



**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 8<sup>th</sup>.

**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%
<b>Total:</b>	<b>\$ 24,796.45</b>	<b>\$ 92,102.16</b>	<b>\$ 1,812,050</b>	<b>5.08%</b>
<b>Income:</b>	<b>\$ 24,796.45</b>	<b>\$ 92,102.16</b>	<b>\$ 1,812,050</b>	<b>5.08%</b>
<b>Expense:</b>	<b>\$ 107,693.56</b>	<b>\$ 889,007.81</b>	<b>\$ 1,812,050</b>	<b>49.06%</b>

Prepared 12.19.25



River Forest Public Library

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

Expense Report: Nov-25

November-25

Fiscal YTD

Actual % Budget

58% as of 11/30/2025

25-26

Budget

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
<b>Total Personnel</b>	<b>\$ 72,393.31</b>	<b>\$ 600,627.63</b>	<b>52.57%</b>	<b>\$ 1,142,550</b>

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 3,068.64	43.84%	\$ 7,000
Advertising	\$ 45.00	\$ 1,469.39	29.39%	\$ 5,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 45.00</b>	<b>\$ 4,538.03</b>	<b>37.82%</b>	<b>\$ 12,000</b>

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
<b>Total Programs</b>	<b>\$ 2,147.60</b>	<b>\$ 25,406.01</b>	<b>43.80%</b>	<b>\$ 58,000</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 2,192.60</b>	<b>\$ 29,944.04</b>	<b>42.78%</b>	<b>\$ 70,000</b>

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
<b>Total Support Services</b>	<b>\$</b>	<b>4,200.66</b>	<b>\$</b>	<b>80,876.86</b>	<b>50.33%</b>	<b>\$</b>	<b>160,700</b>

## 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
<b>Total Library Materials</b>	<b>\$</b>	<b>14,301.64</b>	<b>\$</b>	<b>115,432.19</b>	<b>55.58%</b>	<b>\$</b>	<b>207,700</b>

### *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
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>1,087.51</b>	<b>\$</b>	<b>5,289.47</b>	<b>37.78%</b>	<b>\$</b>	<b>14,000</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>15,389.15</b>	<b>\$</b>	<b>120,721.66</b>	<b>54.45%</b>	<b>\$</b>	<b>221,700</b>

## Strategic Initiatives

<b>Strategic Initiatives</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>	<b>\$</b>	<b>15,000</b>
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## Facilities Management

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>376.39</b>	<b>\$</b>	<b>3,325.63</b>	<b>47.51%</b>	<b>\$</b>	<b>7,000</b>
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### *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

*Furniture & Technology*

Totals

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

Prepared 12.19.25

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

	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Alarm Detection Services</b>				
	11/28/2025	Bill Payment (Check)		-282.66
	11/09/2025	Bill	FIRE ALARM SERVICE DEC. 25 - FEB.26	282.66
<b>AMAZON</b>				
	11/11/2025	Bill Payment (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
	11/08/2025	Bill	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
	11/08/2025	Bill	CHILDREN'S WINDOW 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
	10/27/2025	Bill	STEM & CRAFTERNOON SUPPLIES	41.57
	10/29/2025	Bill	DECEMBER TAKE & MAKE SUPPLIES	7.99
	10/29/2025	Bill	NOVEMBER MAKERS	44.47
	10/30/2025	Bill	HOT WHEELS FOR GUESSTIMATION JAR	57.49
	11/28/2025	Bill Payment (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
11/17/2025	Bill	CONTACT PAPER/CONSTRUCTION WALL CRAFT	8.99
11/17/2025	Bill	CRAFT/PLAY DOH MAKING MATERIALS	40.27
11/16/2025	Bill	OIL PASTELS	9.99
11/16/2025	Bill	FABRIC TAPE/AMERICAN GIRL DOLLS	11.94
11/15/2025	Bill	GLITTER PAINT	12.34
11/12/2025	Bill	TAKE & MAKE SUPPLIES	19.24
11/17/2025	Vendor Credit	RETURN DAMAGED GOODS INVOICE #1QJF-WVL3-7P1C	-2.62
11/20/2025	Vendor Credit	RETURNED LABELS INVOICE #1VGG- 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**

