with the Staff Computer Use and Internet Access Policy (Staff IX), staff should not have an expectation of privacy when using AI tools for work, and AI tools must only be used for legal, acceptable purposes. Additionally, the following rules apply when staff use AI tools:

- Log into AI tools with your RFPL-provided email address.
- Do not enter sensitive RFPL documents or private patron or staff data into AI tools.
- Do not enter photos of staff or patrons into AI tools without their written permission.
- Do not enter offensive, discriminatory, or inappropriate content into AI tools.
- Closely review any output generated by AI tools before using or forwarding to anyone else. Review should include checks for accuracy, copyright violation, and inclusion of confidential or sensitive information.
- Allow AI tools to track your prompt history. Do not erase or tamper with prompt histories.
- AI tools will not be used to make employment decisions nor to conduct performance reviews.
- Do not represent AI work as your own.

RFPL recognizes that AI tools are rapidly evolving and will engage in continuous learning to stay updated on best practices, ethical guidelines, and regulatory requirements related to its use.

STYLE C: Brick & Limestone



(1x) Single Face Monument Sign

Overall Dimension:

92"W x 72"H x 20"D

- Brick and Limestone Columns

- 60"W x 40"H x 8"D Aluminum Sign Cabinet
with 1/2" Acrylic FCO Graphics

- (2x) 18"x42" 3500PSI Concrete Pier Foundations

Cabinet color

 Hex #3b577f

ATTENTION: This proof is provided for checking design, copy accuracy and general color scheme. **ANY ERRORS NOT NOTED WILL BE ON THE FINISHED PRODUCT.**



Managing Signage for Multi-Site Companies

1120 N. Ridge Ave. Lombard, IL 60148
630-832-9600 • www.VitalSignsUSA.com

CLIENT: River Forest Public Library

JOB#:

LOCATION: 735 Lathrop Ave. River Forest, IL

DATE: 1/9/2026

DESIGNER: Drew Lipinski

Approved as is **Approved with changes noted**

Not Approved - Revise & Resubmit

Colors on this proof are for representation only. This drawing has been made available to the client to illustrate design or manufacturing details and are not be distributed for bid without the written consent of Vital Signs USA.

PAYMENT APPLICATION

Page 1

| | | | | | | |
|-------|--|----------------------------|--|-------------------|------------|-------------------------------------|
| TO: | River Forest Public Library 735 Lathrop Ave River Forest, IL, 60305 Attn: Emily Compton | PROJECT NAME AND LOCATION: | River Forest Library Community Room Project 735 Lathrop Ave River Forest, IL, 60305 | APPLICATION # | 2 | Distribution to: |
| FROM: | Midwest Services and Development 5280 N. Lawler Chicago, IL, 60630 | ARCHITECT: | Engberg Anderson 8618 West Catalpa Suite 1116 Chicago, IL, 60656 | PERIOD THRU: | 12/09/2025 | <input type="checkbox"/> OWNER |
| FOR: | | | | PROJECT #s: | | <input type="checkbox"/> ARCHITECT |
| | | | | DATE OF CONTRACT: | 08/04/2025 | <input type="checkbox"/> CONTRACTOR |
| | | | | | | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> |

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

| | |
|--|---------------------|
| 1. CONTRACT AMOUNT | \$276,000.00 |
| 2. SUM OF ALL CHANGE ORDERS | \$1,265.00 |
| 3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) | \$277,265.00 |
| 4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) | \$234,050.00 |
| 5. RETAINAGE: | |
| a. of Completed Work (Columns D + E on Continuation Page) | _____ |
| b. of Material Stored (Column F on Continuation Page) | _____ |
| Total Retainage (Line 5a + 5b or Column I on Continuation Page) | \$23,405.00 |
| 6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) | \$210,645.00 |
| 7. LESS PREVIOUS PAYMENT APPLICATIONS | \$73,368.00 |
| 8. PAYMENT DUE | \$137,277.00 |
| 9. BALANCE TO COMPLETION (Line 3 minus Line 6) | \$66,620.00 |

| SUMMARY OF CHANGE ORDERS | ADDITIONS | DEDUCTIONS |
|---|-------------------|---------------|
| Total changes approved in previous months | \$1,265.00 | \$0.00 |
| Total approved this month | \$0.00 | \$0.00 |
| TOTALS | \$1,265.00 | \$0.00 |
| NET CHANGES | \$1,265.00 | |

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Midwest Services and Development

By: _____ Date: _____

Constantin Bontas

State of:

County of:

Subscribed and sworn to before

me this day of

Notary Public:

My Commission Expires:

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... **137,277.00**

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

Shaun Kelly

By: _____

Date: **1/12/25**

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Payment Application containing Contractor's signature is attached.