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

**ANNE KOWALSKI**

11/28/2025	Bill Payment (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	MONTHLY 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
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10/27/2025	Bill	NOVEMBER 2025 INTERNET BILL	172.17
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**COMCAST  
BUSINESS  
(VoiceEdge\*)**

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

**DEMCO, INC.**

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

**Engberg-  
Anderson, Inc.**

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

**Francisca Arnold**

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

**Franzen Plumbing**

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

**Hoopla**

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

**Hulen Landscaping  
Contractors**

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

### Ingram Library Services

11/28/2025	Bill Payment (Check)		-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)		-267.75
10/31/2025	Bill	OCTOBER KANOPY CHECKOUTS	267.75

**Konica Business  
Solutions**

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

**Library Journal**

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

**MIDWEST  
SERVICES &  
DEVELOPMENT**

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

**MIDWEST TAPE**

11/11/2025	Bill Payment (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
11/28/2025	Bill Payment (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**

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

11/28/2025	Bill	Gas bill: 10-17-25 to 11-16-25	935.03
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**Nub Games, Inc.**

11/11/2025	Bill Payment (Check)		-362.00
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11/03/2025	Bill	1 YR LIBRARY H31p SUBSCRIPTION	362.00
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**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

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

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

11/28/2025	Bill Payment (Check)		-60.00
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11/19/2025	Bill	YOGA INSTRUCTOR FEE/12/13/25	60.00
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**RISK PROGRAM  
ADMINISTRATORS**

11/28/2025	Bill Payment (Check)		-722.00
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11/17/2025	Bill	GOVERNMENT CRIME POLICY	722.00
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**S&D PRIME  
MAINTENANCE,IN  
C**

11/11/2025	Bill Payment (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
11/28/2025	Bill Payment (Check)		-1,504.00
11/28/2025	Bill	Emergency light repair	538.00
11/19/2025	Bill	CARPET CLEANING-MEETING ROOM/STAINS (WATER) UPSTAIRS	966.00

**Shannon Gruber**

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

**Southwest  
Fireplace**

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

**Staples**

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

**Zoobean, Inc.**

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

Monday, Dec 15, 2025 02:08:27 PM GMT-8

**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	21.93		Expense	Expenses:Programs - Adult
11/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	20.99		Expense	Support Services:Postage Special
11/20/2025	Cricut	CRICUT	295.90		Expense	Programs:Connections 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	Expenses:Programs - 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

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

Nov-25

## Capital Reserve Account Balances

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

## Revenues

RFPL Foundation Grant	11/28/2025	\$150,000.00
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## 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:	December-25	YTD	2025-2026	% of Budget
				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%
<b>Total:</b>	<b>\$ 3,500.54</b>	<b>\$ 95,602.70</b>	<b>\$ 1,812,050</b>	<b>5.28%</b>
<b>Income:</b>	<b>\$ 3,500.54</b>	<b>\$ 95,602.70</b>	<b>\$ 1,812,050</b>	<b>5.28%</b>
<b>Expense:</b>	<b>\$ 141,807.10</b>	<b>\$ 1,030,666.53</b>	<b>\$ 1,812,050</b>	<b>56.88%</b>

Prepared 1.12.26



River Forest Public Library

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

Expense Report: Dec-25

December-25

Fiscal YTD

Actual % Budget

67% as of 12/31/2025

25-26  
Budget

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
<b>Total Personnel</b>	<b>\$</b>	<b>106,193.39</b>	<b>\$</b>	<b>706,821.02</b>	<b>61.86%</b>	<b>\$</b>	<b>1,142,550</b>

Advertising & Programming

*Printing & Advertising*

Newsletter	\$	2,136.00	\$	4,745.00	67.79%	\$	7,000
Advertising	\$	-	\$	1,469.39	29.39%	\$	5,000
<b>Total Printing &amp; Advertising</b>	<b>\$</b>	<b>2,136.00</b>	<b>\$</b>	<b>6,214.39</b>	<b>51.79%</b>	<b>\$</b>	<b>12,000</b>

*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
<b>Total Programs</b>	<b>\$</b>	<b>1,532.13</b>	<b>\$</b>	<b>27,022.13</b>	<b>46.59%</b>	<b>\$</b>	<b>58,000</b>
<b>Total Advertising &amp; Programming</b>	<b>\$</b>	<b>3,668.13</b>	<b>\$</b>	<b>33,236.52</b>	<b>47.48%</b>	<b>\$</b>	<b>70,000</b>

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
<b>Total Support Services</b>	<b>\$</b>	<b>7,966.34</b>	<b>\$</b>	<b>89,070.47</b>	<b>55.43%</b>	<b>\$</b>	<b>160,700</b>

## Materials & Supplies

### *Library Materials*

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
<b>Total Library Materials</b>	<b>\$</b>	<b>16,093.89</b>	<b>\$</b>	<b>131,526.08</b>	<b>63.33%</b>	<b>\$</b>	<b>207,700</b>

### *Library & Office Supplies*

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
<b>Total Library &amp; Office Supplies</b>	<b>\$</b>	<b>455.71</b>	<b>\$</b>	<b>5,745.18</b>	<b>41.04%</b>	<b>\$</b>	<b>14,000</b>
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>16,549.60</b>	<b>\$</b>	<b>137,271.26</b>	<b>61.92%</b>	<b>\$</b>	<b>221,700</b>

## Strategic Initiatives

<b>Strategic Initiatives</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>	<b>\$</b>	<b>15,000</b>
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## Facilities Management

### *Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$</b>	<b>515.62</b>	<b>\$</b>	<b>3,841.25</b>	<b>54.88%</b>	<b>\$</b>	<b>7,000</b>
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### *Facility Services*

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
<b>Total Facility Services</b>		\$	<b>6,914.02</b>		\$	<b>59,222.36</b>		<b>46.23%</b>		\$	<b>128,100</b>

*Furniture & Technology*

Furniture		\$	-		\$	137.28		3.43%		\$	4,000
Technology Misc.		\$	-		\$	1,066.37		35.55%		\$	3,000
<b>Total Furniture &amp; Technology</b>		\$	<b>-</b>		\$	<b>1,203.65</b>		<b>17.20%</b>		\$	<b>7,000</b>
<b>Total Facilities Management</b>		\$	<b>7,429.64</b>		\$	<b>64,267.26</b>		<b>45.23%</b>		\$	<b>142,100</b>

Totals

<b>Total Operating Expenses</b>		\$	<b>141,807.10</b>		\$	<b>1,030,666.53</b>		<b>58.83%</b>		\$	<b>1,752,050</b>
<b>Capital Improvement Reserve Fund</b>		\$	<b>-</b>		\$	<b>-</b>		<b>0.00%</b>		\$	<b>60,000</b>
<b>Total Expenses</b>		\$	<b>141,807.10</b>		\$	<b>1,030,666.53</b>		<b>56.88%</b>		\$	<b>1,812,050</b>
<b>Total Income</b>		\$	<b>3,500.54</b>		\$	<b>\$95,602.70</b>		<b>5.28%</b>		\$	<b>1,812,050</b>

Prepared 1.12.26

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

	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>AMAZON</b>		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	
	12/17/2025	Bill	& CONFETTI	41.69
	12/15/2025	Bill	MOUSE PAD REPLACEMENT	5.69
			NYE PARTY SUPPLIES &	
	12/17/2025	Bill	CRAFTS	253.99

**Ancel Glink**

12/17/2025	Bill Payment (Check)		-312.50
12/08/2025	Bill	CAPITAL**DISCUSSION / ANALYSIS DRAIN ISSUE (PHASE ONE)	312.50

**ANDERSON  
ELEVATOR  
COMPANY**

12/17/2025	Bill Payment (Check)		-225.00
12/01/2025	Bill	MONTHLY ELEVATOR SERVICE	225.00