PROJECT: River Forest Library
Community Room ProjectAPPLICATION #: 2
DATE OF APPLICATION: 12/09/2025
PERIOD THRU: 12/09/2025
PROJECT #:s:

| A | B | C | D | E | F | G | | H | I |
|--------|---|------------------|-------------------------|--------------------|----------------------------------|--|-----------------|-----------------------------|-------------------------|
| ITEM # | WORK DESCRIPTION | SCHEDULED AMOUNT | COMPLETED WORK | | STORED MATERIALS (NOT IN D OR E) | TOTAL COMPLETED AND STORED (D + E + F) | % COMP. (G / C) | BALANCE TO COMPLETION (C-G) | RETAINAGE (If Variable) |
| | | | AMOUNT PREVIOUS PERIODS | AMOUNT THIS PERIOD | | | | | |
| 1 | Bond- J. Ryan Bonding | \$8,000.00 | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | 100% | \$0.00 | \$800.00 |
| 2 | General Conditions- Midwest Services | \$20,000.00 | \$6,000.00 | \$10,000.00 | \$0.00 | \$16,000.00 | 80% | \$4,000.00 | \$1,600.00 |
| 3 | Mobilization- Midwest Services | \$20,000.00 | \$6,000.00 | \$10,000.00 | \$0.00 | \$16,000.00 | 80% | \$4,000.00 | \$1,600.00 |
| 4 | Demolition- Midwest Services | \$20,000.00 | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 100% | \$0.00 | \$2,000.00 |
| 5 | Flooring- Central Rug | \$15,500.00 | \$10,850.00 | \$3,100.00 | \$0.00 | \$13,950.00 | 90% | \$1,550.00 | \$1,395.00 |
| 6 | Carpentry- Midwest Services | \$51,000.00 | \$0.00 | \$40,800.00 | \$0.00 | \$40,800.00 | 80% | \$10,200.00 | \$4,080.00 |
| 7 | Millwork - Heartland Cabinetry | \$11,300.00 | \$0.00 | \$11,300.00 | \$0.00 | \$11,300.00 | 100% | \$0.00 | \$1,130.00 |
| 8 | Doors and Hardware- LaForce | \$12,900.00 | \$3,870.00 | \$9,030.00 | \$0.00 | \$12,900.00 | 100% | \$0.00 | \$1,290.00 |
| 9 | Glazing- G&C Glass | \$5,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$5,200.00 | \$0.00 |
| 10 | Paint- Midwest Services | \$10,000.00 | \$0.00 | \$8,000.00 | \$0.00 | \$8,000.00 | 80% | \$2,000.00 | \$800.00 |
| 11 | Ceramic Tile Instalation - Midwest Services | \$9,100.00 | \$0.00 | \$9,100.00 | \$0.00 | \$9,100.00 | 100% | \$0.00 | \$910.00 |
| 12 | Plumbing- RD Plumbing | \$29,500.00 | \$11,800.00 | \$17,700.00 | \$0.00 | \$29,500.00 | 100% | \$0.00 | \$2,950.00 |
| 13 | Fire Suppression- AA Sprinkler | \$4,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$4,000.00 | 100% | \$0.00 | \$400.00 |
| 14 | Electrical- Delta Electrical | \$25,000.00 | \$7,500.00 | \$10,000.00 | \$0.00 | \$17,500.00 | 70% | \$7,500.00 | \$1,750.00 |
| 15 | Audio Visual- Interstate | \$9,500.00 | \$0.00 | \$9,500.00 | \$0.00 | \$9,500.00 | 100% | \$0.00 | \$950.00 |
| 16 | O&P- Midwest Services | \$25,000.00 | \$7,500.00 | \$10,000.00 | \$0.00 | \$17,500.00 | 70% | \$7,500.00 | \$1,750.00 |
| | SUB-TOTALS | \$276,000.00 | \$81,520.00 | \$152,530.00 | \$0.00 | \$234,050.00 | 85% | \$41,950.00 | \$23,405.00 |