**ANNE KOWALSKI**

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

**BRIAN  
WOLOWITZ**

12/11/2025	Bill Payment (Check)		-100.00
12/11/2025	Bill	Wellness event participation	100.00
12/17/2025	Bill Payment (Check)		-10.00
12/03/2025	Bill	GIFT BOXES/COOKIE EXCHANGE	10.00

**CHAD LEWIS**

12/01/2025	Bill Payment (Check)		-375.00
11/12/2025	Bill	Speaker fee- 12/7/25- Winter Legends and Lore	375.00

**Cintas Fire  
Protection**

12/17/2025	Bill Payment (Check)		-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
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12/03/2025	Bill	FURNITURE PAY/APPLICATION #1	5,111.98
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### 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**

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

**MIDWEST TAPE**

12/17/2025	Bill Payment (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**

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

**Oak Brook  
Mechanical  
Services, Inc.**

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

**OUTSOURCE  
SOLUTIONS  
GROUP, INC.**

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

**OverDrive**

12/17/2025	Bill Payment (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 AUDIBOOKS	1,641.31

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

**PEAC  
SOLUTIONS**

12/17/2025	Bill Payment (Check)		-290.37
11/22/2025	Bill	COPIER LEASE PAYMENT & ONE-TIME DOCUMENTATION FEE	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
11/25/2025	Bill	STAMPS, LABELS 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**

12/05/2025	Bill Payment (Check)		-5,404.28
12/05/2025	Bill	October 2025 Health Insurance	5,404.28
12/05/2025	Bill Payment (Check)		-5,404.28
12/05/2025	Bill	November 2025 Health Insurance	5,404.28
12/05/2025	Bill Payment (Check)		-7,285.68
12/05/2025	Bill	October 2025 IMRF	7,285.68
12/05/2025	Bill Payment (Check)		-7,334.38
12/05/2025	Bill	November 2025 IMRF	7,334.38
12/22/2025	Bill Payment (Check)		-270.08
12/17/2025	Bill	SEPTEMBER & OCTOBER 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 Expenses:Programs -
12/19/2025	Jewel Foods	COOKIES/FILM LOVER FRIDAYS	4.08		Expense	Adult Adult Expenses:Periodicals -
12/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Teen Expenses:Programs-
12/15/2025	Target	SNACKS FOR EXAM CRAM	70.59		Expense	Teen Children's Expenses:Programs -
12/15/2025	Target	DISTILLED WATER	8.00		Expense	Children's Adult Expenses:Periodicals -
12/10/2025	CRAINS COMMUNICATIONS, INC	DEC/25-DEC/26 ONE YEAR SUBSCRIPTION	225.00		Expense	Adult
12/08/2025	ELAN FINANCIAL SERVICES	Credit card payment		2,215.94	Expense	BYLINE Operations Online e- Content:eContent -
12/08/2025	AMAZON	KINDLE ONLINE DIGITAL TITLES (14 books)	212.35		Expense	Adult
12/05/2025	Caffe De Luca	Food for staff holiday party	991.34		Expense	Personnel:Staff Recognition (InService) Special Programs:Connections
12/05/2025	Cricut	Cricut cutting mats	38.39		Expense	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 Expenses:Programs-
12/03/2025	MICHAELS	PAPER SUPPLIES / DECORATIONS	52.96		Expense	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

#### Operations Current

#### Interest Rate

Byline Operations Money Market	0.20%	149,741.43
Byline Operations Checking	0.30%	50,026.86
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 199,808.29

#### 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

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

Dec-25

Capital Reserve Account Balances

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

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.



*Spaces*

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

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 31<sup>st</sup> 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