CONTINUATION PAGE

Page 3 of 3

PROJECT: River Forest Library
Community Room ProjectAPPLICATION #: 2
DATE OF APPLICATION: 12/09/2025
PERIOD THRU: 12/09/2025
PROJECT #:s:

Payment Application containing Contractor's signature is attached.

| A | B | C | D | E | F | G | | H | I |
|--------|------------------|------------------|-------------------------|--------------------|----------------------------------|--|-----------------|-----------------------------|-------------------------|
| ITEM # | WORK DESCRIPTION | SCHEDULED AMOUNT | COMPLETED WORK | | STORED MATERIALS (NOT IN D OR E) | TOTAL COMPLETED AND STORED (D + E + F) | % COMP. (G / C) | BALANCE TO COMPLETION (C-G) | RETAINAGE (If Variable) |
| | | | AMOUNT PREVIOUS PERIODS | AMOUNT THIS PERIOD | | | | | |
| 17 | Change Order # 1 | \$1,265.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$1,265.00 | \$0.00 |
| | TOTALS | \$277,265.00 | \$81,520.00 | \$152,530.00 | \$0.00 | \$234,050.00 | 84% | \$43,215.00 | \$23,405.00 |

12/4/2025

Factory: Estey, LFI Custom

Production Lead Time: 14-16 weeks

LFI QT-5144 Proposal For:**River Forest Public Library**

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

fax: 847-564-9337

| ITEM | QTY | MFG | CATALOG NO. | DESCRIPTION | UNIT NET | EXTENSION |
|--|----------|-------------------|------------------------|--|--------------------|--------------------|
| SH-3 | 2 | Estey | Designer Series | Youth Services SF 48"H x 36"W x 14"D 3 rows high base row 2-3 14"D browsing bin 12"D browsing bin | \$ 1,153.00 | \$ 2,306.00 |
| | | | | STEEL COLOR: Oyster | | |
| | | | | SIGNAGE: 4" high | | |
| | | | | CASTERS: N/A | | |
| | | | | END PANELS: EP-2 | | |
| | | | | CANOPY TOPS: N/A | | |
| | | | | 1 STARTER | | |
| | | | | 1 ADDER | | |
| EP-2 | 2 | LFI Custom | | End Panel | \$ 559.00 | \$ 1,118.00 |
| | | | | 2 48-1/2"H x 17-3/4"W x 1" Maple Veneer with Hardwood Edge, clear finish | | |
| | | | | TOTAL FOB FACTORY | \$ 3,424.00 | |
| | | | | INSTALLATION + FREIGHT <i>* prevailing wage *</i> | | \$ 1,200.00 |
| | | | | TOTAL | | \$ 4,624.00 |
| QUOTATION TERMS | | | | | | |
| * quotes are valid for 30 days from date at top of this page | | | | | | |
| <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of quote including, but not limited to, size, color, finish, etc; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* Drawings, if applicable, will also require customer signature approval prior to the order entering production.</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> | | | | | | |

12/4/2025

Factory: Estey, LFI Custom

Production Lead Time: 14-16 weeks

LFI QT-5144 Proposal For:

River Forest Public Library

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

fax: 847-564-9337

| ITEM | QTY | MFG | CATALOG NO. | DESCRIPTION | UNIT NET | EXTENSION |
|------|-----|-----|-------------|--|----------|-------------|
| | | | | <p><u>PAYMENT TERMS</u></p> <p>\$0 deposit; balance due upon <i>substantial completion*</i></p> <p>* If a mutually agreed upon punchlist exists after substantial completion, customer <i>may withhold the cost of said punchlist</i> from payment of final invoice until resolved.</p> <p>* If a projected is delayed due to customer's site not being ready for installation, LFI reserves the right to assess a <i>storage charge and invoice for product</i> received at the installer's warehouse</p> <p><u>TO ACCEPT THIS QUOTE:</u></p> <ul style="list-style-type: none">* sign and date below as formal acknowledgement of the quote terms* please forward a deposit if one is required per the quote terms* please email the signed Quote to your Sales Manager or to Nora@libraryfurniture-intl.com and we will begin processing your order.* LFI will coordinate and schedule in-bound freight of your order.* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.* Factories and freight carriers will require digital photography of any damage related issues. | | |
| | | | | Signature | Date | |
| | | | | | TOTAL | \$ 4,624.00 |