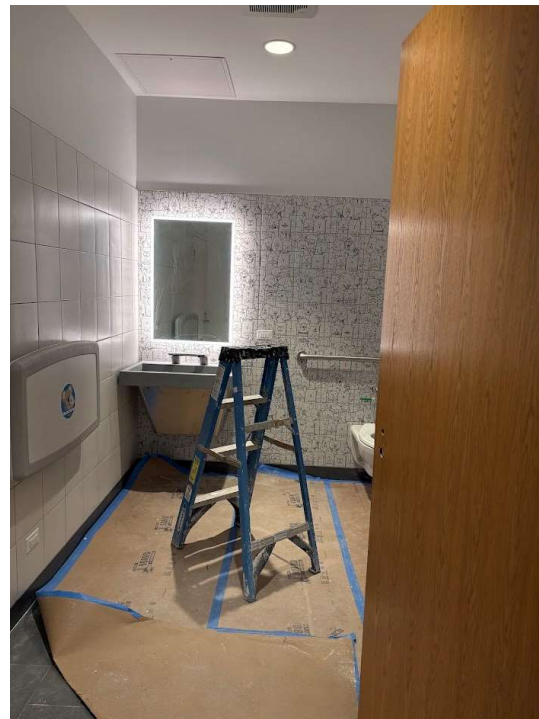




Children's Office



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
<b>Total Circulation</b>	<b>17,779</b>	<b>17,576</b>	<b>18,116</b>
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
<b>Total Programs</b>	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
<b>Total cardholders</b>	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 7<sup>th</sup>. 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 13<sup>th</sup> 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 23<sup>rd</sup>, 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 10<sup>th</sup> 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:

	<u>Useful Life</u>	<u>Capitalization Threshold</u>	<u>Inventory Threshold</u>
Inexhaustible Land Improvements	N/A	\$ 1	\$ 1
Land Improvements	20	50,000	1
Buildings	45	50,000	1
Building Improvements HVAC	20	50,000	1
Re-Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Machinery & Equipment Heavy Equipment	15	25,000	1,000
Generators	20		
Furniture & Fixtures Office Furniture	20	15,000	5,000
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 ~~each~~ each 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**

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## **C. Capital Assets and Expenditures**

### **1. Capital Asset Policy**

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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.

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v. Capital Assets Useful Lives Are as Follows:

	<u>Useful Life</u>	<u>Capitalization Threshold</u>	<u>Inventory Threshold</u>
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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.

*Adopted January 2026*

# STYLE C: Brick & Limestone


## (1x) Single Face Monument Sign

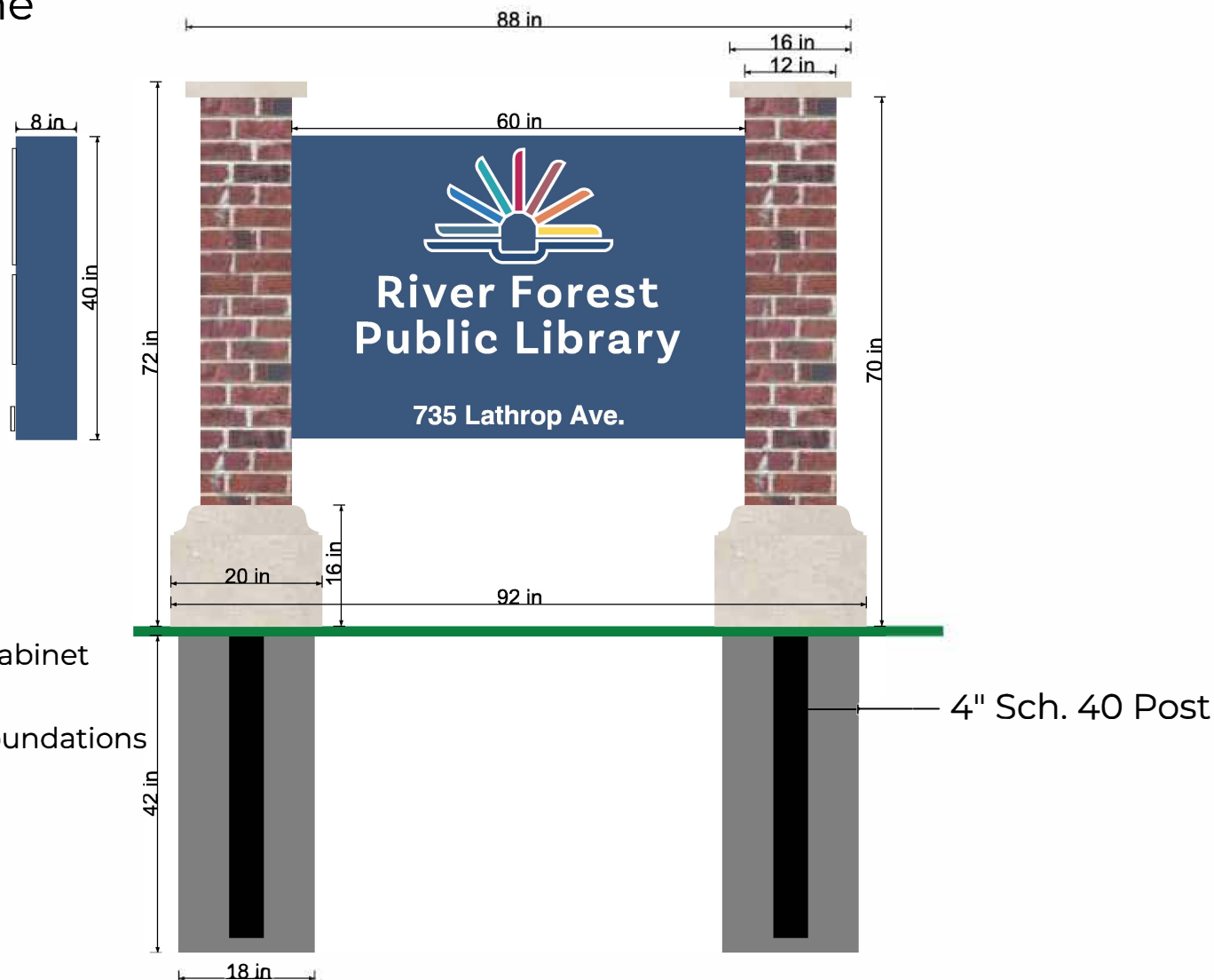
Overall Dimension:

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 PERIOD THRU: 12/09/2025 PROJECT #s: DATE OF CONTRACT: 08/04/2025	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> <input type="checkbox"/>
FROM: Midwest Services and Development 5280 N. Lawler Chicago, IL, 60630	ARCHITECT: Engberg Anderson 8618 West Catalpa Suite 1116 Chicago, IL, 60656		
FOR:			

## 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	<b>\$137,277.00</b>
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.

CONTINUATION PAGE

Page 2 of 3

PROJECT: River Forest Library  
Community Room Project

APPLICATION #: 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					
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 Project

APPLICATION #: 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

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
<b>SH-3</b>	<b>2</b>	<b>Estey</b>	<b>Designer Series</b>	<b>Youth Services</b>	<b>\$ 1,153.00</b>	<b>\$ 2,306.00</b>
				SF 48"H x 36"W x 14"D		
				3 rows high		
			base	14"D browsing bin		
			row 2-3	12"D browsing bin		
			STEEL COLOR:	Oyster		
			SIGNAGE:	4" high		
			CASTERS:	N/A		
			END PANELS	EP-2		
			CANOPY TOPS	N/A		
	1			STARTER		
	1			ADDER		
<b>EP-2</b>	<b>2</b>	<b>LFI Custom</b>		<b>End Panel</b>	<b>\$ 559.00</b>	<b>\$ 1,118.00</b>
	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						\$ 1,200.00
* prevailing wage *						
TOTAL						<b>\$ 4,624.00</b>

**QUOTATION TERMS**

**\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting

\* prices include standard materials/finishes unless otherwise noted

\* 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

\* Drawings, if applicable, will also require customer signature approval prior to the order entering production.

\* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.



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
				<b>PAYMENT TERMS</b>		
				<b>\$0 deposit; balance due upon <i>substantial completion</i>*</b>		
				* If a mutually agreed upon punchlist exists after substantial completion, customer <b><i>may withhold the cost of said punchlist</i></b> from payment of final invoice until resolved.		
				* If a projected is delayed due to customer's site not being ready for installation, LFI reserves the right to assess a <b><i>storage charge and invoice for product</i></b> received at the installer's warehouse		
				<b><u>TO ACCEPT THIS QUOTE:</u></b>		
				* 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